COMMANDANT OF MIDSHIPMEN INSTRUCTION 1710.12A

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: USNA PARACHUTE TEAM ORGANIZATION AND STANDARD OPERATING PROCEDURES

Ref: (a) United States Parachute Association (USPA) Skydiver’s Information Manual
(b) United States Parachute Association (USPA) Instructional Rating Manual
(c) COMDTMIDNINST 1710.14R
(d) COMDTMIDNINST 7041.1L
(e) COMDTMIDNINST 5400.6X
(f) COMDTMIDNINST 4653.1R
(g) COMDTMIDNINST 6110.4A
(h) COMDTMIDNINST 1610.2L

1. Purpose. To delineate the organizational, administrative and standard operating procedures governing sport parachuting activities of the United States Naval Academy Parachute Team (USNAPT).

2. Cancellation. COMDTMIDNINST 1710.12.

3. Scope and Applicability. All midshipmen, staff, and coaches comprising the USNAPT.

4. Objective. The mission of the USNAPT extracurricular activity is to provide midshipmen with the opportunity to develop advanced leadership skills and build confidence, project a positive image of the Brigade of Midshipmen through participation in collegiate parachuting competitions and sport parachuting demonstration jumps, and publicly showcase advanced midshipman skills and competence to support the USNA mission and recruiting efforts. This instruction delineates the organizational, administrative and operational responsibilities, standard procedures, and safety policy for the USNAPT operations.

5. Action. USNAPT members and officers belonging to or directly supporting team activities shall conduct jump operations in accordance with references (a) through (h).

a. All midshipmen team members shall strictly follow United States Parachute Association (USPA) guidelines, Basic Safety Requirements (BSRs), and the USNAPT Standard Operating Procedures for all sport parachuting activities to ensure the highest degree of safety in operations. This instruction establishes Operational Risk Management controls that may augment USPA guidance. Unless otherwise noted, in the event of a discrepancy between this
instruction and both references (a) and (b), team operations will adhere to the more restrictive requirements.

b. Individual midshipmen who are not members of the USNAPT but engage in sport parachuting activities on their own under the Recreational Off-Duty Safety Program are encouraged to follow the procedures delineated in these documents to the maximum extent possible but must follow, at a minimum, approved Operational Risk Management (ORM) controls per reference (g), and meet requirements of reference (e).

6. Individual Staff Responsibilities

a. The specific tasks and responsibilities assigned to each position may be modified as required with the Officer Representative (O-Rep), Enlisted Representative (E-Rep) and/or Midshipman President. All changes will be codified by a Constitution/By-Laws revision per reference (c). 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 sufficient quantity or quality of personnel are not available. The midshipmen staff will be elected by a team vote once proper qualifications and current licenses are verified per position requirements and the outgoing team leadership gives their endorsement. Skydiving licenses and qualifications are from the USPA only. If a prospective member holds a non-USPA license number it must be transferred through the USPA to a USPA license number.

(1) President. The President will be a First Class Midshipman elected by team vote and will assume overall responsibility for the safe and efficient operation of the USNAPT. The President may be a Second Class Midshipman if no qualified First Class Midshipman is available. The President shall hold at least a B-License authorized by the USPA and have the endorsement of the outgoing team leadership. In addition to this overall responsibility, the President's duties will include:

(a) Function as the head of the USNAPT and be responsible to the Extra Curricular Activities Officer and the Commandant of Midshipmen.

(b) They shall have thorough knowledge of each department, to include but not limited to Operations, Treasury, and Training duties, and have responsibility over the Team Department Heads and all staff officers and members.

