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PERSONNEL PARACHUTE PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 10-35, *Battlefield Airmen*. It establishes procedures governing the authority and administration of the United States Air Force (USAF) Personnel Parachute Program, parachute qualifications and requirements and procedures applicable to premeditated personnel parachuting. This publication applies to all regular Air Force, Air Force Reserve, Air National Guard and Department of the Air Force civilian personnel involved in deliberate personnel parachute missions, training, support, or administration. For the purposes of this Air Force Instruction (AFI), all references to Major Commands (MAJCOMs) are intended to also reference or include the Air National Guard. The applicable system of records notice FO11 AF XOA, Aviation Resource Management Systems, is available at: <https://dpcl.d.defense.gov/privacy/SORNS.aspx>. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (USC) Section 9013 and Title 37 United States Code Section 301a. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records*

Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes to this publication to the office of primary responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Send supplements to Headquarters Air Force Special Warfare Directorate (AF/A3S) at AF.A3S.Workflow@us.af.mil or to AF/A3S, 1480 Air Force Pentagon, Washington, DC 20330-1480. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with each Tier. Use **Attachment 7** to submit waiver requests up the chain of command to the appropriate approval authority. Approved T-2 and T-3 waivers will be sent to AF/A3S within three business days for tracking and process improvement. Operators functioning under the purview of a chartered test organization may deviate from the contents of this instruction as outlined in individually approved test plans required for test and evaluation purposes. However, when a test plan has deviations, forward the approved test plan to the AF Dive Program Manager for awareness and tracking. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Compliance with the attachments **2, 5, and 6** in this publication is mandatory.

(AETC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-3503, *Personnel Parachute Program*. It establishes Air Education and Training Command (AETC) guidance for all parachutists assigned or attached within AETC. This publication is applicable to all AETC units. It is not applicable to Air Force Reserve, Air National Guard, or United States Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force (DAF). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), Air Education and Training Command, Special Warfare Branch (AETC/A3LS). Submit suggested improvements to this instruction on DAF Form 847, *Recommendation for Change of Publication* through the chain of command to HQ AETC/A3LS, 1 F Street Suite 2, JBSA-Randolph AFB TX 78150-4325 or E-mail to AETC.BA.Workflow@us.af.mil. This publication may be supplemented by lower level units. Forward proposed unit-level supplements to this publication to AETC/A3LS for coordination prior to publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, utilizing guidance identified in DAFMAN 90-161.

SUMMARY OF CHANGES

This document has been substantially revised, reorganized, and must be completely reviewed. Major changes include amplified guidance for permanent parachute position requirements and for jump inherent career field personnel serving outside their Air Force Specialty (AFS), as well as updated requirements for activity, mishap, and individual jump reporting. The 1Z3XX, Tactical Air Control Party career field was added as authorized attendance to the basic parachutist course as part of initial skills training. Provisions are included for civilians to fill PPPM roles and updated guidance has been provided for new knowledge management and equipment changes within the Air Force. This publication prescribes AF Form 3503, *Multipurpose Jump Manifest* and rescinds AF Form 922, *Individual Jump Record*, and AF Form 4323, *ARMS Multi-Crew Jump Record*.

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Chapter 1

USAF PERSONNEL PARACHUTE PROGRAM

1.1. Purpose. This instruction establishes procedures governing the authority and administration of the USAF Personnel Parachute Program (PPP), parachute qualifications and requirements and procedures applicable to premeditated personnel parachuting.

1.2. Objectives. The requirement for the USAF PPP originates with DoD Directive (DoDD) 5100.01, *Functions of the Department of Defense and Its Major Components*. The directive tasks the Department of the Air Force with “preparation of forces necessary for the effective prosecution of war” and identifies Air Force functions. A primary function of the Air Force is to “develop concepts, doctrine, tactics, techniques and procedures and organize, train, equip, and provide forces” for specific functions listed in DoDD 5100.01. The Army coordinates and develops airborne doctrine, procedures and equipment on behalf of itself and the Marine Corps. While this instruction draws extensively upon the combat, operational, and training base of the joint services, the nature of USAF parachuting also requires tactics, techniques, procedures and equipment not addressed in sister service publications. Objectives for the USAF PPP are divided into operational, functional and management categories.

1.2. (AETC) Objectives. Specific AETC objectives: establish AETC training operations standard operating procedures; limit parachute training operations as required to meet AETC mission requirements; and provide clarification when required.

1.2.1. The operational objective of the USAF PPP is the tactical employment of forces across the range of military operations.

1.2.2. The functional objectives of the USAF PPP are:

1.2.2.1. Test, evaluate and certify systems and equipment that contribute to improved survivability during either premeditated or emergency parachute egress.

1.2.2.2. Instruct and demonstrate proper premeditated and emergency egress procedures to improve survivability, develop confidence and establish an airmanship foundation.

1.2.2.3. Conduct support to public and/or military events to showcase military preparedness, demonstrate capabilities, promote good community and international relations, support USAF recruiting and retention efforts and render military honors in accordance with AFI 11-209, *Participation in Aerial Events*.

1.2.3. Management objectives of the USAF PPP include:

1.2.3.1. Provides standards for training, qualification and currency of USAF parachutists.

1.2.3.2. Approves parachuting equipment and maintain a central equipment listing.

1.2.3.3. Increases mission effectiveness and safety.

1.2.3.4. Ensures compliance with DoD and USAF activity, mishap, incident and malfunction reporting requirements.

1.3. General. Compliance with this instruction requires risk evaluation and mitigation by subordinate organizations. Use AFI 90-802, *Risk Management*, as guidance for the risk management processes.

1.3.1. The USAF PPP does not govern cargo equipment parachute operations, cargo equipment parachute rigging, or non-premeditated parachute equipment. This includes emergency bail out parachutes and ejection seats. Emergency parachutes are covered by the appropriate technical order or manual. Joint airdrop equipment procedures are prescribed by AFI 13-210_IP, *Joint Airdrop Inspection Records, Malfunction/Incident Investigations, and Activity Reporting*, which “provides policies and assigns responsibilities for initial notification, investigation, reporting, and airdrop load malfunctions incidents.” In addition, AFI 13-210_IP standardizes joint airdrop inspection requirements as well as outlines the duties and responsibilities of the malfunction officer (MO). For information on drop zones, refer to AFI 13-217, *Drop Zone and Landing Zone Operations*.

1.3.2. Organizations will conduct all parachuting operations in accordance with published guidance, utilizing equipment approved through the process described in **Chapter 4. (T-1)**.

1.4. Deviations. Do not deviate from policies in this AFI except when the situation demands immediate action to protect against death or serious bodily injury and/or an urgent requirement exists. In this case, the parachutists’ officer in charge (or ranking jumpmaster in their absence) will evaluate all options and take the appropriate action to ensure the safety of the parachutists. **(T-2)**.

1.4.1. Units will report all deviations without an approved waiver to the appropriate waiver authority (with AF/A3S as informational addressees) within 24 hours or when tactically/operationally feasible. **(T-1)**.

1.4.2. When it is necessary to protect those under their control from a situation not covered by this instruction and immediate action is required, the parachutists’ officer in charge (or ranking jumpmaster in their absence) has ultimate authority and responsibility for the course of action to be taken.

1.5. References. During unilateral operations, use this instruction in conjunction with AFMAN 11-420/TC 3-21.220, *Static Line Parachuting Techniques and Training*; Army Techniques Publication (ATP) 3-18.11, *Special Forces Military Free-Fall Operations*; Training Circular (TC) 18-11, *Special Forces Double-Bag Static Line Operations*; Air Force Tactics, Techniques, and Procedures (AFTTP) 3-1.Guardian Angel (GA), *Tactical Employment*, and AFTTP 3-3.Guardian Angel, *Combat Fundamentals*. These publications constitute the primary guidance and tactics, techniques, and procedures (TTPs) for static-line (S/L) and military free-fall (MFF) parachuting. For unique USAF parachuting exceptions to the above references, see **Chapter 10. NOTE:** During parachute operations conducted under a joint commander, personnel must use guidance dictated by the joint organization (e.g., United States Special Operations Command (USSOCOM) Manual 350-3, *Training Airborne Operations (Parachuting)*). **(T-0)**.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Personnel Parachute Program Management and Responsibilities. The USAF PPPM, co-chairs PPP Executive Committee meetings annually; this committee discusses and reviews MAJCOM personnel parachute program efforts and serves as the configuration and validation board when new requirements for parachute systems and equipment exist. **(T-1)**. The PPP Executive Committee membership consists of: USAF PPPM, MAJCOM PPPMs, CFMs from jump-inherent AFSCs (as outlined in [paragraph 3.3.1](#)), 1P0XX, 1T0XX, 19ZXXB (Legacy 13L), 1Z3XX CFMs, and superintendents of chartered test organizations with PPP test responsibilities. **(T-1)**. Designated Command Parachutists, PPPMs and affected career field managers (CFMs) are the heart of the PPP. Each activity or unit with a parachuting mission will have a central point of contact (POC) for parachuting issues. **(T-2)**. PPPMs and organizational POCs disseminate safety information, report incidents and hazards, assist commanders in requirements development, and provide leadership and oversight. PPPMs and organizational POCs also cross-flow tactics, techniques and procedures up and down the chain of command. As such, the PPPMs and POCs will establish direct access to the Air Force Safety Automated System or establish a process to ensure organizational safety personnel inform them of all parachute mishaps in a timely manner. **(T-1)**.

2.1.1. The USAF Command Parachutist and PPPM manage the entire PPP. They are the principal parachute subject matter experts responsible for parachute program standardization, evaluation and parachute-related activities to include logistics. **Note:** These duties should be separated but may be performed by a single individual meeting the USAF Command Parachutist qualifications based on manning and workload.

2.1.1.1. The USAF Command Parachutist is the principal operational parachuting subject matter expert responsible for parachuting evaluation and operational employment. The USAF Command Parachutist must be a currently qualified graduate of an accredited USSOCOM military free-fall jumpmaster course. **(T-1)**.

2.1.1.2. The USAF PPPM is the principal parachuting programmatic subject matter expert responsible for PPP standardization and parachute-related activities to include logistics. The USAF PPPM must be a static-line jumpmaster, a graduate of an accredited USSOCOM MFF jumpmaster course and have been qualified and current as an MFF jumpmaster (JM) within 10 years of appointment as PPPM. **(T-1)**.

2.1.2. MAJCOM Command Parachutists and PPPMs oversee their respective command's PPP. **Note:** These duties should be separated but may be performed by a single individual meeting the Command Parachutist qualifications based on manning and workload.

2.1.2.1. The MAJCOM Command Parachutist is the principal operational parachuting subject matter expert responsible for parachuting evaluation and operational employment. The Command Parachutist must be a qualified parachutist. **(T-1)**. The Command Parachutist should be a jumpmaster familiar with the procedures in operational use by their respective MAJCOM.

2.1.2.2. The MAJCOM PPPM is the principal parachute programmatic subject matter expert responsible for PPP standardization and parachute-related activities to include

logistics. The MAJCOM PPPM is a member of the PPP Executive Committee. The PPPM must have 5 years of experience as a military parachutist. **(T-1)**.

2.1.3. Organizational POCs manage the organization's PPP and provide a conduit of information flow between the parachutist and the PPPMs. Organizational POCs should be a parachutist qualified in the unit's primary parachuting mission.

2.1.4. **(Added-AETC)** AETC Command Parachutist should meet all requirements identified in [paragraph 2.1.2.1](#) and have operational and training experience in the employment and management of the Personnel Parachute Program (PPP). AETC Personnel Parachute Program Manager (PPPM) should meet all requirements identified in [paragraph 2.1.2.2](#) and have operational and training experience in the employment and management of the PPP. See [paragraphs 2.1.4.1](#) (Added) through [2.1.4.5](#) (Added) for subordinate level criteria.

2.1.4.1. **(Added-AETC)** 19th Air Force/PPPM (19 AF/PPPM). Should be a master parachutist, be a free fall jumpmaster, have knowledge of tandem parachute operations and have knowledge of emergency bailout parachute systems. **Note:** Can be delegated to the Wing or Group as required.

2.1.4.2. **(Added-AETC)** 2nd Air Force/PPPM (2 AF/PPPM). Should be a master parachutist, be a free fall jumpmaster, and have knowledge of tandem parachute operations. **Note:** Can be delegated to the Special Warfare Training Wing (SWTW) or Special Warfare Training Group (SWTG) as required.

2.1.4.3. **(Added-AETC)** Special Warfare Training Wing/PPPM (SWTW/PPPM). Should be a master parachutist, be a free fall jumpmaster, and have knowledge of tandem parachute operations. **Note:** Can be delegated to the SWTG as required.

2.1.4.4. **(Added-AETC)** 306th Flight Training Group/PPPM (306 FTG/PPPM). Should have operational and management experience of their specialized personnel parachute program requirements.

2.1.4.5. **(Added-AETC)** 336th Training Group/PPPM (336 TRG/PPPM). Should be a master parachutist, be a free fall jumpmaster, and be emergency bailout parachute system qualified.

2.2. Special Warfare Directorate, Deputy Chief of Staff for Operations (AF/A3S) will:

2.2.1. Appoint the USAF Command Parachutist and PPPM in accordance with [paragraph 2.1](#) and serve as the Air Staff's office of primary responsibility for the USAF PPP. All Air Force-level guidance affecting personnel parachuting requires coordination through AF/A3S. **(T-1)**.

2.2.2. Publish USAF policy and guidance for personnel parachute operations. **(T-1)**.

2.2.3. Develop and prioritize inspection requirements to ensure PPPs meet regulations in accordance with AFI 90-201, *The Air Force Inspection System*. **(T-1)**.

2.2.4. Develop and classify Air Force-level Management Internal Control Toolset Self-Assessment Communicators in accordance with AFI 90-201 as required. **(T-1)**.

2.2.5. Advise the Secretary of the Air Force and the Chief of Staff on personnel parachute operations. **(T-1)**.

2.2.6. Monitor MAJCOM personnel parachute programs. **(T-1)**.

- 2.2.7. Ensure configuration control and gate-keep the number of systems maintained. (T-1).
- 2.2.8. Manage Headquarters of the Air Force (HAF) and MAJCOM-approved waivers and review biennially for process improvement or archiving. (T-1).
- 2.2.9. Review and perform trend analyses for all DD Form 1748-2, *Joint Airdrop Malfunction Report (Personnel-Cargo)* and DD Form 1748-3, *Joint Airdrop Summary Report* submissions and other noteworthy events. Verify submission to Aerial Delivery and Field Services Department (ADFSD) at Ft Lee, VA. Recommend or direct coordinated changes to administration, qualifications, standards, requirements, currency, training and procedures as appropriate. (T-1).
- 2.2.10. Identify, track and attend joint and service specific personnel parachute program conferences (e.g., ADFSD triannual Malfunction Review Boards, USSOCOM MFF Community of Interest, etc.) where feasible and appropriate. (T-1).
- 2.2.11. Ensure processes and roles/responsibilities between HAF organizations with PPP equities are defined and understood (e.g., safety management, equipment management). (T-1).
- 2.2.12. Maintain the “AF Personnel Parachute Program” collaborative website to facilitate information dissemination and promote information distribution. (T-1). The site is located at: <https://usaf.dps.mil/teams/AF-PPP>.
- 2.2.13. Maintain an up-to-date PPPM contact roster. (T-1).
- 2.2.14. Adjudicate MAJCOM disputes pertaining to formal training. (T-1).
- 2.2.15. Maintain and authorize changes to the USAF PPP Approved-for-Use-List (AUL). (T-1).
- 2.2.16. Establish parachutist position requirements. Ensure MAJCOM-validated parachutist positions, including J-prefix positions, meet the established requirements (see **Chapter 3** for parachutist position responsibilities). (T-1).

2.3. Global Mobility Division, Deputy Chief of Staff for Operations (AF/A3TM) will:

- 2.3.1. Manage the Aviation Resource Management System (ARMS) in accordance with AFI 11-401, *Aviation Management*; and AFMAN 11-421, *Aviation Resource Management* as they relate to the PPP. (T-1).
- 2.3.2. Award parachutist badges in accordance with AFMAN 11-402, *Aviation and Parachutist Service*. (T-1).
- 2.3.3. Oversee hazardous duty incentive pay (HDIP) and entitlement issues in accordance with the DoD Financial Management Regulation, DoD 7000.14-R, *Department of Defense Financial Management Regulation (DoD FMR)* and AFMAN 65-116V1, *Defense Joint Military Pay System Active Component (DJMS-AC) Financial Management Flight (FMF) Procedures*. (T-0).
- 2.3.4. Coordinate requests for parachutist position validation (J-Prefix), including temporary positions, from a funding perspective. (T-1).

2.4. Total Force Aircrew Management Integration Division, Deputy Chief of Staff for Operations (AF/A3TF) will: Oversee (through the 1P0 CFM) the personnel parachute rigging aspects of the USAF PPP and field logistics related to personnel parachute rigging. (T-1).

2.4.1. Manage all aerospace physiological training and support in accordance with AFI 11-403, *Aerospace Physiological Training Program*. (T-1).

2.4.2. Provide the medical, technical, fiscal and administrative supervision needed to carry out the responsibilities listed in AFI 11-409, *High Altitude Airdrop Mission Support Program*. (T-1).

2.5. Chief of Safety (AF/SE), through the Air Force Safety Center's Aviation Safety Division will:

2.5.1. Monitor the PPP to enhance safety. (T-1).

2.5.2. Upon request, provide statistical data analysis and recommendations on all mishaps or incidents involving parachute equipment or training to the USAF PPPM. (T-1).

2.5.3. On request, provide technical assistance to personnel parachute incident investigation boards and other safety matters. (T-1).

2.5.4. Coordinate with sister service safety offices as appropriate. (T-1).

2.5.5. Incorporate one or more parachutists into any safety investigation involving personnel parachute operations. (T-1).

2.5.6. Ensure USAF PPPM and MAJCOMs are provided an opportunity to submit comments on safety investigation reports. (T-1).

2.6. Surgeon General (AF/SG). Provides recommendations on medical requirements and qualifications as they pertain to personnel parachuting in accordance with AFI 48-123, *Medical Examinations and Standards*. (T-1).

2.7. Assistant Secretary of the Air Force for Acquisition (SAF/AQ) will:

2.7.1. Serve and execute responsibilities as the AF Senior Procurement Executive, overseeing all AF parachute and parachute related equipment acquisition activities. (T-1).

2.7.2. Provide direction for parachute and parachute related equipment acquisition transformation across the AF. (T-1).

2.8. AF Career Field Managers will:

2.8.1. Understand AFS-specific requirements for personnel parachuting as outlined in the *AF Officer Classification Directory* and the *AF Enlisted Classification Directory* (T-1).

2.8.2. Coordinate requests for parachute positions (J-prefix billets) as outlined in [paragraph 3.2](#) through [paragraph 3.5](#), including waiver requests (T-1).

2.8.3. Participate in PPP Executive Committee, specifically CFMs from jump-inherent AFSCs (as outlined in [paragraph 3.3.1](#)) and the 1P0XX, 1T0XX, 19ZXXB (Legacy 13L) and 1Z3XX CFMs.

2.9. Air Force Life Cycle Management Center, Human Systems Division (AFLCMC/WNU) will:

2.9.1. Accomplish management for the acquisition of parachute systems and equipment. (T-1).

2.9.2. Accomplish developmental/operational test, evaluation and certification of parachute systems, equipment and jump platforms. (T-1).

2.9.3. Monitor the readiness and reliability of the existing parachute inventory per [paragraph 4.5.1](#). (T-1).

2.9.4. Disseminate manufacturers' safety notices or information bulletins per [paragraph 4.5.2](#). (T-1).

2.9.5. Maintain close interaction with comparable sister service functions to benefit from like efforts and disseminate pertinent findings.

2.10. Air Education and Training Command, Directorate of Operations and Communications, Special Warfare Division (AETC/A3S) will: Manage AF parachute training quotas for DoD parachute training courses in coordination with appropriate AETC Numbered Air Force and Special Warfare Training Wing offices. (T-1).

