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PP&O (POG)
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MARINE CORPS ORDER 3120.11A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PARACHUTING POLICY AND PROGRAM ADMINISTRATION

Ref: (a) DoD Directive 5100.01, "Functions of the Department of Defense and its Major Components," December 21, 2010
(b) DoD Directive 5000.01, "The Defense Acquisition System," May 12, 2003
(c) DoD Instruction 5000.2, "Operation of the Defense Acquisition System," November 25, 2013
(d) MCO 1553.1B
(e) MCO 1553.2B
(f) OPNAVINST 5450.180E
(g) MCO P5102.1B
(h) MCO 13480.1D
(i) SECNAV M-5210.1
(j) MCO 3500.27B
(k) USSOCOM Manual 350-3, "Special Operations Forces Baseline Interoperable Airborne Operations (Parachuting) Training Standards"
(l) MCO 3900.15B
(m) MCO 1200.17E
(n) NAVPERS 18068F
(o) MCO 5311.1D
(p) MCO 1000.6G
(q) MCO P1020.34G
(r) MCWP 3-15.7
(s) AFI 13-217, "Drop Zone and Landing Zone Operations"
(t) TM 70244A-01, "U.S. Marine Corps Military Free Fall Operations"
(u) NAVMED P-117
(v) AR 40-501, "Standards of Medical Fitness"
(w) DoD 7000.14-R, "Financial Management Regulation"
(x) Marine Corps Course Conduct Publication for the MC-7 Parachutist Transition course
(y) NAVSEAINST 13512.1M
(z) Federal Aviation Regulation, Part 65, Subpart F, "Parachute Riggers"
(aa) Federal Aviation Regulation, Part 105, "Parachute Operations"
(ab) TM 10-1670-201-23, General Maintenance of Parachutes and Other Airdrop Equipment
(ac) DoDD 5410.18 "Public Affairs Community Relations Policy"
(ad) DoDI 5410.19 "Public Affairs Community Relations Policy Implementation"
(ae) NAVAIR 13-1-6.2
(af) SECNAV M-5214.1

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(ag) OPNAVINST 3710.7U
(ah) MCO 3150.4
(ai) MCO 1500.52D
(aj) MCWP 2-25
(ak) 5 U.S.C. 552a
(al) SECNAVINST 5211.5E

Encl: (1) Marine Corps Parachuting Policy and Program Administration Manual

Reports Required: I. Joint Airdrop Summary Report (JASR) (Report Control Symbol EXEMPT), Encl (1), chap. 13, par. 2.a.
II. Annual Airdrop Roster Report (Report Control Symbol EXEMPT), Encl (1), chap. 13, par 2.b.
III. Equipment Malfunctions and Incidents Report (Report Control Symbol EXEMPT), Encl (1), chap. 13, par. 3

1. Situation. Individual service parachuting programs are guided by policy directing their conduct and administration by Department of Defense (DoD) executive agents (EA) in accordance with references (a) through (aj). Reference (a) assigns the U.S. Army as the EA for all airborne matters common to both the Army and the Marine Corps. This Order establishes policy and procedural guidance for the administration of Marine Corps parachuting programs and takes precedence where Marine Corps equipment and doctrine are not supported by EA policy, procedure and/or doctrine. All Marine Corps parachuting programs will be administered in compliance with this Order.

2. Cancellation. MCO 3120.11.

3. Mission. The Marine Corps parachuting program supports the development and maintenance of required warfighting capabilities. Policies and procedures described herein are intended to maximize unit and individual combat effectiveness, service interoperability, accountability and safety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) All cognizant Commanders and Officers-in-Charge of Marine Corps units performing parachute operations will conduct parachute operations and training in accordance with this Order and other applicable directives. This Order is applicable to both the active and reserve components of the Marine Corps.

(b) This Order is applicable to all DoD civilian and military personnel assigned to Marine Corps units and activities. When other Service or Component directives conflict with this Order, the Marine Component commander will determine which Order takes precedence.

(c) This Order establishes the Deputy Commandant for Plans, Policies and Operations (DC PP&O) as the Marine Corps personnel parachuting proponent and the Deputy Commandant for Installations and Logistics (DC I&L) as the Marine Corps aerial delivery of cargo proponent.

(2) Concept of Operations. The Marine Corps develops and maintains static line parachuting, Military Free Fall (MFF) parachuting and air

delivery capabilities to meet valid operational requirements, as indicated in CMC-approved unit mission statements and by appropriately coded billets on unit Tables of Organization (T/Os). Details of this policy, to include exceptions, are found in enclosure (1) to this Order.

b. Subordinate Element Missions

(1) DC PP&O (POG) shall:

(a) Serve as the Marine Corps proponent, functional expert and supervisor in all matters related to personnel parachuting per Enclosure (1) of this Order.

(b) Conduct an annual validation of all parachuting billets and provide applicable Hazardous Duty Incentive Pay (HDIP) budget input to DC M&RA (MPP) to coincide with budget cycle submissions.

(c) Validate all new parachuting equipment requirements for Marine Corps units and billets as a function of the Total Force Structure process prior to final approval by DC CD&I.

(d) Prior to initial fielding of new Marine Corps aircraft, coordinate DoD proponent validation and approval of aircraft-specific personnel parachuting procedures.

(2) DC I&L (LPC) shall:

(a) Serve as the Marine Corps proponent, functional expert and supervisor in all matters related to air delivery per Enclosure (1) of this Order.

(b) Participate in the DoD Airdrop Malfunction/Safety Analysis Review Board when requested by Naval Safety Center (NAVSAFECEN).

(c) Serve as the lead Marine Corps representative to the DoD Joint Technical Airdrop Group (JTAG) and Integrated Military Free Fall Static Line Air Drop Advisory Group (IMSAAG).

(d) Prior to initial fielding of new Marine Corps aircraft, coordinate DoD proponent validation and approval of aircraft-specific air delivery procedures.

(e) Participate in all Operational Testing (OT) and Developmental Testing (DT) of equipment and procedures for all personnel parachuting and air delivery equipment for Marine Corps aircraft during research, development, test and evaluation (RDT&E).

(f) Upon completion of OT and DT of procedures for personnel parachuting and air delivery for Marine Corps aircraft in RDT&E, provide DC CD&I with equipment requirements by quantity during the establishment of all new AAOs, ensuring that equipment sets can be properly maintained by units.

(3) DC CD&I shall:

(a) In conjunction with DC PP&O (POG), serve as the user representative for all parachuting equipment-related issues, ensuring current

parachuting equipment deficiencies are corrected and desired parachuting capabilities support Marine Corps required operational capabilities.

(b) Take all actions necessary to support equipment requirements for parachuting capabilities in compliance with references (b) and (c).

(c) In coordination with Marine Corps Systems Command (MARCORSYSCOM); Program Manager, Infantry Weapons Systems (PM-IWS); Product Manager, Reconnaissance and Amphibious Raids (PdM-RAR), maintain inter-service liaison to ensure equipment interoperability and facilitate requirement development through appropriate supporting documentation to support parachuting operations.

(d) Participate in all parachute-related Integrated Process Action Teams (IPTs) to identify and resolve logistics issues per Chapter 2 of enclosure (1) to this Order.

(e) Maintain current and future T/Os and Tables of Equipment, with mission statements, for all units with valid parachuting requirements.

(f) Maintain current and planned T/E allowances within the Total Force Structure Management System for all units with valid parachuting requirements.

(g) Publish timely updates to any T/O and T/E changes approved to units with valid parachuting requirements.

(4) DC Aviation shall:

(a) Coordinate DC PP&O (POG) and DC I&L (LPC) participation in the development of future aviation capabilities to ensure parachuting requirements are fully considered.

(b) Coordinate DC PP&O (POG), DC I&L (LPC), Commander, MARCORSYSCOM (PMM-113), and Commander, Naval Safety Center (Code 44) participation in planning for OT and DT of aircraft in RDT&E to ensure procedures for personnel parachuting and air delivery are developed, validated and approved by the DoD parachuting proponents prior to aircraft fielding.

(5) CG Training and Education Command shall:

(a) Conduct an annual validation of all Marine Corps parachuting related formal school requirements via the Training Input Plan (TIP) process per reference (d), and provide input and requirements to other services as required.

(b) Manage the assignment of parachuting-related formal school quotas via the Student Registrar Module of the Marine Corps Training Information Management System (MCTIMS) per Chapter 8 of enclosure (1) to this Order.

(c) Evaluate the applicability and effectiveness of current and proposed Marine Corps parachuting training programs in accordance with reference (e).

(d) Establish individual training standards for personnel and cargo parachuting operations and incorporate as appropriate into associated training and readiness manuals.

(e) Participate in all parachute-related IPTs to identify and resolve training issues per Chapter 2 of enclosure (1) to this Order.

(f) Develop, train and maintain Programs of Instruction (POI) for Marine Corps-unique parachuting equipment as required.

(g) Provide commanders with subject matter expertise (SME)/technical assistance concerning parachuting, parachute rigging procedures, and administrative requirements during Airborne Mobile Training Team (AMTT) deployments for training.

(h) Consult and collaborate closely with PdM-RAR parachute program officer in the development of manpower and training plans for parachuting equipment in RDT&E.

(i) Participate in the USMC Parachute Capabilities Conference per Chapter 3 of enclosure (1) to this Order.

(6) Commander, Marine Corps Systems Command, PMM-113 shall:

(a) Coordinate and manage all parachute equipment research, development and acquisition as identified by DC CD&I and validated by DC PP&O (POG) and DC I&L (LPC).

(b) Provide Marine Corps-wide coordination and standardization of all approved and fielded parachute systems and equipment.

(c) Serve as the Marine Corps sponsor for parachute equipment, responsible for developing and refining applicable technical and procedural techniques specific to parachute equipment, as well as developing next generation parachute equipment and monitoring/enforcing applicable safety procedures for fielded parachuting equipment.

(d) Provide assistance to DC PP&O (POG); DC I&L (LPC); and CG TECOM (C461TP) with regard to parachuting safety, procedures, and techniques as requested.

(e) Participate in the USMC Parachute Capabilities Conference per Chapter 3 of enclosure (1) to this Order.

(f) Provide MARCORSYSCOM representation for the Marine Corps in the following events: JTAG, IMSAAG, tri-annual Malfunction Review Board, Safety Analysis Review Board, semi-annual Parachute Industry Symposiums, and semi-annual Precision Airdrop Technology Conference and Demonstration.

(g) Participate in all parachute-related IPTs to identify and resolve technical, systemic and/or programmatic issues per Chapter 2 of enclosure (1) to this Order.

(7) Director CMC, Headquarters Safety Division, Naval Safety Center (Code 44), per reference (f):

(a) Advise DC PP&O (POG), DC I&L (LPC), DC CD&I, and CG, TECOM on safety matters pertaining to personnel parachuting and air delivery procedures and techniques.

(b) Investigate and evaluate all malfunctions, incidents and parachute-related mishaps involving Marine Corps personnel and/or equipment in accordance with reference (g). Ensure compliance with reference (h), and report all violations to DC PP&O (POG). Maintain all records per the applicable SSIC in accordance with reference (i).

(c) Maintain a data repository for all monthly airdrop reports and parachute-related malfunction/incident reports.

(d) Participate in the USMC Parachute Capabilities Conference per Chapter 3 of enclosure (1) to this Order.

(e) Attend all Army, Navy, Air Force, and Marine Corps parachute-related Malfunction Review Boards. Attend DoD and civilian conferences related to personnel parachute and cargo airdrop equipment (as appropriate) as the Marine Corps parachute safety subject matter expert.

(f) Conduct parachute safety inspections on all Marine Corps units with a parachute capability at least once every two (2) years. Conduct safety surveys or assist visits as requested by units, or as directed by DC PP&O (POG) or DC I&L (LPC). Results from Paraloft inspections and surveys will be submitted DC PP&O (POG); DC I&L (LPC); and PM-IWS/PdM-RAR, MCSC once the official copy has been signed.

(g) Participate in all parachute-related IPTs to identify and resolve safety issues per Chapter 2 of enclosure (1) to this Order.

(h) Evaluate OT and DT of procedures for personnel parachuting and air delivery for Marine Corps aircraft in RDT&E.

(i) Upon completion of OT and DT of procedures for personnel parachuting and air delivery for Marine Corps aircraft in RDT&E, issue a Safety Confirmation to DC PP&O (POG) certifying the accepted procedures as safe and reliable for DoD use.

(8) Marine Corps Commanders/Officers-in-Charge of formal training units/activities shall:

(a) Administer, manage and oversee formal courses of instruction in accordance with reference (e).

(b) Ensure all parachute training and operations are conducted in accordance with reference (j). In situations where proponent operational risk management (ORM) procedures have not adequately mitigated identified risks, report discrepancies and possible safety issues to DC PP&O (POG).

(c) Ensure parachute operations are conducted and supervised by a current Jumpmaster trained on the type of equipment used for each training evolution. Jumpmaster currency requirements can be found in reference (r)

for static line operations and in reference (t) for military free fall operations.

(d) Ensure all instructor and student certification, recertification and refresher training is conducted and documented per enclosure (1) to this Order.

(e) Ensure all graduates of the Basic Airborne Course are entered into Dive/Jump Reporting System (DJRS). Ensure all graduates are put into a "PCS" status within DJRS prior to detaching from the course so they can be picked up by the parent command upon return to the unit.

(f) Ensure all intermediate level training courses get annotated and DJRS profiles are updated with current qualifications.

(9) Unit Commanders shall:

(a) Ensure and enforce compliance with this Order and all other applicable directives within their purview.

(b) Ensure currency and qualification of all parachutists and Jumpmasters per enclosure (1) to this Order.

(c) Ensure certification, recertification and refresher training is conducted and documented as required per enclosure (1) to this Order.

(d) Ensure proper maintenance, inspection, security and storage of all parachute equipment per this Order, applicable references and equipment technical manuals referenced in enclosure (1) to this order.

(e) Develop and maintain a unit Standard Operating Procedure for parachute operations, addressing specific areas not addressed in current directives or doctrinal publications.

5. Administration and Logistics

a. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (i) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

b. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (aj) and (ak). Any unauthorized review, use, disclosure or distribution is prohibited.

c. Department of Defense (DD) forms mentioned in this Order are available at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm> and Chief of Naval Operations (OPNAV) forms are available at <https://navalforms.documentservices.dla.mil>.

d. Exceptions to Policy. Requests to waive or permanently change any portion of this Order will be submitted via the first O-5 in the chain of command to DC PP&O (POG) per Chapter 5 of enclosure (1) to this Order.

e. Definitions. For the purposes of this Order, the following phrases or terms apply:

(1) Marine Corps Personnel. This phrase refers to all active, reserve and civilian employed Marine Corps personnel, Marine Corps contractors and any DoD uniformed military personnel or foreign military personnel assigned to Marine Corps units.

