

**BY ORDER OF THE  
INSTALLATION COMMANDER**

**CHARLESTON AIR FORCE BASE  
INSTRUCTION 11-201**

**1 OCTOBER 2000**

***Flying***

***WEIGHT AND BALANCE OF AIRCRAFT***



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines weight and balance responsibilities and establishes procedures for AMC aircraft assigned to the 437th Airlift Wing. This regulation applies to all Wing and Associate Reserve units assigned to Charleston AFB.

### ***SUMMARY OF REVISIONS***

This revision changes the responsible agency for maintaining the Form F Weight and Balance Books.

#### **1. Responsibilities.**

1.1. The Logistics Quality Assurance (LGQA) weight and balance manager will manage the wing C-17 weight and balance program as prescribed by AMCI 21-101, *Maintenance Management Policy*.

1.2. Controlling and posting changes to AFI 11-2C-17, Vol 3, Addenda A, *C-17A Operations—Configuration and Mission Planning*, and T.O. 1C-17A-5-2, *Loading Data*, in the supplemental handbooks will be managed by the LGQA weight and balance technician.

1.2.1. The supplemental weight and balance handbook will be enclosed in a metal binder and will be stored on each aircraft.

1.2.2. A minimum of two duplicate binders will be provided to be used in the event one of the original binders is lost.

1.2.3. The supplemental weight and balance handbook will contain as a minimum the following items:

1.2.3.1. A certified copy of the current DD Form 365-3, (Chart C), **Basic Weight and Balance Record**.

1.2.3.2. AFI 11-2C-17, Vol 3, Addenda A., *C-17 Configuration and Mission Planning*.

1.2.3.3. T.O. 1C-17A-5-2.

1.2.3.4. Sufficient quantities of DD Form 365-4, **Weight and Balance Clearance Form F**, to accomplish the mission.

1.3. The LGQA weight and balance manager will:

1.3.1. Make corrections to the aircraft DD Form 365-3, (Chart C), when required.

1.3.2. Post all changes to AFI 11-2C-17, Vol 3, Addenda A and T.O. 1C-17A-5-2, in the weight and balance handbooks.

1.3.3. Ensure that all weight and balance handbooks are kept in serviceable condition.

1.3.4. Send an updated list of all aircraft basic weight and moments to, 437<sup>th</sup> Airlift Wing Command Post (437 AW/CP), 437<sup>th</sup> Operations Group Stan/Eval Division (437 OG/OGV) and each C-17 flying squadron.

1.4. During local and off-station missions, the loadmaster will:

1.4.1. Review the supplemental handbook for condition and currency prior to departure.

1.4.2. Keep the handbook in a neat and serviceable condition during the mission.

1.4.3. Upon mission completion, ensure the handbook is stored on the aircraft and note any problems with the book in the aircraft forms.

VERN M. FINDLEY II, Brig Gen (Sel), USAF  
Commander

**ATTACHMENT 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 11-2C-17, Vol 3, Addenda A, *C-17 Configuration and Mission Planning*

AMCI 21-101, *Maintenance Management Policy*

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

***Abbreviations and Acronyms***

**LGQA**—Logistics Quality Assurance