2.10. (AETC) Air Education and Training Command, Directorate of Operations and Communications, Special Warfare Division (AETC/A3S) will: AETC/A3LS manages Air Force parachute training quotas for DoD training courses with intent to balance emergent fiscal year training allocations between initial skills training, enlisted initial skills (EIS), officer initial skills (OIS), and mission readiness training requirements. Stakeholders are AETC/A3LS, Air Education and Training Command/Production and Operations Management Requirements Branch (AETC/A3LR), 19th Air Force/Operation Mobility Air Force and Special Operations Forces Branch (19 AF/A3MS), 2nd Air Force/Operations and Analysis (2 AF/A3OA), and SWTW. AETC/A3LS will fair share parachute training allocations between EIS/OIS and Major Command (MAJCOM) requirements utilizing mission readiness training needs and program technical training documents.

2.11. MAJCOM, Field Operating Agency or HQ USAF Direct Reporting Unit Commanders with Parachutists will: Demand careful oversight of mission execution, tactics, techniques and procedures development, training, requirements generation and test and evaluation integration. MAJCOM commanders are ultimately accountable for the responsibilities outlined below; however, they may be delegated to the MAJCOM PPPM and/or other appropriate offices at the commander's discretion (T-1).

2.11.1. Establish MAJCOM-specific parachute programs according to PPP objectives and in keeping with this instruction, authorized supplements and those publications listed in [Attachment 1](#). (T-1).

2.11.2. Assign a Command Parachutist and PPPM in accordance with [paragraph 2.1](#) via an appointment letter signed by the MAJCOM/A3 or equivalent. (T-1). Forward appointment letters to the USAF PPPM at AF.A3S.Workflow@us.af.mil or to AF/A3S, 1480 Air Force Pentagon, Washington, DC 20330-1480.

2.11.3. Only allow deviations from this instruction and associated inter-service references in writing with a proper tiered waiver statement (e.g., T-0, T-1, T-2, T-3) to the correct waiver authority, as described on page 1. (T-1).

2.11.4. Maintain copies of personnel parachuting programs of instruction (POIs) and TTPs developed by subordinate units. (T-1).

2.11.4. (AETC) AETC list of programs of instruction (POI) OPR is AETC/A3LS. Forward copies of POIs to HQ AETC/A3LS (PPPM), 1 F Street Suite 2E, JBSA-Randolph AFB TX 78150-4325 and Numbered Air Force (NAF) PPPM.

2.11.5. Establish directives, procedures and requirements to evaluate training programs and capability of assigned or attached parachutists to perform the MAJCOM mission. (T-1).

2.11.6. Establish the frequency and standards for program evaluations and staff assistance visits. (T-1).

2.11.7. Review all Command DD Form 1748-2 and DD Form 1748-3 reports and verify ADFSD submission. (T-0).

2.11.8. Participate in parachute mishap and incident investigations when required. (T-1).

2.11.9. Attend joint, sister service and industry conferences, meetings, boards, task forces and committees pertaining to personnel parachute operations when feasible and applicable.

2.11.10. Identify military capability requirements through existing USAF acquisition guidance and/or the Joint Capabilities Integration and Development System (JCIDS) and prepare Initial Capabilities Documents (ICDs), Capability Development Documents (CDDs) and Capability Production Documents as required. (T-1). MAJCOMs and Combatant Commands also prepare Combat Capability Documents in accordance with AFI 63-101/20-101, *Integrated Life Cycle Management*.

2.11.11. Submit requirements for category I/II parachute systems and equipment to the AF PPPM prior to government obligation for validation and eventual inclusion on the USAF PPP AUL as described in [Chapter 4](#). (T-1).

2.11.12. Coordinate requirement changes affecting the 1P0 career field with the 1P0 CFM. (T-1).

2.11.13. Ensure a SAF/AQ Program Office is officially designated responsibility for requesting testing, evaluation and certification of parachute systems and equipment which are not under active Air Force Materiel Command (AFMC) management in accordance with [Chapter 4](#). (T-1).

2.11.14. Request testing, evaluation and certification in accordance with [Chapter 4](#) for requirements pertaining to parachute systems and equipment not under active AFMC management. (T-1).

2.11.15. Approve and maintain a listing of category III items authorized for MAJCOM use according to [paragraph 4.3.2](#) and [paragraph 4.4](#) (T-1). Post an updated copy on the AF Personnel Parachute Program collaborative website: <https://usaf.dps.mil/teams/AF-PPP>.

2.11.16. Project and coordinate formal training requirements through AETC/A3S. (T-1). Submit quota requests for initial and upgrade training courses as required. (T-1).

2.11.17. Review and validate the MAJCOMs PPP annually. (T-1).

2.12. Unit Commanders of Organizations with Active Parachutists will:

2.12.1. Assign an organizational POC in accordance with [paragraph 2.1](#). (T-1).

- 2.12.2. Implement the unit personnel parachute program as described in this instruction and designate key personnel for parachute operations. **(T-1)**.
- 2.12.3. Implement a risk management program for parachuting operations. **(T-1)**.
- 2.12.4. Implement unit parachute training to ensure that assigned or attached parachutists demonstrate hands-on proficiency and maintain currency in accordance with **Chapter 8**. **(T-1)**.
- 2.12.5. Ensure that care, use, inspection and maintenance of parachute systems and equipment is accomplished by current and qualified personnel according to AFMAN 11-301 series publications. **(T-1)**.
- 2.12.6. Maintain current copies of AFMAN 11-301 series guidance for pertinent information regarding the inspection, maintenance, issue, and operation of parachute systems and equipment according to MAJCOM directives. **(T-1)**.
- 2.12.7. Initiate TO/TM improvement and hazard reports that affect parachute systems, equipment or procedures. **(T-1)**. Coordinate with MAJCOM Aircrew Flight Equipment Functional Staff.
- 2.12.8. Implement this instruction, MAJCOM supplements, approved waivers, associated inter-service references and other higher headquarters guidance. **(T-1)**.
- 2.12.9. Recommend policy changes or deviations to the MAJCOM PPPM in keeping with MAJCOM procedures, the opening paragraph and **paragraph 1.4**. **(T-1)**.
- 2.12.10. Develop mission-oriented standard operating procedures (SOPs), POIs and TTPs as appropriate. **(T-1)**. Forward to the MAJCOM PPPM according to MAJCOM procedures.
- 2.12.11. Report all personnel parachute malfunctions and incidents as described in **Chapter 5** and **Attachment 5**. **(T-0)**.
- 2.12.12. Report all personnel parachute jumps monthly as described in **Chapter 5** and **Attachment 6**. **(T-1)**.
- 2.12.13. Guidance on personnel parachute investigations is provided in AFI 13-210_IP and AFI 91-204, *Safety Investigation and Hazard Reporting*. **(T-1)**.
- 2.12.14. Guidance on ARMS responsibilities is provided in AFI 11-401, AFMAN 11-402, and AFMAN 11-421. **(T-1)**.

2.13. Jumpmaster (JM) will:

- 2.13.1. Be responsible to the appropriate commander (e.g., Ground Force Commander, Mission Commander, Flight Commander, etc.) for the conduct of all phases of the mission that pertain to the parachute operation. **(T-1)**.
- 2.13.2. Be a current and qualified jumpmaster according to this instruction. **(T-1)**.
- 2.13.3. Ensure parachutists are qualified, current, have met applicable recurring training requirements and are properly equipped prior to conducting parachute operations according to this instruction. **(T-1)**.
- 2.13.4. Ensure mission focus, accountability and safety during all phases of the operation. **(T-1)**.

2.13.5. Implement this instruction, MAJCOM supplements, approved waivers, associated inter-service references and other higher headquarters guidance. **(T-1)**.

2.13.6. Comply with the jumpmaster responsibilities detailed in Chapters **9**, **10** and **Attachment 2**. **(T-1)**.

2.14. Parachutists will:

2.14.1. Comply with the directions of the JM, this instruction and pertinent publications listed in **Attachment 1**. **(T-1)**.

2.14.2. Comply with the standards, currency and qualification requirements in this instruction and report changes in status immediately to supervisors, including medical and physiological status, parachute pay, currency, aircrew flight equipment condition and ability to safely prosecute parachute missions. **(T-1)**.

Chapter 3

ADMINISTRATION

3.1. Authority. This instruction provides USAF guidance for compliance with the legislative and departmental directives that govern parachute operations. It directs USAF PPP administration, characterizes in-flight duties performed by parachutists and complies with the references listed in [paragraph 1.5](#) to assure the legality, safety and effectiveness of mission segments that involves premeditated personnel parachuting.

3.2. Validating Permanent Parachute Positions. A parachute position is a designated unit manning document (UMD) or joint manning document (JMD) position that has been approved by AF/A3S that requires the member to perform deliberate, regular and recurring parachute duty as a part of the organization's mission. These billets are identified by a "J" prefix on the Duty Air Force Specialty Code (DAFSC) and typically referred to as "J-prefix" positions. Since positions are validated based on recurring requirements, the intent of a J-prefix position is that the member will maintain standards, qualification and currency. Failure to pursue or maintain active parachute status precludes service in the position without a MAJCOM PPPM waiver.

3.2.1. Requests for initial or updates to parachute positions consist of the following:

3.2.1.1. An AF Form 4322, *Active Parachutist Justification*, completed by the requesting organization. The justification must be consistent with the PPP objectives in [paragraph 1.2](#) and will specifically address the following:

3.2.1.1.1. Whether the position is for S/L or MFF (MFF inherently includes S/L). **(T-1)**.

3.2.1.1.2. The position's operational requirement and impact on the organization's ability to prosecute its mission. **(T-1)**.

3.2.1.1.3. The program that will support the qualification, training, currency, Stan/Eval and rigger/materiel requirements incurred by the jump position. **(T-1)** If the organization requesting the J-Prefix or jump inherent position does not have an organically supported parachute program that meets all requirements of AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*, associated volumes (or sister service equivalent) and AFI 13-210 IP, then the request must contain fully endorsed letters of attachment or memorandums of agreements/support agreements with an organization that does. **(T-1)**.

3.2.1.2. The responsible MAJCOM PPPM will coordinate a request letter for parachute position validation from the MAJCOM/A3 to AF/A3S. **(T-1)**. Requests concerning USAF positions at joint organizations should substitute the joint command's operations officer for the MAJCOM/A3, even if this is not a USAF officer. Where appropriate, release authority for requests concerning billets at O-5 grades and below shall be delegated to the first O-6 in the MAJCOM PPPM's chain of command or the Air Force Element Commander at the joint organization, respectively. **(T-1)**.

3.2.1.2.1. The MAJCOM, in exercising its requirement vetting function, will consider factors such as equipment, training, medical support, flying hours, funding and opportunity cost of coding a position (e.g., what the position won't be able to

accomplish in light of the new parachute qualification, training and currency requirements). (T-1).

3.2.1.2.2. Internal coordination and request format are at the requesting organization's discretion, but will include at a minimum, coordination by the affected AFS Functional Manager, the Aircrew Flight Equipment (AFE) functional manager and the PPPM. (T-2).

3.2.2. Forward parachute position request packages to the USAF PPPM electronically at AF.A3S.Workflow@us.af.mil or to AF/A3S, 1480 Air Force Pentagon, Washington, DC 20330-1480. The USAF PPPM will accomplish coordination at HAF on behalf of the MAJCOM. (T-1).

3.2.2.1. For requests concerning billets at grade O-6 or below, the USAF PPPM will coordinate requests with the affected CFM, A3TM and the Directorate of Manpower, Organization and Resources (AF/A1M). (T-1). CFMs generally consider factors pertaining to how the permanent billet will fit into the career field plan as a whole, the pool of available volunteers for parachute duty, modifications to training quotas and operational integration. AF/A3TM will review for fiscal/operational supportability, then AF/A3S accomplishes requirement vetting and serves as the approval authority for position validation. (T-1).

3.2.2.2. The Chief of Staff designates general officer parachute positions in the same fashion that applies to other flying positions. The USAF PPPM will coordinate requests or revisions to general officer parachute positions with the General Officer Management Office (AF/DPG), AF/A3, AF/A1, Secretary and Chief of Staff Executive Action Group (AF/CX), Assistant Vice Chief of the Air Force (AF/CVA) and the Vice Chief of Staff of the Air Force (AF/CV). (T-1). AF/CC is the approval authority for these requests.

3.2.3. Upon request approval, AF/A3S will provide AETC/A3S with an update of positions and AFSCs with validated requirements for inclusion and prioritization for Initial and Advanced Skills Training. (T-1).

3.2.4. MAJCOMs and comparable organizations will maintain approved parachute position validation packages on file for accountability. (T-1). AF/A3S will perform periodic reviews of all parachute positions (typically every two years). (T-1).

3.2.5. Only HAF notification (not coordination) is required to reassign a J-prefix to another position, provided it remains in the original organization and AFS. Any other action must include a full justification package submission. (T-1).

3.2.6. The UMD or JMD reflects the number of members authorized parachute duty in a given organization by referencing either a J-prefix position or a jump-inherent specialty. Guidance on double billeting for valid student authorization and AF/PPPM approval is provided in AFMAN 11-402. (T-1). Requesting organizations will forward double billeting requests to the USAF PPPM according to [paragraph 3.4](#). (T-1).

3.3. Validating Permanent Parachute Positions Using Jump-Inherent Primary Air Force Specialty Codes (AFSCs).

3.3.1. Certain AFSCs require the performance of deliberate, regular and recurring parachute duty to accomplish assigned missions. These AFSCs are central to the ability of the USAF PPP

to carry out its assigned functions, providing a pool of qualified and current mission parachutists independent of the manpower positions in which they serve. In these cases, parachute duty is considered inherent to the Air Force Specialty and the member will maintain standards, qualification and currency. **(T-2)**. Legitimate possession of a jump-inherent Primary AFSC constitutes a valid parachute position and exempts its holder from the process described in [paragraph 3.2](#).

3.3.1.1. MFF inherent Air Force Specialties are: 19ZXA/C (Legacy 13C/D), 1Z1XX, 1Z2XX, and 1Z4XX.

3.3.1.2. Currently there are no S/L inherent Air Force Specialties.

3.3.1.3. Non-inherent Air Force Specialties authorized S/L qualification independent of the positions in which they currently serve (only members assigned to an authorized parachute position per [paragraph 3.2](#) or [paragraph 3.4](#) may maintain active parachutist status, including currency after initial qualification):

3.3.1.3.1. 19ZXB (Legacy 13L) and 1Z3XX member require initial S/L qualification (Basic Airborne) to provide a force wide capability to support Airborne units with only unit level training requirement to regain qualification/currency.

3.3.1.3.2. 1T0XX members require initial S/L qualification and completion of the 1T0XX Emergency Parachute Instructor POI in order to provide SMEs capable of executing the PPP's functional objectives in accordance with [paragraph 1.2.2](#).

3.3.2. Permanent disqualification from parachute duty precludes service in a jump-inherent DAFSC. Exceptions to policy are authorized by AF/A3S.

3.3.3. The exemption from position validation for jump-inherent Air Force Specialties does not extend beyond the Primary AFSC (e.g., secondary AFSC, tertiary AFSC, etc.).

3.4. Temporary Parachute Positions. Temporary parachute positions allow commanders to place qualified members on active parachute status in the absence of validated parachute positions. They are used to permit MAJCOMs to respond to short-duration mission requirements. Approved temporary positions convey active status and parachute pay entitlement. The MAJCOM/A3 may approve temporary positions amounting to 365 days or less (12 or less months parachute pay) in a 24-month period. Requests concerning USAF positions at joint organizations should substitute the MAJCOM/A3 for the joint command's operations officer, even if this is not a USAF officer. The following requirements apply to temporary parachute positions:

3.4. (AETC) Temporary Parachute Positions. HQ Air Education and Training Command/Directorate of Operations and Communications (AETC A3/6) delegates approval authority for temporary parachute positions within the NAF to the NAF Director of Operations.

3.4.1. Members in temporary parachute positions must:

3.4.1.1. Be qualified and maintain currency in accordance with this instruction. **(T-1)**.

3.4.1.2. Complete at least 30 months on active parachute status. **(T-2)**.

3.4.2. Before permitting members to participate in temporary parachuting, MAJCOM/A3s, or joint equivalents, will evaluate the following:

3.4.2.1. Interest of the service compared to that of the member. **(T-1)**.

3.4.2.2. Impact on operational resources. (T-1).

3.4.2.3. Cost and impact on logistics. (T-1).

3.4.2.4. Likelihood that the member will return to a permanent parachute position. (T-1).

3.4.2.5. Costs of retraining. (T-1).

3.4.2.6. Availability of a communication process for parachuting and safety information. (T-1).

3.4.3. Temporary parachute positions are subject to considerable scrutiny. Requests for temporary parachute positions within the approval authority of the MAJCOM/A3, or joint equivalent, follow the procedure in [paragraph 3.2.1](#) except they must also include a copy of applicable qualification course certificates and a copy of the member's current ARMS Individual Data Summary and Jump History Report. (T-1). A sample request letter can be found in [Attachment 3](#). MAJCOMs must coordinate parachute pay funding approval through AF/A3TM and forward a copy of the approved documentation to the USAF PPPM electronically at AF.A3S.Workflow@us.af.mil or to AF/A3S, 1480 Air Force Pentagon, Washington, DC 20330-1480. (T-1). MAJCOMs will maintain a copy of the approved package on file. (T-1). Requests that affect general officers must be coordinated through AF/DPG. (T-1). For requests outside the approval authority of the MAJCOM/A3 or joint equivalent (i.e., those for more than 365 days in a 24-month period), staff the above package to AF/A3S using the procedure in [paragraph 3.2](#).

3.5. Placing Members on Active Parachute Status. Authorities listed in [paragraph 3.5.1](#) will only initiate aeronautical orders (AOs) in accordance with AFMAN 11-402 to place an individual on active parachute status when required to fill a valid parachute position, when in initial training leading to such a position, for student authorizations at USAF Academy parachute programs, or when filling an approved temporary parachute position. (T-1). Members will not be assigned to active parachute status unless a member meets the standards and qualification criteria in [Chapter 6](#) or is in initial training leading to that qualification. (T-1). Parachutist qualifications and status are awarded based on mission requirements and will not be used as part of an incentive or recognition program. (T-1). Active parachute status is commonly referred to as "jump" status.

3.5.1. The following authorities may enter or withdraw members from active parachute status:

3.5.1.1. AF/A3S.

3.5.1.2. MAJCOM commanders, the MAJCOM/A3 or joint equivalents.

3.5.1.3. Commanders of organizations with validated parachute positions on the UMD or JMD, in coordination with the Host Aviation Resource Management (HARM) office responsible for maintaining their unit's jump records.

3.5.2. Aviation Service Codes (ASCs) are used to indicate flying status and incentive pay entitlement. ASCs pertaining to parachuting will only be authorized for members qualified per [Chapter 6](#) who are required to fill validated parachute positions as defined in [paragraph 3.2](#) and [paragraph 3.3](#), when in initial training leading to such positions as explained in AFI 11-401, or when filling approved temporary parachute positions according to [paragraph 3.4](#) (T-1). Per 37 U.S. Code § 301, parachute duty pay is a component of HDIP. It is calculated at one of two rates based on the category of active service: S/L or MFF.

3.6. Documentation.

3.6.1. USAF personnel must be on valid AOs authorizing active parachute status in accordance with AFI 11-401, AFMAN 11-402, AFMAN 11-421, and this instruction before engaging in military parachute operations, to include initial parachutist training. **(T-1)**.

3.6.2. Parachutists are subject to the provisions of AFI 11-403 and AFI 48-123. Document medical examinations on DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*. Members may also be subject to more restrictive performance standards required by joint, MAJCOM and unit guidance.