(2) Marine Corps Parachute Operations and Training. This phrase refers to parachute and/or aerial delivery of cargo operations and training conducted under cognizance of a Marine Corps Commander or Officer-in-Charge of a Marine Corps unit or activity.

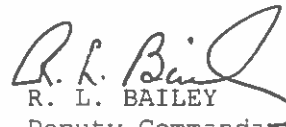
(3) Jump. This term refers to the physical action of personnel exiting an aircraft in flight as a function of parachute operations or training.

(4) USMC-Approved Formal Course(s) of Instruction. This phrase refers to courses of instruction listed in MCTIMS Course Catalog.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective on the date signed.



R. L. BAILEY

Deputy Commandant for
Plans, Policies and Operations

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Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

Proponency

1. General. This chapter provides detailed information on the authority, definition and scope of proponency of Marine Corps parachuting programs.

2. Authority. Reference (a) designates the U.S. Army as the proponent for military parachute operations common to both the Army and the Marine Corps. Reference (k) establishes USASOC as the proponent for Military Free-Fall (MFF) training, operations, equipment, and doctrine. This Order establishes DC PP&O (POG) as the proponent for all USMC personnel parachuting, and DC I&L (LPC) as the proponent for USMC aerial delivery of cargo.

3. Definition. As proponents for their respective capability, DC PP&O (POG) and DC I&L (LPC) are responsible for coordination of all aspects of the development, sustainment, and maintenance of that capability and are vested with the authority to organize and direct appropriate actions to accomplish such objectives.

4. Scope. Tasks unique to individual proponents are identified in Paragraph 4b of this chapter. Common tasks associated with USMC parachuting proponency include, but are not limited to the following:

a. Advocacy. Within their purview, proponents shall:

(1) Serve in the role of lead advocates in the development of parachuting/air delivery capabilities per reference (1).

(2) Serve in the role of parachuting/air delivery advocates in the development of aviation capabilities per reference (1).

(3) Conduct inter-service coordination and liaison for Marine Corps parachute/air delivery operations and training.

(4) Establish, direct, enforce and monitor Marine Corps IPTs to identify and resolve issues related to parachute/air delivery operations, training and equipment.

(5) Co-sponsor the USMC Parachute Capabilities Conference per chapter 3 of this Order.

(6) Serve in the role of Marine Corps parachuting or air delivery proponent in all matters associated with DoD executive agents.

b. Policy. Within their purview, proponents shall:

(1) Establish, enforce and monitor policy to ensure Marine Corps-wide applicability and compliance.

(2) Serve as the sole authority to waive Marine Corps parachuting policy.

(3) Initiate Marine Corps-wide corrective/preventative action pertaining to parachuting/air delivery as required.

c. Training. Within their purview, proponents shall:

(1) Monitor and enforce proper usage of seats to formal parachuting/air delivery courses of instruction per Chapter 8 of this Order.

(2) When requested by CG, Training and Education Command (TECOM), participate in the Structure/Manning Decision Review (SMDR) conducted annually by the U.S. Army Training and Doctrine Command (TRADOC).

Chapter 2

Capability Development

1. General. This chapter outlines requirements pertaining to the development of parachuting, air delivery and aviation capabilities.

2. Parachuting and Air Delivery Capability Development. Parachuting and air delivery capabilities will be developed to meet valid and approved operational requirements in accordance with reference (1).

a. Integrated Process Action Teams (IPT). As existing parachuting or air delivery capabilities are refined or new capabilities are developed, proponents will establish an IPT to formally address issues arising from the Expeditionary Force Development System Process. Many of these issues are addressed formally through the MARCORSYSCOM Manpower & Training Plan (M&TP) Process. During this process, the IPT assesses all doctrinal, organizational, training, materiel, leadership and education, personnel and facilities (DOTMLPF) implications under the guidance of the program manager (PM). The PM uses this assessment, and any required analysis, to develop a plan for developing and sustaining the capability.

b. IPT Membership. Proponents are encouraged to include SMEs from across DoD in the development of parachute and air delivery capabilities; however, IPTs formed for this purpose will consist of, at a minimum, SME representation from:

- (1) Proponents
- (2) DC CD&I (FMID/LID)
- (3) DC, Aviation (APP)
- (4) CG, Training and Education Command
- (5) Commander, MARCORSYSCOM (PMM-113)
- (6) Commander, NAVSAFCEN (C 44)

c. Proponent's Role. The proponent's role in the IPT is to ensure that all DOTMLPF issues are addressed through facilitation and coordination of required actions, to publish all IPT findings, with all stakeholders copied, and when appropriate, to ensure and enable the participation of relevant operating forces.

3. Aviation Capability Development. Parachuting and air delivery operations from newly developed aviation assets require official authorization from the appropriate DoD parachuting EA. Direct involvement of the Marine Corps parachuting and air delivery proponents is critical to effective inter-service coordination in gaining this authorization. At a minimum, this authorization requires the following:

a. Official parachute and air delivery testing by a recognized DoD test and evaluation organization. This will involve test and evaluation of current parachuting and air delivery procedures, as well as the development of any changes or new procedures.

b. The appropriate Service Safety Organization's Safety Confirmation to conduct parachute and air delivery operations from the newly developed aircraft using any new or changed parachuting or air delivery procedures. This Safety Confirmation applies to the parachuting and/or air delivery procedures and is separate from the test and evaluation organization's assessment of the aircraft for safety and suitability.

c. An official service-level request both to authorize parachuting and air delivery operations from the newly developed aircraft, and to implement validated changes/additions to procedures in the appropriate publications and directives.

Chapter 3

USMC Parachute Capabilities Conference

1. General. This chapter provides detailed information on the purpose, sponsorship, participants, and actions of the USMC Parachute Capabilities Conference.
2. Purpose. The USMC Parachute Capabilities Conference convenes annually and serves as a forum for the presentation of relevant parachuting and air delivery capability issues requiring proponent or HQMC action and the development of detailed Plans of Action and Milestones (POA&Ms) to resolve those issues.
3. Sponsorship. The USMC Parachute Capabilities Conference is co-sponsored by DC PP&O (POG) and DC I&L (LPC). Sponsorship includes, but is not limited to, the following:
 - a. Agenda Development.
 - b. Administrative and Logistical Coordination.
 - c. Conference Facilitation.
 - d. Development of Conference Messages.
4. Participants. Units listed in Chapter 4, Paragraph 2a of this Order are standing members of the USMC Parachute Capabilities Conference. Each of these units will send a designated parachuting SME to represent his command. Attending SMEs must be empowered to speak on behalf of their commanders regarding all conference agenda items. In addition to the co-sponsors, representation from each of the following is also required:
 - a. DC CD&I (FMID/LID).
 - b. DC, Aviation (APP).
 - c. CG, Training and Education Command.
 - d. CG, Training Command.
 - e. Commander, MARCORSYSCOM (PMM-113).
 - f. Commander, NAVSAFCEN (C 44).
 - g. Commanding Officer, Marine Corps Detachment, Fort Benning.
 - h. Commanding Officer, Marine Corps Detachment, Ft. Bragg.
 - i. Commanding Officer, Marine Corps Detachment, Fort Lee.
5. Actions. At a minimum, the following actions will take place:
 - a. Sponsors will facilitate the conference by ensuring that the agenda is established, published and followed.

b. Attendees will receive a MARCORSYSCOM update on all current programs of record, as well as any RDT&E efforts to develop approved capabilities.

c. Working groups will be established to address specific issues and to develop recommended courses of action as required.

d. Sponsors will develop a conference message containing the final disposition of all agenda items.

Chapter 4

Organization

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with the organization of Marine Corps parachuting programs.

2. Unit Types. The following unit types have a valid requirement to develop and maintain a viable parachuting capability to support prescribed missions and approved concepts of operations using equipment organic to the organization:

- a. Reconnaissance Battalions.
- b. Force Reconnaissance Companies.
- c. Air Delivery Platoons.
- d. Radio Reconnaissance Platoons.
- e. Reserve Component Air Naval Gunfire Liaison Companies (ANGLICO).
- f. Training and Education Command.
- g. Marine Corps Systems Command.
- h. Marine Forces Special Operations Command (MARSOC).

3. Parachutist Billets. Reference (m) identifies and codifies all skill requirements for Marines. Reference (n) identifies and codifies skill and qualification requirements for Navy personnel. Authorized Marine Corps parachutist billets are indicated on unit T/Os by one of the following military occupational specialties (MOS) or Navy enlisted classification (NEC) codes:

- a. 0323, Reconnaissance Man, Parachute Qualified.
- b. 0326, Reconnaissance Man, Parachute and Combatant Diver Qualified.
- c. 0405, Airborne and Aerial Delivery Officer.
- d. 0451, Airborne and Aerial Delivery Specialist.
- e. 8023, Parachutist.
- f. 8026, Parachutist/Combatant Diver Marine.
- g. 8403, Fleet Marine Force Reconnaissance Independent Duty Corpsman.
- h. 8427, Fleet Marine Force Reconnaissance Corpsman.

4. Table of Organization and Equipment Change Requests (TOECR). TOECRs are submitted in accordance with reference (o). All TOECRs involving personnel parachutist billets or parachute equipment will be forwarded to DC PP&O

(POG) for concurrence prior to approval. All TOECRs involving air delivery equipment will be forwarded to DC I&L (LPC) for concurrence prior to approval.

Chapter 5

Administration

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with administration of Marine Corps parachute programs.

2. Insignia

a. Basic Parachutist Insignia. Marine Corps personnel qualified as basic parachutists are authorized to wear the Basic Parachutist Insignia in accordance with reference (q).

b. Navy and Marine Corps Parachutist Insignia. In accordance with reference (q), Marine Corps personnel qualified as basic parachutists may wear the Navy and Marine Corps Parachutist Insignia in place of the Basic Parachutist Insignia after fulfilling any one of the requirements below.

(1) Marine Corps personnel completing five (5) additional jumps while assigned to an authorized T/O parachuting billet for a period of no less than ninety (90) days. The five (5) additional jumps must include at least one (1) combat equipment day jump, two (2) combat equipment night jumps, and employ at least two (2) different types of military aircraft. Types of military aircraft are defined in this order as fixed wing (including V-22) or rotary wing. The V-22 static line air delivery profile replicates the fixed wing profile, therefore V-22 airdrops are considered to be fixed wing.

(2) Marine Corps personnel who are commissioned graduates of the U.S. Naval Academy (USNA), meeting the following criteria:

(a) As a member of the USNA Airborne Training Unit, completes a USMC-approved jumpmaster and/or parachute rigger course and participates extensively for at least a year in those capacities.

(b) Completes a minimum of 30 static line parachute jumps, to include the same variety of jumps and aircraft described above.

(c) Has a written request to wear the Navy and Marine Corps Parachutist Insignia, endorsed by the USNA Marine Corps Representative, and approved by DC PP&O (POG-40).

(3) Marine Corps personnel with prior service in other branches of the U.S. Armed Forces meeting the following criteria during the period of prior service:

(a) While assigned to an authorized (assigned by orders and receiving Parachutist HDIP) parachuting billet, fulfilled the Marine Corps criteria regarding the number, type, and frequency of parachute jumps above.

(b) Has submitted a written request to wear the Navy and Marine Corps Parachutist Insignia, forwarded through the chain of command, and approved by DC PP&O (POG-40). Substantiating documentation will include:

1. Certified true copies of jump manifests.

2. Certified true copy of DD Form 214, Certificate of Release or Discharge from Active Duty and/or other documents attesting to the fulfillment of Marine Corps criteria.

3. Certified true copy of orders to duty involving parachuting or authorization to receive incentive pay.

4. Marine Corps personnel completing one combat parachute jump of any kind from any aircraft, regardless of T/O billet.

c. Exceptions. Requests for authority to wear the Basic Parachutist or Navy and Marine Corps Parachutist Insignia in cases not covered above will be forwarded via the chain of command to DC PP&O (POG), for approval.

d. Manner of Display. Marine Corps personnel authorized to wear parachutist insignia will do so in compliance with reference (q) and any subsequent applicable Marine Corps bulletins in the 1020 series.

3. Assignment and Voiding of Military Occupational Specialties

a. Marine Corps personnel are assigned the corresponding parachutist AMOS upon successful completion of the appropriate formal course of instruction. Installation Personnel Administration Centers (IPAC/ servicing administrative office)/ servicing administration offices will make the appropriate unit diary entries in MCTFS only after substantiating documentation is provided.

b. Marine Corps personnel possessing Military Occupational Specialty 0451 or 0405 are qualified parachutists and will not be assigned AMOS 8023.

c. Requirements, procedures and authority for voiding a parachutist MOS are found in chapter 1 of reference (p) and Paragraph 10 of this chapter. In addition to the requirements in the references, Marine Corps personnel may have the parachutist designation revoked in the event of severe safety violations, conviction by military or civilian authority for unauthorized drug usage, or gross negligence.

4. Swim Qualification. Due to water hazards on and near parachute drop zones, Marine Corps personnel filling valid parachuting billets and/or participating in parachute training on a permissive basis must be qualified as Water Survival Intermediate (WS-I) at a minimum. All Marine Corps personnel participating in deliberate water parachute operations will be qualified as WS-I, per reference (r). Per reference (ah), Marines qualified as Marine Combatant Divers who are assigned to diving duty and meet annual currency requirements per reference (ah) are exempt from the Marine Corps Water Survival Training Program's requalification interval.

5. Marine Corps Total Force System (MCTFS) Entries

a. Formal Schools. Upon successful completion and MCTIMS validation of the formal courses of instruction listed below, the corresponding Service School Code (SSC) will be entered on the education page in MCTFS.

- (1) Airborne (CID A030CG1).....0CG
- (2) Multi-Mission Parachute Course (CID M50KLD1).....71F
- (3) Jumpmaster (CID A0371M1).....71M

- (4) MFF Jumpmaster (CID A0571P1).....71P
- (5) Parachute Rigger Course (CID A1471H1).....71H
- (6) Double Bag Static Line Parachutist Course (CID M02YF1M)..YF1
- (7) High Glide Parachutist Course (CID M02KAQM).....KAQ
- (8) High Glide Rigger Course (CID PENDING)
- (9) TORDS Rigger Course (CID PENDING)
- (10) TORDS Equipment Course (CID M02KAYM).....KAY
- (11) TORDS Personnel Course (CID M02KA3M).....KA3
- (12) Parachutist High Altitude Oxygen System PHAOS (CID PENDING)

b. Other Training. Formal courses of instruction still in development or those conducted under the umbrella of new equipment training (NET) have neither a SSC nor a MCTIMS course identification code (CID). Some examples of such training are listed in Chapter 7 of this Order. Because this training prepares and certifies Marine Corps personnel to perform specific skills or to use specific equipment, successful completion of this training requires official documentation. In such instances, commanders will ensure this training is documented under the Local Schools section of the MCTFS education page. Commanders will ensure the course title displayed on the certificate is used for reporting the Local School in MCTFS.