(2) Executive Officer (XO). The XO will be a First or Second Class Midshipman elected by Team vote and will assist the President in the safe and efficient operation of the Parachute Team, and substitute in the President's absence. They shall hold at a minimum a B-License. In addition, their duties will include the following:

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

(b) Oversee accountability of all team staff and members, to include but not limited to correct licenses, recent activity, number of jumps, and operations.
b. The following positions will be assigned by the voted in President and XO. Each member selected for one of the following positions will then choose members from the team to fill in as their support staff:

(1) **Operations Officer (OPSO).** The OPSO will be a First or Second Class Midshipman appointed by the President and XO, and will assume responsibility for the safe and efficient operation of the USNAPT with regard to all activities that take place while on Movement Order (MO). They will report to the XO for all matters relating to the Operations Department. They should hold at least an A-License. In addition, their duties will include the following:

(a) Plan, submit, and execute MO per reference (f). At the beginning of each semester the OPSO will send out a MO schedule and track attendance for each respective MO. The OPSO will ensure that the week leading up to a MO there is a ride sheet sent out to the team members to organize transportation for each MO. The OPSO will ensure that this ride sheet is properly filled out and followed before and during the MO. The OPSO is responsible for taking accountability for all team members prior to a MO.

(b) Plan, report research for, and execute a Spring Break training trip, Collegiate National Competition trip, and team Banquet, and lead in the execution of such trips as approved by the Commandant of Midshipmen.

(2) **Logistics (Log-O).** The role of the Log-O will be to maintain the organizational framework of the USNAPT and its resources. The Log-O will:

(a) Maintain the integrity and utility of the USNAPT digital resources via the use of a Google Shared Drive.

(b) Maintain the integrity and utility of the USNAPT training, competition, and demonstration equipment, including, but not limited to, ground crew devices, parachute systems, communications systems, and uniform items.

(c) Manage the acquisition of new training, competition, and demonstration equipment.

(d) Maintain proper accountability of all USNAPT members and their activities.

(e) Review, revise, and update the USNAPT organizational model, with respect to personnel and responsibilities, as recommended by the O-Rep.

(3) **Public Affairs Officer (PAO).** The PAO will be selected at the discretion of the President and XO and can be a member of any class. The PAO will be responsible for the image of the USNAPT within the U.S. Naval Academy (USNA), in the town of Annapolis, and off the yard during MO. The PAO will:

(a) Run the team’s social media accounts with USNA PAO approval.

(b) Work with their staff on creating content that will show the team in a positive light.
(c) Serve as a liaison to other clubs, teams, the USNA PAO, and organizations on and off the yard.

(d) Work with the USNA PAO to ensure USNAPT social media is up to date and within regulations.

(4) Training and Safety Officer (TSO). The TSO will be a First or Second Class Midshipman that has been selected by the President and XO. The job of the TSO will be to oversee the professional development and progression of all members of the team. The TSO will:

(a) Facilitate classes in order to continue the growth and progression of every member of the team.

(b) Write training plans to help with progression in both competition and demonstration jumping.

(c) Ensure that each member of the team has a proper training plan for MOs.

(d) Ensure that every member of the team is up to date on their emergency procedures and facilitate trainings to ensure that the team remain safe.

(e) Oversee the accuracy and documentation of every USNAPT member’s logbook for jumps on MO or off, and maintain a central storage location for all USNAPT member’s logbook(s) in ECA spaces.

(5) Treasurer. The Treasurer will be a First, Second, or Third Class Midshipman appointed by the President and XO, and will assume responsibility for the efficient operation of the USNAPT through:

(a) Working with the Midshipmen Welfare Fund (MWF) to maintain proper book keeping of team funds.

(b) Working with the Alumni Rep via O/E-Rep to ensure that all money fundraised is accounted for in the team account and being properly used.

(c) Ensuring that Commuted Rations for each MO are being added to the team account.

(d) Ensuring that all yellow reimbursement slips are signed by the proper authority and submitted on time to the MWF.

