



WEIGHT AND BALANCE PROGRAM

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Supersedes FAFBI 21-103, 29 November 2000.

Pages: 5
Distribution: F

This instruction prescribes procedures concerning the Weight and Balance Program. This instruction is applicable to all 92d Maintenance Group (MXG) and 92d Operations Group (OG) personnel. See **Attachment 1** for glossary of references and supporting information. Ensure all records created by this instruction are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*. See **Attachment 1** for glossary of references and supporting information.

SUMMARY OF REVISIONS

Added AF Form 4100, **KC-135 Load Planning Worksheet**, procedures. A bar (|) indicates a revision from the previous edition.

1. General. Weight and Balance (W&B) procedures, if not followed correctly, will adversely affect aircraft performance. Procedures outlined here must be strictly adhered to. Any questions that arise should be directed to the W&B managers at 92 MXG Quality Assurance (92 MXG/MXQ).

2. 92 MXG/MXQ will.

- 2.1. Appoint adequate numbers of personnel as W&B program managers (W&BPM). As a minimum, the Quality Assurance Superintendent appoints in writing, two primary individuals to be the W&BPM. Ensure the special certification roster (SCR) reflects this designation.
- 2.2. Centrally locate W&B primary handbook and back-up disk in Quality Assurance office for all assigned aircraft.
- 2.3. Store supplemental W&B handbooks on assigned aircraft in technical order storage rack.
- 2.4. Review all time compliance technical orders (TCTOs) to determine if W&B is affected by the TCTO, and update W&B records, as required.
- 2.5. Maintain an electronic copy and all historical documents on all assigned aircraft W&B records.

- 2.6. Forward W&B data to gaining units when aircraft are reassigned.
- 2.7. Maintain a copy of all data transferred to new units until the new unit confirms receipt of the W&B data.
- 2.8. Perform an inventory on all newly assigned aircraft and aircraft departing for depot or transfer prior to flight.
- 2.9. Verify the W&B primary and supplemental handbook for accuracy of all documentation as part of this inventory.
- 2.10. Recertify DD Form 365-3, **Weight and Balance Record, Chart C – Basic**, in both the primary and supplemental handbooks at least once every 180 days.
- 2.11. Document DD Form 365, **Record of Weight and Balance Personnel**, DD Form 365-1, **Weight Checklist Record, Chart A – Basic**, DD Form 365-2, **Form B – Aircraft Weighing Record** (when required); and DD Form 365-3 to reflect “permanent” changes in aircraft configuration.
- 2.12. Maintain a current W&B letter to ensure aircrews and wing planners have current information for mission planning.
- 2.13. Send a copy of this letter to 92d Operations Group Standardization/Evaluation (92 OG/OGV) by the 10th day of every month.
- 2.14. Perform spot checks as required, verifying configurations of aircraft are in accordance with Fairchild AFB Configuration A.

3. 92d Aircraft Maintenance Squadron (AMXS) will.

- 3.1. Review the weekly flying schedule and ensure aircraft are uploaded to configuration requirements. Uploading aircraft to configuration requirements is a 92 AMXS Raptor Flight Support Equipment Section responsibility.
- 3.2. Ensure an adequate number of personnel are W&B trained and qualified on the use and application of AF Form 4100 to meet daily and deployed mission requirements (See paragraph 7.).
- 3.3. Accomplish AF Form 4100 to document temporary configuration changes on assigned aircraft.
- 3.4. Place completed AF Form 4100 in the aircraft’s W&B book in front of Chart C, and enter the following note in the AFTO Form 781A, **Maintenance Discrepancy and Work Document**. “*INFO NOTE: AF Form 4100 Load Planning Worksheet is located in the W&B book next to Chart C.*”
- 3.5. Ensure the aircraft is returned to daily configuration in accordance with Fairchild AFB Configuration A and AF Form 4100 is removed from the W&B book upon return from temporary duty and exercise operations.
- 3.6. Notify W&BPM of any items, five pounds or more, added or removed from the aircraft in accordance with TO 1-1B-50 *Weight and Balance Manual*. A 24-hour notice must be given to properly update the DD Form 365-1 and the DD Form 365-3.
- 3.7. Immediately notify the W&BPM if a change of five pounds or more to the aircraft configuration is coordinated at the daily operations/maintenance production meeting.

3.8. Notify W&BPM when aircraft support equipment is uploaded or downloaded and ready for transfer inspection (i.e., depot input, transfer, or depot return). All uploads and downloads must be completed no later than 24 hours before crew show.

4. 92d Maintenance Squadron (MXS) will.

4.1. Ensure an adequate number of personnel are W&B trained and qualified on the use and application of AF Form 4100 to meet daily and deployed mission requirements (See paragraph 7.).