3.6.3. The ARMS is the system of record for documenting and maintaining parachute qualifications, ratings, activity and currency data. Members are also encouraged to maintain personal parachute records. Training and currency documentation is subject to Career Field Education and Training Plans, MAJCOM guidance and joint publications. Notify the HARM office of the member's parachute duty requirements (MFF, S/L, or both) so accurate AOs can be published and the HDIP entitlement rate can be determined. Properly completed AOs, on-the-job training (OJT) records and currency requirements constitute the commander's designation for parachute duty. Refer to AFMAN 11-421 for information on Jump Record Folder (JRF) management. The HARM office is the focal point for questions concerning entitlements and JRF contents. ARMS is capable of generating the Individual Data Summary, Jump History Report and Individual Jump Record. The HARM office will validate HDIP entitlement and manage AOs, MPOs and JRFs in accordance with AFI 11-401, AFMAN 11-402, AFMAN 11-421, and this instruction. **(T-1)**. In the case of an AFI conflict, this instruction takes precedence for all parachute-related issues.

3.7. Preparing Aeronautical Orders. Guidance on units that enter parachutists into active parachute status and HARM office submission requests is provided in AFI 11-401, AFMAN 11-402 and this instruction. **(T-1)**.

3.7.1. Commanders must certify eligibility for parachute duty. **(T-1)**. Certification will include requirement for active parachute status as described in [paragraph 3.5](#), review of past parachute duty or training to preclude performance issues, and ensure member has not been previously disqualified. **(T-1)**.

3.7.2. Requests will include, at minimum, the member's name, grade, unit of assignment, DAFSC, UMD or JMD position number, date assigned to the unit, formal qualification certificate or letter of completion, expiration date of the current Special Warfare (or Flying Class III) physical that clears the member for parachute duty and type of parachute duty required (MFF, S/L or both). **(T-1)**.

3.7.2.1. For previously qualified parachutists, the dates assigned to the authorized parachute position will be included. **(T-1)**.

3.7.2.2. For members attending initial parachute training, the class start date and location will be included. **(T-1)**.

3.7.2.3. For temporary parachute positions, the effective duration and a copy of the approval paperwork will be included. **(T-1)**.

3.7.3. Guidance governing effective dates, durations and procedures for AOs that authorize active parachute status is contained in AFI 11-401 and AFMAN 11-421.

3.7.4. Commanders will submit requests to publish parachute rating AOs to the HARM office in accordance with this instruction and AFMAN 11-402. (T-1).

3.8. Removing Members from Active Parachute Status. Officers vested with the ability to place members on active parachute status per [paragraph 3.5](#) will remove members from active status when no longer serving in a position approved through [paragraphs 3.2.4](#), when the requirement for that position no longer exists, upon completion of USAF Academy parachute programs, or when suspended or disqualified for reasons listed in AFMAN 11-402 and this instruction. (T-1).

3.8.1. Notify the HARM office when a member changes parachute duty type (MFF, S/L, or both) or is removed from active parachute status entirely. Since termination of active parachute status results in non-eligibility for parachute duty pay, provide the member as much notice as possible. Parachutists suspended or disqualified for cause do not require advance notification.

3.8.2. Commanders may remove any parachutist from status for cause, for lack of qualification, or for failure to meet standards per [Chapter 8](#). Use the same reasons and procedures identified for aircrew members in AFMAN 11-402 to suspend and disqualify parachutists.

3.8.3. Supersede AOs in accordance with AFI 11-401, AFMAN 11-402 and AFMAN 11-421.

3.8.4. Parachutists may be moved to inactive status for reasons articulated in AFI 11-401, AFMAN 11-402, AFMAN 11-421 (e.g., ASC 9J when filling non-parachute positions or ASC 9L for non-parachute courses of instruction lasting 180 days or longer).

3.9. Permanent Disqualification Actions. Members are permanently disqualified when they fail to satisfactorily perform parachute duty, when they voluntarily terminate parachute duty, or at the commander's recommendation. Disqualification ASCs are governed by AFMAN 11-402. While final action is pending, a commander may suspend a parachutist for no more than 180 days after which MAJCOM/A3 approval is required; assign ASC 04 in these cases. Include a copy of the suspension AO with the commander's request for permanent disqualification. If not suspended, the member may continue to perform parachute duties.

3.10. Non-permanent Disqualification Actions. Disqualify parachutists in the same manner as non-rated aircrew members and in accordance with AFMAN 11-402. Typical non-permanent actions include failure to maintain medical fitness and humanitarian disqualifications.

3.11. Parachute Duty Requalification. Parachutists who are disqualified for non-permanent reasons listed in AFMAN 11-402 may be requalified upon removal of the impediment to parachuting. Approval is based on the needs of the Air Force. Guidance on members who are no longer assigned to a parachute position is provided in AFI 36-2110, *Total Force Assignments*. (T-1). Process requalification requests in accordance with AFMAN 11-402.

3.12. Parachutist Code Identifiers. Assign a J-prefix to a member's AFSC upon completion of qualification requirements in [Chapter 6](#). The prefix is kept on the primary, secondary or additional AFSC as long as the member remains qualified, even though the requirement for parachute jump duties may end. When the parachutist also holds a "C" prefix (commander), a prefix of "B" (operations officer), "D" (Vector Position), "W" (Weapons Officer/Weapons School Graduate), "X, K or Q" (aircrew), or other qualification/position prefix, place a statement on the AO indicating

that the member occupies a J-prefix position. Jump inherent Air Force Specialties do not require a J-prefix.

3.13. Funding for Parachute Duty Pay. The Air Force programs and budgets based on validated parachute positions. AF/A3 is responsible for the flight/parachute pay budget and manages this program in accordance with AFMAN 11-402. AF/A3S will periodically revalidate parachute positions. **(T-1)**.

Chapter 4

ACQUISITION AND SUSTAINMENT

4.1. Equipment Acquisition. This chapter constitutes the primary equipment acquisition and sustainment guidance for parachutists operating under the USAF PPP. During joint parachute operations conducted under a joint commander, comply with applicable guidance.

4.1.1. Requirement Generation. Guidance on MAJCOMs establishing operational requirements for parachute systems and equipment in accordance with Directorate of Operational Capability Requirements (AF/A5R), *Requirements Development Guidebook*, and applicable acquisition and test guidance is provided in AFI 63-101/20-101, and AFI 99-103, *Capabilities-Based Test and Evaluation*. **(T-1)**.

4.1.2. Requirement Configuration and Validation. When MAJCOMs generate new category I/II requirements (as defined in [paragraph 4.4](#)), the MAJCOM PPPM must first validate the requirement through the USAF PPPM to preclude expending personnel and financial resources on pre-decisional items. **(T-1)**. During this initial analysis, the USAF PPPM determines whether a MAJCOM's requirement will be presented to the PPP Executive Committee or proceed directly to equipment testing and evaluation. When a requirement is coordinated through the committee, the purpose is to; determine if the same need exists in other organizations, ascertain the appropriate amount of standardization, or promote safety and affordability. When executing its functions, the committee should incorporate parachuting subject matter experts (e.g., Aircrew Flight Equipment specialists, logistics managers, and supply technicians). Items must meet formal criteria in the following documents/institutes/processes to be considered validated; Department of Transportation Technical Standard Order 23, *TSO-C23 Personnel Parachute Assemblies*, the American National Standards Institute, a DoD operational testing and evaluation process, or other approved DoD service process. **(T-0)**. Commercial-off-the-shelf solutions for category I/II requirements will be considered but not until a minimum introductory period (typically 12 months) has elapsed. **(T-1)**. The end result is a validated requirement that enters the testing, evaluation, and certification process.

4.1.3. Acquisition Management. Unless equipment will be obtained through local purchase, as validated by the USAF PPPM, the committee will request that SAF/AQ identify program management responsibility. **(T-1)**. The program manager will develop an acquisition strategy and coordinate funding responsibilities pertaining to multiple MAJCOMs, if applicable. **(T-1)**.

4.2. Equipment Test and Evaluation. AFMC is the USAF OPR for personnel parachute systems, equipment and jump platform developmental test and evaluation. Designated MAJCOM operational test organizations are responsible for operational test and evaluation of personnel parachute systems and equipment. These designated organizations will be coordinated through the respective MAJCOM PPPM and USAF PPPM. **(T-1)**. The PPP Executive Committee will include superintendents of chartered test organizations with PPP test responsibilities. **(T-1)**.

4.3. Equipment Certification. The Test Parachutist Program (TPP) is the USAF OPR for the certification of personnel parachute systems, equipment and jump platforms. Requests for TPP action will be submitted through the MAJCOM PPPM. **(T-1)**.

4.3.1. Guidance on items belonging to categories I and II, as detailed in [paragraph 4.4](#), undergoing a design safety assessment, test, and evaluation, is provided in AFI 99-103. (T-1). Replacement items will be reviewed by the TPP to assure they replicate the original item as it pertains to function and safety. (T-1). After reviewing an item, the TPP will publish all test results, design studies, documentation and a usage recommendation on the AF Personnel Parachute Program collaborative website: [https://usaf.dps.mil/teams/AF-PPP.\(T-1\)](https://usaf.dps.mil/teams/AF-PPP.(T-1)). AF/A3S will make a usage approval decision and authorize modification of the USAF PPP AUL. (T-1). Developmental test and evaluation and operational test and evaluation should be combined whenever applicable.

4.3.2. Items belonging to category III, as described in [paragraph 4.4](#), are part of a parachutist's individual equipment for which operational needs will be the primary selection criteria. (T-1). When an item will be employed in an exposed configuration (i.e., could possibly interfere with the operation of the parachute system) or could pose a safety hazard to parachutists, it must be approved by the MAJCOM on its category III attachment to the USAF PPP AUL. (T-1). In order to enhance safety, MAJCOMs will prescribe item jump configuration or mounting guidelines as required. (T-1). Approval must be based upon sound, experienced judgment that the equipment both enhances mission performance and does not pose a safety hazard to the parachutist. (T-2). There is no requirement to list unexposed items that do not pose a safety hazard on the USAF PPP AUL.

4.4. Equipment Approval. Parachute systems and equipment are authorized via the USAF PPP AUL, which is approved by AF/A3S. The USAF PPP AUL will include at a minimum: item description, National Stock Number/part number, model number/manufacture and authorized users. (T-1). Approval of items in category III is delegated to MAJCOMs, thus the USAF PPP AUL does not include category III items. Instead, MAJCOMs are responsible for maintaining command category III lists and may coordinate to post to the AF Personnel Parachute Program collaborative website: <https://usaf.dps.mil/teams/AF-PPP>. MAJCOMs approve category III items per [paragraph 4.3.2](#).

4.4.1. Category I— AFE maintained parachutist equipment that is worn by, or otherwise attached to the parachutist. Category I includes parachute canopies, parachute components, harnesses, containers, oxygen breathing equipment, helmets, automatic activation devices/electronic automatic activation devices and altimeters.

4.4.2. Category II—Equipment that is potentially hazardous to the parachutist. Category II includes items such as life vests/preservers, equipment, equipment components, equipment bags, strobe lights and public relations devices used during parachuting demonstrations.

4.4.3. Category III—Equipment (individual equipment) typically worn exposed or used in premeditated parachuting which: 1) is available in a broad selection of acceptable options, 2) does not create a life-threatening hazard to a reasonably prudent parachutist and 3) is carried by USAF parachutists in support of a mission requirement. Category III includes items such as plate carriers, navigation devices, weapons and eye/hearing protection. Items requiring specific jump configuration or mounting guidelines will be published in accordance with [paragraph 4.3.2](#). (T-1).

4.4.4. **Exception** : With MAJCOM PPPM concurrence, units may use Category I-III equipment listed on a sister service or USSOCOM AUL equivalent.

4.5. Equipment Sustainment. AFLCMC/WNU is responsible for serving as the single focal point for category I/II equipment sustainment and modernization efforts for both commercial-off-the-shelf and government off-the-shelf items. This function will serve as the primary interface with parachute systems and equipment manufacturers and is responsible for the following functions:

4.5.1. Monitor the readiness and reliability of the existing parachute fleet through such mechanisms as periodic reevaluations and activity, incident and malfunction reporting. **(T-1)**.

4.5.2. Disseminate manufacturers' safety notices and information bulletins in a timely fashion via the AF Personnel Parachute Program collaborative website: [https://usaf.dps.mil/teams/AF-PPP\(T-1\)](https://usaf.dps.mil/teams/AF-PPP(T-1)). AF/A3S should promulgate pertinent information to the USAF parachute community.

4.5.3. Maintain close interaction with comparable sister service functions to benefit from like efforts and disseminate pertinent findings. **(T-1)**.

4.5.4. Maintain close ties with the acquisition manager, if this is a separate function.

Chapter 5

ACTIVITY, MISHAP, INCIDENT AND MALFUNCTION REPORTING

5.1. DoD Reporting Requirements. Ensuring compliance with DoD activity, incident and malfunction reporting is a management objective of the USAF PPP. AFI 13-210_IP prescribes guidance and identifies procedures and forms used in preparing joint airdrop inspection records, airdrop malfunction investigations and airdrop activity reports. All USAF organizations conducting premeditated parachute operations must have AFI 13-210_IP on hand and all malfunction officers and jumpmasters must be familiar with its contents. **(T-1)**. Where AFI 13-210_IP and this instruction conflict, this instruction takes precedence. MAJCOMs may supplement reporting requirements, provided they fully adhere to the provisions of this chapter. The Aerial Delivery and Field Service Department (ADFSD) at Ft. Lee, VA maintains the SharePoint®™ website (Common Access Card restricted) which contains training, malfunction information and electronic forms for DoD reporting at https://army.deps.mil/Army/CMDS/CASCOM_QM/ADFSD/ADMMO/default.aspx. **Note:** To login to the website, member should use the appropriate certificate.

5.2. Activity Reporting. Activity reporting is a unit responsibility. In accordance with AFI 13-210_IP 5-6 a. (3), units will submit the previous month's data to include, unit, aircraft, parachute system and number of jumps no later than the tenth business day of the next month using the electronic DD Form 1748-3. **(T-0)**. See [paragraph 5.1](#) and [Attachment 6](#).

5.3. Mishap Reporting. Mishap reporting is a unit level responsibility. A mishap is defined as an unplanned occurrence, or series of occurrences, that result in damage or injury.

5.3.1. Mishaps involving civil aircraft or Federal Aviation Administration (FAA) functions (such as Air Traffic Control) shall require additional actions per Air Force Pamphlet 91-206, *Participation in Military or Civil Aircraft or Space Safety Investigations*.

5.3.2. Major mishaps, especially those involving destroyed aircraft or fatalities, may also require legal investigation and reporting per AFI 51-307, *Aerospace and Ground Accident Investigations*.

5.3.3. Any activity meeting the following criteria qualifies as a mishap and must therefore be reported and investigated in accordance with AFI 91-204. **(T-1)**. Wing Safety offices, AFMAN 91-223, *Aviation Safety Investigations and Reports* and AFMAN 91-224, *Ground Safety Investigation and Hazard Reporting* have additional support and information support. The "Airman Safety App" available for Android®™ and iPhone®™ provides a systematic information collection tool that also provides the information to the safety office in an Air Force Safety Automated System importable format.

5.3.3.1. *Class A:* Fatality, permanent total disability, destruction of a DoD aircraft or mishap cost of \$2,500,000 or more.

5.3.3.2. *Class B:* Permanent partial disability, inpatient hospitalization of three or more personnel or mishap cost totaling \$600,000 or more but less than \$2,500,000.

5.3.3.3. *Class C:* An injury or illness causing loss of one or more days away from work not including the day or shift it occurred, an injury or illness resulting in permanent change of job, or mishap cost totaling \$60,000 or more but less than \$600,000.

5.3.3.4. *Class D*: Reportable injury or physiological incident not classified as a Class A-C or mishap cost totaling \$25,000 or more but less than \$60,000.

5.3.3.5. *Class E*: A work-related mishap that falls below Class D criteria. Most Class E mishap reporting is voluntary; however, see discipline-specific safety manuals for a list of events requiring mandatory reporting. **Note**: See AFI 91-204, Attachment 1 for more detailed mishap classification information.

5.4. Malfunction and Incident Reporting.

5.4.1. In addition to the above listed reporting requirement, units must submit Malfunctions/Incidents reports within 24 hours of occurrence, or as soon as possible after it is tactically or operationally feasible via functional channels to the ADFSD. **(T-0)**. Initially, timeliness is more important than detail, so do not delay initial reporting to collect all requested information. See [Attachment 5](#) for reporting procedures. **Note**: In accordance with AFI 13-210_IP, injuries caused by parachute landing falls will not be reported to ADFSD; however, [paragraph 5.3](#) reporting requirements still apply. **(T-1)**. See AFI 91-204 and the unit's servicing Wing Safety office for information and procedures.

5.4.2. A malfunction is defined by AFI 13-210_IP as, "the failure of an airdrop item or component of an airdrop system to function as it was intended or designed". Some examples of malfunctions include, but are not limited to: failure of a main canopy to properly deploy, static line breaking, parachute panel or gore blowout.

5.4.3. An incident is defined by AFI 13-210_IP as, "any procedure that prevented the successful completion of any planned airdrop operation." Some examples of incidents include, but are not limited to: improperly setting the automatic activation device (AAD) that resulted in a dual canopy deployment; inadvertent/premature activations; entanglements resulting in reserve parachute deployment; high flare of the canopy resulting in jumper injury; parachutist loss of consciousness during jump sequence; and misrouted static line that resulted in a towed jumper (cutaway or retrieved).

5.5. Malfunction Officer. AFI 13-210_IP prescribes qualifications and duties for malfunction officers. Training will be conducted by qualified MO using the annual malfunction training package. **(T-1)**. The MO training will be documented in the individuals training records. **(T-1)**. The MO training can be found on the ADFSD SharePoint®™ site listed in [paragraph 5.1](#) To access the MO training, navigate to the gray MRB Info tab in the middle of the screen. Once there, select the "Annual MO training package" button to the left of the table, underneath Job Aids.

5.5.1. In addition to the grade/Air Force Specialty requirements of AFI 13-210_IP (i.e., qualified Air Force Joint Airdrop Inspector), AFSOC, Special Tactics, Guardian Angel or Special Reconnaissance operations, or drop zone controller (DZC) qualified, the malfunction officer must be identified prior to commencing operations and will be qualified as either a parachutist or AFE technician on the system(s) being employed. **(T-2)**.

5.5.2. During AFSOC, Special Tactics, Guardian Angel or Special Reconnaissance parachute activities, the MO and DZC duties may be performed by the same person. However, malfunction actions take precedence and the DZC/MO will suspend drop zone operations until all MO responsibilities (malfunction investigation and documentation) are complete and they can return to DZC duties. **(T-1)**.

5.6. Malfunction and Incident Investigations. Investigations are second in priority only to medical care for injured personnel. The primary purpose of an investigation is rapid identification of safety-related factors that have bearing on the conduct of DoD parachute operations and, when appropriate, to consider changes to administration, qualifications, standards, requirements, currency, training and procedures. Guidance on malfunctions and incidents being investigated is provided in the procedures and checklists in AFI 13-210_IP and, if applicable, AFI 91-204. **(T-0)**. Report events according to paragraph **5.3** and **5.4**. **Table A5.1** provides a printable form for use in initial data collection.

Chapter 6

PARACHUTIST RATINGS AND QUALIFICATIONS

6.1. Parachutist Ratings. Members are awarded parachute ratings based on the standards and qualifications listed in this section. In all cases, qualification training must be approved and follow a progressive format based on standardized teaching methods. **(T-1)**. Upon qualification, units request publication of Aeronautical Orders in accordance with **Chapter 3** and provide the member's HARM office with certifying documentation (e.g., certificate or letter of completion). The HARM office will update formal training in ARMS and file a copy of the qualification certificate in the individual's JRF. **(T-1)**. Document the qualification in other applicable data systems and the member's OJT records as required. USAF parachute badges are awarded based upon attainment of the ratings detailed in this section. Members who meet the requirements for the award of USAF parachutist badges will apply by submitting AF Form 196, *ARMS Request Data for Parachutist Badge*, through the HARM office in accordance with AFMAN 11-402.

6.2. Standards. In order to obtain or maintain active parachute status, members must meet the standards in the below categories. Courses of instruction, POIs and Career Field Education and Training Plans may prescribe additional standards.

6.2.1. Medically qualified in accordance with AFI 48-123, properly documented on DD Form 2992. **(T-1)**.

6.2.2. Guidance on minimum passing physical fitness is provided in AFI 36-2905, *Fitness Program* or AFSC-specific physical fitness test. **(T-1)**.