(6) Facilities Officer. The Facilities Officer will be a First, Second, or Third Class Midshipman, appointed by the President and XO, that is responsible for maintaining the USNAPT spaces. The Facilities Officer will:

(a) Create duty sections to maintain the cleanliness of USNAPT spaces.
(b) Perform spot checks on the spaces to ensure that they are being properly maintained.

c) Report any discrepancies with team spaces to the President, O-Rep, and E-Rep, who will then ensure that Public Works is notified.

7. Membership and Membership Restrictions

a. Members of the USNAPT are a specially selected group of midshipmen. Given the high-risk nature of this activity and the high visibility of its members, team members are expected to excel academically, militarily, morally and physically. Respect and professionalism are paramount on the USNAPT, where members are required to trust one another with attention to detail that is critical in nature. Midshipmen selected for the team understand they must be members of the USPA and that the USNAPT operates strictly to the published standards for USPA Group Member Drop Zones. No position on the team is ever permanent and the privilege to jump must be continuously earned.

b. Member Conduct. Membership continuation is dependent on a midshipman remaining in good standing in both professional and parachuting aspects throughout the year. Seriousness of commitment to the sport is essential, as sport parachuting requires a solid progression of skills development and jumping currency to remain safe. All Team members are expected to conduct themselves as military professionals at all times. Misconduct and safety violations will be handled per reference (h). All offenses will be handled by the midshipman team chain-of-command with the oversight of the O-Rep. Members who are found to have knowingly violated USPA/FAA regulations, safety requirements or team standard operating procedures or whose parachuting performance or skills progression become questionable, may be reviewed by the team officers for removal from the membership roster at any time.

c. Prohibited Member Sport Parachuting Disciplines

(1) To ensure the highest degree of midshipman parachuting safety, the following sport parachuting disciplines are currently prohibited by USNAPT members while on a MO: Sky surfing, BASE jumping, and Cross Relative Work jumping. These activities add a high degree of additional risk that do not contribute to the team mission of Brigade representation and collegiate competition. Midshipmen who join the team must understand these limitations from the outset.

(2) No members of the team will perform Canopy Relative Work (CRW) without explicit permission given by the Commandant of Midshipmen. This permission may only be given once the jumper has completed proper training on CRW from an approved coaching source. This coaching source must be approved by the O-Rep.

d. Water and Night Jumps: Water and night parachute jumps, which require extra preparation and skill levels, can be made by team members in the normal progression of skills development and for appropriate licensing criteria. Team members must have the team night
jump paperwork signed off to ensure that they have received proper training. The members participating in the night jumps must have approval from the Commandant of Midshipmen.

8. General team training and qualification guidelines

a. Upon acceptance to the USNAPT, each new team member will participate in a first-jump ground course covering all non-method specific training outlined in reference (a). All first-jump non-method-specific training will be conducted by a USPA Instructor or a USPA Coach under the supervision of a USPA Instructor.

b. If a new member of the team had already begun their license progression or is a licensed jumper, they must present the TSO with their USPA number, license card, logbook, and/or progression sheets for students.

c. All students shall receive sufficient training in the following areas to jump safely:

(1) Equipment.

(2) Aircraft and exit procedures.

(3) Freefall procedures.

(4) Deployment procedures and parachute emergencies.

(5) Canopy flight procedures.

(6) Landing procedures and emergencies.

d. Following first-jump course completion, a USPA-affiliated drop zone approved by the O-Rep and the President will conduct a midshipman’s Accelerated Freefall (AFF) course of instruction or equivalent USPA program until licensing in adherence to references (a) and (b). All student training programs will be conducted under the direction and oversight of an appropriately rated USPA Instructor until the student is issued a USPA A-license.

e. Skills Development. Following completion of the AFF course of instruction, the midshipman may continue their skills progression toward the achievement of advanced licenses, as summarized below in figure (1):
Sport Parachuting Skills Progression

A License
- 25 Freefall Jumps
- +Basic standard skill demonstrations (body position/stability, spotting, group jumps)
- + Written exam

B License
- 50 Freefall Jumps
- +Various standard skill demonstrations (aerial maneuvers, landing accuracy, live water landing training)
- + Written exam

C License
- 200 Freefall Jumps
- +Various standard skill demonstrations (landing accuracy, aerial maneuvers, formations)
- + Written exam

D License
- 500 Freefall Jumps
- +Various standard skill demonstrations (including solo and group freefall night jumps)
- + Written exam

Figure (1)

f. A copy of all of the following paperwork will be kept in the respective jumper’s binder that will be in the loft:

(1) Logbooks.