4.2. In the event of a major flight control, boom, or engine removal during ISO:

4.2.1. Accomplish AF Form 4100 to document temporary configuration changes on assigned aircraft.

4.2.2. Place completed AF Form 4100 in the aircraft's W&B book in front of Chart C, and enter the following note in the AFTO Form 781A: "*INFO NOTE: AF Form 4100 Planning Worksheet is located in the W&B book next to Chart C.*"

4.2.3. Ensure the aircraft is returned to daily configuration in accordance with Fairchild AFB Configuration A and AF Form 4100 is removed from the W&B book upon sellback to the flight line.

4.2.4. Notify W&BPM of any items, five pounds or more, added or removed from the aircraft in accordance with TO 1-1B-50 (i.e. header duct, structural repairs, etc.). A 24-hour notice must be given to properly update the DD Form 365-1 and the DD Form 365-3.

5. 92d Maintenance Operations Squadron Plans, Scheduling and Documentation Element (MOS/MXOOP) will.

5.1. Notify W&BPM of any TCTOs that change the weight and moment of the aircraft.

5.2. Provide the W&BPM with a current listing of completed TCTOs on a monthly basis.

5.3. Notify W&BPM of pending transfers and depot arrivals and departures no later than 72 hours prior to departure or arrival.

5.4. Print the configuration requirements in the configuration block of the weekly flying schedule.

5.5. Review and distribute aircraft load plans to the 92 AMXS Hawk Superintendent, 92 AMXS -21 Support Equipment Section, and 92 MXG/MXQ.

6. 92d Operations Group Responsibilities.

6.1. 92d Operations Support Squadron Short Range Scheduling (92 OSS/OSOK) will coordinate the required configuration with maintenance for each aircraft mission. The flying schedule will be annotated with the configuration code with the exception of the standard configuration ("A") in accordance with AFI 11-2KC-135V3, Chapter 10, FAFBSUP1, *C/KC-135 Operations Procedures*.

6.2. Provide aircraft load plans to alternate mission equipment -21 and Life Support for proper configuration of aircraft. Missions requiring other than current standard configurations will be coordinated with 92 MXG/MXQ to allow time to complete weight and balance requirements.

6.3. Changes or updates to local standard configuration sheets will be coordinated and approved by 92 MXG/MXQ and by 92d Operations Group Chief Enlisted Manager prior to posting.

6.4. The boom operator will review the AF Form 4100 and DD Form 365-3 for accuracy and complete DD Form 365-4, **Weight and Balance Clearance Form F–Transport**, in accordance with TO 1-1B-50.

6.5. If W&B discrepancies are noted, make clear and concise entries in the aircraft AFTO Form 781A. Include the item and location in the discrepancy.

6.6. Notify W&BPM of any items weighing five pounds or more that are added or removed from the aircraft in accordance with TO 1-1B-50. All changes must be forwarded to W&BPM via 92 MXG/MXQ no later than 24 hours before flight.

6.7. Ensure all life support equipment is loaded in accordance with AFI 11-302 Volume 1, *Maintenance and Configuration Requirements for Aircrew and Aircraft – Installed Life Support Equipment (LSE)* and FAFB configurations.

7. Maintenance personnel are considered qualified to utilize and sign AF Form 4100, in one of two ways.

7.1. Personnel are considered W&B qualified if they have previously:

7.1.1. Successfully completed Air Education Training Command (AETC) approved W&B course prior to AETC computer based training (CBT) courses coming on line.

7.1.2. Maintained proficiency, and passed annual evaluation by the 92 MXG/MXQ W&BPM on the use and application of AF Form 4100.

7.2. For new W&B personnel to become W&B qualified, they must:

7.2.1. Successfully complete the AETC approved W&B CBT.

7.2.2. Demonstrate proficiency on use and application of AF Form 4100 through evaluation by the 92 MXG/MXQ W&BPM.

7.3. In either method of qualification, certification must be documented in the individual's training records. Qualified personnel must be placed on the SCR.

8. Forms Adopted. AF Form 4100, KC-135 Load Planning Worksheet, AFTO Form 781A, Maintenance Discrepancy and Work Document, DD Form 365, **Record of Weight and Balance Personnel**, DD Form 365-1, **Weight Checklist Record, Chart A – Basic**, DD Form 365-2, **Form B – Aircraft Weighing Record**, DD Form 365-3, **Weight and Balance Record, Chart C – Basic**, and DD Form 365-4, **Weight and Balance Clearance Form F–Transport**.

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Commander

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

AFI 11-2KC-135V3, Chapter 10, FAFBSUP1, *C/KC-135 Operations Procedures*

AFI 11-302 Volume 1, *C-5, C-9, C-17, C-21, C-130, C-141, KC-10, and C/KC-135 Maintenance and Configuration Requirements for Aircrew and Aircraft - Installed Life Support Equipment*

AFMAN 37-139, *Records Disposition Schedule*

TO 1-1B-50, *Weight and Balance Manual*

Abbreviations and Acronyms

AETC—Air Education Training Command

CBT—Computer Based Training

LSE—Life Support Equipment

SCR—Special Certification Roster

TCTO—Time Order Technical Orders

W&B—Weight and Balance

W&BPM—Weight and Balance Program Manager