

Annex H (E/1-507th PIR Operating Procedures) to 1-507th BACSOP

1. **General.** References used in the development of this guidance include the MCoE REG 350-3 and applicable parachute technical and field manuals.

2. Responsibilities.

a. For personnel parachute operations, the Operation's Section of the unit conducting Airborne Operations will:

(1) Unit must have a DA Form 1687 (Notice of Delegation of Authority Receipt for Supplies) for parachutes and individual air items on file with E Company Control and Issue Platoon.

(2) Units will coordinate with E Company's Control and Issue Operations (545-7050) with support requirements at least 24 hours in advance. The unit will provide the number of parachutes and type of aircraft being jumped. Standard issue time for BAC is 0650hrs unless coordinated prior.

(3) The unit will provide a Parachute NCO that is on a current DA 1687 to sign for all air items. This representative will be present during parachute issue and shakeout. Neither will begin without the parachute NCO.

3. Receipt and Care of Air Items (Issue).

a. Units will notify the Control and Issue Operations NCO at 545-6936/7050 for changes or cancellations to the Airborne Operation as soon as possible.

b. The Unit is required to provide a Parachute NCOIC for issue and turn-in of all air items. The Parachute NCO will be present during the entire parachute issue and will sign a DA FORM 3161.

c. The unit will maintain accountability at all times. Accurate air item accountability will be obtained prior to signing hand-receipts.

d. Air item issue or turn-in will not be conducted unless the unit representative is on a current DA FORM 1687.

e. Basic Airborne Course students will only draw one main and reserve parachute at a time.

f. Airdrop equipment will not be placed in direct contact with any building floor or wall.

g. Airdrop items will not be placed in dirty or damp conditions.

h. Parachutes will not routinely be stored in harness shed overnight. All parachutes will be turned into Control and Issue at the end of each day. Overnight storage will be evaluated by the Air Drop Systems Tech, and the unit will provide Cadre guards.

i. The unit will ensure that all personnel handle main parachutes by the carrying handle formed by the harness. All reserve parachutes will be carried by the appropriate carrying handle only.

Annex H (E/1-507th PIR Operating Procedures) to 1-507th BACSOP

j. The using unit will ensure that there is no smoking, eating, drinking, or chewing tobacco while handling or wearing personnel parachutes. There will be no smoking permitted within fifty (50) feet of any air item. Particular attention will be paid to ensure students are not eating MRE's while transporting their reserve parachute on the bus return from the drop zone.

k. Under no circumstances will anyone other than an Echo Company Parachute Rigger view the Army Parachute Log Record (DA Form 3912). No one is authorized to activate or breakdown any parachute system.

l. Parachutes WILL NOT be transported in POV's, to include the reserve parachute on the return trip from the DZ. Any movement of parachutes via POV is subject to UCMJ.

m. Guest Jumpers need to draw parachutes from the Control and Issue Platoon immediately following SAT, as a group, to avoid conflict with other units drawing parachutes and rigger check support in the harness shed, with the boarding pass issued by DACO. Parachute draw from strap jumpers is one hour prior to load time. Personnel identified by the Battalion Commander as a VIP, the Jump Branch Master Trainers will draw the VIP chute.

4. Harness Shed Operations.

a. 2x Riggers will remain in the harness shed during parachute donning, JMPI, and throughout the jump week.

b. Parachutes identified with major deficiencies will be brought to the attention of the Rigger who will then isolate that parachute for further inspection by the Airdrop Systems Technician. All Riggers will be briefed by the Airdrop Systems Technician on the major deficiency so that they can increase the production quality.

5. Recovery and Turn-In of Air Items. The Airborne Commander, or his designated representative, will ensure the following:

a. Organize, train, and brief recovery crews prior to a recovery operation. Any static line parachute that has not been jumped and is broken down from the original "ready for issue" rigger roll, will be placed inside the aviator's kit bag. This will be enforced by the parachute NCOIC and the Jumpmaster team.

b. In the event parachutes become entangled in trees and/or power lines, the recovery NCOIC will notify the DZSO. Suspension lines will not be cut to facilitate recovery unless a life-threatening situation exists or as a last resort to recover the parachute from the tree when approved by the Malfunctions NCO.

c. Air items or parachutes found with damage will be identified, tagged, and separated. Notify C&I of damaged or unserviceable equipment at the time of turn-in.

d. The Parachute NCOIC is responsible for issuing at least one plastic bag per jumper when inclement weather is expected. This will be used to protect the reserve parachute from becoming wet on the DZ. It is the responsibility of the Parachute NCO and the Jumpmaster team to stress the importance of safeguarding all air items from inclement weather. When transporting parachutes from the harness shed to C&I during inclement weather, both parachutes will be in a plastic bag. Ensure that only two chawks are sent to C&I at one time to alleviate soldiers standing out in the rain and getting parachutes wet. The C&I platoon will dictate when additional chawks may be sent for turn-in.