(2) Progression sheets.

(3) License Applications.

(4) Rating Applications and Progression sheets.

(5) License Card.

(6) Personal rig data card that will be updated after every reserve repack.

(7) Any incident reports that the jumper is involved in (i.e. injury, cut away, etc.).

9. Administrative requirements for sport parachuting

a. Parachutist Qualification and Currency. Any documented jumps, whether at a civilian or military drop zone, can be counted for qualification. The following guidance for currency training is established in reference (a).

(1) USPA A-license holders who have not made a freefall parachute jump within 60 days shall make at least one jump under the supervision of a currently rated USPA instructional rating holder until demonstrating altitude awareness, freefall control on all axes, tracking, and canopy skills sufficient for safely jumping in groups.
(2) USPA B-license holders who have not made a freefall parachute jump within the preceding 90 days shall make at least one jump under the supervision of a USPA instructional rating holder until demonstrating the ability to safely exercise the privileges of that license.

(3) USPA C- and D-license holders who have not made a freefall parachute jump within the preceding six months shall make at least one jump under the supervision of a USPA instructional rating holder until demonstrating the ability to safely exercise the privileges of that license.

(4) Students who have not made a parachute jump within the preceding 30 days shall make at least one jump under the direct supervision of an appropriately rated USPA Instructor.

(5) For any member of the team that becomes not-current, they are required to attend a ground school re-currency class at the team loft prior to traveling to the Drop Zone (DZ). Training shall be documented appropriately.

b. Personal Jump Logs. Each jumper shall record parachute jumps and jump training in a personal jump log. Each parachutist must present the parachute log to the President, XO, or TSO. The President, XO, or TSO may restrict personnel from jump operations if they fail to present a personal jump log to verify currency. The TSO shall carry out monthly logbook inspections to ensure that logbooks are being properly maintained and kept up to date.

c. Planning and Execution of MO

(1) The USNAPT shall submit a MO to the Logistics Officer per reference (f). The team must receive approval from the Commandant of Midshipmen via the Commandant’s Operations Officer to miss scheduled mandatory events to participate in the MOs.

(2) OPSO will conduct signups for MOs at the beginning of the semester and make any necessary changes as the semester continues.

(3) OPSO will inform the XO and O-Rep of any material or personnel necessities for the safe and efficient execution of the MO.

(4) The Log-O will create a gear list for any USNAPT equipment being checked out for use on the movement order. The Logistics staff is responsible for ensuring that all gear is being properly signed in and out and that all gear is accounted for upon departure from and return to the USNA.

(5) Upon departing on a MO, the midshipmen will follow the rules and directives in references (c), (e), and (f).

(6) Once at the destination of the MO, USNAPT staff members will carry out the plan of action for the MO. All sport parachutists shall abide by USPA procedures in accordance with references (a) and (b).
(7) 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).

(8) The main focus for MOs is training and the TSO will ensure that the team is following the training plan laid out for each MO.

d. Parachute Equipment

(1) Team Equipment. The Log-O is responsible for the maintenance and accountability for all of the USNAPT gear. The Log-O is responsible for tracking each USNAPT members’ gear usage and ensuring that it is properly returned after each MO. USNAPT gear is to only be used on MO and official team training events. USNAPT gear includes but is not limited to:

(a) Parachute Systems.

(b) Helmets.

(c) Jumpsuits.

(d) Altimeters.

(e) Audible altimeters.