6.2.3. For members participating in parachuting operations above 10,000 feet mean sea level (MSL), qualification and training in accordance with AFI 11-403. **(T-1)**.

6.3. USAF Basic Parachutist Rating. Members are eligible for the basic parachutist rating when they meet the standards in **paragraph 6.2** and successfully complete one of the formal qualification programs listed below. The basic parachutist rating requires only five jumps and does not imply a minimum number of months on active parachute status (as is the case for advanced ratings).

6.3.1. Initial S/L Qualification. Only members on active parachute status who are qualified as S/L parachutists are authorized to perform S/L parachute operations in keeping with the currency requirements outlined in **Chapter 8**. This qualification will require completion of one of the following formal training programs:

6.3.1.1. S/L courses or programs of instruction (including mobile training teams (MTTs) and contracted courses) accredited by the U.S. Army Infantry School (USAIS). **(T-0)**.

6.3.1.2. AM-490, USAF Academy, CO, when the diploma was earned prior to August 1994. **(T-1)**.

6.3.2. USAF Academy Parachutist Qualification. Members on active parachute status who are qualified as USAF Academy parachutists are authorized to fill validated parachute positions and student authorizations at the USAF Academy. These parachutists are not authorized to fill parachute positions elsewhere unless qualified through paragraphs **6.3.1** or **6.6**. This qualification requires completion of one of the following formal training programs:

6.3.2.1. AM-490, USAF Academy, CO. AM-490 satisfies the qualification requirement for assignment to parachute positions and student authorizations only at the USAF Academy and may be completed after assignment selection provided the member is a parachute volunteer.

6.3.2.1. (AETC) AM-490, United States Air Force (USAF) Academy, CO. On a noninterference basis, military members (O-5 and below) assigned to the 306 FTG, and the USAF Academy superintendent, commandant, and dean staffs are authorized to attend the AM-490 course in a student authorization with 306 FTG Commander approval. **Note:** This authorization is intended to familiarize personnel with cadet Airmanship training programs and will not be used as an incentive program or to provide unique experiences for personnel who are not directly involved in USAF Academy cadet programs.

6.3.2.2. AM-492, USAF Academy, CO. Completion of the jumpmaster curriculum in AM-492 qualifies members to serve as jumpmasters for only USAF Academy operations. Completion of AM-492 does not meet requirements to satisfy Senior or Master Ratings for either S/L or MFF.

6.4. USAF Senior Parachutist Rating. Members must meet the standards in [paragraph 6.2](#) and the mandatory requirements for wear of the USAF Senior Parachutist badge listed in AFMAN 11-402, which include Static Line Jumpmaster Qualification (ratings awarded under previous criteria are considered valid), to become eligible for the senior parachutist rating. **(T-1).**

6.4.1. A JM must be a highly skilled parachutist and adept communicator able to maintain superior air awareness and safely deploy parachutists and equipment into the objective area. **(T-2).** Personnel will be entered into JM upgrade only after they have demonstrated satisfactory knowledge and a high standard of proficiency in all other phases of parachuting operations. **(T-2).** Only members on active parachute status who are qualified S/L jumpmasters will perform jumpmaster S/L parachute operation duties in keeping with the currency requirements outlined in [Chapter 8](#). **(T-1).**

6.4.2. S/L jumpmaster qualification will require completion of one of the following formal qualification programs:

6.4.2.1. S/L jumpmaster courses or programs of instruction (including MTTs and contracted courses) accredited by USAIS. **(T-0).**

6.4.2.2. Precision jumpmaster program of instruction as approved by AF/A3S. Completion of the precision JM POI qualifies members to serve as jumpmasters for unilateral operations. When not qualified through a USAIS-approved course or program of instruction, approval to perform JM duties during joint operations lies with the joint commander. Use of the precision JM POI for initial JM qualification is restricted to Special Warfare members covered under AFTTP 3-3.Guardian Angel and parachutists assigned to GA/Special Tactics squadrons. **(T-1).**

6.5. USAF Master Parachutist Rating. Members are eligible for the master parachutist rating when they meet the standards in [paragraph 6.2](#) and the mandatory requirements for wear of the USAF Master Parachutist badge listed in AFMAN 11-402. Ratings awarded under previous criteria are considered valid.

6.6. USAF Basic Military Free-Fall Parachutist Rating. Only qualified MFF parachutists on active parachute status will be authorized to perform MFF parachute operations in keeping with the currency requirements outlined in [Chapter 8. \(T-1\)](#). Members are eligible for the basic MFF parachutist rating and qualified as basic MFF parachutists when they meet the standards in [paragraph 6.2](#) and successfully complete an MFF course or program of instruction (including MTTs and contracted courses) accredited by USSOCOM. **(T-0)**.

6.7. USAF Master Military Free-Fall Parachutist Rating. Members will be eligible for the master MFF parachutist rating only when they meet the standards in [paragraph 6.2](#) and the mandatory requirements for wear of the USAF Master MFF Parachutist badge listed in AFMAN 11-402, which include military free-fall Jumpmaster Qualification. **(T-1)**.

6.7.1. Only members on active parachute status who are qualified as MFF jumpmasters will be authorized to jumpmaster MFF parachute operations in keeping with the currency requirements outlined in [Chapter 8. \(T-1\)](#).

6.7.2. Military free-fall jumpmaster qualification will require completion of one of the following formal qualification programs:

6.7.2.1. MFF jumpmaster courses or programs of instruction (including MTTs and contracted courses) approved by USSOCOM. **(T-0)**.

6.7.2.2. Precision Jumpmaster program of instruction as approved by AF/A3S. Completion of the precision JM POI qualifies the member to serve as a Special Warfare jumpmaster in unilateral operations. When not qualified through a USSOCOM-approved course or program of instruction, approval to perform JM duties during joint operations lies with the joint commander. Use of the precision JM POI is restricted to Special Warfare members covered under AFTTP 3-3.Guardian Angel and parachutists assigned to GA/ST squadrons. **(T-1)**.

Chapter 7

FUNCTIONAL CERTIFICATIONS

7.1. General. Functional certifications are those mission requirements that necessitate oversight, standardized progression and certification, but do not lead to the award of parachutist ratings. MAJCOMs may authorize functional certification programs when the mission requires specialized skill sets beyond the scope of standard parachute operations. The determination as to whether certifications eventually convey to another MAJCOM is made by the gaining MAJCOM. Personnel entered into functional certification must be highly skilled parachutists, able to maintain superior air awareness, provide instruction and advanced mission capabilities. **(T-2)**. Unit commanders will designate by letter parachutists who are authorized functional certifications. **(T-1)**. Approval for courses or programs of instruction, including changes, is delegated to the MAJCOM/A3. The MAJCOM PPPM will send courses or programs of instruction to AF.A3S.Workflow@us.af.mil for coordination prior to finalizing and one copy after publication. **(T-1)**. AF/A3S reviews MAJCOM courses and programs of instruction biennially and designates mandatory requirements for certain functional certifications as detailed below.

7.1. (AETC) General. AETC A3/6 authorizes these functional certifications for command jump units: Accelerated Freefall & Instructor, Camera and Tandem (306 FTG & SWTG personnel only), United States Parachute Association (USPA) accelerated free fall (306 FTG only). AETC personnel with functional certifications will be on a commander designated letter or letter of X and documented according to on-the-job training program and jump record folders. **(T-2)**

7.2. Instructor Upgrade/Instructor Candidate Program. The instructor candidate program establishes standardized training progression for selected parachutists identified to perform instructor duties. Only members on active parachute status qualified in accordance with **Chapter 6** and certified through a MAJCOM-approved instructor course or program of instruction are authorized to conduct instructor parachutist operations. Certification and training are documented in accordance with the OJT program. Prerequisites and currency are established through MAJCOM directives.

7.3. Air-to-Air Videography/Camera Certification. Only members on active parachute status qualified in accordance with **Chapter 6** and certified through a MAJCOM-approved free-fall camera course or program of instruction according to **paragraph 7.1** will be authorized to conduct air-to-air camera operations. **(T-1)**.

7.3.1. Certification and training are documented in accordance with the OJT program. Prerequisites and currency are established through MAJCOM directives.

7.3.2. **Exception** : When designated in writing by the unit commander, members may jump with small form factor digital point of view cameras (e.g., Contour®™, GoPro®™, etc.) without completing a certification course, provided the camera is used solely to document the wearer's training with no intent to record others. Prior to commander designation, members will complete unit-level training and document it on an AF Form 623A, *On-The-Job Training Record - Continuation Sheet*, maintained in the member's training records. **(T-1)**

7.3.3. Members will only use government owned cameras during military parachute operations. **(T-2)**.

7.3.4. Members jumping with any style camera during free-fall operations will use a functioning audible altimeter. **(T-2)**.

7.3.5. Additional information and recommendations related to air-to-air videography is located in the United States Parachute Association (USPA) *Skydiver's Information Manual*.

7.4. Tandem Master Certification. Tandem parachuting operations will not be conducted unless required and authorized by the MAJCOM/A3, or designated representative. **(T-1)**. Only members on active parachute status qualified in accordance with **Chapter 6** and certified as tandem masters will be authorized to deliver personnel and oversized cargo in keeping with the currency requirements outlined in **Chapter 8**. **(T-1)**. Sister-service tandem masters and their passengers will be qualified in accordance with their service-specific requirements. The tandem program is subject to the following mandatory requirements:

7.4. (AETC) Tandem Master Certification. HQ AETC A3/6 authorizes tandem parachuting operations for personnel at 306 FTG, and at the SWTG for previously qualified personnel only to maintain proficiency in this perishable skill.

7.4.1. Tandem master certification must include completion of one of the following formal training programs:

7.4.1.1. Military tandem master courses or programs of instruction, including MTTs and contract courses, accredited by USSOCOM. **(T-0)**.

7.4.1.2. MAJCOM-PPPM approved tandem master course or program of instruction according to **paragraph 7.1 (T-1)**.

7.4.1.3. **(Added-AETC)** 306 FTG Tandem Instructors may be certified by a current USPA tandem examiner.

7.4.2. Certification and training will be documented in accordance with the OJT program and currency is maintained in accordance with **Chapter 8**. **(T-1)**.

7.4.3. Tandem Passengers. During combat operations, contingencies and inspections, approval for tandem passengers is the Air Component A3, the Joint Special Operations Task Force J3, the MAJCOM/A3 or their designated representatives, based on mission requirements. In other circumstances, units should utilize military personnel on active parachute status as tandem passengers whenever possible. Guidance on military tandem passengers being medically qualified for incentive and orientation flights is provided in AFI 48-123, and being current in physiological training if ascent will include unpressurized flight above 12,999 feet MSL is provided in AFMAN 11-202V3, *Flight Operations*, and AFI 11-409. **(T-1)**. MAJCOM courses or programs of instruction detail additional pre-jump training requirements for tandem passengers. AOs authorizing parachute status and/or the award of ratings and badges will not be permitted for otherwise unqualified tandem passengers. **(T-1)**. The approval level for the tandem passenger categories that follow may not be delegated.

7.4.3.1. Category I -Tandem passengers assigned to the same organization/unit as the tandem master, regardless of jump qualification status. The organization/unit commander, or their designated representative, must approve the passenger's participation. **(T-1)**.

7.4.3.2. Category II - Tandem passengers from a different organization/unit than the tandem master. Either unit commanders, or their designated representatives, must approve

in writing prior to the jump. **(T-1)**. The tandem master's group commander will be notified. **(T-1)**.

7.4.3.3. Category III - All other personnel. Use the approval levels for orientation flights in AFI 11-401 for tandem passengers not specifically listed in Categories I and II and the approval levels for public affairs travel in AFI 35-101, *Public Affairs Responsibilities and Management*, for members of the media. In these cases, the passenger must sign the "hold harmless" agreement in **Attachment 4**. **(T-1)**.

7.4.3.4. Guidance on the tandem master's organization coordinating with SAF/PA when tandem passengers are regional, national, and/or international figures is provided in AFI 11-401 and/or AFI 35-101 for Category III passengers. **(T-1)**. Guidance on tandem jumps involving foreign nationals being reviewed for foreign disclosure requirements and political concerns is provided in AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*. **(T-1)**.

7.5. Accelerated Free-Fall Instructor (AFF-I) Certification. Members on active parachute status qualified in accordance with **Chapter 6** may enter accelerated free-fall instructor certification based on unit commander directed mission requirements. This certification allows qualified parachutists to perform USPA accelerated free-fall instructor duties. The USPA is recognized by the FAA as the lead agency in determining rules, regulations and safe practices. It serves as the guiding agency when conducting sport parachute operations. It has established requirements, guidance and standards related to accelerated free-fall instructor qualification in the USPA Instructor Rating Manual. This certification provides enhanced risk mitigation during parachute instruction and should be considered for experienced parachutists that provide free-fall training oversight. These parachutists must accomplish the following:

7.5.1. Demonstrate a high level of proficiency and skill prior to attending the AFF-I course. **(T-2)**. A complete list of prerequisites and skills are listed in the USPA Instructor Rating Manual.

7.5.2. Upon successful completion of the USPA AFF-I course; the course instructor/examiner will send an endorsement and AFF-I rating to the member. **(T-2)**.

7.5.3. Certification and training will be documented in the member's civilian logbook, through the USPA member database, member's OJTs and should be filed in their JRF. **(T-2)**.

7.6. Ram Air Static Line (RASL). MFF qualified parachutists may be upgraded to perform RASL parachute jumps by completing a MAJCOM or Sister Service approved course of instruction.

Chapter 8

CURRENCY, TRAINING AND PACKING REQUIREMENTS

8.1. Parachutist Currency and Refresher Training Requirements. To be considered current, a member must meet the standards in [paragraph 6.2](#), be qualified or certified as appropriate, be on active parachute status and meet the requirements in this paragraph. **(T-1)**. Use this instruction in conjunction with AFMAN 11-420/TC 3-21.220; ATP 3-18.11; and TC 18-11. MAJCOMs may establish more restrictive currency and refresher guidance to meet unique mission requirements. Parachutists must document currency and training in ARMS, the OJT record using AF Form 1098, *Special Task Certification and Recurring Training* and/or appropriate MAJCOM systems. **(T-1)**. The following are minimum requirements:

8.1.1. S/L Parachutist Currency. Any S/L parachutist who has not performed an S/L jump within the previous 180 days is considered non-current and must complete S/L refresher training in accordance with AFMAN 11-420/TC 3-21.220. **(T-1)**.

8.1.2. MFF Parachutist Currency. Any free-fall parachutist who has not performed a free-fall jump within the previous 180 days is considered non-current and must complete free-fall refresher training in accordance with ATP 3-18.11 or TC 18-11 (As applicable). **(T-1)**.

8.1.3. RASL Parachutist Currency. Any RASL parachutist who has not performed a RASL jump within the previous 180 days is considered non-current and must complete RASL refresher training in accordance with TC 18-11. **(T-1)**.

8.1.4. S/L Jumpmaster Currency. Any S/L JM who has not performed primary or assistant JM duties within the previous 180 days, where at least one parachutist actually exited the aircraft, is considered non-current and must complete S/L JM refresher training in accordance with AFMAN 11-420/TC 3-21.220. **(T-1)**. To be considered current, the JM need not exit the aircraft when the above conditions are met (static JM); in this case the JM may track the event for JM currency purposes but will not log the jump on AF Form 3503. **(T-1)**. **Note:** Currency may be obtained from any approved or assigned aircraft platform. Example: Units with rotary wing aircraft may maintain currency on rotary wing aircraft for both SL & MFF JMs.

8.1.5. MFF/RASL Jumpmaster Currency. Guidance on MFF/RASL JMs who have not performed primary or assistant JM duties within the previous 180 days, where at least one parachutist exited the aircraft, and the non-current completion of MFF/RASL JM refresher training is provided in ATP 3-18.11 or TC 18-11 (as applicable). **(T-1)**. To be considered current, the JM need not exit the aircraft when the above conditions are met (static JM); in this case the JM may track the event for JM currency purposes but will not log the jump on AF Form 3503. **(T-1)**. Currency can be regained by performing JM duties under supervision of a current and qualified JM, regardless of service component.

8.1.6. Tandem Master Currency.

8.1.6.1. In order to be current for a passenger jump, a tandem master must accomplish one passenger jump every 180 days. **(T-2)**. If not accomplished, the tandem master will be non-current for that specific profile and must accomplish refresher training in accordance with MAJCOM PPPM guidance. **(T-1)**.

8.1.6.2. In order to be current for a tethered bundle jump, a tandem master must accomplish one tethered bundle jump every 180 days. **(T-2)**. If not accomplished, the tandem master will be non-current for that specific profile and must accomplish refresher training in accordance with MAJCOM PPM guidance. **(T-1)**.

8.1.6.3. **(Added-AETC)** 306 FTG Tandem Instructors must follow USPA currency requirements. **(T-2)**

8.2. Recurring Training Requirements. In addition to currency requirements, parachutists must adhere to certain minimum requirements for recurring training:

8.2.1. Sustained Airborne Training. At a minimum, sustained airborne training will consist of the JM briefing, aircraft specific procedures, post egress procedures, emergency procedures (EPs,) canopy entanglement procedures and landing procedures. **(T-1)**. Sustained airborne training is applicable to all parachutists qualified in accordance with **Chapter 6** and must be conducted within 24 hours prior to any USAF parachute operation. **(T-1)**.

8.2.2. Free-Fall EPs Training. All free-fall parachutists qualified in accordance with **Chapter 6** will accomplish free-fall EPs training annually. **(T-1)**. The training will consist of classroom training and a practical suspended harness or wind tunnel, exercise including parachute/post-opening malfunction procedures wearing a jump helmet, goggles and gloves (oxygen mask, if available). **(T-1)**. The hanging harness or wind tunnel exercise must be administered by a qualified free-fall jumpmaster. **(T-1)**. Document training in the OJT record, the JRF, or in the appropriate MAJCOM system. Recommend Vertical Wind Tunnel training be accomplished annually.

8.2.3. Intentional Water Jump Training. Prior to participating in intentional water jumps, USAF personnel will adhere to the prerequisites for deliberate water operations contained within the applicable manual for the type of operation being conducted (AFMAN 11-420/TC 3-21.220, ATP 3-18.11, USSOCOM Manual 350-3). **(T-0)**. **Exception:** For non-USSOCOM units performing service pure operations (USAF only), military divers qualified in accordance with AFI 10-3501, *Air Force Diving Program*, are exempt from the wet silk training requirement. Parachutists who are qualified to serve as safety swimmers per **paragraph 11.4.1** exceed the basic swimming requirements and will be authorized to lead canopy water confidence training for non-military diver qualified parachutists. **(T-1)**.

8.3. Parachute Packing Requirements. With the exception of **paragraph 8.5.2**, qualified and current AFE and sister-service riggers will be the only personnel authorized to inspect, maintain, alter and pack mission parachutes systems. **(T-1)**. However, if the following minimum conditions are met, squadron commanders qualified in MFF in accordance with **Chapter 6** may waive the packing requirement for the MFF main canopy and authorize parachutists to pack their own MFF main canopies.

8.3.1. Units will exhaust all reasonable means to have qualified AFE or sister-service riggers conduct MFF main canopy packing. **(T-1)**.

8.3.2. An In-Process Inspection certified AFE or sister-service riggers qualified on the system being packed will supervise all parachutist packing. **(T-1)**.

8.3.2.1. In the event that AFE or sister-service riggers are not available, the unit commander will appoint a current MFF JM who has been trained to perform In-Process Inspections by AFE or sister-service riggers to meet the supervision requirement. **(T-1)**.

8.3.2.2. The AFE or sister-service riggers /appointed JM will not supervise more than four members packing at any one time. **(T-1)**.

8.3.3. Parachutists must have received MFF main canopy pack training by either a qualification course listed in **paragraph 6.6** or by AFE or sister-service riggers meeting **paragraph 8.3.2** requirements within one year of the event requiring the waiver. **(T-1)**. Main canopy pack training is documented in the member's OJT records using AF Form 1098.