Annex H (E/1-507th PIR Operating Procedures) to 1-507th BACSOP

- e. The unit will ensure air items are inventoried prior to loading the busses on the DZ. Re-inventory the air items during the loading process.
- f. The unit representative will maintain positive control of all equipment until the turn-in is complete.
- g. Cadre issued equipment (i.e. AEBP) will only be returned by the Cadre member that signed for the equipment.
- h. All equipment will be inventoried by a representative of the Control and Issue Platoon prior to parachute shakeout. Shortages will be annotated on the hand receipt.
- i. The unit will ensure that deployment bags, safety kits, and all other related air items are recovered from the aircraft. Deployment bags will be rolled prior to the unit reporting for turn-in. If the deployment bags are not rolled, they must be rolled during the turn-in at E Company's Rigger facility by the parachute detail.
- j. The unit is responsible for all damaged or missing air items. The unit will provide statements indicating the details on how, who, what, when, where, and why the equipment was damaged.

6. Parachute Shake Out and Turn-In. The unit will ensure the following:

- a. Provide parachute shakeout detail after the completion of the day's Airborne operations. Shake-out detail consists of two (2) chawks, 40-60 personnel, for one jump and 3 (3) chawks, 60-80 personnel, for multiple jump days. Parachute shake out will be conducted daily by BAC unless otherwise coordinated.
- b. The using unit is required to provide a Parachute NCOIC for issue and turn-in of all air items. The Parachute NCO will be present during the entire parachute turn-in process. Parachutes will not be removed from the trailer if the Parachute NCO is not present. Air Items that are not accounted for will be updated on the hand receipt.
- c. All units are responsible for shaking their own chutes (Jumpmaster, Pathfinder, and BAC).

7. Malfunction NCO Duties/Responsibilities.

- a. It is the responsibility of the Malfunction Officer to promptly and accurately investigate malfunctions IAW AR 59-4. He/she may enlist as many personnel as needed to watch for malfunctions and assist him/her during the investigation process. AR 59-4 will be in possession of the malfunction officer during jump operations. It describes in detail the duties and responsibilities of the malfunction officer during any investigation resulting in the partial/total malfunction of personnel airdrops. The malfunction officer will investigate all malfunctions IAW appendix B of AR 59-4.
- b. The Malfunction Officer will be present on the DZ one hour prior before personnel airdrops.
- c. The Malfunction Officer will be positioned on the DZ where they can best view the airdrop.

Annex H (E/1-507th PIR Operating Procedures) to 1-507th BACSOP

d. The Malfunction Officer will have the following minimum equipment in his/her possession during duty performance:

- (1) Communication capability with DZ control party
- (2) A good camera (with video)
- (3) Forms and clerical supplies
- (4) Binoculars and/or night vision devices
- (5) Transportation with 4 x 4 capabilities to move around DZ
- (6) Approved aneroid (will be used at all times)

e. In the event of a total malfunction, the Malfunction Officer will:

(1) Ensure that the DZSO, Airborne Commander, and air crew are notified of the parachute incident.

(2) Notify Battalion Commander and ensure that all Airborne Operations are stopped.

(3) Echo Co Airdrop Systems Technician, JM qualified 92R3P and above, and the Harness Shed NCOIC, DACO will inspect the aircraft for any deficiencies. Received Company level certifications on their duties and responsibilities to include video training.

(4) Conduct inquiry to include statements from the Jumpmaster team and personnel involved as determined by the Airdrop Systems Technician.

(5) Only after the aircraft has been determined a non-contributing factor to the parachute mishap will Airborne Operations continue, as determined by the Airdrop Systems Technician and BN CDR.

f. In the event of any parachute mishap without serious injury, the Malfunction Officer will:

(1) Conduct on-site investigation

(2) Take photographs

(3) Take statements from witnesses

(4) Secure, identify, tag, and number airdrop equipment involved in the malfunction

(5) Prepare/submit reports as required

g. In the event of any parachute mishap resulting in serious injury or death, the Malfunction Officer will:

(1) Place impact site off-limits and post guards

(2) Photograph/sketch of the parachutist, impact site, and obvious defects in equipment

Annex H (E/1-507th PIR Operating Procedures) to 1-507th BACSOP

- (3) Record where the air items may have been cut for medical evacuation
- (4) Takes possession of log record book
- (5) Request medics to secure and preserve clothing and equipment removed from impact site
- (6) Assume responsibility for air items and personal equipment
- (7) Take statements and record names and units of any witnesses
- (8) Secure a copy of the jump manifest
- (9) Ensure the aircraft involved is notified
- (10) Obtains deployment bag
- (11) Secure and evacuate equipment for further investigation
- (12) Return non-airdrop equipment to unit

h. In the event of any parachute mishap, E Company Airdrop Systems Technician will be notified immediately.

i. The investigation of personnel parachute mishap should receive the highest priority, secondary only to medical aid for the injured.

j. It is imperative that the DZST party takes guidance from the Malfunctions Officer during the investigation process to ensure that valuable evidence is secured through the proper custodial care of individual and airdrop equipment for further investigation.

k. All evidence from every ABN OP or Parachute mishap will be maintained in the C&I section of Echo Co. This includes but is not limited to Parachute (s), pictures, videos, air items, and any other equipment that may have been involved in an incident. The investigation material WILL BE considered FOUO, and will be treated as such.