6. Appointments, Orders and Authorizations. Commanders will assign Marine Corps personnel to parachute duties commensurate with their billet, training and qualifications.

a. Parachute Duty. Qualified Marine Corps personnel filling valid parachutist billets will be ordered to parachute duty in writing. Parachute duty means duty involving parachute jumping from an aircraft in aerial flight as an essential part of military duty. See Chapter 6 of this order for requirements in regards to assignment and tracking of Parachutist HDIP.

b. Command Jumpmaster

(1) Commanders will appoint appropriately qualified Marine Corps personnel, Corporal and above, as command jumpmasters upon qualification in accordance with Chapter 7 of reference (r) or Chapter 13 of reference (t), as well as any additional (more stringent) unit-level jumpmaster requirements. Qualified Marine Corps personnel will be appointed in writing as command jumpmasters. Appropriately qualified and appointed jumpmasters are authorized to function in the capacity of primary jumpmaster, assistant jumpmaster, safety, departure airfield control officer, or drop zone safety officer/team leader. An example of an appointment as a command jumpmaster can be found in Figure 5-1 of this Order.

(2) Appointment as a command jumpmaster applies only to parachute operations under the cognizance of the appointing commander. Command jumpmasters from one unit are not authorized to perform any jumpmaster duties during parachute operations of another unit unless explicitly authorized to do so in writing by the commander conducting the operation.

c. Command Parachute Safety Officer (PSO). Commanders will appoint, in writing, an appropriately trained, jumpmaster-qualified, experienced parachutist as the command PSO. Responsibilities and requirements for the command PSO are detailed in Chapter 7 of this Order.

d. Permissive Parachute Duty

(1) Commanders of non-parachuting units/activities are authorized to permit previously qualified parachutists and jumpmasters to participate in appropriate proficiency and refresher training under permissive orders with authorized units/activities. Permissive parachute duty orders will include documentation of appropriate qualification and medical clearance. An example of permissive parachute duty orders can be found in Figure 5-3 of this Order.

(2) Commanders of parachuting units are authorized to permit appropriately qualified personnel from other units/services to participate in parachute training under permissive parachuting orders. Commanders under whose cognizance parachute operations are conducted are responsible for ensuring all participating parachutists and jumpmasters are qualified, current and medically cleared to participate.

e. Tandem Passenger Authorization. Marine Corps personnel qualified as Personnel Tandem Masters are authorized to conduct personnel tandem parachute operations and training with non-parachutist passengers. Tandem passengers from external units must be authorized in writing by the first O-5 in the chain of command to participate in tandem parachute operations. Additional requirements for tandem passengers can be found in Chapter 10, Paragraph 14 of this Order. An example of a tandem passenger authorization can be found in Figure 5-4 of this Order.

7. Unit/Activity Records. Marine Corps units and activities described in Chapter 4, Paragraph 2a of this Order will maintain the following individual and unit documentation IAW reference (i).

a. Individual Records. For Marine Corps personnel within their purview, commanders will maintain all documentation pertaining to qualification, certification, recertification, assignment and/or termination as parachutist, jumpmaster, rigger and/or command PSO in accordance with reference (i), SSIC 1320.1. Additionally, commanders will maintain copies of applicable permissive parachuting orders (with enclosures) for all personnel participating in the unit's parachute operations and training on a permissive basis in accordance with reference (i), SSIC 1320.1.

b. Unit Documentation

(1) Prior to each unit parachute operation, commanders will issue operations orders or letters of instruction, assigning in writing specific safety, support, and supervisory personnel for all aspects of that operation. Additionally, commanders will conduct and document an in-depth risk assessment in accordance with reference (j). Commanders will maintain these records in accordance with reference (i), SSIC 3500.1.

(2) Following each parachute operation, the assigned jump master and PSO will certify all jump manifests for that operation, using the Dive Jump Reporting System or locally produced and command authorized jump manifest (OPNAV Form 3504/1). Manifests will serve as the unit's sole source document for recording conduct of and participation in parachute training and is

sufficient documentation of performance of parachute duty for pay purposes. Commanders will maintain copies of manifests in accordance with reference (i), SSIC 1543.1.

(3) Commanders will maintain copies of all reports detailed in Chapter 13 of this Order, as well as any additional formal correspondence pertaining to the conduct or administration of unit parachute operations or training in accordance with reference (i).

8. Individual Parachutist Logbook. Each qualified Marine Corps parachutist is required to maintain an individual parachutist log throughout his career. It is the responsibility of the parachutist to ensure it is updated after each parachute operation, and that it remains both accurate and current. Individual parachutist logs may be locally produced.

9. Medical

a. Standards. Medical standards for parachute duty for Marine Corps personnel are prescribed in Chapter 15-105 of reference (u). Marines undergoing U.S. Army parachutist training must also be screened using Chapter 5 of reference (v). Government civilian employees must meet medical requirements prescribed in Chapter 15-105 of reference (u) for the duties being performed. Contractors must have a current FAA Class Three Physical from an FAA Medical Examiner to participate in MFF operations.

b. Waivers. Requests to waive medical standards for parachute duty listed in reference (u) or reference (v) will be submitted to DC PP&O (POG) for approval via the Chief, Navy Bureau of Medicine and Surgery, Undersea Medicine & Radiation Health (M342), 2300 E. St NW, Washington, DC 20372-5300. The request will include the commander's endorsement of the medical officer's recommendation. Enclosed will be the original signed physical examination on DD Form 2808 Report of Medical Examination and personal history on DD Form 2807-1. Commanders of Marines pending attendance of Basic Airborne School will send an info copy no later than five working days prior to attendance, to the Commanding Officer, Marine Corps Detachment, Maneuver Center of Excellence, 5141 Wilcox Street, Fort Benning, GA 31905. Commanders of Marines pending attendance of the USASOC MFF School will send an info copy to the Marines Corps Representative, AOJK-L-USMC, USAJFKSWCS, Fort Bragg, NC 28310-5000.

10. Unauthorized Drug Usage and Mental Instability

a. Any USMC parachutist, rigger or jumpmaster (qualified or in training) charged or convicted by competent civilian or military authority with unauthorized drug usage shall be relieved of all associated duties and responsibilities and prohibited access to unit paralofts, parachutes, air delivery and life support equipment. In such cases, commanders will formally notify DC PP&O (POG), DC I&L (LPC-3) and DC M&RA (MMEA/MMOA/RAP). When warranted, substantiated cases may result in the voiding of the associated parachutist or rigger MOS at the discretion of the appropriate occupational field sponsor/proponent and MMEA/MMOA/RAP.

b. Any USMC parachutist, rigger or jumpmaster (qualified or in training) found by competent medical authority to lack the mental stability required to function in that capacity shall also be relieved of all associated duties and responsibilities and prohibited access to unit paralofts, parachutes, air delivery and life support equipment. In such cases, commanders will formally

notify DC PP&O (POG), DC I&L (LPC-3) and DC M&RA (MMEA/MMOA/RAP). When warranted, such cases may result in the voiding of the associated parachutist or rigger MOS at the discretion of the appropriate occupational field sponsor/proponent and MMEA/MMOA/RAP.

c. In any case where a rigger is relieved for cause, all parachutes, air delivery and life support equipment packed or rigged by that rigger will be identified, removed from service and secured. Such equipment will undergo a thorough technical rigger inspection prior to being placed back into service.

11. Exceptions to Policy

a. Requests to waive any portion of this order, with the exception of MARSOC, will be submitted via the first O-5 in the chain of command to DC PP&O (POG) no later than forty-five (45) days prior to the related event. Electronic submissions of scanned requests and endorsements are recommended to increase effectiveness and minimize response time.

b. Requests to waive any portion of this order for Marines participating in training or operations with Headquarters, United States Special Operations Command and its subordinate units or with the United States Government Interagency Departments will be submitted via that organization's first O-5 or civilian pay scale equivalent in the chain of command, to DC PP&O (PO-SOD) for endorsement. Endorsed request will be forwarded to DC PP&O (POG) for approval. Electronic submissions of scanned requests and endorsements are recommended to increase effectiveness and minimize response time. Desired request timeline is no later than forty-five (45) days prior to the related event but the necessity of operational requirements will be taken into consideration.

c. Applicable points of contact can be found on the world-wide web at <http://hqinet001.hqmc.usmc.mil/pp&o/POG/Section%20Pages/recon%20page.htm>. Replies to electronic requests will be returned in the same manner. Requests may be submitted via official mail, fax or electronically to the addresses below:

(1) Commandant of the Marine Corps
Headquarters United States Marine Corps
Plans, Policies and Operations (POG)
3000 Marine Corps Pentagon
Washington, DC 20350-3000

(2) Commercial 703-692-4304, DSN 222-4305

3500
Date

From: Commanding Officer
To: Sgt I.M. Marine, XXXXXXXXX (EDIPI)/0321/0326 USMC

Subj: ASSIGNMENT AS COMMAND JUMPMASER

Ref: (a) MCO 3120.11A
(b) MCWP 3-15.7, Static Line Parachuting Techniques and Training
(c) TM 70244A-01, USMC Military Freefall Operations
(d) Applicable Unit Special Orders

1. Per the applicable references, you are hereby assigned as a command jumpmaster effective date. This assignment confers my authority to you when acting as my direct representative in the function of your duties. As such, you are directly responsible to me for the safe conduct of parachute operations within the scope of your duties for that operation.

2. This assignment authorizes you to perform only those jumpmaster duties for which you are appropriately qualified, and requires you to maintain appropriate minimum qualification and currency certifications as detailed in the references. Failure to do so will result in the automatic termination of this assignment.

3. This assignment terminates if you are found to no longer be qualified, upon transfer from this command, or if otherwise revoked based on valid justification.

4. This assignment is not to be considered as orders from competent authority for entitlement to Parachutist HDIP.

I. M. COMMANDER

Figure 5-1.--Sample Command Jumpmaster Assignment

3500
Date

From: Commanding Officer
To: Sgt I.M. Marine, XXXXXXXXX (EDIPI)/0321/0326 USMC

Subj: ASSIGNMENT AS COMMAND PARACHUTE SAFETY OFFICER

Ref: (a) MCO 3120.11A
(b) MCWP 3-15.7, Static Line Parachuting Techniques and Training
(c) TM 70244A-01, USMC Military Freefall Operations
(d) Applicable Unit Special Orders

1. Per the references, you are hereby assigned as the command parachute safety officer (PSO) effective date. This assignment confers my authority to you when acting as my direct representative in the function of your duties. As such, you are directly responsible to me for the safe conduct of all aspects of the command's parachute program in accordance with the references. Specific responsibilities as command PSO are found in reference (a).
2. This assignment is based on your qualification and currency as a command jumpmaster and requires you to maintain appropriate minimum qualification and currency certifications as detailed in the applicable references. Failure to do so will result in the automatic termination of this assignment.
3. This assignment terminates if you are found to no longer be qualified, upon transfer from this command, or if otherwise revoked based on valid justification.
4. This assignment is not to be considered as orders from competent authority for entitlement to Parachutist HDIP.

I. M. COMMANDER

Figure 5-2.--Sample Command Parachute Safety Officer Assignment

3500
Date

From: Commanding Officer
To: Sgt I.M. Marine, XXXXXXXXX (EDIPI)/0321/0326 USMC

Subj: PERMISSIVE PARACHUTE DUTY AUTHORIZATION

Ref: (a) MCO 3120.11A
(b) MCO 1000.6
(c) DoD 7000.14-R, "Financial Management Regulation,"
September 2008
(d) Table of Organization for UIC X#####

1. Per the references, you are hereby authorized to participate in parachute training on a permissive basis, effective date. This authorization remains in effect until you are discharged, released or transferred from this command, or you are no longer physically qualified to participate in such activities.

2. This authorization serves as official orders, and is issued with the understanding that your participation is voluntary, that you meet medical and physical requirements to participate, and that your participation is at the convenience of the command providing the support for such activities.

3. Acceptance of these permissive orders is not to be considered as orders from competent authority for entitlement to Parachutist HDIP.

I. M. COMMANDER

Figure 5-3.--Sample Permissive Parachute Duty Authorization

3500
Date

From: Commanding Officer (of tandem passenger)
To: Sgt I.M. Marine, XXXXXXXXX (EDIPI)/0321/0326 USMC

Subj: TANDEM PASSENGER AUTHORIZATION

Ref: (a) MCO 3120.11A
(b) TM 70244A-01, USMC Military Freefall Operations

1. Per the reference, you are hereby authorized to participate in tandem parachute training with command conducting tandem jump(s) on a permissive basis. This is a one-time authorization to conduct one or more jumps. This authorization is effective beginning on date and terminating on date.
2. This authorization serves as official orders, and is issued with the understanding that your participation is voluntary, that you meet medical and physical requirements to participate as indicated in the reference, and that your participation is at the convenience of both your command and the command providing the support for such activities.
3. Acceptance of these permissive orders is not to be considered as orders from competent authority for entitlement to Parachutist HDIP.

I. M. COMMANDER

Figure 5-4.--Sample Tandem Passenger Authorization

Chapter 6

Parachutist Hazardous Duty Incentive Pay (HDIP)

1. General

a. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with Parachutist HDIP for USMC personnel.

b. Requirements for parachute duty pay for Marine Corps personnel are set forth in volume 7A, Chapter 24 of reference (w). The following information is not all-encompassing and is provided to clarify the most common issues regarding Parachutist HDIP as they are outlined in reference (w).

2. Eligibility. Marine Corps personnel entitled to basic pay, which meet the criteria below, are eligible to receive either Basic Parachutist HDIP or Military Freefall Parachutist HDIP:

a. Any Marine Corps personnel assigned to basic parachutist, MFF parachutist or parachute rigger formal qualification training;

b. Appropriately qualified Marine Corps personnel assigned to USMC Billet Identification Code (BIC) numbers that are coded for parachutists or parachute riggers who:

(1) Are under competent orders to perform parachute duty. These orders must be signed by the Commanding Officer, or officer acting in his absence, utilizing the format found in Figure 6-1 (basic) or 6-2 (HALO); IAW reference (i) file retention is six years and three months. A copy of these orders must be furnished to the command's servicing IPAC/ servicing administration office in order to start the Marine's Parachutist HDIP in the MCTFS.