8.3.4. MFF main canopies packed under this waiver will only be jumped by the member who packed it. **(T-1)**.

8.4. Non-Tactical Ram-Air Parachute Systems (NTRAPS) Packing Requirements. Properly trained parachutists certified on NTRAPS are authorized to pack the main canopies of NTRAPS.

8.4.1. Prior to packing an NTRAPS, the member will receive initial system specific main canopy pack training from an AFE or sister-service rigger trained and qualified on that system. **(T-1)**.

8.4.2. Initial and refresher pack training will be conducted by AFE or sister-service riggers and documented in the member's OJT records using AF Form 1098. **(T-1)**. Parachutists will not perform any packing duties unless they have received either initial or refresher training within the past 365 days. **(T-2)**

8.4.3. Parachutists will only jump main canopies they packed or those packed by a qualified rigger. **(T-1)**.

8.5. FAA Civilian Riggers. When available AFE or sister-service rigger manning levels or surge operations create a requirement for external support, FAA riggers may perform MFF/RASL system packing.

8.5.1. FAA civilian riggers must be qualified (certificated and appropriately type-rated) through Federal Aviation Regulation (FAR) Part 65 *Certification: Airmen Other Than Flight Crewmembers*. **(T-0)**. They may inspect, maintain and repair all NTRAPS in accordance with this instruction and FAR Part 105, *Parachute Operations*.

8.5.2. FAA civilian riggers qualified under the above standards may pack MFF and RASL mission system main and reserve canopies. They must be trained on system specific requirements by a qualified AFE or sister-service rigger no more than 90 days prior to the supported event and be provided applicable system-specific manuals to ensure the pack configuration meets established mission parachute system standards. **(T-2)**. Document training using AF Form 1098 or other organizational system with copies maintained by both the FAA civilian rigger and the supported unit.

Chapter 9

GENERAL RESTRICTIONS

9.1. Equipment Restrictions.

9.1.1. General Provisions. While performing official duty, and unless specifically noted below, members will only employ parachute systems and equipment:

9.1.1.1. Approved for use according to **Chapter 4. (T-1)**.

9.1.1.2. Purchased and maintained by the DoD. **(T-2)**.

9.1.1.3. USAF parachutists will only jump parachute systems and equipment which they have received system specific training. **(T-2)**. System specific training will be conducted prior to the first jump and includes, but is not limited to canopy flight characteristics, harness/container configuration and satisfactory completion of EPs; including hanging harness if available (Use MAJCOM approved Qualification Training Plans and Syllabus of Instructions if available). **(T-2)**. Only JMs and AFF-Is who have received training and jumped the intended system will be authorized to conduct system specific training for other parachutists. **(T-2)**.

9.1.1.4. AFI 23-111, *Management of Government Property in Possession of the Air Force*, prohibits Government-owned parachute equipment for personal use and/or off-duty activities and specifies pecuniary liability for the loss, damage or destruction of property resulting from negligence, willful misconduct or deliberate unauthorized use.

9.1.2. Non-Tactical Ram-Air Parachute System (NTRAPS). Parachutists who have completed system specific training per **paragraph 9.1.1.3**, and have been designated in writing by their unit commander may employ USAF PPP AUL listed NTRAPS in accordance with applicable USAF publications, manufacturer recommended policies, procedures and SOPs pertaining to such operations. Parachutists will not use high performance parachutes, which manufacturer and USPA standards classify as systems with a main canopy size smaller than 150 square feet. **(T-2)**.

9.1.2.1. Parachutists with less than 50 ram-air jumps will not use NTRAPS. **(T-1)**.

9.1.2.2. Members employing NTRAPS for any reason other than listed below will only jump main canopies that result in a main canopy loading ratio between 0.45:1 and 1:1, where the first number is the total exit weight in pounds and the second number is the main canopy square footage. **(T-2)**.

9.1.2.3. Members in an upgrade covered under **Chapter 7** and instructors certified in accordance with **paragraph 7.5** performing instructor duties may exceed a wing loading ratio of 1:1 but will not exceed 1.3:1 after the following experience level criteria is met and approved in writing by the squadron commander:

9.1.2.3.1. A minimum of 100 jumps on the current size main canopy. **(T-3)**.

9.1.2.3.2. Parachutist successfully demonstrates the ability to land with rear risers under current canopy size. **(T-2)**.

9.1.2.3.3. Parachutist successfully demonstrates the ability to flare and land from full-flight under current canopy size. (T-2).

9.1.2.3.4. Parachutist successfully demonstrates the ability to flare and land from slow (braked) flight under current canopy size. (T-2).

9.1.2.3.5. Parachutist consistently executes soft stand-up landings within 10 meters of planned target under current canopy size. (T-3).

9.1.3. Sister Service Parachute Equipment. When conducting joint operations, USAF parachutists may employ sister service systems and equipment if it is listed on the AF PPP AUL, packed in accordance with [paragraph 8.3](#), [paragraph 8.4](#), or [paragraph 8.5](#) and they have been trained on the system in accordance with [paragraph 9.1.1.3](#). If the system or equipment is listed on the owning service's equivalent authorized equipment list, and with the concurrence of the senior USAF jumpmaster, the above AUL listing requirement may be waived in writing by the parachutist's squadron commander.

9.1.4. Foreign Military Parachute Equipment. When the foreign commander of airborne forces concurs, and when either the Air Component A3, the Joint Special Operations Task Force J3, the MAJCOM/A3, or their designated representative agrees, USAF personnel who have received system specific training as defined in [paragraph 9.1.1.3](#) may use foreign military parachute equipment when jumping with a foreign unit. The senior USAF JM must complete a comprehensive inspection of any foreign military equipment prior to its use. (T-2). The approval authority will acknowledge foreign military parachute equipment when it's not listed on the USAF PPP AUL. (T-2).

9.2. Foreign Military Aircraft. When performing combined operations, if the foreign commander of airborne forces and the senior USAF jumpmaster concur, and the Air Component A3, the Joint Special Operations Task Force J3, the MAJCOM/A3, or their designated representative approve, USAF members on active parachute status may use foreign military provided aircraft as authorized jump platforms.

9.3. Private and Commercial Aircraft. When authorized by the unit commander, members on active parachute status may perform parachute jumps in accordance with DoD Instruction 4500.53, *DoD Commercial Air Transportation Quality and Safety Review Program*, and applicable Under Secretary of Defense for Acquisition, Technology and Logistics memorandums.

9.3.1. USAF members on active parachute status must use DoD-approved, certified carriers for all interstate operations and for intrastate operations when reasonably priced and available. (T-0).

9.3.2. When DoD-approved, certificated carriers are not reasonably priced and available, commercial operators may be used provided they are inspected in accordance with Under Secretary of Defense for Acquisitions, Technology, and Logistics (USD (AT&L)) Memorandum, "Requirements for Airdrop Operations".

9.3.3. MAJCOMs will schedule, inspect and approve contractors in accordance with DoD Instruction 4500.53, including aircraft owned or leased by state and/or local governments. (T-0). See <https://www.milsuite.mil/book/groups/dod-commercial-airlift-division-amca> for a listing of approved intrastate carriers.

9.3.4. Units will coordinate with their servicing contract office to ensure the applicable provisions of DoD Instruction 4500.53, this publication, and other relevant guidance is incorporated into the contract. **(T-0)**.

9.3.5. Units will develop and implement door procedures for any contracted aircraft configuration to mitigate hazards associated with military free-fall operations. **(T-2)**.

9.4. Lift Tickets. Subject to paragraphs **9.1** and **9.3**, unit commanders may authorize the purchase of “lift tickets” when civilian aircraft are required to conduct free-fall parachute training. As the government is leasing a seat on the aircraft, and not necessarily reserving all available seats, it may not be possible to restrict these lifts to military personnel. Separate passes should be used to deconflict government employed/contracted parachutists from other parachutists for liability purposes. When separate passes are not feasible, exits made by government employed/contracted parachutists and other parachutists on the same pass will be separated by an appropriate delay. **(T-2)**. In these cases, government employed/contracted parachutists and other parachutists must maintain adequate separation during free-fall and under canopy. **(T-2)**. The senior USAF JM is responsible for ensuring airspace deconfliction through such tools as exit order, aircraft speed, ground speed, winds aloft and free-fall speeds/tracking plans of other groups. The senior JM should also include a brief to the pilot and the civilian parachutists/organizers on pertinent details of the jump and loads of military parachutists. Drop zone requirements apply as defined in **Chapter 10** and AFI 13-217.

9.5. Documenting Parachute Jumps. Parachutists may only enter authorized jumps on an AF Form 3503 per **Attachment 2** and subsequently have them entered in ARMS. **(T-1)**. Authorized jumps may occur under the operational or tactical control of a unilateral, joint or coalition/multi-national force commander. Parachute jumps are only considered authorized when the following conditions are met:

9.5.1. The jump is made for official purposes.

9.5.2. The jump is made by members on active parachute status per **paragraph 3.6**.

9.5.3. The jump is made using equipment in keeping with **paragraph 9.1**.

9.5.4. The jump is made from DoD aircraft or those aircraft described in paragraphs **9.2** through **9.4**.

9.6. Foreign Military Parachutists. Foreign military parachutists participating in combined operations, combined training, joint airdrop/air-transportability training, aerial events, exercises and US-run military parachute courses are authorized to conduct military jumps from aircraft owned, leased or operated by the USAF.

9.6.1. US Jump Host. The jump host is the US government organization that sponsors foreign military parachutists who are required to parachute from aircraft owned, leased or operated by the USAF. The US jump host is typically a unit with a parachute mission; however, other entities (such as the Defense Attaché Office, MAJCOM staffs or units having control of jump aircraft) may accomplish US jump host duties where appropriate. The US jump host will:

9.6.1.1. Ensure that foreign parachutists conduct safe parachute operations in accordance with US standards while aboard US aircraft. **(T-1)**. Foreign commanders are responsible for their parachutists once the parachutists have exited the aircraft.

9.6.1.2. Ensure foreign parachutists are authorized to perform the parachute operations by the foreign commander of airborne forces. **(T-1)**. Foreign commanders will verify that foreign parachutists are physically, physiologically, professionally and administratively qualified to perform the parachute operations in accordance with applicable foreign military standards. **(T-1)**.

9.6.1.3. Gain approval to conduct parachute operations according to **paragraph 9.6.4 (T-1)**.

9.6.1.4. Inform the USAF flying unit of the participation of foreign military personnel. **(T-2)**.

9.6.1.5. Ensure that foreign military personnel receive system specific training per **paragraph 8.1** if they will utilize US systems or equipment. **(T-2)**.

9.6.1.6. Provide a US jumpmaster to perform safety oversight to ensure foreign parachutists adhere to US-specific procedures and meet minimum jump, equipment, and support requirements dictated by US jump regulations. **(T-2)**. US jump host will not conduct foreign parachutist inspections. **(T-1)**. Preparation, rigging, donning and wear of parachutes and equipment will be the responsibility of the foreign parachutist and foreign jumpmasters. US jumpmasters will monitor and correct observed discrepancies that affect foreign parachutist safety or mission accomplishment. **(T-2)**.

9.6.2. Language Requirements. To ensure that aircraft procedures, safety considerations and jumpmaster instructions are fully understood, aircraft crewmembers and jumpmasters must be able to communicate with the foreign parachutists. **(T-0)**. The approval authorities listed in **paragraph 9.6.4** determine their requirements for communication and translators.

9.6.3. Foreign parachutists may use US personnel parachute systems provided they are trained in its use according to US standards or the foreign parachutists' country standards. The senior parachute commander/jumpmaster or the designated representative will ensure S/L or MFF qualified foreign parachutists, who are not familiar with the US parachute systems, receive sufficient training on the type of parachute systems used in order to ensure safe operation. **(T-2)**.

9.6.4. Approval Authorities. MAJCOM A3, including Theater Special Operations Commands and overseas Commanders of Air Force Forces having operational control of jump aircraft, have the authority to authorize foreign military members to conduct military parachute jumps from aircraft owned, leased, or operated by the USAF and US personnel parachute systems and equipment. These commanders are authorized to delegate approval authority within their respective commands. Additional detail on the transport of foreign military personnel can be found in DoD Instruction 4515.13, *Air Transportation Eligibility* and AFI 11-401.

9.7. Civilian Parachutists.

9.7.1. DoD Civilian Employees. MAJCOM/A3s may authorize DoD civilian employees to perform official parachute jumps from aircraft owned, leased or operated by the USAF. Requests concerning USAF civilian positions at joint organizations should substitute the MAJCOM/A3 for the joint command's operations officer, even if this is not a USAF officer. Additionally, if the member's position description specifies parachute duty requirements, the member's commander is the approval authority. DoD civilians do not occupy centrally

managed parachute positions or draw parachute duty pay and are exempt from the requirement to utilize ARMS for documentation purposes. Units with DoD civilian parachutists must develop other mechanisms for tracking qualifications and currency. **(T-1)**.

9.7.2. US Citizens Not Employed by the DoD. The approval authority for US citizens not employed by the DoD to perform official parachute jumps from aircraft owned, leased or operated by the USAF is the MAJCOM/A3 or designated representative. US citizens not covered by the Federal Employees' Compensation Act must sign the hold harmless agreement contained in **Attachment 4**. **(T-1)**. US citizens who are not employed by the DoD must be members of the United States Parachute Association, possess a D-license, and be certified for the skill being accomplished. **(T-1)**. At no time will the scope of operations exceed the parachutist's certifications or guidelines, as they apply to the parachutist. **(T-1)**. This paragraph also applies to personnel performing government contracts since they are not considered DoD civilian employees by virtue of their contract and are generally not covered by Federal Employees' Compensation Act. When contractors must perform parachute-related services, the hiring authority will delineate the requisite qualifications in the contract. **(T-1)**. When the government requires that contractors comply with other portions of this instruction, cite the applicable references in the statement of work.

9.7.3. Foreign Citizens Not Employed by their Armed Forces. Flight Operations Division (AF/A3T) is the approval authority for requests to allow foreign civilians to fly aboard and jump from aircraft owned, leased or operated by the USAF in accordance with AFI 11-401. When authorized, these parachutists must sign the hold harmless agreement contained in **Attachment 4**. **(T-1)**.

9.8. Crew Rest and Duty Limitations.

9.8.1. AFMAN 11-202V3 establishes crew rest criteria. Due to the unique nature of ground operations, parachutists are frequently unable to satisfy these provisions. When commanders are unable to comply with published crew rest guidance, they must determine the level of acceptable risk to the force and make a judgment concerning mission accomplishment. **(T-2)**.

9.8.2. Members will not perform parachute jumps:

9.8.2.1. Within 72 hours after completing a hypobaric (altitude) chamber ride at or above 25,000 feet MSL. **(T-1)**. Requirements for actual operations are covered in the most recent version of AFI 11-409.

9.8.2.2. If any alcohol is consumed within 12 hours prior to exiting the aircraft or if impaired by alcohol or any other intoxicating substance, to include the effects or after-effects **(T-1)**.

9.8.2.3. Within 72 hours after donating blood, plasma, or bone marrow. **(T-1)**.

9.8.3. Refer to the Navy Dive Manual for criteria concerning flying and/or parachuting after diving or hyperbaric (recompression) chamber rides. **(T-1)**. Public access is available at: <https://www.navsea.navy.mil/Home/SUPSALV/00C3-Diving/Diving-Publications/>.

Chapter 10

PARACHUTE PROCEDURES

10.1. Static-Line Guidance. For S/L parachute operations conducted by USAF units, the procedures defined in AFMAN11-420/TC 3-21.220 are authoritative except as noted below. **Note:** Special Warfare members covered under an AFTTP 3-3 series publication should follow the published TTPs and deviate by exception.

10.2. Exceptions to Published Static-Line Guidance. Due to the unique nature of USAF parachuting, the following exceptions are granted to organizations with parachute missions governed by this instruction:

10.2.1. USAF units are not required to use non-jumping safety personnel. The JM may designate aircrew members to act as safety personnel if it does not interfere with their primary duties. Aircrew members performing safety duties will be thoroughly briefed and trained in the handling and control of static-lines. **(T-2).**

10.2.2. USAF units are not required to designate a Departure Airfield Control Officer (DACO). Establishing mechanisms for accountability and accomplishing other functions traditionally associated with the DACO are unit responsibilities

10.2.3. USAF unilateral operations only require a single JM on the aircraft, and the JM may be the first parachutist to exit on a pass. When an aborted exit leaves parachutists without a current JM, the parachutists must land with the aircraft. **(T-2).**

10.2.4. Units will conduct sustained airborne training in accordance with [paragraph 8.2.1](#). **(T-1).**

10.2.5. Equipment for USAF parachute operations is authorized via the USAF PPP AUL in accordance with [Chapter 4](#).

10.2.6. Surface Wind Restrictions. During operational missions, the commander of the force should weigh the risks to the force and mission and coordinate wind restrictions with the airborne mission commander. Guidance on surface wind criteria during exercises and trainings provided in AFI 13-217.

10.3. Ram Air Parachutes. Hybrid parachute systems have the ability to deploy the main canopy via static-line or free-fall activation. These systems will only be used by parachutists qualified through [paragraph 6.6](#) (USAF basic military free-fall parachutist rating) who have received system specific training per [paragraphs 7.6](#) and/or [9.1.1.3](#). **(T-1).** Consult the system specific TO/TM for instructions and restrictions. **Note:** [Paragraph 6.6](#) refers to parachutists qualified though. **Note:** For RASL operations, aircrew and jumpmasters will use MFF wind limits and drop zone criteria. **(T-3).** If planned exit is below 3,500 feet above ground level (AGL)/above water level, parachutists and jumpmasters will ensure the AAD (if installed) is turned off. **(T-3).**

10.4. MFF and RASL Guidance. For MFF and RASL parachute operations conducted by USAF units, the procedures defined in ATP 3-18.11 and TC 18-11 are authoritative except as noted below. **Note:** Special Warfare members covered under an AFTTP 3-3 series publication should follow the published TTPs and deviate by exception. **Note:** During parachute operations conducted under a joint commander, use guidance dictated by the joint organization.

10.5. Exceptions to Published Free-Fall and RASL Guidance. In addition to the exceptions listed in [paragraph 10.2](#), and due to the unique nature of USAF parachuting, the following exceptions are granted to organizations with parachute missions governed by this instruction:

10.5.1. Exit and Parachute Activation Altitudes. Minimum altitudes indicated below are listed in either AGL or above water level, as appropriate. In the absence of USAF-validated or DoD proponent published guidance, the manufacturer's recommendation and configuration will be used **(T-1)**.

10.5.1.1. Overland.

10.5.1.1.1. For jumps made with mission parachute equipment (non-NTRAPS), the exit altitude will be in accordance with approved published capabilities of the parachute system. **(T-2)**.

10.5.1.1.2. When using NTRAPS equipped with the electronic automatic activation device, the exit altitude will be no lower than 3000 feet with planned pull no lower than 2500 feet. **(T-2)**.

10.5.1.2. Overwater. During overwater free-fall operations using parachutes equipped with or without an electronic automatic activation device, the exit altitude will be no lower than 3000 feet with planned pull no lower than 2500 feet. **(T-2)**.

10.5.2. Altimeters. Each parachutist will wear an altimeter when conducting overland free-fall operations. **(T-2)**. If waterproof altimeters are available, they will be used for overwater free-fall operations. **(T-2)**. At a minimum, water jumps will have one operational altimeter in the aircraft for parachutist use. **(T-2)**. During night operations, altimeters either will have an integrated light or configured with a light source adequate to illuminate the altimeter's face. **(T-2)**. Parachutists using any style camera will use an additional audible altimeter. **(T-2)**

10.5.3. Automatic Activation Device (AAD). Parachutist exiting an aircraft under MFF conditions will be equipped with an armed and functional AAD. **(T-1)**. When waterproof AADs are available, they will be used for overwater free-fall operations. **(T-1)**. Inspection, calibration, arming and documentation procedures for AADs are contained in applicable TOs/TMs and manufacturer's instructions.

10.5.4. Surface Wind Restrictions. During operational missions, the commander of the force to be inserted will weigh the risks to the force and mission and coordinate wind restrictions with the airborne mission commander. **(T-2)**. During exercises and training, the surface wind criteria listed in AFI 13-217 will be used. **(T-1)**.