(f) Flag systems.

(g) Smoke systems.

(h) Water floatation systems.

(i) Training equipment in the loft (e.g. creepers).

NOTE: USNAPT parachute system’s information such as number of jumps, reserve repack dates, cut away, any maintenance or repairs, etc., shall be recorded and tracked by the Log-O.

(2) Minimum Required Equipment. At a minimum, each midshipman sport parachutist is required to be equipped with the following items on every parachute jump:

(a) Approved parachute container for main and reserve parachutes.

(b) TSO-approved main parachute ram-air canopy with a wing loading appropriate for the jumper’s weight.

(c) TSO-approved steerable reserve parachute canopy appropriate to the jumper’s weight.

(d) Bottom-of-container (BOC) throw-out pilot chute or ripcord-activated, spring-loaded pilot-chute-equipped main parachute.
(e) Rigid helmet.

(f) Visually accessible altimeter.

(g) Functional automatic activation device that meets the manufacturer’s recommended service schedule.

(h) Jumpsuit (required for competition and exhibition jumps).

3 Required items for Special Situations. FAA regulations (FAR Part 105.19) requires that when performing night jumps, each parachutist must display a light that is visible for at least three statute miles from the time the jumper is under open parachute until landing. Floatation devices shall be worn by jumpers when they are jumping within the USPA requirements for floatation devices.

e. Parachute Opening Altitudes and Exit Parameters

(1) Minimum opening altitudes are designated for each jumper according to their USPA license qualification as follows:

(a) Tandem jumps - 4,500 feet Above Ground Level (AGL).

(b) All students and A-license holders - 3,000 feet AGL.

(c) B, C, and D-license holders - 2,500 feet AGL.

(2) Exceptions for Water Jump Exits. An overwater free-fall exit below 3,500 feet requires that the jumper perform a “clear and pull.” Maximum opening altitude is established by each parachute system manufacturer.

f. Wind restrictions are based on maximum ground winds at the landing target. Maximum allowable ground winds for exiting the aircraft in freefall are given by the following:

(1) Solo students:

(a) 14 mph for ram-air canopies.

(b) 10 mph for round reserve canopies.

(2) Licensed jumpers: 18 mph (team restriction – USPA BSR’s state no maximum winds for licensed jumpers).

(3) Stadium exhibition jumps.

(a) 15 mph practice.

(b) 15 mph demonstration.
(4) Open field exhibition jumps: 18 mph (team restriction – USPA BSR’s state no maximum winds for licensed jumpers).

g. Weather and Terrain Restrictions:

(1) Ceiling and visibility restrictions for freefall training jumps.

(2) The cloud ceiling above the target must be a minimum of 1,000 feet AGL.

(3) When exiting the airplane, for a freefall jump from a minimum of 3,500-foot AGL, there will be a 1,000-foot cloud-free zone directly below the aircraft.

(4) The Jump Master (JM) must be able to see the DZ from the aircraft at exit altitude.

Note: No jumps are permitted when a thunderstorm is reported or observed within 20 nautical miles (NM) of the intended landing area and the radial distance aircraft operating arc around the drop zone.

h. Drop Zone Requirements

(1) USNAPT members may jump only at USPA-approved drop zones unless authorized on a case-by-case basis by the Commandant of Midshipmen to jump at another drop zone for training purposes. Any planned midshipman event at a non-USPA drop zone requires a comprehensive confirmation brief to the Commandant of Midshipmen.

(2) USPA drop zones have been certified as meeting all FAA requirements. When non-USPA drop zones are authorized, they must meet published standards for obstructions and hazard clearances. Areas used for sport parachuting should be unobstructed, with the following minimum radial distances to the nearest hazard:

(a) Solo students and A-license holders - 100 meters.

(b) B- and C-license holders and all tandem skydives- 50 meters.

(c) D-license holders - 12 meters.