(2) Meet performance requirements as indicated in volume 7A, Chapter 24 of reference (w).

3. Pay Rates. Qualified MFF parachutists who fill an authorized parachutist billet and meet the performance requirements are authorized to receive Parachutist HDIP at the HALO parachutist rate vice the basic parachutist rate of Parachutist HDIP. When a parachutist transitions from the basic rate to the HALO rate, the Commanding Officer will issue a set of orders as shown in Figure 6-2 to document the effective date of the increase in pay; IAW reference (i) file retention is six years and three months. A copy of these orders will be sent to the command's servicing IPAC/ servicing administrative office/ servicing administration office in order to have the pay increase reported in the MCTFS.

4. Performance Requirements. Marine Corps personnel receiving Parachutist HDIP will be afforded every opportunity to meet performance requirements as prescribed in reference (w). While not all-inclusive, the scenarios below are provided to guide commanders in applying established performance requirements for pay in such a manner as to maximize benefit to the parachutist whenever possible.

a. Rule (1). When a parachutist performs a jump during any calendar month, that parachutist qualifies for Parachutist HDIP for any consecutive three-month period that includes the month the jump was performed. For example, when a parachutist performs a jump during March 2012, he qualifies for each of the periods below. Again, commanders determine which scenario to apply based on the maximum benefit to the parachutist:

(1) January, February and March 2012.

(2) February, March and April 2012; or

(3) March, April and May 2012.

b. Rule (2). When a parachutist performs jumps during any two (2) consecutive calendar months, a new consecutive three-month period begins with each month that a jump is made. For example, when the parachutist described under Rule (1) makes another jump during the month of April 2012, his two (2) jumps qualify him for pay as follows:

(1) The March 2012 jump qualifies him for Parachutist HDIP for the period of January, February and March 2012; and

(2) The April 2012 jump qualifies him for Parachutist HDIP for the period of April, May and June 2012.

c. Rule (3). When a parachutist is eligible for Parachutist HDIP, but cannot meet performance requirements (for a three (3) month period) because of military operations of the command or the absence of parachute equipment or aircraft, the parachutist may qualify for parachute duty pay on a 12 month basis. He may qualify for the three (3) month period plus the following nine (9) consecutive calendar months by performing four jumps anytime during the subsequent nine (9) month period (see Paragraphs 4c (1), (2), and (3) below). The term "military operations" is undefined to give commanders broad discretion as to what factors prevented the parachutist from meeting the qualification requirements outlined under Rule (1) or (2) when applying this waiver (refer to Paragraph 8 for documentation requirements). This rule includes, but is not limited to, instances of scheduled and unscheduled unit or individual deployments, periods of extended unavailability such as assignment to a promotion board or the fleet assistance program, the unavailability of required aircraft due to squadron deployments or aircraft groundings, and assignment as permanent personnel to units without parachute equipment. The intent of this rule is to benefit the qualified, proficient parachutist to the maximum extent possible when situations beyond the parachutist's control prevent participation in actual parachute operations. For example, if the parachutist described under Rule (1) or (2) is assigned to a parachutist billet, is assigned to a unit with no organic parachute equipment, and is unable to make a jump during the period of July through September 2012, the parachutist qualifies for pay as indicated above, plus:

(1) The parachutist qualifies for Parachutist HDIP for the period of July 2012 through June 2013 as long as he completes four jumps at any time during the period of October 2012 through June 2013.

(2) July 2013 begins another three-month period in which the parachutist must jump. If the parachutist is unable to jump again during that three-month period and is granted a new waiver by the Commanding Officer, qualification for Parachutist HDIP extends for the period of July

2013 through June 2014 as long as the parachutist completes four jumps at any time during the period of October 2013 through June 2014.

(3) Failure to complete four qualifying jumps in the 9 month period described above will result in the parachutist being checked pay for those months not covered by a qualifying jump under Rules (1) or (2). Multiple jumps performed during the same month are only credible for HDIP purposes when fulfilling the requirements of a rule (3) waiver.

d. Rule (4). Commanding officers are authorized to waive performance requirements for Parachutist HDIP for eligible parachutists who are engaged in combat operations in a hostile fire area (refer to Paragraph 8 for documentation requirements). The parachutist must be current for jump pay under Rule (1), (2), or (3) upon engaging in combat operations in a hostile fire area. Hostile fire area is defined as an Imminent Danger Pay - designated area or a Hostile Fire Pay - designated area. Combat Operation is defined as a military action that may involve carrying out a strategic, operational, or tactical mission against a hostile or unfriendly force, to include carrying on combat and any related movement, supply, attack, defense, and maneuvers needed to gain the objectives of a battle or campaign. This waiver terminates the last day of the month that the parachutist departs the hostile fire area. Therefore, the parachutist must complete a qualifying jump in accordance with Rule (1) or (2) within 3 months of his departure from the hostile fire area. Failure to do so will result in the termination of HDIP unless granted a waiver in accordance with Paragraphs 4c and 8 of this chapter.

e. Rule (5). The calendar month that a parachutist's parachute duty or training begins is the first month of the first consecutive three-month period referenced in Rule (1). Additionally, Parachutist HDIP is prorated for the first month of duty or training when it begins on any day other than the first day of a month.

5. Permanent Change of Station (PCS). Parachutist HDIP does not stop in instances where parachutists execute PCS orders from one hazardous duty (parachutist) billet to another. If the parachutist cannot be immediately assigned to a qualifying BIC upon arrival at the new PDS due to unavailability of billets, the HDIP will be terminated effective the date of arrival to the new PDS. When executing PCS orders to a non-parachutist billet; Parachutist HDIP will terminate effective the date of departure from the old duty station.

6. Temporary Additional Duty (TAD). A parachutist remains eligible for Parachutist HDIP during periods of TAD provided he remains under competent orders. However, jumps performed by a member who is assigned to a period of TAD that does not require parachute jumping as an essential part of the duty do not count as qualifying jumps for payment of HDIP. Therefore, in these situations, the member is entitled to receive Parachutist HDIP for any month(s) covered by a qualifying jump before or after the period of TAD. SNM may also be eligible to receive Parachutist HDIP during the period of TAD if granted a waiver in accordance with Paragraphs 4c and 8 of this chapter.

7. Special Requests to Award Incentive Pay.

a. Special requests to award Parachutist HDIP to Marine Corps personnel, with the exception of MARSOC, not assigned to, or in excess of, authorized T/O billets will be forwarded via the chain of command to DC PP&O (POG) for

approval. Such requests require operational necessity as a justification and each will be validated on a case-by-case basis. The most common occurrence of this requirement pertains to turnover periods between incoming and outgoing personnel filling the same parachutist billet. Authorization to award Parachutist HDIP for Marine Corps personnel not assigned to, or in excess of, authorized T/O billets rests solely with DC PP&O (POG).

b. Marine Corps personnel serving in U.S. Marine Corps Forces, Special Operations Command and Marine Corps personnel who have been awarded Primary Military Occupational Specialty 0372, FMOS 0370 or NMOS 8071 not assigned to, or in excess of, authorized T/O billets should submit request for Parachutist HDIP to DC PP&O (PO-SOD) for endorsement. Endorsed request will be forwarded to DC PP&O (POG) for approval.

8. Waiver Requirements. Commanding Officers may grant waivers for parachutists that qualify under Paragraphs 4c and 4d of this chapter. These waivers must be documented by utilizing the templates provided in Figure 6-3 and 6-4 and signed by the Commanding Officer or the officer acting in his absence; IAW reference (i) file retention is six years and three months. Waivers may be granted to an individual parachutist or a group of parachutists; however, a by name roster must be attached to the approved waiver when a waiver is authorized for a group of parachutists. A copy of all approved waivers must be provided to the command's servicing IPAC/ servicing administrative office.

9. Tracking Requirements. Each command that has BIC numbers that are coded for parachutists or parachute riggers and has parachutists assigned to those BIC numbers is required to have procedures in place to properly track parachutist HDIP. The unit Commanding Officer will appoint an individual within the command the responsibility of tracking the qualifications of each parachutist in receipt of Parachutist HDIP. This individual is responsible for maintaining copies of all assignment orders, approved waivers, and tracking the completion of qualifying jumps and/or waivers for payment of parachutist HDIP. This individual must also ensure that the following actions are completed:

a. Ensure the command has not exceeded their allocations of authorized Parachutist HDIP billets prior to submitting a Parachutist HDIP assignment letter to the Commanding Officer for approval. The command must receive an approved waiver from HQMC PP&O (POG) prior to exceeding their authorized amount of Parachutist HDIP billets.

b. Ensure the proper BIC is reported in MCTFS upon receipt of an approved set of Parachutist HDIP orders.

c. Ensure a copy of all approved Parachutist HDIP orders are submitted to the servicing IPAC/ servicing administrative office for unit diary reporting and a copy is maintained in the command files.

d. Utilize the tracker shown in Figure 6-5 to track all qualifying jumps performed by each parachutist authorized Parachutist HDIP within the command.

e. Provide a letter signed by the Commanding Officer to the servicing IPAC/ servicing administrative office by the 5th of each month (Figure 6-6). This letter will document those parachutists within the command who are eligible to receive Parachutist HDIP for the previous month and those

parachutists that require their Parachutist HDIP to be started, checked, or stopped.

f. Confirm all unit diary entries required to start, stop, or check Parachutist HDIP has been reported by the servicing IPAC/ servicing administrative office. Individuals responsible for the command's tracking process must coordinate with their S-1 if they do not have access to MCTFS.

10. Checking Periods of Parachutist HDIP. Marines in receipt of Parachutist HDIP who have not had a qualifying jump in the past three (3) months or a waiver approved in accordance with Paragraph 4c or 4d of this chapter will have their entitlement to Parachutist HDIP checked. Example: Parachutist completes a qualifying jump on 20120107 which covers payment of Parachutist HDIP for the months of January, February, and March 2012. The Parachutist subsequently fails to complete a qualifying jump during the months of April, May, and June 2012. The command's monthly letter for the month of June 2012 (submitted during July 2012) would direct the IPAC/ servicing administrative office to check the parachutist's entitlement to HDIP for the month of April 2012. This process would continue for each subsequent month in which the parachutist did not have a qualifying jump until such time that the parachutist has not completed a qualifying jump for 5 months at which time the guidance provided in Paragraph 11 of this chapter is effective.

11. Lapse of Parachutist HDIP. Marines in receipt of Parachutist HDIP who have not had a qualifying jump in the past five (5) months or a waiver approved in accordance with Paragraph 4c or 4d of this chapter will have their entitlement to Parachutist HDIP terminated. This termination will become effective the final day of the last month that was covered by a qualifying jump. Example: Parachutist completes a qualifying jump on 20120107 which covers payment of Parachutist HDIP for the months of January, February, and March 2012. The Parachutist subsequently fails to complete a qualifying jump during the months of April, May, and June 2012; take action described in Paragraph 10 of this chapter. The parachutist's entitlement to HDIP would be terminated if he does not complete a qualifying jump or does not have an approved waiver by the end of August 2012. The command's monthly letter for the month of August 2012 (submitted during September 2012) would direct the IPAC/ servicing administrative office to terminate the parachutist's entitlement to HDIP effective 20120831 and check all unearned Parachutist HDIP in accordance with Paragraph 10 of this chapter. The parachutist subsequently completes a qualifying jump during the month of November 2012; this jump covers payment of HDIP for the months of September, October, and November 2012. The command's monthly letter for the month of November 2012 (submitted during December 2012) would direct the IPAC/ servicing administrative office to start the parachutist's entitlement to HDIP effective 20120901.

From: Commanding Officer
To: Sergeant I. M. Marine XXXXXXXXXX (EDIPI)/0326 USMC

Subj: ASSIGNMENT TO PARACHUTE DUTY

Ref: (a) MCO 3120.11A
(b) MCO 1000.6
(c) DoD FMR Volume 7a Chapter 24
(d) Table of Organization for UIC MXXXXXXXXXX

1. Per the references, you are hereby assigned to perform parachute duty effective YYYYMMDD.
2. Your billet (BIC MXXXXXXXXXX) is coded in reference (d) for parachute duty. In accordance with references (a) through (c), you are entitled to receive Parachutist Hazardous Duty Pay (HDIP) at the highest rate for which you are qualified, provided you gain and maintain appropriate minimum qualifications and currency certifications. Failure to do so may result in the termination of parachute duty status and the forfeiture of any unauthorized HDIP payments.
3. Requirements for current and future certifications and training progressions will be met through this or any other organization belonging to the Department of Defense at the discretion of the individual unit commander.
4. These orders are transferable to another appropriately-coded billet in reference (d). These orders are terminated if you are reassigned to a non-parachutist billet, if you are found to no longer be qualified in the billet, upon transfer from this command, or if otherwise revoked based on valid justification.
5. It is certified that you are filling a billet that does not exceed the number of billets authorized in reference (d) to receive Parachutist HDIP.

I. M. COMMANDER

Copy to:
SNM
Command Files
IPAC/ servicing administrative office

Figure 6-1.--Template for Parachute Duty Orders (Basic)

From: Commanding Officer
To: Sergeant I. M. Marine XXXXXXXXXX (EDIPI)/0326 USMC
Subj: ASSIGNMENT TO HIGH-ALTITUDE-LOW OPENING (HALO) DUTY
Ref: (a) MCO 3120.11A
(b) MCO 1000.6
(c) DoD FMR Volume 7a Chapter 24
(d) Table of Organization for UIC MXXXXXXXXXX

1. Per the references, you are hereby assigned to perform HALO duty effective YYYYMMDD.
2. Your billet (BIC MXXXXXXXXXX) is coded in reference (d) for HALO duty. In accordance with references (a) through (c), you are entitled to receive HALO Hazardous Duty Pay (HDIP) at the highest rate for which you are qualified, provided you gain and maintain appropriate minimum qualifications and currency certifications. Failure to do so may result in the termination of parachute duty status and the forfeiture of any unauthorized HDIP payments.
3. Requirements for current and future certifications and training progressions will be met through this or any other organization belonging to the Department of Defense at the discretion of the individual unit commander.
4. These orders are transferable to another appropriately-coded billet in reference (d). These orders are terminated if you are reassigned to a non-parachutist billet, if you are found to no longer be qualified in the billet, upon transfer from this command, or if otherwise revoked based on valid justification.
5. It is certified that you are filling a billet that does not exceed the number of billets authorized in reference (d) to receive Parachutist HDIP.