10.5.5. Free-Fall Drop Zone Criteria. The JM will determine the minimum sized drop zone (DZ) based on the number of personnel to be dropped, parachutist proficiency and prevailing winds in accordance with AFI 13-217. **(T-1)**. For DZ criteria, see AFI 13-217 and [Chapter 11](#) of this instruction. During operational missions, the commander of the force to be inserted will weigh the risks to the force and mission and coordinate DZ criteria with the airborne mission commander. **(T-2)**.

10.5.6. Oxygen Requirements. Pre-breathing, high-altitude airdrop mission support technician and procedural requirements for MFF operations that require oxygen are prescribed in AFI 11-409.

10.5.7. Contact Flying. Contact flying is defined as pre-meditated contact between parachutists during free-fall. Personnel conducting contact flying will document progression in OJT records. **(T-1)**.

10.5.8. Canopy Relative Work (CRW). CRW is defined as the intentional maneuvering of two or more open parachute canopies in contact with one another during descent. USAF parachutists will not engage in any CRW while on duty. **(T-1)**.

10.6. Jumpmaster Requirement. The primary JM will be responsible to the appropriate commander (e.g., Ground Force Commander, Mission Commander, Flight Commander, etc.) for the conduct of all phases of the mission that pertain to the parachute operation. **(T-2)**. Proper planning and execution by the JM are a critical aspect of tactically inserting parachute forces and supports the operational, functional and management objectives of the USAF PPP. Each aircraft dropping parachutists will have a minimum of one JM, although two are preferable. **(T-2)**. During operations conducted by USAF units, the procedures defined in AFMAN 11-420/TC 3-21.220, ATP 3-18.11 and TC 18-11 are authoritative except as noted below. **Note:** Special Warfare members covered under an AFTTP 3-3 series publication should follow the published TTPs and deviate by exception. **Note:** During parachute operations conducted under a joint commander, use guidance dictated by the joint organization.

10.7. Jumpmaster Employment Planning. When the commander determines that parachute employment is required, the JM will be given responsibility for planning and executing the jump. **(T-3)**.

10.7.1. Establishing mechanisms for accountability and accomplishing other functions traditionally associated with the DACO are unit responsibilities that may or may not be delegated to the JM. The JM should be intimately familiar with the post-jump movement plan since it influences the individual parachutist's equipment requirements.

10.7.2. Guidance on conducting DZ surveys and site evaluations is provided in AFI 13-217. **(T-1)**. For DZs at higher elevations, anticipate an increased rate of descent. During combat operations or operations short of war for which it is not tactically feasible to conduct a survey, units assess intended landing areas through the most accurate means available.

10.7.3. A weather evaluation must be made by the JM to determine current and forecasted drop conditions. **(T-2)**. Wind characteristics are amongst the most important evaluation items. During operational missions, the commander of the force to be inserted will weigh the risks to the force and mission and coordinate wind restrictions with the airborne mission commander. **(T-2)**. Maximum allowable wind velocity depends on the experience and ability of the team, the equipment, the terrain and urgency of the mission. Guidance on surface wind criteria during exercises and training is provided in AFI 13-217. **(T-2)**.

10.7.4. The JM is responsible for the items in **paragraph 2.13** and for ensuring that all parachutists meet currency, refresher training and recurring training requirements in **Chapter 8**. At a minimum, the JM briefing during sustained airborne training will consist of the mission purpose and type, equipment requirements, plan of action, special requirements and safety considerations. **(T-1)**.

10.8. Jumpmaster Coordination.

10.8.1. The JM will coordinate support requirements to include transportation, DZ scheduling, ground party availability, aircraft utilization and equipment. **(T-2)**.

10.8.2. The JM will ensure that the DZC has a complete understanding of the operation, equipment requirements, number of personnel involved and special requirements. **(T-2)**.

10.8.3. The JM will retain overall responsibility for the accuracy of mission parachutist data on the passenger manifest. **(T-2)**.

10.8.4. The JM will maintain ultimate responsible for briefing safety personnel and aircrew in accordance with the guidance applicable to the planned type of parachute employment, conducting a thorough inspection of the airdrop aircraft and determining the load and exit order. **(T-2)**.

10.8.5. The JM will keep parachutists informed of mission progress and changes. **(T-2)**.

10.8.6. The JM will complete and certify AF Form 3503 in accordance with **Attachment 2**. **(T-1)**.

10.9. Rigging and Inspecting Parachutists and Equipment.

10.9.1. The JM will ensure the JM kit is prepared and available per unit SOPs. **(T-2)**.

10.9.2. The JM is responsible for rigging door bundles and will inspect personnel parachutes and equipment. **(T-2)**.

10.9.3. When only one JM is available, specifically trained and certified personnel will conduct a JM personnel inspection (JMPI) on the JM if the JM is rigged to jump. **(T-1)**. These personnel will be selected based on experience and recommendation from an OJT certifier and will receive JMPI training for systems they will inspect. **(T-1)**. JMPI training will be conducted in accordance with the references in **paragraph 10.6** and the plans or courses of instruction in paragraphs **6.4.2**, and **6.7.2 (T-1)**. For military personnel, JMPI training will be documented in the member's training records via AF Form 623A. **(T-1)**. **Note:** The primary JM may approve alternate rigging of personal equipment if it does not interfere with the fit, safety and operational use of the parachute system being utilized.

10.10. Safety. The JM maintains control of parachutists in and around aircraft and enforces safety standards. The JM also ensures all parachutists leave the aircraft properly configured and employ authorized techniques. Additional detail on JM actions in the unit area, at the departure airfield, and in flight are contained in the references in **paragraph 10.6**.

Chapter 11

DROP ZONE PROCEDURES

11.1. Drop Zone Guidance. For parachute operations conducted by USAF units, the procedures defined in AFI 13-217 are authoritative. This chapter defines additional requirements. During parachute operations conducted under a joint commander, use guidance dictated by the joint organization. Training jumps should closely duplicate conditions that could be encountered during operational missions, to include rough terrain, open sea and unfamiliar or unimproved areas. Care will be taken to ensure that all conditions, especially those that are safety-related are identified to the JM and parachutists.

11.2. Drop Zone Personnel Requirements. Drop zone personnel requirements are contained in AFI 13-217. Drop zone wind readings may be captured using analog or digital anemometers. **Note:** USPA certified drop zones with a manifest controller meet the requirement for a drop zone controller when conducting “lift ticket” jumps.

11.3. Medical Coverage. Medical coverage must be provided for all non-contingency personnel parachute operations. **(T-1).** In the event of a medical emergency, medical personnel and equipment will be capable of immediate and appropriate intervention. **(T-1).** Medical coverage will be located on or immediately adjacent to the DZ and will be co-located with the DZC. **(T-2).** If the medical response capability is dislocated from the DZC, they must have functional 2-way communications throughout the jump operation. **(T-2).** Medical coverage for USAF personnel parachuting operations consisting of six or less parachutists per pass will be a minimum of one appropriately equipped and current Emergency Medical Technician qualified at the Basic level (EMT-B) or higher and a dedicated driver. For passes consisting of greater than six parachutists, a minimum of two appropriately equipped and current EMT-Bs, or higher, and a dedicated driver must be present. **(T-2).** Additionally, analyze Risk Management for higher risk operations and increase medical coverage as appropriate. **Note: Exception:** The first O-6 in the chain of command can waive this requirement when jumping USPA-certified drop zones and an advanced life support level response in under 15 minutes can be pre-coordinated.

11.3.1. Medical personnel must be equipped with functional emergency lifesaving and stabilization equipment as well as the means to transport patients to definitive medical care. **(T-1).** Equipment will include, but is not limited to a medical kit, positive pressure oxygen, pelvic binder, femur traction split, spinal immobilization and a litter suitable for medical evacuation (with flotation if required). **(T-1).**

11.3.2. The requirement for medical personnel will be satisfied when two or more parachutists who meet the requirements in [paragraph 11.3](#) exit the aircraft as part of the first group on the first pass, and the stick consists of six or less parachutists (including the medical personnel) and a transport mechanism is available. **(T-2).** In this case the [paragraph 11.3.1](#) listed equipment should be co-located with the drop zone controller, the transportation mechanism, or otherwise immediately available.

11.4. Intentional Water Operations. Support for intentional water operations will include a boat operator and a qualified safety swimmer for every boat. **(T-1).** Training requirements for parachutists participating in intentional water jumps are listed in [paragraph 8.2.3](#).

11.4.1. Safety swimmers must be capable of assisting parachutists who cannot maintain buoyancy, who are rendered unconscious, or who become fouled in their equipment or parachute system. **(T-1)**. Equipment and requisite qualifications for safety swimmers are described in AFMAN 11-420/TC 3-21.220. Graduates of the following courses are qualified to perform as safety swimmers: any military diving course, Special Forces Water Infiltration Course, Navy Rescue Swimmer Course, Marine Corps Amphibious Reconnaissance Course, Coast Guard Aviation Survival Technician A-School, Army Class 1 advanced survival swimmer (in accordance with Training Circular 21-21, *Water Survival Training*), Army Basic Scout Swimmer, USMC Basic Scout Swimmer, USMC CWS1, Navy 1st class, American Red Cross life guard, or American Red Cross open water rescue. Commanders may require that safety swimmers be qualified military divers when conditions warrant.

11.4.2. Safety boat personnel must be trained and equipped to quickly locate and recover distressed personnel on the surface. **(T-1)**. Military or civilian training programs, including the United States Coast Guard Boat Operators Course, are acceptable.

11.4.3. During USAF intentional water operations, one power driven recovery boat must be present for every three parachutists on a single pass in accordance with AFMAN 11-420/TC 3-21.220. **(T-1)**. When all parachutists are military divers, the minimum number of power-driven recovery boats must be one for every six parachutists on a single pass. **(T-1)**. Airdropped boats are not considered functional until operational, at which point they may be used for recovery operations. Planners will ensure that parachutists will not exceed Coast Guard and manufacturer boat load limits, and watercraft will not be smaller than a combat rubber raiding craft. **(T-1)**. Safety boats must be appropriately equipped to support water recovery operations in accordance with AFMAN 11-420/TC 3-21.220. **(T-1)**. A working search light must be present for night operations. **(T-1)**.

11.4.4. Medical coverage must be in place prior to personnel airdrops. **(T-1)**. If medical personnel are not in the same safety boat as the drop zone controller, communications must be assured. **(T-1)**.

Chapter 12

PARACHUTE RELATED AERIAL EVENTS

12.1. Charter. In keeping with USAF PPP objectives, the Air Force Parachute Team (AFPT) is chartered to conduct parachute related aviation support to public and/or military events, to support general USAF and jump-inherent specialty recruiting, and to instruct premeditated parachute procedures that improve survivability, develop confidence and establish an airmanship foundation.

12.2. Administrative Guidance. All parachutists at the AFPT must follow the procedures and documentation requirements detailed in **Chapter 3**, as clarified in this paragraph. **(T-1)**.

12.2.1. Parachute Positions. AFPT military staff parachutists occupy valid parachute positions and will be eligible to draw parachute duty pay based on the same rules that apply to other USAF parachutists. **(T-1)**. Aviation cadets assigned to the AFPT support its charter and are required to be on active parachute status; however, they are not eligible to draw parachute duty pay and are not assigned an ASC in conjunction with **paragraph 3.5.2**. As such, these parachutists occupy student authorizations rather than parachute positions, which imply a budget obligation.

12.2.2. Documentation. Aviation cadets who are both assigned to the AFPT and eligible for the basic parachutist rating are authorized to document parachute jumps in the ARMS operational or training databases in order to ensure compliance with standards, requisite qualifications and currency. Members will not count parachute jumps made as an aviation cadet towards advanced ratings, unless these jumps are made while enrolled in another program, such as those in **Chapter 6**. **(T-1)**.

12.3. AFPT Procedures. While AFPT members qualified through **paragraph 6.3.2** are not considered MFF parachutists (unless also qualified through **paragraph 6.6**), they are MFF parachutists subject to the provisions in paragraphs **10.4-10.7** and elsewhere in this instruction, as clarified in this chapter.

12.3.1. Certification. Apart from the qualification training prescribed in **Chapter 6**, AFPT progression and competencies (e.g., non-JM upgrade progression, certification to jump public relations devices, etc.) are considered functional certifications and will be administered by the MAJCOM in accordance with **paragraph 7.1**. **(T-1)**. During parachute competitions where parachutists must perform aerial videography in accordance with competition rules, the AFPT's parent MAJCOM is the waiver authority for the restrictions contained in **paragraph 12.6.4** concerning separation between government employed/contracted parachutists and other parachutists. **(T-2)**.

12.3.2. Currency. In addition to the provisions in **Chapter 8**, in order to jumpmaster active AM-490 students, a JM must have performed duties within the previous 365 days where parachutists exited the aircraft. **(T-1)**. Non-current JMs and parachutists will accomplish refresher training in accordance with procedures. **(T-1)**.

12.3.3. Equipment. In accordance with **paragraph 8.5** of this instruction, the AFPT is authorized to satisfy its requirement for parachute rigging by employing senior or master riggers qualified through FAR Part 65. Parachutists assigned to the AFPT are exempt from the 50-jump minimum prior to NTRAPS transition and, with unit commanders approval, are authorized to deviate from **Chapter 9** canopy wing loading and minimum canopy size

requirements, not to exceed manufacturer's recommendation. Transition plans will be utilized in accordance with locally developed procedures. (T-1).

12.3.4. Exit and planned pull altitudes. The minimum planned pull altitude for AFPT parachutists using NTRAPS is 2500 feet AGL per [paragraph 10.5.1.1.2](#), however AFPT members using NTRAPS may exit at 2500 feet AGL (clear and pull). During parachute demonstrations and competitions, the drop zone control officer may waive both the exit and the planned pull altitude to no lower than 2000 feet AGL (clear and pull). AF/A3S will not waive planned exits or pull altitudes below 2000 feet AGL.

12.3.5. Guidance on the AFPT being exempt from completing formal drop zone surveys based on the nature of the aerial event mission is provided in AFI 13-217. (T-2). The AFPT will adhere to MAJCOM-approved procedures to mitigate risk in this area. (T-2).

12.4. Aerial Event Guidance. A functional objective of the PPP is to provide parachute related aviation support to public and/or military events to showcase military preparedness, demonstrate capabilities, promote good community and international relations, support USAF recruiting and retention efforts and render military honors. AFI 11-209 governs USAF participation in aerial events. Parachutists typically participate in two types of aerial events: static displays and aerial demonstrations. [Attachment 1](#) defines terms that pertain to aerial events. Forward requests for events that involve USAF parachuting in accordance with AFI 11-209. Commanders of flying organizations are encouraged to provide airlift support for parachute participation in aerial events.

12.4.1. Federal Aviation Administration (FAA) Guidance. Parachutists participating in aerial events must comply with applicable FAA guidance, including Federal Aviation Regulation Part 105, Order 8900.1, *Flight Standards Information Management System*; Advisory Circular 90-66B, *Non-Towered Airport Flight Operations*; Advisory Circular 91-45C, *Waivers—Aviation Events*; and Advisory Circular 105-2E, *Sport Parachuting*. (T-0).

12.4.2. United States Parachute Association (USPA) Guidance. Parachutists participating in public aerial events must comply with applicable USPA guidance contained in the *Skydiver's Information Manual*. (T-1).

12.4.3. Parachute jumps made in direct support of other PPP objectives are not considered aerial events. In these cases, a MAJCOM PPPM will be responsible to determine when FAA and USPA guidance apply. (T-2).

12.4.4. Unless specifically noted, guidance articulated elsewhere in this instruction is applicable to personnel and aircraft participating in aerial events.

12.5. Capabilities Demonstrations or Capabilities Exercises (CAPEX). A CAPEX is a type of aerial demonstration in which parachutists demonstrate operational equipment and TTPs common to the military capability being displayed. Parachutists will not be authorized to jump flags, streamers, banners, smoke or other public relations devices in conjunction with a CAPEX. (T-1). MAJCOM PPPM approved capability demonstrations using operational S/L and/or MFF parachute systems and TTPs may be conducted using personnel who maintain qualifications and currency according to this instruction.

12.6. Parachute Demonstrations. A parachute demonstration is a type of aerial demonstration conducted during public or military events principally for community and international relations, esprit-de-corps, or recruiting purposes. As they showcase precision parachuting, demonstrations

require planning, detailed coordination, strict adherence to applicable guidance, routine practice and an experienced team.

12.6.1. Minimum Qualifications. Commanders will carefully select parachutists to participate in parachute demonstrations based upon experience, maturity and demonstrated capability. **(T-2)**. For demonstrations that call for free-fall employment, parachutists must have a minimum of 100 ram air canopy jumps. **(T-1)**. Commanders will identify and certify members for participation in aerial events on AF Form 797, *Job Qualification Standard Continuation/Command JQS*. **(T-1)**.

12.6.2. Organizations that conduct parachute demonstrations are encouraged to utilize a narrator to help interpret the experience for the audience. Narration is a functional certification that should tie introductory, historical, descriptive and contingency scripts into USAF messages such as general or jump-inherent specialty recruiting.

12.6.3. Parachutists who jump flags, streamers, banners, smoke or other public relations devices will be functionally certified for the task by their MAJCOM. **(T-1)**. These devices must not interfere with the safe deployment and operation of any parachute system. **(T-1)**.

12.6.4. The demonstration of canopy relative work (CRW) will be limited to AFPT members only. **(T-1)**. AFPT members will be functionally certified to conduct CRW by their parent MAJCOM. **(T-1)**.

12.6.5. As it relates to aerial events, the term parachute demonstration does not refer to the functional PPP objective of instructing and demonstrating proper premeditated and emergency egress procedures as a part of survival or parachute training programs.

12.7. Parachute Competitions. Parachute competitions are a type of aerial demonstration, generally conducted as a public event by an event organizer.

12.7.1. Minimum Qualifications. The squadron commander will carefully select parachutists to participate in parachute competitions based upon experience, maturity and demonstrated capability. **(T-2)**. The minimum experience is normally dictated by competition category by the event organizer. Commanders will identify and certify members for participation in aerial events on AF Form 797. **(T-1)**.

12.7.2. The conduct of competition CRW will be limited to AFPT members only. **(T-1)**. AFPT members will be functionally certified to conduct CRW by their parent MAJCOM. **(T-1)**.

Chapter 13 (Added-AETC)

PARACHUTE STANDARDIZATION AND EVALUATION PROGRAM

13.1. (AETC) General. The provisions of this instruction apply to commanders, military parachutists (including civilians that are required to conduct military parachute operations as part of their official duties), supervisors, personnel performing the duties of, or instructing, military parachutists assigned or attached to AETC, including U.S. Air Force Academy cadets involved in 306th FTG parachute operations. **Note:** Air Force Special Warfare AFSC's will follow guidance outlined in Air Force Manual (AFMAN) 10-3500V2, *Air Force Special Warfare Standardization and Evaluation*, for standardization and guidance.

13.1.1. (AETC) The overall objective of the parachutists standardization/evaluation (stan/eval) program is to standardize personnel parachute procedures and to provide commanders and operations staff with meaningful indicators reflecting individual and overall unit effectiveness to perform the unit mission. It provides guidance, direction, and quality assurance indicators for qualified individuals to conduct parachute operations within AETC. This program defines evaluation requirements designed to ensure safe operations and is not intended to drive proficiency levels.

13.1.2. (AETC) This program emphasizes the requirements defined in the Air Force on-the-job-training (OJT) system to ensure all primary skills are evaluated on a recurring basis, regardless of whether or not these skills are necessary for current instructor duties.

13.1.3. (AETC) Specific objectives follow:

13.1.4. (AETC) Enhance parachute operations safety.

13.1.5. (AETC) Coordinate the development of standardized task-oriented criteria.

13.1.6. (AETC) Assess unit effectiveness and compliance with operational directives and procedures.

13.1.7. (AETC) Provide a system to assess individual proficiency and capability to accomplish assigned parachute duties.