(3) Hazards are defined as telephone and power lines, towers, buildings, open bodies of water, highways, automobiles, and clusters of trees covering more than 3,000 square meters.

(4) Manned ground-to-air communications (e.g., radios, panels, smoke, lights) are to be present on all drop zones during sport parachuting operations.

(5) To be prepared for any sport parachuting emergency that may occur, the following emergency equipment and information should be available:

(a) First aid kit.
(g) Review missing/injured jumper actions and drop zone-specific emergency plans. Review basic first aid, including how to deal with potential spinal injuries.

(h) Designate emergency vehicle(s) for finding missing jumpers or transporting injured jumpers as required. This vehicle will usually be one of the USNAPT personally-operated vehicles, preferably with cargo space and multiple passenger seats.

(2) Each Jump: USNAPT jumpers shall fulfill the following requirements for each jump operation:

(a) Determine the appropriate altitude and surface winds.

(b) For group jumps, conduct a pre-jump briefing that covers separation procedures and altitudes, opening altitudes for each group member, landing pattern and canopy separation expectations with all members of the group.

(c) Establish individual opening altitude if not already determined.

(d) Conduct a rehearsal of concept drill (i.e. ground rehearsal of jump plan).

(e) Determine load and exit order.

(f) Receive a gear check from a USPA licensed jumper prior to boarding the aircraft.

c. Aircraft procedures are determined by the Drop Zone Safety Officer (DZSO) and jump pilot. Standard procedures are discussed in reference (a). All jumpers not familiar with the particular aircraft they will be jumping must participate in a pre-jump brief that specifically addresses the special characteristics and procedures for that aircraft. This brief should include, at a minimum, door procedures, exit position and stability considerations, and special hazards (e.g., low tail stabilizer, high exit speed).

d. Pilot Responsibilities. The Team pilot is responsible for following all relevant Federal Aviation Regulations (FAR). In particular, FAR 91.3 states the following:

(1) The pilot in command of an aircraft is directly responsible for, and is the final authority as to the operation of that aircraft.

(2) In an in-flight emergency requiring immediate action, the pilot in command may deviate from any rule of this part to the extent required to meet that emergency.

(3) Consistent with FAR 91.3, in an in-flight emergency requiring immediate action, the team pilot may also deviate from any rule in this instruction to the extent required to meet that emergency.

e. In-Flight Emergencies. In the case of an in-flight emergency, all jumpers must obey the commands of the jumpmaster and pilot. The pilot is the ultimate authority in the aircraft and will relay commands to the jumpmaster. One of the most common in-flight emergencies is the
deployment of a main or reserve parachute canopy inside the aircraft. If a jumper’s parachute is activated inside the aircraft, the parachute should immediately be contained and the jumper moved forward in the aircraft. If the canopy deploys out of the aircraft, the jumper should quickly exit the aircraft with the canopy.

f. **Freefall Procedures.** Freefall procedures are discussed in reference (a) and will vary dependent on the jump plan. Each jumper must be aware of the specific plan for their jump. These plans must follow the requirements listed in this instruction and in reference (a).

g. **Emergency Procedures.** Emergency procedures are discussed in reference (a). These are a basic element of AFF training and must be routinely practiced by both students and licensed sport parachutists. At a minimum, jumpers shall review the procedures listed in this section at the beginning of each day of jump operations in which they are participating. Each jumper should understand and be prepared to deal with the following situations/emergencies and their immediate actions:

1. Proper pull sequence.
2. Hard pull/no pull.
3. Main canopy total malfunction (no deployment).
4. Pilot chute in tow.
5. Bag lock.
7. Line over.
8. Line twists.
9. Canopy skin damaged.
10. Broken lines.
11. Tension knots.
12. Failed controllability check.
13. Two canopies out.