I. M. COMMANDER

Copy to:
SNM
Command Files
IPAC/ servicing administrative office

Figure 6-2.--Template for Parachute Duty Orders (HALO)

From: Commanding Officer
To: GySgt I. M. Motivator XXXXXXXXXX (EDIPI)/0326 USMC
Subj: WAIVER FOR INDIVIDUAL JUMP TRAINING REQUIREMENT FOR GYSGT MOTIVATED M.
MARINE XXXXXXXXXX (EDIPI)/XXX USMC
Ref: (a) DoD FMR Volume 7a Chapter 24
(b) MCO 3120.11A

1. SNM is granted a waiver in accordance with table 24-3 Rule 3 of reference (a) and Chapter 6 Paragraph 4c of reference (b).
2. SNM was not able to complete his required jumps during the months of _____, _____, and _____ **(year)** due to **(operational commitment) (lack of parachute equipment or aircraft assigned to (enter your command).)**
3. Per Table 24-3 rule 3 of reference (a), this waiver will require SNM to complete **4 military free fall/static line** parachute jumps at any time during the 9 month period from **(month year) to (month year)** in order to qualify for jump/HALO pay from (month year) to (month year).
4. If SNM fails to complete 4 jumps between (month year and month year) his pay will be based upon the actual number of jumps performed. If this occurs, only one jump performed during each calendar month counts as a qualifying jump for SNM's entitlement to jump/HALO pay.
5. Per Paragraph 240202.A1 of reference (a), jumps performed while on leave or during PCS or TAD not requiring parachute jumping as an essential part of the duty, do not count as qualifying jumps for entitlement to parachute pay.
6. Upon completion of this waiver, SNM will be required to complete 1 jump every 3 months as required by table 24-3 rules 1 and 2 of reference (a) unless otherwise granted a waiver.
7. This waiver will not become routine or commonplace or take the place of a structured training plan.
8. Point of contact for this matter is **Name/number/e-mail**.

I. M. COMMANDER

Copy to:
Command Files
IPAC/ servicing administrative office

Figure 6-3.--Template for Commanding Officer's Rule 3 Waiver

From: Commanding Officer
To: GySgt Motivated M. Marine XXXXXXXXXX (EDIPI)/XXXX USMC
Subj: COMBAT WAIVER FOR JUMP/HALO PAY ICO GYSGT MOTIVATED M. MARINE XXXXX
XXXX (EDIPI)/XXX USMC
Ref: (a) DoD FMR Volume 7a Chapter 24
(b) MCO 3120.11A

1. Per the references, (**Name, EDIPI , or listed personnel in enclosure (1)**) is/are deployed to (**location**) and is/are in receipt of Combat Zone Tax Exclusion and Imminent Danger/Hostile Fire Pay and are authorized a waiver to receive their jump/HALO pay for the period of (**month**)(**year**) to (**month**)(**year**).
2. All personnel listed above or in the enclosure were current and qualified to receive (jump/HALO pay) upon entering the combat zone.
3. This waiver terminates the last day of the month that SNM departs the combat zone which is projected to be (**month**) (**year**).
4. Upon completion of this waiver, SNM will be required to complete 1 jump every 3 months as required by table 24-3 rules 1 and 2 of reference (a) unless otherwise granted a waiver.
5. Point of contact for this matter is **Name/number/e-mail**.

I. M. COMMANDER

Copy to:
Command Files
IPAC/ servicing administrative office

Figure 6-4.--Template for Commanding Officer's Combat Waiver

JUMP

LAST NAME	FIRST NAME	MI	BIC	MOS	AMOUNT	FROM DATE	JAN 2012	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC 2012
				0372	150.00	20111201												
				0311	150.00	20101001												
				0331	150.00	20100814												
				0372	150.00	20111216												
				0311	150.00	20110930												
				0311	150.00	20101001												
				0311	150.00	20100820												
				0369	150.00	20101001												
				0861	150.00	20101001												
				2336	150.00	20110630												
				0202	150.00	20111004												
				0331	150.00	20100813												
				0202	150.00	20101210												
				0369	150.00	20100814												
				0802	150.00	20110225												
				0311	150.00	20101001			X									
				0311	150.00	20101011												
				0352	150.00	20110819												
Tracker will cover two years worth of jumps																		
LEGEND																		
C	Combat																	
#	Number of																	
X	Indicates																	
UK	unknown																	

Page 1

Figure 6-5.--Template for Command Tracker

From: Commanding Officer
To: IPAC/ servicing administrative office

Subj: PARACHUTIST HDIP ROSTER FOR THE MONTH OF MARCH 2012

Encl: (1) Assignment orders case of: Rank, LNAME, FNAME, XXXXXXXXX (EDIPI)
(If applicable)
(2) CMC Letter dated (If applicable)

1. The following personnel are assigned to Parachutist HDIP Duty with the effective date indicated:

RANK	LNAME, FNAME, MI	EDIPI	EFFECTIVE DATE
------	------------------	-------	----------------

2. The following personnel are terminated from assignment to Parachutist HDIP Duty with the effective date indicated:

RANK	LNAME, FNAME, MI	EDIPI	EFFECTIVE DATE
------	------------------	-------	----------------

3. The following personnel have completed a qualifying jump or have an approved waiver and are eligible to receive Parachutist HDIP for the month of March 2012:

RANK	LNAME, FNAME, MI	EDIPI
------	------------------	-------

4. The following personnel did not complete a qualifying jump or have an approved waiver and must be checked Parachutist HDIP for the month of January 2012:

RANK	LNAME, FNAME, MI	EDIPI
------	------------------	-------

5. Personnel currently in receipt of Parachutist HDIP _____. Personnel authorized to receive Parachutist HDIP pay per the unit's current BIC roster: _____. **In accordance with enclosure (2), the unit is authorized additional billets from _____ to _____.**

I. M. COMMANDER

Figure 6-6.--Template for Commanding Officer's Monthly Letter

Chapter 7

Qualification Requirements

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with parachuting qualification training as it pertains to Marine Corps personnel. With the exception of USMC personnel assigned to billets within US Special Operations Command (USSOCOM) holding the MOS of 0370 or 0372, Marine Corps personnel are authorized to attend only USMC-approved formal parachuting-related courses of instruction, as reflected in MCTIMS, for qualification purposes. USMC personnel assigned to USSOCOM may attend DoD proponent-approved formal parachuting-related qualification courses as required. Prerequisites and other administrative requirements for USMC-approved courses are listed in course details in MCTIMS. Upon successful completion and MCTIMS validation of approved courses, appropriate entries in MCTFS are authorized per Chapter 5 of this Order.

2. Basic Parachutist

a. The U.S. Army Airborne Course (CID A030CG1) is the only basic parachutist qualification course approved for attendance by Marine Corps personnel. This course of instruction is taught on an individual basis and qualifies personnel to participate in low-level static line parachute operations using U.S. Army parachute equipment.

b. The Naval Parachute Course (NPC) is a basic parachutist qualification course approved for attendance by Critical Skills Operator qualified Marine Corps personnel holding the MOS of 0370 or 0372 assigned to the Marine Special Operations Command. NPC does not replace the U.S. Army Airborne Course as the primary basic parachutist qualification course approved for attendance by Marine Corps personnel. NPC meets the U.S. Army Airborne Course entry requirements for the U.S. Army Jumpmaster Course, USMC Multi-Mission Parachute Course and the Double-Bag Static-Line Transition Course.

c. Prior to using USMC-specific parachute equipment, all basic parachutists are required to undergo documented, unit-level transition training as outlined later in this chapter.

3. Military Free Fall (MFF) Parachutist. The USMC Multi-Mission Parachutist Course (MMPC) (CID M50KLD1) is the only MFF parachutist qualification course approved for attendance by Marine Corps personnel. This course of instruction is taught on an individual basis and qualifies the basic parachutist to participate in High-Altitude, Low-Opening (HALO) and High-Altitude, High Opening (HAHO) parachute operations.

4. Jumpmaster

a. The U.S. Army Jumpmaster Course (A0371M1) is the principal jumpmaster qualification course approved for attendance by Marine Corps personnel. Additional authorized jumpmaster qualification courses are identified in Chapter 7 of reference (r). Each approved jumpmaster course is taught on an individual basis and qualifies the basic parachutist to conduct jumpmaster duties on U.S. Army parachute equipment and to serve in jumpmaster billets during low-level static line parachute operations in accordance with reference (r). Only Corporals and above are eligible for assignment to

training or duty as jumpmasters. Prior to conducting jumpmaster duties on MARINE CORPS-specific parachute equipment, jumpmasters are required to undergo a formal transition training course as outlined later in this chapter.

b. Drop Zone Safety Officer (DZSO). DZSO is also a qualified jumpmaster and is in charge of the drop zone. The responsibilities, qualifications and duties of a DZSO are defined in reference (r).

5. Military Free Fall (MFF) Jumpmaster. The USASOC MFF Jumpmaster Course (A0571P1) is the only MFF jumpmaster qualification course approved for attendance by Marine Corps personnel. This course of instruction is taught on an individual basis and qualifies the static line jumpmaster to conduct MFF jumpmaster duties on USMC parachute equipment and to perform jumpmaster duties during HALO and HAHO parachute operations in accordance with reference (x).

6. Equipment Tandem Master. The Tandem Offset Resupply Delivery System (TORDS) Equipment Course (CID M02KAYM) is the only Equipment Tandem Master qualification course approved for attendance by Marine Corps personnel. This course of instruction is taught on an individual basis and qualifies the MFF parachutist to perform military tandem parachute delivery of equipment using the Military Tandem Vector System (MTVS) and the Military Tandem Tethered Bundle.

7. Personnel Tandem Master. The TORDS Personnel Course (CID M02KA3M) is the only Personnel Tandem Master qualification course approved for attendance by Marine Corps personnel. This course of instruction is taught on an individual basis and qualifies the MFF jumpmaster to perform military tandem parachute delivery of personnel using the MTVS.

8. Airborne Mobile Training Team Personnel Instructor (AMTT-I)

a. Instructors / personnel assigned to the AMTT are authorized and require the use of Coaches Ram-Air Parachute System (CRAPS) to perform their duties. Due to the confined spaces inside the aircraft in which the AMTT-I routinely operates, cadre requires the ability to move around inside the aircraft in order to communicate and interact with students, instructors and pilots and crew members. Additionally the AMTT-I cadre requires the ability to exit and free-fall with students to provide in air instruction, provide video in free-fall as well as under canopy in order to conduct detailed one on one and group debriefings and provide corrective action when needed during unsafe circumstances. The AMTT-I cadre also require the ability to return to the ground prior to the students in order to provide critiques of canopy control, landings and briefings to the next group of students prior to the loading of the aircraft in a timely manner.

b. Designated personnel within the AMTT require specific qualifications consisting of USPA Coach Examiner Rating and the United Parachute Technologies Tandem Instructor/Examiner Rating to accomplish full mission spectrum of assigned POIs.

9. Multi Mission Parachute Course Instructor (MMPC-I)

a. Cadre/Personnel assigned to the MMPC course as instructors are authorized and require the use of CRAPS to perform their duties as MMPC

instructors. Due to the confined spaces inside the aircraft in which the MMPC-I routinely operate, cadre / instructors require the ability to move around inside the aircraft in order to communicate and interact with students, other instructor's, pilots and crew members. The MMPC instructor requires the ability to exit and free-fall with students to provide in air instruction, video of the student(s) in free-fall as well as under canopy in order to conduct detailed one on one and group debriefings. MMPC-I also provide corrective action when needed during unsafe circumstances during free fall. The MMPC cadre, additionally require the ability to return to the ground prior to students in order to provide critiques of canopy control, landings and briefings to the next group of students prior to the loading of the aircraft in a timely manner. Marine Corps and Civilian /civilian contracted personnel may be assigned as an MMPC-I after successful completion of the following criteria.

b. Requirement. All personnel are required to be assigned in writing as a Multi-Mission Parachutist Course Instructor by the Multi-Mission Parachutist Course Director after successful completion of the Multi-Mission Parachutist Instructor Training Program and must possess the following ratings; United States Parachute Association Accelerated Free Fall Instructor Rating and the United Parachute Technologies Tandem Instructor Rating. Individuals must work two Multi-Mission Parachutist Courses per calendar year to maintain currency.

10. MARCORSYSCOM Raids and Amphibious Reconnaissance (MARCORSYSCOM PdM-RAR). The staff of PdM-RAR requires the use of CRAPS to perform their duties as test parachutists. These duties include; maneuvering inside the cabin of aircraft in order to communicate and interact with jumpers and pilots and crews. Maneuver inside the aircraft cabin in order to manipulate equipment being tested, exit and free-fall with jumpers and or equipment, provide air instruction to jumpers, provide video in free fall and under canopy to conduct debriefs and analysis during testing and when duties require PdM-RAR's involvement.

11. USMC Military Free Fall (MFF) Coach

a. The MFF coach provides the ability to conduct detailed ground refresher training, exit an aircraft with a qualified MFF parachutist, and provides in air instruction. The coach will maintain a distance in free fall of no closer than five (5) feet to any parachutist. At no time will a coach have physical contact with another parachutist. Coach will maintain the normal 25 meter horizontal and vertical separation during canopy flight. The coach will provide recommendation to the MFF Jumpmaster, Parachute Safety Officer, and/or the Commanding Officer concerning a MFF parachutist's disposition.

b. The only method of training Marine Corps MFF coaches is through the completion of a USPA Coach Course. Marine Corps personnel are only authorized to attend USPA Coach Course. Graduates of the Advanced MFF Course, MMPC Instructor Course and former MFF / MMPC Instructors are qualified to be appointed as coaches without obtaining a USPA coach rating.

c. Commanding Officers desiring this capability will send MFF Jumpmasters maintaining a minimum of a current USPA "C" license or Marine Corps civilian employees maintaining a minimum of a current USPA "C" license at the unit's expense to attend a USPA coaches course.

d. After Successful completion of USPA Coach Course training will be entered in MCTFS under Local Schools. Commander's authorization letter and certification of training will be maintained locally and in SNM's MOL Education Record.

12. Parachute Rigger. The U.S. Army Parachute Rigger Course (CID A1471H1) is the only parachute rigger qualification course approved for attendance by Marine Corps personnel. This course of instruction is taught on an individual basis and qualifies personnel to pack, maintain and repair both U.S. Army and Marine Corps parachutes and equipment. Uniformed parachute riggers must hold the MOS 0451 as the primary MOS to be assigned as a unit parachute rigger. In addition, Marine Corps civilian employees and approved contractors serving in billets involving parachute rigger duties must hold a minimum FAA rating of Senior Rigger, must be familiar with service equipment, and be a graduate of the Army PRC course.

