



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 1710.12  
MAR 26 2014

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1710.12

From: Commandant of Midshipmen

Subj: USNA PARACHUTE TEAM STANDARD OPERATING PROCEDURES

Ref: (a) United States Parachute Association (USPA) Instructional  
Rating Manual  
(b) COMDTMIDNINST 1710.14J  
(c) COMDTMIDNINST 7041.1H  
(d) United States Parachute Association (USPA) Skydiver's  
Information Manual  
(e) COMDTMIDNINST 5400.6Q  
(f) COMDTMINDINST 4653.1N

Encl: (1) Individual Staff Responsibilities  
(2) Standard Operating Procedures

1. Purpose. To promulgate instructions on responsibilities, safety, and standard procedures for all Parachute activities of the USNA Parachute Team.

2. Objective. To provide the highest degree of professional training to Midshipmen at the United States Naval Academy in recreational and competitive skydiving. This instruction will establish safety policy, standardize procedures, and delineate operational responsibilities for the USNA Parachute Team. All Team operations are intended to better prepare Midshipmen morally, mentally, and physically for a career in the Naval service, regardless of their service assignment through teaching the values of attention to detail, self-discipline, and competition.

3. Action. Midshipmen and officers belonging to or supporting USNA Parachute Team activities will conduct jump operations in accordance with references (a) through (f) and enclosures (1) and (2). Midshipmen skydiving on their own are also required to follow these procedures in accordance with Operational Risk Management (ORM) procedures.

W. D. BYRNE, JR.

Distribution:

Non-Mids (Electronically)  
Brigade (Electronically)

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## INDIVIDUAL STAFF RESPONSIBILITIES

1. The specific tasks and responsibilities assigned to each position may be modified as required in accordance with the Officer Representative and/or Midshipman Officer in Charge. One person may hold more than one of these positions simultaneously but not at a detriment to safety and oversight of operations and only if an insufficient quantity or quality of personnel are available. The following positions (with the exception of the O-Rep and E-Rep) will be elected by a Team vote, once proper qualifications and current licenses are verified per position requirements. Skydiving licenses and qualifications are from the United States Parachute Association (USPA) only.

a. Officer Representative (O-Rep). Will be a commissioned officer in the Naval service appointed by the Commandant of Midshipmen to oversee the operation of the USNA Parachute Team. He or she will also ensure that all rules, regulations, and instructions pertaining to the Team are being adhered to. He or she will be familiar with skydiving equipment and operations. If approved by the O-Rep, there may be an Assistant O-Rep (AO-Rep) of equal or lesser rank who will fulfill the O-Rep's duties when he or she is not available.

b. Enlisted Representative (E-Rep). Will be a senior enlisted leader in the Naval service assigned to the Naval Academy, and appointed by the O-Rep to oversee the operation of the USNA Parachute Team. He or she will apply fleet experience by focusing on fleet alignment in all Team operations via Midshipman leadership and core mission competencies. He or she will be familiar with skydiving equipment and operations. If approved by the O-Rep, there may be an Assistant E-Rep (AE-Rep) of equal or lesser rank than the E-Rep who will fulfill the E-Rep's duties when he or she is not available.

c. Drop Zone Safety Officer (DZSO). Will be a USPA qualified Drop Zone Operator (DZO) or a Safety and Training Advisor (S&TA) in accordance with reference (a). When operating on a USPA affiliated drop zone, the Drop Zone Safety Officer will be the resident Drop Zone Operator. When operating at any other location, a Safety and Training Advisor will act as the Drop Zone Safety Officer. He or she will ensure that all USPA regulations are adhered to and that all jump operations are conducted in an organized and safe environment. The USNA Parachute Team cannot conduct any jump operations without the presence of a Drop Zone Safety Officer in accordance with reference (b).

d. Midshipman Officer in Charge (OIC), USNA Parachute Team. Will be a First or Second Class Midshipman elected as President by Team vote and will assume overall responsibility for the safe and efficient operation of the Parachute Team. He or she shall hold at least a B-License authorized by the USPA. In addition to this overall responsibility, the OIC's duties will include:

(1) Function as the head of the USNA Parachute Team and be responsible to the Extra Curricular Activities Officer (ECAO) and the Commandant of Midshipmen for procurement, custody, issue, repair, preventive maintenance, training, and proper use of all Team equipment. He or she shall have thorough knowledge of each department, to include but not limited to Operations, Treasury, and Administration duties, and have responsibility over the Team Department Heads and all staff officers and members.

