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Maintenance

WEIGHT AND BALANCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes responsibilities and procedures for managing the aircraft Weight and Balance (W&B) program for aircraft assigned to the 62d Air Wing (AW). This instruction applies to all personnel assigned to the 62/446 AW.

SUMMARY OF REVISIONS

This revision removes all references related to C-141B aircraft. It deletes the weight and balance preparation checksheet and replaces it with a G081 preprinted weight and balance preparation package for the aircraft 781A forms.

1. Logistics Group Quality Assurance (LG/QA): will be responsible for managing the W&B Program for all aircraft assigned to the 62 AW. As program managers, LG/QAA will:

- 1.1. Provide guidance and monitor all W&B preparations, review completed weighing preparation documentation in aircraft forms, and oversee all weighing operations.
- 1.2. Maintain a spare certified Chart C for each assigned aircraft. The spare Chart C binder will be located in the Aircraft Generation Squadron (AGS) Consolidated Tool Kit (CTK) area.
- 1.3. Provide a supplemental handbook (Form F book) for each aircraft. Handbooks will be located in one of two locations depending on the aircraft production model: either in the Forms Document Container at FUS 375-right side or in the Crew Galley compartment 1-7 at FUS 280.
- 1.4. Provide a current listing of the weight and center of gravity (CG) for all assigned aircraft to 62 APS/TRO, 62 OG/OGV, and 446 OG/DOV any time the basic weight of an aircraft is updated. This will allow for proper mission planning and aircraft loading.
- 1.5. LG/QAT Technical Order Distribution Office (TODO) will notify the W&B manager of all Time Compliance Technical Orders (TCTOs) received. W&B managers will review TCTOs for any data which would affect aircraft W&B.

2. Aircraft Generation Squadron (AGS) Personnel will:

- 2.1. Support Branch/CTK will store the spare Chart C binder and key ensuring 24-hour access to authorized personnel (W&B manager/technicians and production supervisors). The spare Chart C will be used only when the aircraft W&B supplement handbook Chart C is missing.
- 2.2. Debrief will inform LG/QAA of W&B discrepancies discovered on any aircraft during the debriefing process.
- 2.3. Procure and install an adequate amount of blank DD Form 365-4 (Form F) in each aircraft's W&B supplemental handbook.
- 2.4. Notify the LG/QAA W&B manager when aircraft equipment configuration is accomplished for Programmed Depot Maintenance (PDM) input/return or transferring requirements. This will allow an accurate aircraft equipment inventory update and W&B recertification by LG/QAA.
- 2.5. Have ownership of the aircraft weighing scales and special tools and equipment and notify the Weight and Balance Program Manager any time the platform scales or load cells are removed from service for PMEL or any other reason to prevent weigh scheduling conflicts.

3. Aircraft Generation or Maintenance Squadron (whoever possesses the aircraft) will:

- 3.1. Provide a crew chief and specialists as needed to assist LG/QAA with Chart A inventories.
- 3.2. Prepare aircraft for the weight and balance. Preparation will be accomplished IAW 781A pre-printed weight and balance preparation package and applicable T.O.s.
- 3.3. Aircraft expeditors and production supervisors are responsible for informing the LG/QAA W&B manager of any weight changes (+ or -) that would affect the aircraft's weight and CG.
- 3.4. Provide a complete tow/jack team as required for the weighing process. These personnel will accomplish scale/load cell setup/tear-down, position and jack the aircraft for weighing, leveling the aircraft, and stow all the equipment upon completion of the W&B. QA will provide guidance and monitor this process. The QA W&B personnel will take all the scale readings and perform all weight and balance calculations.

4. Logistics Support Squadron (LSS):

- 4.1. Plans, Scheduling, and Documentation (PS&D) will inform LG/QAA, Aerial Port Squadron (APS), and AGS of the required equipment configuration and the next scheduled flight of any assigned aircraft scheduled for PDM input/return and transfers in or out of McChord AFB. This notification is to take place three days prior to any anticipated aircraft movement.
- 4.2. PS&D will schedule aircraft for weighs as needed. When possible, weighs should be scheduled immediately after the HSC/refurb to prevent rework, e.g. wash, lubrication, configuration, etc.
- 4.3. PS&D will ensure a pre-print red dash in the 781A (stating, "Weight and Balance Chart C requires update") is issued when:
 - 4.3.1. Weighing of an aircraft is required.
 - 4.3.2. A TCTO affecting W&B is accomplished.
 - 4.3.3. An aircraft transfers in from another base or depot.

5. All Airlift Squadrons:

5.1. Loadmasters will annotate the aircraft 781A forms if the supplemental handbook is in need of repair.

ROBERT. R. ALLARDICE, Colonel, USAF
Commander, 62d Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Maintenance Management of Aircraft*

AMCI 21-101, *Maintenance Management Policy*

T.O. 1-1B-50, *Basic Technical Order For USAF Aircraft, Weight And Balance.*

T.O. 1C-17A-5-1, *Basic Weight Checklist*

T.O. 1C-17A-5-2, *Loading Data*

Abbreviations and Acronyms

AGS—Aircraft Generation Squadron

CTK—Consolidated Tool Kit

Chart C—DD Form 365-3 BASIC WEIGHT AND BALANCE RECORD

LG/QAA—Logistics Group Quality Assurance Assessor Section

Form F—DD Form 365-4 WEIGHT AND BALANCE CLEARANCE FORM F-TRANSPORT

MXS—Maintenance Squadron

TCTO—Time Compliance Technical Order

TODD—Technical Order Distribution Office

OBLE—On Board Loose Equipment