13. Parachute Pack-In-Process Inspector (PIPI)

a. The pack-in-process inspector serves as the on-site supervisor for the packing of all parachutes. The PIPI provides flexibility and safety during sustained operations and training by performing required rigger checks during the packing of parachutes by appropriately qualified parachutists. The PIPI will be assigned in writing by the commanding officer.

b. Requirements for PIPI qualification and certification are as follows:

(1) Current and qualified Parachute Rigger (MOS 0451) with a minimum of one year experience. Marine Corps civilian employees and approved contractors must hold a minimum FAA rating of Senior Rigger.

(2) Corporal or above. Lance Corporals require written approval of the first Lieutenant Colonel or O-5 in the chain of command.

(3) Prior to certification as PIPI for the packing of a specific personnel parachute, PIPI candidates will satisfactorily pack that specific parachute a minimum of 20 times in each configuration being certified for.

(4) Prior to certification to serve as PIPI for the packing of cargo parachutes, PIPI candidates will satisfactorily pack a minimum of fifteen (15) parachutes for the type to be certified to inspect.

14. Command Parachute Safety Officer (PSO). The unit/activity commander will appoint, in writing, an appropriately trained, jumpmaster-qualified, experienced parachutist as the command PSO. The command PSO is not intended to serve as the command's parachuting SME. Rather, the responsibility of the PSO is to supervise the overall safety relating to all aspects of the parachute operations within the unit/activity. Detachments of more than 30 days duration intending to exercise an airborne capability must also have an assigned "Detachment" PSO.

15. Malfunction Officer. Personnel assigned to another unit are authorized to serve as malfunction officers for a different unit in the conduct of Marine Corps parachute operations. However, commanders of units conducting parachute operations and training must appoint malfunction officers in writing upon completion of local unit training. This policy contradicts requirements outlined in reference (h), but grants greater flexibility to the

commander in the conduct of airborne operations. All other Malfunction Officer requirements for static line and MFF parachute operations are defined in reference (h) and must be adhered to when appointing Malfunction Officers.

16. Joint Aircraft Inspector (JAI). The JAI serves as the on-site air delivery cargo load inspector for the before load and after load inspections of all rigged air drop loads. The JAI provides flexibility and safety during sustained operations and training by performing required parachute load rigger inspections. These inspections are conducted prior to aircraft loading, after loading and rigging is completed from the transported force unit and the joint air drop load inspection with the air crew of all rigged, air drop supplies and equipment. Each JAI will be assigned in writing by the commanding officer. For USMC 0451 Airborne and Air Delivery Specialist a waiver must be approved prior to attendance for all Marines who don't meet the Army's E4 rank requirement. Waivers must be sent through the Marine Corps Detachment Ft. Lee, and approved by the Air Delivery and Field Service Department (ADFSD) Ft. Lee.

17. Prior Service Qualifications. Marine Corps personnel with prior service, regardless of branch, are subject to the requirements in this Order. Qualifications as a parachutist, jumpmaster and/or rigger via any other means than those authorized in this Order are invalid. Prior service personnel who cannot meet the qualification requirements in this Order are considered unqualified and require formal training. Exceptions to this policy are authorized by the respective Marine Corps parachuting proponent only.

18. Marine Corps-Specific Equipment Training. Due to the high risk nature of parachuting, parachutists and jumpmasters qualified on U.S. Army parachute equipment are not qualified to perform duties using equipment unique to the Marine Corps until undergoing prescribed equipment-specific training. This training is developed during the MTP development process, and provides for NET for existing parachutists, jumpmasters and riggers under the purview of Commander, MARCORSYSCOM PMM-113. Reference (t) serves as the authoritative reference publication for parachutists, jumpmasters and riggers on Marine Corps-specific parachuting equipment in the absence of a corresponding Reference promulgated by the DoD proponent. NET normally spans a two-year period from the date of initial fielding, at which time responsibility for training the force shifts to either CG TECOM or the individual unit commanders. Current established training for Marine Corps-specific equipment is detailed as follows.

a. MC-7 Parachute System. The MC-7 is the Marine Corps low-level static line round parachute system.

(1) Parachutists. Marine Corps personnel qualified as basic parachutists will undergo documented, unit-level MC-7 Parachute System transition training in accordance with reference (x) prior to participating in parachute operations or training with the MC-7 Parachute System. Upon completion, parachutists are completely qualified to conduct low-level static line parachute operations with the MC-7 Parachute System.

(2) Jumpmasters. Marine Corps personnel qualified as jumpmasters must undergo no additional training to perform jumpmaster duties on the MC-7 as configured above. Jumpmasters will include the MC-7 in Pre-Jump Training as indicated in reference (x).

(3) Riggers. Marine Corps personnel must be qualified as parachute riggers prior to performing rigger duties on the MC-7 Parachute System.

b. Multi-Mission Parachute System (MMPS). The MMPS is the replacement HALO/HAHO Ram-Air Parachute System for the MC-5, capable of employment as a static line parachute in the double-bag static line (DBSL) configuration, and as a MFF parachute in the hand-deployed pilot chute (HDPC), self-set drogue (SSD) and the static line drogue (SLD) configurations.

(1) Parachutists

(a) Static Line MMPS Operations. Marine Corps personnel qualified as basic parachutists must attend the MMPS Static Line Transition Course (CID M02YF1M) prior to participating in static line parachute operations or training with the MMPS. This course of instruction is taught at a hosting unit by the Marine Corps AMTT as either a stand-alone individual qualification course or in conjunction with and as a precursor to a unit HAHO training package. During the conduct of this course, parachutists are instructed and required to pack the MMPS in the DBSL configuration under the supervision of a PIPI. Upon completion, parachutists are qualified to conduct HAHO static line parachute operations with the MMPS in the DBSL configuration only.

(b) MFF MMPS Operations. This course of instruction is taught on an individual basis and qualifies personnel to participate in HAHO/HALO parachute operations using the MMPS (using the MP-360 canopy only) in all configurations listed above. On request, the Marine Corps AMTT will conduct a -High Glide (HG) Parachutist Course-(CIDM02KAQM) for select MMPS-qualified MFF parachutists. This course of instruction is taught on an individual basis at a hosting unit and qualifies MFF parachutist to employ the MMPS using the HG-380 canopy.

(2) Jumpmasters. Marine Corps personnel qualified as MFF jumpmasters at the USASOC MFF Jumpmaster Course prior to integration of the MMPS into the USASOC Course must successfully complete the MMPS Jumpmaster Transition Course prior to performing jumpmaster duties on the MMPS. The MMPS Jumpmaster Transition Course is conducted at the unit level utilizing the MARCORSYSCOM Course Conduct Publication for the MMPS Jumpmaster Transition Course. Upon completion, MFF jumpmasters are completely qualified to perform jumpmaster duties during HALO and HAHO parachute operations with the MMPS in all configurations, regardless of canopy.

(3) Riggers. Marine Corps personnel who have successfully completed the U.S. Army Parachute Rigger Course (CID A1471H1) after 8 April 2011 are qualified to perform rigger duties on the MMPS container harness and reserve parachute. The CID listed above qualifies graduates of the course on the following (4) main parachute deployment configurations, DBSL, HDPC, SLD and SSD. Rigger training and certification on the High Glide Parachute will be conducted via the AMMT separately from the entry level course. Riggers who completed MOS 0451 training prior to 8 April 2011 must have received an MMPS Rigger - certificate from MARCORSYSCOM.

Chapter 8

Formal Training Requirements and School Seat Management

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with parachute formal training requirements and school seat management for Marine Corps personnel.

2. Formal Training Requirements

a. Marine Corps seats to DoD parachuting courses are used exclusively to train Marine Corps personnel assigned to authorized billets, or in receipt of official orders to such billets, except as indicated in Paragraph 2b below. Authorized billets are defined in Chapter 4 of this Order.

b. Training requirements for units identified in Chapter 4 of this Order and CMC-approved enlistment/retention incentives are presented to and validated by CG TECOM, Formal Schools Training Branch (C4611) via the TIP process in accordance with reference (e). DC PP&O (POG) will validate and prioritize requirements for personnel parachuting courses as requested by CG, TECOM (C4611).

3. Formal Training Allocations. Seats to formal parachuting courses of instruction are allocated by CG, TECOM (C4611) to major commands and occupational field sponsors (OFS) based on operational necessity. Major commands and OFSs with allocated seats are encouraged to coordinate one-for-one exchanges of assigned seats in order to resolve scheduling conflicts caused by operational and deployment tempo, and are required to report all exchanges to CG TECOM (C4611) for inclusion into the Training Quota Memorandum (TQM) via a TQM change.

4. Unprogrammed Requirements and Late Requests

a. Unprogrammed Requirements. Allocated seats are intended to fill stated and validated requirements only, however urgent and/or unique operational requirements may merit exception to policy. Requests for exception to this policy will be submitted via the chain of command to DC PP&O (POG) per Chapter 5 of this Order, and each will be considered on a case-by-case basis. These requests are both unbudgeted and un-programmed, are not eligible for funding by the Worldwide TAD (WWTAD) Fund and require unit TAD funding to execute.

b. Late Requests. Requests to attend parachuting courses of instruction submitted later than ten (10) working days prior to the published report date are considered late requests. Late requests are not eligible for funding by the WWTAD Fund and require unit TAD funding to execute.

5. Incentive Allocations. The use of seats to entry-level parachuting courses as a reenlistment incentive may be authorized based on the availability of quotas sponsored by DC M&RA. Requests will be submitted through the chain of command, to DC M&RA (MMEA/RCT) for approval and funding.

6. Vacant Formal School Seats

a. Seats to any parachuting courses that remain unfilled fifty (50) days prior to the published report date will be recouped by DC PP&O (POG) for reclassification and reallocation via MCTIMS.

b. On occasion, seats to parachuting courses may become available due to late cancellations. When solicited by DC PP&O (POG), commanders of units and personnel meeting the criteria specified in Chapter 4 of this Order are encouraged to use these seats provided that unit TAD funds are used and all Marine Corps funded and programmed seats are filled.

7. Formal School Attendance in a Permissive Temporary Additional Duty Status. Marine Corps personnel are not authorized to attend formal parachute courses of instruction while in a Permissive TAD status, and must be ordered to parachute duty by competent authority.

Chapter 9

Proficiency and Refresher Training

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with parachute proficiency and refresher training for Marine Corps personnel.

2. Limitations on Proficiency Training. Only DoD personnel who successfully complete Marine Corps-approved parachuting courses of instruction may participate in Marine Corps parachute operations or training, and participation is limited to the duties and type of operation and equipment for which the individual is qualified. Marine Corps civilian employees and contractors with job/position descriptions including parachute duty must also hold a minimum USPA "C" license to participate in Marine Corps parachute operations. Unless certified by the appropriate service proponent, foreign and civilian courses of instruction are not recognized due to the Marine Corps limited ability to ensure DoD executive agent standards for equipment and training are met and maintained.

3. Requirements for Proficiency and Refresher Training. Parachuting skills are perishable and require periodic sustainment training to maintain proficiency. Minimum proficiency and refresher training requirements for qualified Marine Corps parachutists and jumpmasters assigned to valid parachutist billets are identified below. Proficiency requirements are intended to sustain basic individual proficiency only, and not advanced individual skills or unit capabilities. Commanders may issue more stringent proficiency and/or refresher training requirements via unit directives as required. These requirements are unrelated to Parachutist HDIP.

a. Basic Parachutists. Both proficiency and refresher training requirements for basic parachutists are defined in appendix A of reference (r). All Marine Corps personnel returning from initial qualification training as basic parachutists are required to conduct refresher training prior to first participating in Marine Corps parachute operations and training. Additionally, the first jump after completion of initial basic parachutist qualification training will be conducted administratively, during daylight, on land, and without combat equipment.

b. MFF Parachutists. Both proficiency and refresher training requirements for MFF parachutists are defined in reference (t).

c. Static Line Jumpmasters. Proficiency and refresher training requirements for static line jumpmasters are defined in Chapter 7 and appendix C respectively of Reference (r).

d. MFF Jumpmasters. Proficiency and refresher training requirements for MFF jumpmasters are defined in Chapter 13 of reference (t).

4. Responsibilities

a. Parachutists. When manifesting for Marine Corps parachute operations, parachutists are required to inform the primary jumpmaster if that jump will be their first jump following either initial qualification training or any 6-month lapse in proficiency training.

b. Jumpmasters. While parachutists are required to inform the primary jumpmaster as detailed in the previous Paragraph, it is the responsibility of the primary jumpmaster to ensure that all parachutists are both qualified and current to conduct the planned operations.

5. Permissive Parachute Training

a. Purpose. Commanders of units without a parachuting capability are encouraged to afford qualified Marine Corps parachutists the opportunity to maintain currency and qualification when feasible. Likewise, commanders of units with a parachuting capability are also encouraged to afford qualified Marine Corps parachutists the opportunity to participate in unit training when practical. Qualified Marine Corps parachutists and jumpmasters have no requirement to conduct proficiency training when assigned to billets with no parachutist requirements. However, when authorized by their commander to participate in parachute operations and training on a permissive basis, all proficiency and refresher training requirements apply, including any additional requirements of the host unit.

b. Requirements for Participation. Participation of Marine Corps personnel in Marine Corps parachute operations and training on a permissive basis may be conditionally authorized by the commander of the unit conducting the operations. Criteria for such participation are as follows:

(1) An appropriate qualification course, as detailed in this Order, has been successfully completed by each participant and validated by the commander of the unit conducting the parachute operations/training.

(2) Participants possess written authorization to participate in such operations/training on a permissive and not-to-interfere basis from their own operational commander in accordance with Chapter 4 of this Order.

(3) Participants are medically qualified to participate in the specific type of parachute operations per reference (u).

(4) After conducting an in-depth operational risk assessment, the commander of the unit conducting the parachute operations determines that such participation presents minimal and acceptable risk to all participants.