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(2) Ensure that all Team equipment is maintained in a high state of readiness and that all reserve parachutes are packed by a rigger within the USPA stated interval in accordance with reference (d).

(3) Ensure that all Team personnel are knowledgeable and current in licenses and qualifications, and that periodic safety training is conducted semiannually in order to maintain operational readiness.

(4) Formulate and submit budgetary requirements for the maintenance and operation of the Parachute Team with the Treasurer, and approve expenditures of funds allocated in accordance with reference (c).

e. Executive Officer (XO). Will be a First or Second Class Midshipman elected as Vice President by Team vote and will assist the OIC in the safe and efficient operation of the Parachute Team, and substitute in the OIC's absence. He or she shall hold at a minimum a B-License. In addition, his or her duties will include the following:

(1) Serve in a capacity equivalent to that of an Executive Officer, so that he or she has overall responsibility of the safe and efficient operation and communication of the Team's Department Heads and other staff members.

(2) Oversee accountability of all Team staff and members, to include but not limited to correct licenses, recent activity, number of jumps, and operations.

f. Operations Officer (OPS). Will be a First or Second Class Midshipman appointed by OIC and XO, and will assume responsibility for the safe and efficient operation of the Parachute Team with regard to all activities that take place while on Movement Order (MO). He or she will report to the XO for all matters relating to the Operations Department. He or she should hold at least an A-License. In addition, his or her duties will include the following:

(1) Plan, report research for, and execute MO. MOs are to be entered by the OIC, but organizing POV car loads and trip rosters, itinerary, safety plans, and logistics will be completed and submitted to the XO/OIC via OPS.

(2) Plan, report research for, and execute a Spring Break qualification trip and Collegiate National Competition trip, and lead in the execution of such trips.

g. Public Affairs Officer (PAO). Will be a First, Second, or Third Class Midshipman and will report to the XO as head of the Public Affairs Department. He or she is responsible for the image of the Club within the Naval Academy, in the town of Annapolis, and abroad during MOs. The PAO will:

(1) Work with the Treasurer to raise money through events such as T-shirt sales.

(2) Serve as a liaison to other Clubs, Teams, USNA PAO, and organizations on and off the yard to serve the Brigade, fleet, and community.

(3) Work with the ECA Officer to ensure the Parachute Team website is updated.

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h. Treasurer. Will be a First, Second, or Third Class Midshipman elected appointed by the OIC and XO, and will assume responsibility for the efficient operation of the Parachute Team by working with MWF to facilitate an annual T-shirt sale and to pay bills as necessary.

i. Jumpmaster. Will be the senior jumper for each skydive and shall at least have an A-License. The Jumpmaster is considered the Training Officer for that particular skydive, he or she responsible to the OIC and XO. The Jumpmaster will:

(1) Be thoroughly familiar with parachute equipment, conditions, safety precautions, and difficulties inherent in each particular jump operation.

(2) Coordinate and plan all aspects of the jump and ensure proper clearance is obtained from higher authority (DZSO).

(3) Conduct a proper pre-jump briefing as delineated in references (a) and (d).

(4) Conduct a pre-boarding equipment safety check of all Team members involved in jump.

(5) Be the single point of contact during any skydiving emergency between the DZSO and the jumpers. This avoids any confusion of conflicting orders and ensures consistent safety requirements and procedures.

(6) Conduct a post-jump brief (utilizing any camera footage if applicable) to review if objectives of jump were met.

(7) Assume full responsibility for safety. Due to the critical nature of safety, his or her word shall be final. The Jumpmaster is usually the most experienced jumper, not necessarily highest ranking or highest certified jumper.

j. Jumper. Will be an individual qualified for the type of jump to be conducted. The Jumper may be a Midshipman, officer, or enlisted associated with the Naval Academy. Basic qualifications and other requirements are delineated in references (a) and (d). The specific duties of jumpers are as follows:

(1) Be physically and mentally prepared for each dive.

(2) Have personal equipment ready for the jump.

(3) Promptly obey all signals and instructions received from the DSO and Jumpmaster.

(4) Report malfunctions of or damage to the equipment to the Jumpmaster immediately.

(5) Observe safety precautions and regulations per references (a) and (d) at all times. Everyone is a Safety Officer.