13.1.8. (AETC) HQ AETC/A3LS will serve as the MAJCOM OPR with waiver authority for all waiver requests to this instruction. Submit waiver requests in writing through the appropriate chain of command.

13.2. (AETC) Pyramid Evaluation System. HQ AETC/A3LS will provide overall management of the AETC personnel parachutists stan/eval program and will implement the program as outlined in this instruction. HQ AETC/A3LS will serve as OPR for manpower authorizations allocated to AETC parachutists. Authorizations are limited, and therefore not represented at every level of the command chain.

13.2.1. (AETC) Evaluation Process. Each organization directly below HQ AETC/A3LS should have a PPPM or a designated representative at the squadron level. 19AF and 2AF will have an assigned PPPM qualified in both static line and freefall parachuting and (or) jumpmaster procedures but can delegate position to the Wing Staff or Group Staff as required. **(T-2)** The SWTW will adhere to program directives defined by their respective AFMAN 10-3500V1, *Air Force Special Warfare Training Program* & AFMAN 10-3500V2 for parachute

stan/eval program proficiency and training currency requirements. **(T-2)** Personnel assigned (U.S. Army Airborne School) or 350th Special Warfare Training Squadron/Operating Location Bravo (350 SWTS OL-B), (U.S. Army Military Freefall School) will comply with U.S. Army, and applicable memorandums of understanding when conducting duties as instructors. **(T-2)** This instruction applies when conducting unilateral Air Force training.

13.2.2. **(AETC)** HQ AETC/A3LS Evaluators. HQ AETC/A3LS evaluators will:

13.2.2.1. **(AETC)** Serve as the AETC Command Parachutists and or PPPM in accordance with this instruction. **Note:** PPPM and Command Parachutist may utilize augmentation if no longer current.

13.2.2.2. **(AETC)** Administer the command parachute stan/eval program, and act as the primary evaluator or designate alternate as required. **Note:** May be delegated to NAF.

13.2.2.3. **(AETC)** Be formally appointed by HQ AETC/A3/6 in writing.

13.2.2.4. **(AETC)** Receive training from an Air Force task certifier course and ensure training is documented in member's AF Form 623, *Individual Training Record*.

13.2.2.5. **(AETC)** Receive their evaluations from other AETC evaluators.

13.2.2.6. **(AETC)** Assist with formal and informal staff assistance visits ensuring compliance with guidance.

13.2.2.7. **(AETC)** Identify both positive and negative trends in the parachute stan/eval program and provide recommendations to HQ AETC/A3/6 and units on how to improve the process.

13.2.2.8. **(AETC)** Maintain a cross-tell information system with other services, Air Force, and other MAJCOMs for the most current information regarding safety, procedures and equipment, and forward this information to subordinate units.

13.2.2.9. **(AETC)** Provide units with the most current list of publications, directives, policies, checklists, and information regarding parachute operations.

13.2.2.10. **(AETC)** Augment the AETC inspector general team during unit effectiveness inspections, as required.

13.2.3. **(AETC)** NAF Responsibilities. Appoint, in writing, a PPPM or evaluator to serve as the commander's focal point, ensuring all units within the command have a viable stan/eval program. Can be delegated to wing or operational group level. The NAF PPPM or evaluator:

13.2.3.1. **(AETC)** Should be qualified as freefall jumpmaster and have been on operational jump status for at least one consecutive three-year period. Additionally, the member will have at least a craftsman (seven) skill level in their primary Air Force specialty code.

13.2.3.2. **(AETC)** Be current as a static line and (or) freefall jumpmaster to evaluate jumpmaster-qualified personnel.

13.2.3.3. **(AETC)** Meet qualifications as a trainer and (or) certifier.

13.2.3.4. **(AETC)** Be evaluated every 17 months.

13.2.3.5. (AETC) Ensure units comply with this instruction; AFI 10-3503, *Personnel Parachute Program*, and its AETC supplement.

13.2.3.6. (AETC) Conduct parachute evaluations (initial parachute evaluations [IPE] and (or) recurring parachute evaluations [RPE]) on group PPPM.

13.2.3.7. (AETC) Provide assistance, when requested, to unit and (or) squadron PPPM and stan/eval monitors.

13.2.3.8. (AETC) Coordinate with HQ AETC PPPM on most current information regarding safe military parachute operations. Disseminate pertinent information to units.

13.2.3.9. (AETC) Analyze evaluation data annually for adverse trends and recommend corrective action to the commander and HQ AETC/A3LS.

13.2.3.10. (AETC) Use short-notice spot inspections to evaluate effectiveness of unit parachute programs.

13.2.4. (AETC) Unit Responsibilities. Follow guidance in paragraphs 13.2.3.2 through 13.2.3.5, and appoint, in writing, one of the unit PPPMs as the group PPPM if delegated by Group. (T-2)

13.2.5. (AETC) Unit Stan/Eval Monitors. Unit stan/eval monitors will:

13.2.5.1. (AETC) Be skilled in static line and (or) freefall parachute operations as required by unit mission and maintain a high level of proficiency. (T-2) Skilled is defined as having attained the appropriate jumpmaster rating(s) and having been on operational jump status for at least one consecutive three-year period. **Note:** 306 FTG will use a minimum of one year on operational jump status. (T-2)

13.2.5.2. (AETC) Be current as a static line and (or) freefall jumpmaster to evaluate jumpmaster qualified personnel. (T-2)

13.2.5.3. (AETC) Meet qualifications as a trainer and (or) certifier. (T-2)

13.2.5.4. (AETC) Be evaluated every 17 months. (T-2)

13.2.5.5. (AETC) Ensure units comply with this instruction. (T-2)

13.2.5.6. (AETC) Serve as certifying official on AF Information Management Tool (IMT) 1098, *Special Task Certification and Recurring Training*, column c, for all evaluations conducted on unit personnel. (T-2) (AF IMT 1098 is prescribed by Department of the Air Force Instruction (DAFI) 36-2670, *Total Force Development*. Refer to that publication for guidance on filling out the form.)

13.2.5.7. (AETC) Inform commander of factors adversely affecting safe military parachutist operations and recommend corrective action. (T-2)

13.2.5.8. (AETC) Analyze evaluation data annually for adverse trends, recommend corrective action to the commander, and forward all data to HQ AETC/A3LS through appropriate chain of command. (T-2)

13.3. (AETC) Evaluations. Recurring evaluations help to ensure that parachutists within AETC are trained to conduct military parachute operations safely and effectively. Evaluators will ensure evaluations focus on safety using established procedures, checklists, and directives; and that they

evaluate the individual while performing his or her highest parachutist rating level (for example, static line or freefall jumper, static line or freefall jumpmaster). **(T-2)** All evaluations are pass or fail.

13.3.1. **(AETC)** Initial Evaluation. All newly assigned personnel must receive an initial evaluation prior to performing parachute operations without trainer or evaluator supervision. The initial evaluation requirements are the same as for the RPE in **paragraph 13.3.1.1.**

13.3.1.1. **(AETC)** Recurring Parachute Evaluation (RPE). RPEs are administered every 17 months after the individual receives his or her IPE. RPEs may be accomplished any time after the twelfth month following the initial evaluation and must be accomplished no later than (NLT) the last day of the 17th month following the initial evaluation (for example, initial evaluation accomplished 10 Jan 20; RPE is due NLT 30 Jun 21, and eligibility window begins on 10 Jan 21.). An RPE consists of a records review, emergency procedures (EP) for freefall: evaluation in a hanging harness or emergency procedures for static line: five points of performance, collisions and entanglements, towed parachutists, malfunctions, activation of the reserve, and emergency landings. Accomplish the records review and emergency procedures review before the parachute deployment.

13.3.1.2. **(AETC)** EP exercises for hanging harness are listed in AFMAN 11-411(I), *Special Forces Military Free-Fall Parachuting*; Training Circular 3-21.220, *Static Line Parachuting Techniques and Training*; or USPA *Skydiver's Information Manual* (available at <http://www.uspa.org/shop/pubs/SIM.htm>). Training should contain practice scenarios. After the evaluator determines the parachutist has had adequate practice, a practical evaluation will be given. **Note:** 306 FTG will use parachuting course syllabus for EP exercise. **(T-2)**

13.3.1.3. **(AETC)** B-22 parachute system (EP) training and evaluation will be conducted using HQ AETC/A3LS approved training and evaluation procedures established through 19 AF/PPPM.

13.3.1.4. **(AETC)** In case of failure, the parachutist will receive remedial training and retesting. **(T-2)** Remedial training and retesting may occur immediately. After an EP evaluation has been completed successfully, document the training on AF IMT 1098, *Special Task Certification and Recurring Training*.

13.3.1.5. **(AETC)** The records review must be accomplished for all parachute evaluations prior to deployment and should not be accomplished more than 1 week before the deployment. The evaluator will review pertinent documentation related to the individual's capability to conduct safe parachute deployment procedures. **(T-2)** As a minimum, review the following:

13.3.1.6. **(AETC)** The evaluator will ensure the individual jump record folder (JRF) is current and qualified using AF Form 3503, *Multipurpose Jump Form* and the file contents comply with AFI 10-3503, *Personnel Parachute Program*. **(T-2)**

13.3.1.7. **(AETC)** The evaluator will review AF IMT 803, *Report of Task Evaluation*, and AF IMT 1098. **(T-2)** (AF IMT 803 is prescribed by DAFI 36-2670. Refer to that publication for guidance on filling out the form.)

13.3.1.8. (AETC) Current publications, directives, and checklists are necessary to accomplish safe parachute operations.

13.3.2. (AETC) Parachute Deployment. The deployment phase will consist of a pre-jump briefing, to include an operational risk management (ORM) assessment, equipment preparation, aircraft deployment, and post-jump debrief and critique.

13.3.3. (AETC) Short-Notice Spot Evaluations. The unbiased, random, and systematic use of spot evaluations is a means of providing feedback to commanders on the effectiveness of the parachute stan/eval program. They are not the only means of determining its effectiveness, but when used consistently, are a valuable tool for ensuring a safe and competent parachute operations training and evaluation program.

13.3.3.1. (AETC) A qualified evaluator may administer spot evaluations during any parachute deployment. Personnel receiving spot evaluations must be notified of the evaluation prior to the start of the pre-jump briefing.

13.3.3.2. (AETC) Commanders will be informed of the results of all short-notice spot evaluations.

13.3.4. (AETC) Requalification Evaluation. Individuals who fail an evaluation require at least one training session addressing the areas failed during the evaluation, and require a qualified trainer recommend the individual for a requalification evaluation prior to the evaluation. Conduct requalification evaluations within 30 days of evaluation failure. Document the training and recommendation in AF Form 623 (The requirements are the same as for the RPE.). Commanders will review all failures of a requalification. (T-2)

13.3.5. (AETC) Administration of Evaluations. A sound and practical evaluation program is a prerequisite for effective evaluation. Evaluators must have the judgment necessary to meet unexpected or induced emergencies and the ability to exercise judgment through mature realization of their own and their trainees' limitations. An evaluator's familiarity with the concepts of safe parachute operations and sound judgment are critical factors to properly assess performance. AETC Form 22, *Parachutist Evaluation Worksheet* (see [Attachment 8](#)), may be used to aid in a parachutist evaluation.

13.3.5.1. (AETC) Grading. Pass or Fail.

13.3.5.2. (AETC) Substandard Performance:

13.3.5.2.1. (AETC) Minor Infractions. During the debriefing, the evaluator will discuss and correct minor procedural violations that do not jeopardize safety. (T-2)

13.3.5.2.2. (AETC) Compromised Safety. When the evaluator determines that safety has been compromised, or is about to be compromised, he or she will immediately cease all operations. (T-2) The evaluator, using sound judgment and ORM principles, may either assume the duties of the individual being evaluated and continue the mission, thoroughly critique the individual and allow the mission to continue, or cancel the operation. A safety compromise will result in the individual being decertified from any further jumps until he or she receives a requalification evaluation. For dual qualified jumpers, the evaluator will determine if the infraction warrants decertification for both types of qualifications and will document appropriate recommendations on AF IMT 803 and in the individual's AF Form 623, as appropriate. (T-2)

13.3.5.3. (AETC) Evaluations resulting in task decertification will comply with Air Force OJT guidance.

13.3.5.4. (AETC) Evaluators should not evaluate personnel they have trained.

13.3.5.5. (AETC) Evaluations will not be changed to a training mission, and a training mission will not be changed to an evaluation after the start of the mission briefing.

13.3.6. (AETC) Evaluation Briefings. Evaluators will ensure the examinee understands the parameters of the evaluation prior to the start of the evaluation. (T-2)

13.3.7. (AETC) Evaluation Debriefings. The evaluation debriefing may be the most important phase of the evaluation process. It provides a forum for potential learning and/or reinforcing the concept of safe parachute operations. Conducting a proper debrief allows maximum benefit from the information collected and may be used to identify excellence or deficiencies in the parachute training segment.

13.3.7.1. (AETC) Evaluators should take notes during the evaluation process to enhance the debriefing.

13.3.7.2. (AETC) The evaluator should review these notes and proceed chronologically through the events of the evaluation relating all aspects whether positive or negative.

13.3.7.3. (AETC) The evaluator must reinforce the positive aspects and professionally critique the negative aspects, offering corrective action, as necessary.

13.3.7.4. (AETC) The examinee must be afforded an opportunity to contribute his or her comments, observations, and recommendations.

13.3.7.5. (AETC) Key unit personnel should attend as many evaluation debriefings as their schedules permit.

13.3.7.6. (AETC) The debriefing is not complete until the evaluation is properly documented.

13.3.8. (AETC) Documentation Procedures. Documentation is a performance indicator not only of the trainee but the parachute stan/eval program as a whole. Concise and factual documentation provides a history of tasks accomplished and the conditions in which they were accomplished. In the event an individual is not required to maintain AF Form 623 (officers and master sergeants and above), maintain a locally developed JRF for purposes of this instruction.

13.3.8.1. (AETC) AF Form 623. The AF Form 623 maintains basic source documents to provide a current history of each jumper's qualifications. An AF Form 623 will be established for each individual as required and must be maintained according to published guidance. Units may also document jump-related history on a locally developed JRF. Maintain AF Form 623 or locally developed JRF in a location readily accessible to supervisors, trainers, evaluators, and the individual members.

13.3.8.2. (AETC) AF IMT 803. The AF IMT 803 is used to record an evaluation in brief and concise statements and is maintained in the individual's AF Form 623. All entries must be legible and initialed by the trainee in order to be considered valid. Self-explanatory blocks are not addressed. When additional comments are required, they are referenced and filed with the original AF IMT 803 on an AF Form 623A *On-the-Job Training Record* -

Continuation Sheet. (AF Form 623A is prescribed by DAFI 36-2670. Refer to that publication for filling out the form.)

13.3.8.2.1. **(AETC)** Job Task Item(s) Evaluated. Write in the appropriate type of evaluation (initial, RPE, requalification, or spot), if applicable and task evaluated.

13.3.8.2.2. **(AETC)** Remarks. Fill in a concise and factual history of tasks accomplished and the conditions in which they were accomplished. Trainee will initial AF IMT 803 remarks section following evaluators comments. **(T-2)**

13.3.8.2.3. **(AETC)** Unsatisfactory Performance. A trainer or evaluator who is decertified will not perform those duties until he or she successfully completes additional training or a requalification evaluation as appropriate. **(T-2)**

13.3.8.2.4. **(AETC)** Results. Indicate by checking available blocks as satisfactory or unsatisfactory.

13.3.8.3. **(AETC)** AF Form 623A. The AF IMT 623a is used to expand upon comments logged on the AF IMT 803. Use the AF IMT 623a for recommendations and explanation of restrictions, recommendations for commanders review action, and to record positive performance as well as negative. The evaluator and trainee's initials must be recorded after comments in order for the comments to be considered valid.

13.3.8.4. **(AETC)** AF IMT 1098. This form consolidates the status and history of qualifications and training of a critical or recurring nature where key personnel can readily review them.

Table 13.1. (AETC) AF IMT 1098 Entries.

Columns	Entry Information
Column A	Enter the selected special task training or qualification.
Column B	Enter completion date of the special training or written exam.
Column C	The certifying official's signature completes the documentation and indicates the individual's qualification to perform parachute operations without direct supervision.
Column D	Trainee initials.
Column E	Evaluation only: enter "P" for pass and "F" for fail.
Column F	When the entry pertains to training, enter C for classroom, P for practical, and SS for self-study.
Column G	Enter frequency of the selected special task training or qualification.
Column H	Enter next due date.

13.3.8.5. **(AETC)** Cancellation Evaluations. In the event a scheduled evaluation is planned, briefed, and flown but is cancelled due to weather or equipment, grade the evaluation as a partial evaluation. If unable to complete the missing portions of the evaluation within 30 days, re-accomplish a complete evaluation.

13.3.8.6. (AETC) Waivers. Waivers for RPE will be considered on a case-by-case basis. Send waiver requests through MAJCOM channels to HQ AETC/A3LS. Waiver requests will include:

13.3.8.6.1. (AETC) Documentation as to why the RPE could not be accomplished within the five-month window.

13.3.8.6.2. (AETC) Number of jumps that have occurred through the current evaluation period.

13.3.8.6.3. (AETC) Justification as to why the evaluation period must be extended.