Chapter 10

Unit Training and Operational Requirements

1. **General.** This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with unit requirements pertaining to parachute training.
2. **Drop Zones (DZ).** All drop zones used by Marine Corps personnel will be surveyed and established as required in references (r) and (t), regardless of location. This includes all drop zones in the United States and Foreign countries.
3. **Tactical DZ Survey.** The use of a tactical DZ survey may be used during exercises and contingencies, or when time or situations do not permit completion of a full DZ survey. Tactical DZ surveys may be required to support a highly mobile ground force's scheme of maneuver.
 - a. The use of an AF IMT 3823, *Drop Zone Survey*, form is required for a tactical survey. Requests for approval and surveys may be passed electronically. As much information as practical should be obtained and forwarded for review and approval by the using unit's first Lieutenant Colonel or O-5 in the chain of command, or designated representative.
 - b. Approved tactical surveys will be forwarded with the concept of operations and confirmation brief to the designated exercise/contingency airlift or special operations component senior representative for final review.
 - c. When using a tactical DZ, the airlift unit assumes responsibility for aircraft safety-of-flight and the receiving unit assumes responsibility for injury to personnel or damage to equipment/air items. The DZ size should be determined by the mode of delivery, load dispersal, and discussion with receiving unit regarding air item recoverability and load survivability.
 - d. Tactical DZ Surveys are an approved means to certify a DZ for airdrop using fixed-wing, tilt-rotor and rotary wing aircraft. Tactical surveys are only approved for use during the documented specified timeframe for which they are to be used and for only the unit the survey is being requested for use by. All DZs will be surveyed or tactically assessed by a qualified jumpmaster or Pathfinder personnel. All USAF DZ's will be certified by Combat Control Teams/Drop Zone Support Team Leader per ref (r).
 - e. Every effort should be made once the operation is over to submit a formal Drop Zone Survey, in accordance with ref (r) and ref (s) to be added for future approved DZ surveys in the Zone Availability Report (ZAR). All completed surveys will be forwarded to HQ AMC/A3DT, 402 Scott Drive, Unit 3A1, Scott AFB, IL 62225-5302, to maintain the most current data in the ZAR database.
 - f. Tactical surveys must be signed by the unit whose equipment or personnel are being airdropped and by the airlift unit. The user must conduct a physical inspection of the DZ prior to use to identify and evaluate potential hazards to airdropped personnel/equipment, man-made or natural structures, and ground personnel.

4. Special Purpose DZ. Special purpose DZs are only authorized for use by Marine Reconnaissance units, training command units, and Marine Special Operations Forces. Special Purpose DZs include, but are not limited to rough terrain, water, high altitude, cold weather, and unfamiliar or unimproved areas. Training jumps should closely duplicate conditions that could be encountered during operational missions. Care will be taken to ensure that all conditions, especially safety-related are identified to the JM and jumpers.

a. Coordination for Use. The first Lieutenant Colonel or O-5 in the chain of command or designated representative will coordinate with agencies exercising control over sites selected for use and will publish directives describing necessary operating instructions including hazards and restrictions. Guidelines for selection and use are listed below:

b. Open Field DZ. Caution will be exercised with respect to terrain and obstacles such as runways, lights, high tension lines, rocky terrain, etc., that could be hazardous to jumpers. Hazards must not be located within 100 meters of the center of the DZ (Exception: When conducting runway assault operations).

c. Tree Jump DZ. The criteria for selecting open field jumps apply as well to tree jump areas; in addition, they will be selected to be relatively free of stumps and dead falls. Certain trees have hazardous features such as excessive height, sloping branches, or no branches, and should be taken into account when selecting the DZ. Complete tree jump equipment will be worn when conducting intentional tree jumps.

d. Mission DZs. The first Lieutenant Colonel or O-5 in the chain of command, or designated representative, will periodically select unimproved and unfamiliar jump areas for the purpose of conducting operational mission training. Areas selected must meet the above criteria however; shrub brush, thickets, small trees and tundra areas are not considered hazardous to jumpers. Tree stumps that would be considered hazardous will not be located closer than 50 meters from the center of the target. Risk management must be exercised by the JM when conducting operational mission training and an extensive evaluation should be performed prior to deployment.

e. Water DZs. Hazardous obstacles such as buoys, channel markers, piers, and shoreline will be at least 400 meters from the center of the target area.

5. C-130 Over-the-Ramp Static Line Parachute Operations. All units authorized to conduct static line parachute operations are authorized to conduct over-the-ramp operations with the C-130 aircraft as prescribed in reference (r).

6. Deliberate Water Parachute Operations. Requirements and procedures for deliberate water parachute operations are detailed in reference (r). Additional requirements for deliberate water parachute operations are as follows:

a. All recovery boats required for the operation will be on station with engines running prior to the release of parachutists.

b. Safety swimmers will have a thorough understanding of parachute characteristics in the water and will be proficient in the removal of parachute equipment from parachutists in that environment.

7. Debriefs. Jumpmasters will conduct a detailed after-action debrief prior to the conclusion of each parachute operation. This debrief will cover the observations, lessons-learned and recommendations for future operations of all key personnel and participants.

8. Medical Support. Medical support personnel for Marine Corps parachute operations will be assigned no other duties for the operation which they support. In the event that assigned medical support personnel are required to leave the drop zone, parachute operations will cease until medical support requirements are satisfied.

a. U.S. Navy Personnel. Military medical support for Marine Corps parachute operations may consist of U.S. Navy personnel from NEC 8403/04/25/27/91/92/93, as well as medical officers.

b. Other Services' Personnel. Military medical support for Marine Corps parachute operations may consist of uniformed personnel from other services with trauma training equivalent to that of an Emergency Medical Technician (EMT).

c. Civilian Personnel. Civilian medical support for Marine Corps parachute operations must consist of personnel licensed as EMTs or higher. Civilian medical support may be used when military medical support is not available (e.g. Marine Corps Base Fire Departments/EMT units).

9. Parachute Re-Pack

a. Units conducting sustained parachute operations or training may allow the appropriately qualified ram-air parachutist to re-pack his own main MMPS and TORDS canopy under the direct supervision of a current PIPI.

b. Parachutists will not jump parachutes packed by other parachutists. The packing of reserve parachutes or main parachutes to be jumped by other personnel will be packed by a qualified 0451 parachute riggers or appropriately qualified and current Marine Corps civilian employees or contractors only.

10. Sleep and Medication. Parachute operations are high-risk operations. Risk level and the probability of mishaps increase when parachutists, jumpmasters and riggers do not get sufficient rest. Therefore, commanders will ensure that all parachutists and key support personnel are afforded adequate rest prior to parachute operations and training as a function of ORM. No personnel directly involved with parachute operations shall consume alcohol within 12 hours of parachute operations. All medications used by parachutists must be approved and the parachutist cleared by the unit's medical department. The use of drugs affecting the safe conduct of parachute operations is strictly prohibited.

11. Participation of Marine Corps Personnel with Other Services and Agencies

a. Following an in-depth risk assessment, unit commanders and officers-in-charge may authorize qualified and current Marine Corps personnel in their

charge to participate in parachuting operations conducted by other U.S. military services or agencies.

b. Marines assigned to billets external to the Marine Corps requiring an airborne capability may be transitioned to the host Service's parachute system. The host Service will assume all expenses, risk, and authority for the conduct of the transition course. The Marine participating in the transition course will receive written approval from the host Service to participate and the transition course will be conducted according to the policies and directives governing such activities within the host Service.

12. Participation of Marine Corps Personnel with Foreign Military Services. Following an in-depth risk assessment, participation of qualified and current Marine Corps personnel in parachute operations conducted by foreign military services using foreign military equipment may be authorized in writing by the first Lieutenant Colonel or O-5 in the chain of command.

13. Participation of Non-Marine Corps Personnel in Marine Corps Parachute Operations. Following an in-depth risk assessment, Marine Corps unit commanders and officers-in-charge may authorize participation of other appropriately qualified DoD uniformed personnel, U.S. Government civilian employees, MARCORSYSCOM-approved contractors, MCCDC-approved contractors, MEF/DIV-approved life support maintenance technician contractors, and foreign military personnel in Marine Corps parachute operations. Upon meeting all criteria for participation in permissive parachute operations per Chapter 9 of this Order, such personnel may be authorized in writing to participate in Marine Corps parachute operations by the first O-5 in the chain of command of the unit conducting the parachute operations.

14. Personnel Tandem Parachute Operations

a. Commanders will ensure tandem passengers for personnel tandem parachute operations and training have current, by-name authorization per Chapter 5 of this Order.

b. Tandem parachute passengers will be in a full-duty medical status. In addition, for tandem parachute operations and training requiring the use of supplemental oxygen, commanders will ensure tandem passengers have a current class II flight physical and a current AF Form 702 or AF Form 1274 (High Altitude Parachutist (HAP) card).

c. Passengers for tandem parachute training will be uniformed, DoD personnel only. Status of passengers for combat tandem parachute operations will vary by mission as required.

15. Combat Operations

a. Authority to waive safety policy and/or prescribed operating procedures for personnel or cargo airdrop during combat operations rests with the first General Officer in the chain of command. In situations where gaining General Officer approval may jeopardize mission success, the first Lieutenant Colonel or O-5 in the chain of command may authorize specific deviations from established policy or procedure.

b. For all instances of waiving or deviating from established policy or procedure, the appropriate Marine Corps proponent will be officially notified via Naval Message as soon as possible.

16. Participation in Community Relations Activities. Participation of Marine Corps parachutists in community relations activities such as air shows and other demonstrations is governed by reference (ac & ad). In instances where this Order and reference (ac & ad) conflict, the requirement imposing the safest requirement takes precedence.

Chapter 11

Parachute Equipment

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with parachute equipment.

2. Authorized Users and Maintainers

a. Only Marine Corps units and activities with an authorized allowance of parachute equipment on their Table of Equipment (T/E) are authorized to possess and maintain parachute equipment or to conduct parachute operations.

b. Marine Corps units and activities with authorized parachutist billets, but lacking equipment allowances, may be supported on a not-to-interfere basis, based on operational mission requirements, by the nearest appropriate Marine Corps unit or activity possessing the appropriate equipment.

3. Authorized Equipment. Only equipment found in reference (y) and in appropriate Marine Corps stock lists is authorized for use by Marine Corps personnel in military parachuting.

4. Restrictions and Limitations on Use of Equipment

a. Government-Owned Equipment. Government-owned parachute equipment will be used for approved military operations only and will not be used for off-duty activities.

b. Personally-Owned Equipment. The use of personally-owned parachutes during Marine Corps parachute operations is prohibited. Personally-owned parachutes will not be used from military aircraft or civilian aircraft contracted for military use.

5. Parachute Packing Requirements

a. Except where directed in this Order, only qualified and current parachute riggers with the PMOS 0451 or approved Marine Corps civilian parachute riggers are authorized to pack, maintain, and store parachute equipment in accordance with technical manuals for that specific parachute equipment.

b. At a minimum, two appropriately qualified parachute riggers (military or civilian) are required to pack and maintain parachute life support equipment one to pack, and one to inspect. This requirement applies to all units, in garrison and deployed. Parachutes will not be embarked with deploying units unless accompanied by appropriately qualified parachute riggers. Parachute rigger or PIPI requirements for the packing of personnel or cargo parachutes will not be waived under any circumstances.

c. The main parachute of the MMPS and TORDS parachute systems are the only personnel parachutes authorized to be packed by the parachutist, under the supervision of a current PIPI. The main parachute of the CRAPS is authorized to be packed by the USMC MFF Coach or FAA certified Senior Riggers without the oversight of a PIPI. The parachutist that packs a main parachute will be the only parachutist to jump that parachute. If a main parachute is

packed by non-rigger personnel, the parachute will be repacked by the next jumper or a qualified ram-air parachute rigger prior to being jumped again.

6. Modification of Parachute Equipment. Modification of approved parachute equipment is strictly prohibited, except by authorized and qualified personnel assigned to MARCORSYSCOM or when granted by exception by DC PP&O (POG). All modifications of fielded parachute equipment will be conducted in accordance with Modification Instructions and in compliance with a Safety of Use Message.

7. Defective Equipment. Parachute equipment found to be defective will be reported to CG, Marine Corps Logistics Command (LOGCOM) via the online Product Quality Deficiency Report (PQDR) process. Instructions for submitting a PQDR can be found at the following website: <http://www.logcom.usmc.mil/pqdr/.htm>. Maintenance Management Officers will submit a copy of all parachute equipment PQDRs to CDRNAVSAFECEN (C 44) for review analysis and compilation. PQDRs can be submitted via official mail or electronically at the addresses below:

- a. Naval Safety Center (Tactical Operations)
USMC Parachute Safety Analyst (C 44)
375 A Street
Norfolk, VA 23511
- b. Safe-code44@navy.mil

8. Coaches Ram-Air Parachute Systems (CRAPS)

a. Definition. CRAPS is a category of standard parachute equipment procured for use exclusively by authorized personnel cited in sub-Paragraph 8c below.

b. Purpose. CRAPS is used by qualified personnel to perform specific duties. Commanders desiring the USMC MFF Coach capability may choose to use CRAPS as the parachute system of choice. CRAP systems will be selected from the Navy's Authorize for Navy Use List for his coach. Selection of CRAP systems will be based on the following criteria; Wing loading, skill level, and recommendation of the PSO.

c. Description. CRAPS is equipment that has undergone safety assessment, testing and evaluation, or both, as appropriate by the Naval Air Warfare Center Weapons Division, China Lake, CA. Results of these assessments have been validated by the Naval Safety Center. CRAPS is procured for use exclusively for Marine Corps personnel meeting the criteria outlined in Paragraph 11, Chapter 7 of this Order.

d. Equipment. CRAPS equipment consists of: Javelin Odyssey (with or Without Skyhook RSL), Cypress Expert (I or II), Performance Designs Reserve Canopy, Performance Designs Spectre, Silhouette or Sabre 2 Main Canopy. Although not currently listed in the ANU, the United Parachute Technologies Vector III is also an acceptable harness / container. The Vector III has undergone testing and is currently certified by the FAA under Technical Standard Order (TSO), C-23; standard for approval of personnel parachute assemblies.

e. Maintenance Requirements. CRAPS will be maintained to FAA standards by appropriately credentialed riggers with a certified FAA rigger rating of

senior rigger or higher at unit's expense. This requirement applies to military personnel and Marine Corps civilian employees or contractors.

9. Non-Standard Parachute Equipment

a. Definition. Commander, MARCORSYSCOM (PMM-113) is the sole owner, user, and maintainer of non-standard parachute equipment within the Marine Corps. This equipment is still considered to be in the RDT&E process and may not yet have completed testing, evaluation and safety certification. Non-standard parachute equipment is defined as any parachute equipment for which no MARCORSYSCOM fielding plan has been approved.

b. Authorized Users. Only appropriately qualified personnel assigned to or in direct support of MARCORSYSCOM (PMM-113) are authorized to use non-standard parachute equipment during Marine Corps parachute operations. This includes Marine Corps personnel, other DoD uniformed personnel, U.S. Government civilian employees, MARCORSYSCOM-approved contractors, MCCDC-approved contractors, and MEF/DIV-approved life support maintenance technician contractors who meet the following criteria:

(1) Possess written orders to parachuting duty and written authorization to participate in such operations/training using nonstandard equipment from their own operational commander.