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## STANDARD OPERATING PROCEDURES

1. Midshipmen and associated personnel are expected to uphold the highest standard of moral, mental, and physical performance during jump operations. Staff members are expected to be extremely knowledgeable in skydiving material, strictly adhere to this instruction, reference (e), and other relevant documents and associated regulations. Lack of professionalism from a staff member is strictly prohibited and will result in the removal from the Team with potential conduct action, depending on the incident and circumstances.

a. All members, especially Midshipmen Staff Officers, are expected to exhibit mental aptitude of skydiving concepts such as physics, physiology, safety, standards, procedures, spotting, and skydiving skills equal to their training received.

b. Members will also remain physically capable and develop their physical ability to skydive safely through fitness activities and maintain their bodies at exceptional fitness levels. Midshipmen will not use tobacco products or alcohol prior to, during, or after jump operations.

c. Midshipmen will remain morally upright, to include adherence to the Brigade Honor Concept, through all evolutions. Midshipmen will not steal equipment or funds, lie about specifics regarding jump evolutions, or cheat in any capacity.

2. Recreational skydiving under the auspices of the USNA Parachute Team is authorized only for licensed skydivers attached to USNA and on a USNA Parachute Team movement order. All other skydives will not be considered an official function of the USNA Parachute Team, but organizers are encouraged to follow these procedures. Equipment will be checked out for all jump evolutions, either for Team sanctioned or other Midshipmen skydives, through the USNA Parachute Team OIC. Each Midshipman involved will ensure that the following procedures and safety precautions are adhered to:

a. All regulations outlined in references (c) and (d) are adhered to.

b. Recreational skydiving, as well as Team sponsored jumps, should be planned and organized meticulously. Coach jumps are required before Team skydives if the persons involved have not skydived within one month.

c. To prepare for any skydiving emergency that may occur, the following emergency equipment and information should be available:

(1) First aid kit.

(2) Training in first aid and lifesaving procedures.

(3) Location of local emergency telephone numbers and the location of that information.

(4) In the event of an emergency, the DZSO will become the onsite commander in the absence of local authorities and will be responsible for providing first responder medical care to those involved. Once relieved by local medical personnel, the DZSO will report the event to the Naval Academy OOW and O-Rep. in charge in case of any skydiving emergency.

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### 3. Planning and Execution of AFF Pre-Jump Course

a. At the beginning of each semester, the OIC will execute an introductory interest meeting, with the XO and OPS present, and it will be advertised to the Brigade.

b. At the meeting, a list of Midshipmen interested in becoming a qualified skydiver will be compiled.

c. Before any Midshipman can start AFF qualification at a USPA affiliated drop zone, they must attend a first jump course conducted by a Team member with a USPA Coach Rating.

d. Once the first jump course is completed, the USPA affiliated drop zone is responsible for the completion of the AFF qualification in adherence to reference (a) and (d).

### 4. Planning and Execution of Movement Orders

a. The OPS receives input from Team members for interest in certain weekends for MOs. Based on these interests and OPS will conduct signups up to two weeks before the start date of the MO.

b. The OPS informs the XO and OIC of any material or personnel necessities for the safe and efficient execution of the MO.

c. In accordance with reference (b), the USNA Parachute Team qualifies for MOs. The Team must request that Midshipmen may miss scheduled mandatory events to attend the MOs. On MOs, Midshipmen receive valuable training in skills transferrable to the Brigade and Fleet that is unique in nature and value to the Brigade. This training includes risk management, communication, attention to detail, and leadership during stress. Moreover, Midshipmen lead skydiving operations for a weekend-long event. Members, especially Staff Officers, dedicate their free time for the benefit of others through hard work and fulfill leadership positions in an applicable and practical environment. "Special consideration will be given for requests to participate in movement orders and excusals that require the missing of class and mandatory events," as per reference (f), but this must be requested by the Team to the Commandant Operations staff. First and Second Class Midshipmen Staff should initiate an MO through the Team's OIC to commence Friday evening so that they may travel to the drop zone to facilitate training early the following day.

d. The OIC will use MIDS to reserve transportation for the MO. The OIC will also submit a purchase authorization form in accordance with MWF policies. This request will allow the Team to collect per diem for each Midshipman on the MO, money which will be used to purchase food for use on the MO. This must be followed up after the MO with the submission of a roster of all present MIDS to the MWF office.

e. Upon departing for a MO the Midshipmen will follow the rules and directives in reference (f).

f. Once at the destination of the MO, the Team staff members will carry out the plan of action for the MO. All skydivers MUST abide by USPA procedures in accordance with references (a) and (d).

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g. Lodging for Midshipmen will vary based on the MO destination. Midshipmen will be briefed before departing on what they will need to bring (for example, sleeping bags for camping).

h. Upon completion of the courses of instruction planned for the MO, and if time remains at the MO destination, Midshipmen may conduct additional jumps in accordance with all applicable directives and procedures.

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