**NOTE:** Licensed jumpers shall review these emergencies with other licensed jumpers. Student jumpers must review them with an instructor or coach of the appropriate rating per reference (a). To help facilitate and ensure that proper emergency procedures are being
practiced, every member of the team is expected to be up to date with their hanging harness training which is required to be done once a semester.

h. Water Jumps

(1) All jumpers performing an intentional water landing or having a flight path in freefall or under canopy within one mile of open water or a large body of water shall wear personal flotation devices and have passed water training. Any person intending to make an intentional water landing shall:

   (a) Undergo preparatory training within 60 days of the water jump.

   (1) The training shall be conducted by a Safety and Training Advisor (S&TA), Instructor Examiner (I/E) or USPA Instructor.

   (2) The training (including the date and location) shall be documented in the jumper’s logbook and signed by a USPA S&TA, I/E, or USPA Instructor.

   (b) Hold a USPA A-license and have undergone wet training for water landings.

   (2) Water training involves simulation of a water landing by jumping into a pool or other body of water that is deep enough for full submersion while wearing a parachute rig with the main canopy fully deployed. Successful escape and surfacing away from the parachute equipment without assistance constitutes passing water training and qualification for water landings. Water training may be conducted at the USNA, but shall be approved by the Brigade Operations Officer. At a minimum, two swimmers who are qualified for water landings and have passed 2/C swimming must be present, in the water, to provide immediate assistance to the jumper if required. There must be a certified Lifeguard present to oversee the water training. Water training qualification shall be supervised by an S&TA, Instructor Examiner, or USPA Instructor.

i. Exhibition or demonstration jumps are both developmental for midshipmen and perform an important strategic communication function for the USNA. All exhibition jumps will be performed in strict adherence to Exhibition Jumping standards published by the USPA and coordinated through the controlling FAA Flight Standards District Office.

   (1) To participate in open field exhibition jumps, the participating jumpers shall hold at least a USPA C-license (200-jump minimum).

   (2) To participate in Navy-Marine Corps Memorial Stadium exhibition jumps, the participating jumpers shall hold a USPA Professional Exhibition (PRO) Rating or Restricted PRO Rating (250-jump minimum).

   (3) All exhibition jumps require an approved action memo from the Commandant of Midshipmen.
j. Incident, Mishap, and Injury Handling and Reporting: The TSO records relevant information pertaining to incidents, mishaps, and injuries in the USNAPT binders. Each incident, mishap, or injury entry shall include the following information:

(1) Date and Time.

(2) Location.

(3) Type of Occurrence.

(4) Persons Involved.

(5) Actions Taken.

(6) Chain of Command Notification Status.

k. Missing Jumper

(1) The senior most jumper will account for all jumpers as soon as possible after each jump. The senior most jumper shall report any missing jumpers immediately to the DZSO.

(2) If an off-dropzone landing is suspected with a probable location, the senior most jumper will assign USNAPT members to search for the missing jumper. These Team members will use the designated emergency vehicle or other reasonable means of transportation.

(3) Once the jumper is located, all personnel will muster and determine why the jumper was missing. The senior most jumper shall inform the DZSO of the situation. The senior most jumper and DZSO will then determine whether or not to continue operations.

l. Injured Jumper

(1) If a jumper is injured, the DZSO shall be notified. The DZSO is in charge of dispatching emergency medical personnel, closing the drop zone, and logging events and actions taking place.

(2) Team members may provide immediate medical attention if there are no emergency medical trained personnel available. The Jumpmaster will account for all personnel and communicate with the DZSO whether any team personnel have first aid training.

m. Fatality or Injury Requiring Hospitalization

(1) In the case of a team fatality, the O-Rep shall inform the Officer of the Watch, USNA Duty Officer, and the Deputy Commandant of Midshipmen.

(2) The senior most jumper will remain the point of contact with medical personnel concerning where the team member is being taken for medical treatment and assign one or more USNAPT members to accompany the injured team member, if possible, to maintain communications with the hospital.
11. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.seacnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

12. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant’s Operations Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2010.

J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdinst.php