(2) Have been authorized by parent unit and in writing by MARCORSYSCOM to use specific nonstandard equipment while assigned to or in support of MARCORSYSCOM for a specified duration and purpose.

c. Authorized Maintainers

(1) Military. MARCORSYSCOM is the only authorized Marine Corps owner and maintainer of non-standard parachute equipment. All non-standard parachute equipment owned by MARCORSYSCOM will be packed, maintained and stored in a paraloft by a qualified ram-air parachute rigger with an FAA Senior or Master Parachute Rigger license.

(2) Civilian. Approved MARCORSYSCOM civilian contractors and industry-qualified personnel with the above-listed qualifications may conditionally pack and perform maintenance on Marine Corps-owned non-standard parachute equipment. This by-name, written authorization will come from the first Colonel or O-6 in the MARCORSYSCOM chain of command.

d. Packing Requirements. All non-standard parachute equipment will be packed, maintained, and stored in accordance with references (z) and (aa), and parachute equipment manufacturer's instructions.

e. RDT&E Authorizations. As a function of RDT&E, MARCORSYSCOM (PMM-113) is authorized to:

(1) Use non-standard parachute equipment on Federal Aviation Administration (FAA)-approved drop zones in accordance with FAA and United States Parachute Association (USPA) rules and regulations.

(2) Deviate from DoD-approved parachute packing requirements in order to develop parachute rigger packing procedures for non-standard equipment.

(3) Use civilian vendors and FAA qualifications as required to develop new approved parachuting capabilities as required.

Chapter 12

Paraloft Requirements

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with unit requirements pertaining to maintaining a paraloft facility in support of parachute training.

2. Facility Requirements. Personnel and cargo parachutes and associated airdrop equipment are considered Life Support Equipment and are to be maintained within a facility with strict control. Paraloft facilities will be maintained in accordance with references (z), (ab), (ae), all applicable equipment technical manuals, and amplifying instructions in this Order.

3. Storage and Security

a. Stored parachute assemblies that are packed Ready For Issue (RFI) will be stored in a secure manner, inaccessible to unauthorized personnel. This may include approved embark containers.

b. Paraloft access is to be strictly controlled. Only command-designated personnel are authorized unescorted access to the main paraloft facility and parachute storage room. Undesignated personnel require the escort of a Parachute Rigger (MOS 0451) or a qualified civilian/contractor parachute rigger.

c. Parachutes pending maintenance or re-pack will be maintained separately from parachutes categorized as RFI. Additionally, parachutes and parachute equipment will be stored and maintained separate from any Helicopter Rope Suspension Equipment.

4. Oxygen-Safe Areas

a. Oxygen-safe areas will be well ventilated to prevent the dangerous pooling of oxygen. Every attempt will be made to eliminate all potential ignition sources such as grease, oils, static electricity, excessive dust, and sparking outlets at floor level. Doors to oxygen-safe areas will remain open during the transfer of oxygen.

b. Oxygen storage containers (K-Bottles) will be stored securely to prevent movement and unauthorized access.

5. Lighting. Maintenance and packing areas for life support equipment requires sufficient lighting. Ideal lighting for these functions ranges between 70-140 foot candles per square foot.

6. Drying Towers and Wash Tubs. Parachutes and airdrop equipment will be washed and dried only to prevent malfunction or deterioration. Washtubs are required to wash and rinse this equipment, and circulation of air in the drying towers speeds and facilitates this process.

7. Climate Control

a. Parachutes and airdrop equipment will be stored in climate controlled environments. Ideal conditions include temperature of 75 degrees Fahrenheit

and relative humidity of 60 percent. While temperatures outside the range of 50 to 95 degrees and relative humidity outside of the range of 25 to 80 percent are considered unsafe conditions, temperature deviations from 40 to 120 degrees are authorized for brief durations, but should be avoided whenever possible. Because rapid and extreme changes in temperature can produce condensation, any changes in temperature or humidity should be gradual.

b. Embark containers approved for the secure long term storage of parachutes and airdrop equipment will not be exposed to direct sunlight.

c. Temperature and humidity monitoring systems are required in all parachute storage, packing and maintenance areas, as well as any oxygen-safe areas. Measurements will be recorded and maintained on file per Chapter 5 of this Order. Monitoring systems will be centrally located within the designated space for monitoring avoiding exterior walls.

8. Tools. Tools used in the packing of parachutes and maintenance of airdrop equipment will be stored in a designated, secure space. Each paraloft will establish a tool control program to account for and track the use of each parachute packing tool. Tools will be accounted for at the end of each equipment maintenance function and parachute re-pack. Temporary packing pins and other small tools used when packing parachutes will have a yellow or red flag attached of at least eight inches in length.

9. Inspections. The Naval Safety Center (C 44) will inspect paralofts on a regularly scheduled basis and will provide commanders with results and recommendations for improvements and/or corrective actions. In most cases, parachute operations will continue with the implementation of corrective actions to mitigate risk. Repeat discrepancies and trends will be reported to DC PP&O (POG), DC I&L (LPC), and MARCORSYSCOM (PMM-113) for appropriate action.

Chapter 13

Reporting Requirements

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with reporting requirements pertaining to parachute training.

2. Standard Reports. Units and activities responsible for conducting parachute operations will submit the following required reports. Commanders will maintain these reports in accordance with reference (i), SSIC 3500.1.

a. Joint Airdrop Summary Report (JASR). Commanders of Marine Corps units and activities with a parachute requirement are required to utilize the DJRS to document all parachuting activity. The Naval Safety Center, Parachute Safety Analyst will submit a monthly airdrop summary report for Navy and Marine Corps units respectively, using data generated from DJRS, as final reporting to USAQMS, ADFSD, Ft Lee, VA. This reporting requirement is exempt from reports control in accordance with reference (af), Part IV, paragraph 7h.

(1) Naval Safety Center (Tactical Operations)
USMC Parachute Safety Analyst (C 44)
375 A Street
Norfolk, VA 23511

(2) Fax (757) 444-6044, DSN 564-6044

(3) Safe-code44@navy.mil

b. Annual Airdrop Roster. No later than 10 January of each calendar year, Naval Safety Center (C 44), USMC Parachute Safety Analyst, will submit a comprehensive roster of all Marine Corps units and activities involved in airdrop operations during the previous calendar year to DC PP&O (POG), DC I&L (LPC), COMMARCORSYSCOM (PMM-113) and MARCOREP Ft. Lee, VA. This reporting requirement is exempt from reports control in accordance with reference (af), Part IV, Paragraph 7h. The purpose of this report is to facilitate HQMC validation of parachute billets, training and equipment requirements for Marine Corps units and activities.

3. Equipment Malfunctions and Incidents. Commanders will report all parachute equipment malfunctions and incidents for both standard and non-standard personnel and cargo airdrop equipment. This reporting requirement is exempt from reports control in accordance with reference (af), Part IV, Paragraph 7e.

a. Definitions and Examples

(1) Malfunctions. An equipment malfunction is defined as the failure of the system or piece of equipment to perform as originally designed whether the equipment failed, human error, or emergency procedure was required. This includes, but is not limited to equipment failures resulting in reserve activation, total malfunction, bag lock, broken static line, broken suspension/steering lines, malfunction of automatic opening device, failure of cargo release, or failure of an extraction system.

(2) Incidents. An incident is defined as anything that occurs during a parachute operation that is considered abnormal. This includes, but is limited to parachutist activation of his reserve for any reason, activation of automatic opening devices for any reason, injured parachutists, mid-air entanglements, towed parachutist, jumpers/equipment landing off of the drop zone involving injury or significant damage to equipment, tree or wire landings, and premature pilot chute activation.

b. Responsibility. While the responsibility to report all malfunctions and incidents ultimately rests with the unit commander or officer-in-charge, timely compliance with report requirements is a shared duty between the malfunction officer, jumpmasters, and drop zone safety officer for the specific parachute operation, as well as the unit parachute safety officer and paraloft chief.

c. Method

(1) Units will report airdrop malfunctions and incidents to the Naval Safety Center after completing the Web Enabled Safety System (WESS) Report Format located at www.safetycenter.navy.mil/ashore/parachuting/default.htm by entering the completed report in the WESS Mishap/Hazard reporting System.

(2) Units without access to or permissions in WESS may submit reports to the Naval Safety Center (C 44), USMC Parachute Safety Analyst via official mail, fax or electronically to the addresses below:

(a) Naval Safety Center (Tactical Operations)
USMC Parachute Safety Analyst (C 44)
375 A Street
Norfolk, VA 23511

(b) Fax (757) 444-6044, DSN 564-6044

(c) Safe-code44@navy.mil

(3) The Naval Safety Center (C 44) will provide the U.S. Army Quartermaster School with a consolidated Marine Corps report in conjunction with the U.S. Army Malfunction Review Board.

d. Accidents Involving Injury or Death. In addition to requirements outlined in reference (g), official Naval Message notification of parachuting malfunctions and incidents resulting in injury or death will be submitted within 24 hours of the incident by the individual's parent command to each of the plain language address designators (PLADs) below.

(1) CMC WASHINGTON DC PPO POG.

(2) CMC WASHINGTON DC L LPC.

(3) CMC WASHINGTON DC MRA MR MRC.

(4) COMMARCORSYSCOM QUANTICO VA IWS.

(5) COMNAVSAFECEN NORFOLK VA.

e. Suspected Malfunction of Equipment. In addition to requirements outlined in reference (g), Naval Message notification of suspected malfunction of parachute equipment will be submitted within 12 hours of the malfunction via the unit's parent command to each of the PLADs below. In the event that Naval Message services are unavailable, a telephonic report can be submitted as a last resort.

- (1) CMC WASHINGTON DC PPO POG.
- (2) CMC WASHINGTON DC L LPC.
- (3) CMC WASHINGTON DC SD.
- (4) COMMARCORSYSCOM QUANTICO VA IWS.
- (5) COMMARCORSYSCOM QUANTICO VA MC2I.
- (6) COMNAVSAFECEN NORFOLK VA.
- (7) MARCORDET FORT LEE VA.

Appendix A

Abbreviations and Acronyms

ADFSD	Air Delivery and Field Service Department
AMTT	Airborne Mobile Training Team
AMTT-I	Airborne Mobile Training Team Personnel Instructor
ANGLICO	Air Naval Gunfire Liaison Companies
APP	Aviation Plans and Policies
BIC	Billet Identification Code
CID	Course Identification Code
CRAPS	Coaches Ram-Air Parachute System
DBSL	Double-Bag Static Line Configuration
DC I&L	Deputy Commandant for Installations and Logistics
DC M&RA	Deputy Commandant for Manpower and Reserve Affairs
DC PP&O	Deputy Commandant for Plans, Policies and Operations
DFT	Deployments for Training
DJRS	Dive/Jump Reporting System
DoD	Department of Defense
DOTMLPF	Doctrinal, Organizational, Training, Materiel, Leadership and Education, Personnel and Facilities
DT	Developmental Testing
DZ	Drop Zone
DZSO	Drop Zone Safety Officer
EA	Executive Agents
EDIPI	Electronic Data Interchange Personal Identifier
EMT	Emergency Medical Technician
FAA	Federal Aviation Administration
FAP	Fleet Assistance Program
FMID	Fires and Maneuver Integration Division
HAHO	High Altitude, High Opening
HALO	High Altitude, Low Opening
HDIP	Hazardous Duty Incentive Pay
HDPC	Hand-Deployed Pilot Chute Configuration
HFP	Hostile Fire Pay
IAW	In accordance with
IDP	Imminent Danger Pay
IMSAAG	Integrated Military Free Fall Static Line Air Drop Advisory Group
IPAC	Installation Personnel Administration Center
IPT	Integrated Process Action Team
JAI	Joint Aircraft Inspector
JASR	Joint Airdrop Summary Report
JTAG	Joint Technical Airdrop Group
LID	Logistics Integration Division
LPC	Logistics Capabilities Center
M&TP	Manpower and Training Plan
MARCORDET	Marine Corps Detachment
MARCORSYSCOM	Marine Corps Systems Command
MARSOC	Marine Forces Special Operations Command
MARSOF	Marine Special Operations Forces
MCTFS	Marine Corps Total Force System
MCTIMS	Marine Corps Training Information Management System
MFF	Military Free Fall
MMEA	Marine Manpower Enlisted Assignments
MMO	Maintenance Management Officer
MMOA	Marine Manpower Officer Assignments

MMPC	Multi-Mission Parachutist Course
MMPC-I	Multi Mission Parachute Course Instructor
MMPS	Multi-Mission Parachute System
MOS	Military Occupational Specialty
MPP	Military Personnel Policy
MTVS	Military Tandem Vector System
NAVSAFECEN	Naval Safety Center
NEC	Navy Enlisted Classification
NET	New Equipment Training
NPC	Naval Parachute Course
OFS	Occupational Field Sponsor
ORM	Operational Risk Management
OT	Operational Testing
PCS	Permanent Change of Station
PdM-RAR	Product Manager, Reconnaissance and Amphibious Raids
PIPI	Parachute Pack-In-Process Inspector
PM-IWS	Program Manager, Infantry Weapons Systems
POA&M	Plans of Action and Milestones
POG	Plans and Operations, Ground Combat Element
PO-SOD	Plans and Operations, Special Operations Directorate
PSO	Parachute Safety Officer
PQDR	Product Quality Deficiency Report
RAP	Reserve Affairs Plans, Policy and Programming Branch
RCT	Reserve Continuation and Training Branch
RDT&E	Research, Development, Test and Evaluation
SLD	Static Line Drogue Configuration
SMDR	Structure/Manning Decision Review
SME	Subject Matter Expertise
SOP	Standard Operating Procedure
SSC	Service School Code
SSD	Self-Set Drogue Configuration
T&R	Training and Readiness Manual
T/E	Tables of Equipment
T/O	Tables of Organization
TAD	Temporary Additional Duty
TECOM	Training and Education Command
TIP	Training Input Plan
TOECR	Table of Organization and Equipment Change Request
TORDS	Tandem Offset Resupply Delivery System
TRADOC	United States Army Training and Doctrine Command
TSO	Technical Standard Order
TQM	Training Quota Memorandum
USASOC	United States Army Special Operations Command
USNA	United States Naval Academy
USPA	United States Parachute Association
USSOCOM	United States Special Operations Command
WESS	Web Enabled Safety System
WS-I	Water Survival Intermediate
ZAR	Zone Availability Report