JOSEPH T. GUASTELLA JR. Lt General, USAF
Deputy Chief of Staff for Operations, Plans, and
Requirements

(AETC)

RANDY P. OAKLAND, Brig Gen, USAF
Director, Operations and Communications

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

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AFI 11-209, *Participation in Aerial Events*, 22 May 2018

(Added-AETC) AFMAN 11-411(I), *Special Forces Military Free-Fall Operations*, 31 December 2004

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AFI 13-210_IP, *Joint Airdrop Inspection Records, Malfunction/Incidents, Investigations and Activity Reporting*, 23 June 2009

AFI 13-217, *Drop Zone and Landing Zone Operations*, 10 May 2007

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Prescribed Forms

(Added-AETC) AETC Form 22, *Parachute Evaluation Worksheet*

AF Form 3503, *Multipurpose Jump Manifest*

Adopted Forms

(Added-AETC) DAF Form 847, *Recommendation for Change of Publication*

AF Form 847, *Recommendation for Change of Publication*

AF Form 922, *Individual Jump Record*

DD Form 1748-2, *Joint Airdrop Malfunction Report (Personnel-Cargo)*

DD Form 1748-3, *Joint Airdrop Summary Report*

AF Form 4322, *Active Parachutist Justification*

AF Form 4323, *ARMS Multi-Crew Jump Record*

DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

AF Form 196, *ARMS Request Data for Parachutist Badge*

(Added-AETC) AF Form 623, *Individual Training Record*

AF Form 623A, *On-The-Job Training Record - Continuation Sheet*

AF Form 1098, *Special Task Certification and Recurring Training*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

(Added-AETC) AF IMT 803, *Report of Task Evaluation*

(Added-AETC) AF IMT 1098, *Special Task Certification and Recurring Training*

Abbreviations and Acronyms

AAD—Automatic Activation Device
ADFSD—Aerial Delivery and Field Services Department
AETC—Air Education and Training Command
AF—Air Force
AFE—Aircrew Flight Equipment
AFF-I—Accelerated Free-Fall Instructor
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMC—Air Force Materiel Command
AFPD—Air Force Policy Directive
AFPT—Air Force Parachute Team, the “Wings of Blue”
AFS—Air Force Specialty
AFSC—Air Force Specialty Code
AFTTP—Air Force Tactics, Techniques, and Procedures
AGL—Above Ground Level
AO—Aeronautical Order
ARMS—Aviation Resource Management System
ASC—Aviation Service Codes
ATP—Army Techniques Publication
AUL—Approved-for-Use-List
CAPEX—Capabilities Demonstrations or Capabilities Exercises
CDD—Capability Development Document
CFM—Career Field Manager
CRW—Canopy Relative Work
DACO—Departure Airfield Control Officer
(Added-AETC) DAF—Department of the Air Force
(Added-AETC) DAFI—Department of the Air Force Instruction
(Added-AETC) DAFMAN—Department of the Air Force Manual
DAFSC—Duty Air Force Specialty Code

DoD—Department of Defense

DZ—Drop Zone

DZC—Drop Zone Controller

(Added-AETC) EIS—Enlisted Initial Skills

(Added-AETC) EP—Emergency Procedures

EPs—Emergency Procedures

FAA—Federal Aviation Administration

FAR—Federal Aviation Regulation

HAF—Headquarters of the Air Force

HAHO—High Altitude High Opening

HARM—Host Aviation Resource Management

HDIP—Hazardous Duty Incentive Pay

ICD—Initial Capabilities Document

(Added-AETC) IMT—Information Management Tool

(Added-AETC) IPE—Initial Parachute Evaluations

JCIDS—Joint Capabilities Integration and Development System

JM—Jumpmaster

JMD—Joint Manning Document

JMPI—Jumpmaster Personnel Inspection

JRF—Jump Record Folder

MAJCOM—Major Command

MFF—Military Free-Fall

MO—Malfunction Officer

MSL—Mean Sea Level

MTT—Mobile Training Team

(Added-AETC) NAF—Numbered Air Force

(Added-AETC) NLT—No Later Than

NTRAPS—Non-Tactical Ram-Air Parachute System

(Added-AETC) OIS—Officer Initial Skills

OJT—On-the-Job Training

OPR—Office of Primary Responsibility

(Added-AETC) ORM—Operational Risk Management

POC—Point of Contact

POI—Program of Instruction

PPP—Personnel Parachute Program

PPPM—Personnel Parachute Program Manager

RAPS—Ram Air Parachute System

RASL—Ram-Air Static Line (overarching category of RAPS with the main canopy activated via static line)

(Added-AETC) RPE—Recurring Parachute Evaluations

SARM—Squadron Aviation Resource Management

S/L—Static-Line

SOP—Standard Operating Procedure

ST—Special Tactics

(Added-AETC) STAN/EVAL—Standardization/Evaluation

TC—Training Circular

TM—Technical Manual

TO—Technical Order

TPP—Test Parachutist Program

TTPs—Tactics, Techniques and Procedures

UMD—Unit Manpower Document

USAF—United States Air Force

USAIS—US Army Infantry School

USPA—United States Parachute Association

USSOCOM—United States Special Operations Command

Office Symbols

(Added-AETC) 19 AF/A3MS—19th Air Force/Operations Mobility Air Forces and Special Operations Forces Branch

(Added-AETC) 2 AF—2nd Air Force

(Added-AETC) 2 AF/A3OA—2nd Air Force/Operations and Analysis

(Added-AETC) 306 FTG—306th Flight Training Group

(Added-AETC) 336 TRG—336th Training Group

(Added-AETC) 350 SWTS OL-B—Special Warfare Training Squadron Operational Location Bravo

(Added-AETC) AETC A3/6—HQ Air Education and Training Command/Directorate of Operations and Communications

(Added-AETC) AETC/A3S—Air Education and Training Command, Directorate of Operations and Communications, Special Warfare Division

(Added-AETC) AETC/A3LR—Air Education and Training Command/Production and Operations Management Requirements Branch

(Added-AETC) AETC/A3LS—Air Education and Training Command, Special Warfare Branch

(Added-AETC) SWTG—Special Warfare Training Group

(Added-AETC) SWTW—Special Warfare Training Wing

Terms

Aerial Demonstration—a subset of aviation support, includes virtually every type of aerial participation in public or military events.

Aerial Event—synonymous with aviation support, comprises static display, flyover, aerial review and aerial demonstration. Parachutists are principally involved in aerial demonstrations and static displays.

Air Force Parachute Team (AFPT)—the USAF parachute team, popularly known as the “Wings of Blue.” The AFPT has showcased parachute capabilities during aerial events for public and military audiences since 1964.

Capabilities Demonstration or Capabilities Exercise (CAPEX)—associated with either aircraft or parachutists demonstrating operational equipment and tactics, techniques and procedures. A CAPEX is a type of aerial demonstration.

Capability Development Document (CDD)—captures the information necessary to develop a proposed program, and outlines the affordability increment of capability for a spiral acquisition strategy. The CDD provides the operational performance attributes and is updated for each increment so the values only apply to the increment considered.

Combat Capability Document—used to document deficiencies arising during combat or crisis operations. It is used in the Rapid Response Process to accelerate the fielding of critical systems to meet theater-specific wartime needs. The CDD replaced the Combat Mission Needs Statement (C-MNS) and is described in AFI 10-601, *Operational Capability Requirements Development*.

Combined Operation—an operation conducted by forces of two or more allied nations.

Drop Zone Controller (DZC)—a qualified individual in charge of a DZ operation who represents the appropriate commander per AFI 13-217.

Free-Fall Parachute—a parachute system in which the canopies are deployed by the parachutist during free-fall descent.

Incident—any procedure that prevented the successful completion of any planned airdrop operation.

Initial Capabilities Document (ICD)—makes a case for a capability to resolve a gap identified by JCIDS analysis. Defines gaps in terms of functional areas, relevant range of military operations, time, obstacles to overcome and key attributes with appropriate measures of effectiveness, as well

as proposes a recommended solution serving as the beginning for analysis of alternatives. Once approved, it is not normally updated.

Joint Capabilities Integration and Development System (JCIDS)—Chairman, Joint Chiefs of Staff system for identifying, assessing and prioritizing joint military capability needs. It implements a capabilities-based approach to better leverage the expertise in government agencies, industry and academia to identify improvements to existing capabilities, and to develop new warfighting capabilities. Parachute requirements are generally delegated to the lowest approval level in the process due to the comparatively small force size and low monetary thresholds involved.

Joint Operation—a general term to describe military actions conducted by joint forces or service forces in relationships (e.g., supported, supporting, coordinating), which, of themselves, do not constitute joint forces. In this context, a joint operation is any operation conducted under the authority of a joint commander. When a USAF commander is the supported commander, that commander may have this instruction govern employment of the joint force.

Malfunction—the failure of an airdrop item or component of an airdrop system to function as it was intended or designed.

Military Event—an official DoD event conducted in support of an assigned mission, including purposes of esprit-de-corps, primarily for military or civil service personnel, dependents, and limited guests. The event must be hosted on a facility owned, leased or operated by the DoD.

Mishap—an unplanned occurrence, or series of occurrences, that results in damage or injury.

Non-Tactical Ram-Air Parachute System (NTRAPS)—A Commercial ram air systems (canopies, harness, container and AAD) that are generally not maintained in accordance with a TO/TM and are principally designed for the sport parachuting market. NTRAPS are primarily intended for use by parachutists who possess functional certifications, by members who are in training leading to functional certification and by the Air Force Parachute Team.

Office of Primary Responsibility (OPR)—the originating office for a publication. The author of the publication is an individual within the office, in this case the USAF PPPM.

Parachute Badge—a distinctive emblem worn on a member's uniform that signifies attainment of a USAF parachutist rating. Parachutist badges correspond to USAF parachutist ratings and are permanent unless specifically revoked.

Parachute Rating—a classification that represents a member's level of parachute experience. The USAF awards basic ratings by publishing an AO when a member meets the standards and qualification requirements in **Chapter 6** and the requirements listed in AFMAN 11-402 pertaining to length of service and number and type of jumps. The USAF awards advanced ratings to members who attain specified levels of experience.

Pass—an approach made over the DZ by an airdrop aircraft. Several groups or sticks of parachutists may exit on a single pass.

Public Event—community relations event not connected with the military functioning of the DoD and intended primarily for non-military audiences. Some examples include military open house events, ceremonies, exhibitions, expositions, athletic contests, fairs, parades, tattoos, airshows, international airshows and trade exhibitions, or similar programs. These events may be on- or off-base, CONUS or Outside the Continental United States. Public events can be sponsored by either

DoD or non-DoD organizations. Military exercises, movements, maneuvers or operations are not considered public events merely based on being incidentally observed by the general public. Such events can be good community relations and recruiting opportunities.

Rigger—an individual qualified to inspect, pack and repair parachutes.

Static Display—a subset of aviation support, the ground display of personnel and equipment that comprise a military capability.

Static-Line Parachute—a parachute system in which a line or strap is attached from the parachute to an anchor cable in the aircraft so that, when the parachutist exits the aircraft, the parachute is deployed automatically.

Student Authorization—a term used uniquely to define a position that requires parachuting at the USAF Academy that is not subject to the validation process in **paragraphs 3.3., 3.4., or 3.5.** Personnel in student authorizations are typically cadets, but not universally (e.g., unassigned Regular Air Force personnel attending AM-490). Student authorizations are used to place members on active parachute status for the purpose of enrollment in AM-490, AM-491 or AM-496. Personnel in student authorizations are not assigned an Aviation Service Code and are not authorized to draw parachute duty pay, however cadets enrolled in AM-491 or higher-level programs are authorized to document parachute jumps in the ARMS operational or training databases in order to ensure compliance with standards, requisite qualifications and currency. AFPT military staff parachutists occupy valid parachute positions as opposed to student authorizations.

Unilateral Operation—an operation conducted by a single service. In this context, any operation conducted under the authority of a USAF commander where joint participation is incidental to the overall operation.

Attachment 2

AIR FORCE FORM 3503

A2.1. Prescription. This instruction prescribes AF Form 3503 as the source document for recording and reporting operational or training jump information for members authorized to take part in parachute operations. This form constitutes the official record of individual jumps for USAF members, is used to substantiate parachute duty pay eligibility for members in accordance with this instruction and is used to update ARMS. AF Forms 922 and 4323 are obsolete six months after the effective date of this instruction.

A2.2. Additional Form Responsibilities. AF Forms prescribed by this instruction are maintained in accordance with AFI 33-322.

A2.2.1. Jumpmaster.

A2.2.1.1. Prior to the jump, GO/NO GO data will be reviewed for each parachutist (if not previously authenticated by the organization's ARM) to verify that members meet the standards, qualifications and currency requirements in **Chapters 6** through **Chapter 8. (T-1)**.

A2.2.1.2. Ensure the AF Form 3503 is dated and properly completed to reflect all NTRAPS canopy sizes (if applicable), pertinent jump types, conditions and activities/duties for all personnel who are authorized to take part in the jump. Sign the form as the certifying official.

A2.2.1.3. Hand-carry or send a signed electronic copy of the completed original AF Form 3503 to the Squadron Aviation Resource Management (SARM) for processing into ARMS. Delays in submitting completed/accurate forms may result in parachute duty pay interruption. **Note:** For units without a SARM, forms should be submitted to the HARM.

A2.2.2. Host or Squadron Aviation Resource Management Office.

A2.2.2.1. The SARM office will perform accurate and timely validation daily for inputs/audits of AF Form 3503 and jump training accomplishment. **(T-2)**. Refer to AFMAN 11-421 for additional information on SARM Post-Mission Review procedures. **Note:** For units without a SARM office the HARM office will manage these responsibilities. **(T-3)**.

A2.2.2.2. The original form will be maintained in the HARM office that services the unit to which the member is assigned. **(T-1)**.

A2.2.2.3. Validate proficiency requirements for parachute duty pay purposes.

A2.3. Explanation of Codes. AF Forms 3503 utilizes the following codes to represent pertinent jump types, conditions and activities/duties:

A2.3.1. Type of Jump.

A2.3.1.1. Emergency Parachute (E)—Any parachute jump performed using an emergency parachute system to include ejection and bail out.

A2.3.1.2. Military Free-Fall (F)—Any free-fall parachute jump consisting of a preplanned profile including an exit at or above 3,000 feet AGL or free-fall to a predetermined opening altitude.

A2.3.1.3. Mass Tactical (M)—Any parachute jump which includes a multi-aircraft formation or simultaneous exits from separate points in the same aircraft (i.e., both troop doors) and that ends with an actual operation/mission or a tactical training event (normally as part of a large-scale airborne assault).

A2.3.1.4. Static Line Round (SL)—Any parachute jump in which the parachutist attaches to aircraft using static line and non-RAPs parachute is deployed automatically upon exit from the aircraft (e.g., MC-6, MC1-C/D).

A2.3.1.5. Ram Air Static Line (R)—Any parachute jump in which the parachutist attaches to aircraft using static line and Ram Air Parachute is deployed automatically upon exit from the aircraft. Additionally, Ram Air Parachutes require knowledge and use of military free-fall EPs after exiting the aircraft.

A2.3.1.6. Tandem Bundle (TB)—Any free-fall jump performed utilizing the tandem parachute system with equipment attached to the parachute system.

A2.3.1.7. Tandem Passenger/PAX (TP)—Any free-fall jump utilizing the tandem parachute system with passenger attached to the parachute system.

A2.3.1.8. Videographer (V)—Any free-fall jump utilizing NTRAPS parachute system with camera system attached to the parachutist performing duties to capture footage for debrief items.

A2.3.1.9. Experimental or Test (X)—Any parachute jump performed using an uncertified parachute system or piece of equipment as part of an official test, evaluation, or certification process.

A2.3.1.10. Other (Y)—Any parachute jump that cannot be categorized by another jump type code. When “Y” is utilized, explain the circumstances in the remarks section.

A2.3.2. Jump Conditions.

A2.3.2.1. Combat (C)—Any parachute jump performed under actual combat conditions.

A2.3.2.2. Equipment (E)—Any parachute jump where the parachutist deploys with either a load bearing vest/harness, a carbine or larger weapon, or approved equipment affixed at the parachute harness equipment attachment rings (including tandem personnel or oversize cargo). Waist packs, helmet-mounted cameras, flags, streamers, banners, smoke and other public relations devices are specifically excluded.

A2.3.2.3. Night vision device (D)—Any parachute jump performed while wearing night vision goggles/device attached to the parachutists' helmet.

A2.3.2.4. Night (N)—Any parachute jump performed between end of evening nautical twilight and beginning of morning nautical twilight.

A2.3.2.5. Oxygen (O)—Any parachute jump performed using an oxygen mask and self-supporting equipment.

A2.3.2.6. Operational (Non-combat) (Z)—Any parachute jump performed to conduct a real-world mission in a non-combat setting.

A2.3.2.7. Water (W)—Any intentional parachute jump performed into a body of water.

A2.3.3. Jump Activity/Duty.

A2.3.3.1. Student (S)—Any parachute jump performed while in training leading to initial qualification (i.e., Initial formal training, pipeline/school house training jumps or mission qualification training). Parachutists who make jumps while obtaining additional/advanced qualifications or certifications (e.g., Tactical RAPS) should not utilize “S.”

A2.3.3.2. Parachutist (P)—Any parachute jump performed while not a student or jumpmaster.

A2.3.3.3. Jumpmaster (JM)—Any member qualified in accordance with paragraphs [6.4.1](#) or [6.7.2](#) who conducts a JMPI or acted as either the primary or assistant jumpmaster resulting in a parachutist(s) exiting an aircraft while in flight. No restrictions exist on the number of personnel who can log JM on a single pass as long as members performed duties as either the primary or assistant jumpmaster.

Attachment 3

TEMPORARY PARACHUTE POSITION REQUEST LETTER

Figure A3.1. Temporary Parachute Position Request Letter.

MEMORANDUM FOR [MAJCOM]/A3

FROM: [functional address symbol]

SUBJECT: Temporary Parachute Position Request for [rank, name, social security number]

1. This memorandum requests authorization of a temporary parachute position for [rank, name, DAFSC] from [start date] to [end date] in accordance with AFI 10-3503, *Personnel Parachute Program*, Chapter 3.
2. [Justification] MSgt Jennica, a qualified Pararescueman, is currently serving outside his DAFSC as the first sergeant for 22 OSS and has been in inactive parachute status (Aviation Service Code 9J) for 12 months. 38 RQS is unable to meet its unit type code requirements in support of an upcoming deployment and MSgt Jennica will fill a temporary parachute position in support of 38 RQS requirements, if approved. **(T-1)**.
3. Please direct any questions or concerns to [rank, name] at [email] or DSN [number].
[Unit commander's signature]
[Commander's signature block]

Attachments:

1. AF Form 4322, *Active Parachutist Justification*
2. Parachute Course Qualification Certificates
3. ARMS Individual Data Summary
4. ARMS Jump History Report

MEMORANDUM FOR [requesting unit]

The subject request is approved/disapproved.

[MAJCOM/A3's signature]
[MAJCOM/A3 signature block]

Attachment 4

RELEASE, INDEMNIFICATION, AND HOLD HARMLESS AGREEMENT AND AGREEMENT NOT TO SUE

Figure A4.1. Release, Indemnification, and Hold Harmless Agreement and Agreement Not to Sue.

I, _____, hereby certify that I will be participating in parachute activities conducted by or on behalf of the United States Air Force and/or using equipment and aircraft owned or leased by the United States Air Force for parachute activities at the following location: _____. I understand and agree that my participation in these parachute activities and/or the use of United States Air Force owned or leased equipment and aircraft for parachute activities involves the risk of serious bodily injury, death, or damage to property. I fully understand and appreciate the following:

- a. The risks associated with parachute activities include, but are not limited to: equipment malfunctions, collision with other participants, collision with trees, power lines, towers, buildings, fences, and other manmade and natural obstructions, impact with terrain/hard landing, drowning, aircraft crash/accident, and high winds or wind gusts.
- b. Parachute activities may involve a substantial risk of serious injury, death, or damage to property as a result of my own actions or inactions, the actions or inactions of others including agents, contractors, officers, service members, and employees of the United States Air Force and the United States Government, the conditions of Government facilities and the natural environment, the known or unknown condition of any government-furnished equipment, and the inherent dangers of parachute activities.
- c. Parachute activities require me to be in overall good physical health and condition. Persons who are not in overall good physical health and condition should not participate in parachute activities. Participants in parachute activities should consult their physician before engaging in such activities to be certain they are qualified to do so. Anyone suffering from any injuries, conditions, ailments or pre-existing conditions that could affect their qualifications or jump status may not participate.

I hereby declare that I am certified and qualified for the level and type of parachute activities in which I will be participating. [If applicable] My United States Parachute Association (USPA) license number is _____. I hereby also declare that I am in overall good physical health and condition.

In consideration for my participation in these parachute activities and/or use of Air Force owned or leased equipment and aircraft for parachute activities, I voluntarily, willingly, and knowingly ASSUME ANY AND ALL RISKS, known and unknown, in any way associated with these parachute activities.

Furthermore, I, for myself, my heirs, administrators and assigns, hereby RELEASE, INDEMNIFY, AND HOLD HARMLESS the United States Air Force, the United States Government, and/or any of their officers, agents, or employees, acting officially or otherwise, from and against any claims, demands, actions, liens, rights, subrogated or contribution interests, debts, liabilities, judgments, costs, and attorney's fees, arising out of, claimed on account of, or in any manner predicated upon my participation in these parachute activities

and/or use of United States Air Force owned or leased equipment and aircraft for parachute activities, including any loss or damage to property or the personal injury or death of any person, including myself, which may occur as a result of my participation in these parachute activities, even where that loss, personal injury, or death is caused or contributed to by the United States Government, in any manner, to include the United States Government's sole negligence.

I, for myself, my heirs, administrators and assigns, hereby covenant and agree that I will never institute, prosecute, or in any way aid in the institution of any demand, claim, or suit against the United States Government for any destruction, loss, or damage to property, personal injury or death which may occur as a result of my participation in these parachute activities and/or use of United States Air Force owned or leased equipment and aircraft.

Exception: Death, injury, loss or damage to persons or property resulting solely from the willful misconduct of the United States Government shall not be affected by this Release, Indemnification, and Hold Harmless Agreement and Agreement Not to Sue.

This Release, Indemnification, Hold Harmless Agreement and Agreement Not to Sue shall be interpreted according to federal law. It is to be construed as broadly and inclusively as permitted by relevant federal law. If any portion of this document is held to be invalid, the balance shall continue in full force and effect. In no event shall any portion of this agreement be interpreted to expand in any manner the limited waiver of the sovereign immunity of the United States as set forth in the Federal Tort Claims Act, which is Title 28 of the United States Code, Sections 1346(b), 2401, and 2671-2680.

The term "United States Government" as used herein includes the United States Air Force, the United States Government, and/or any of their officers, agents, or employees, acting officially or otherwise.

PARTICIPANT'S SIGNATURE

DATE

Attachment 5

PERSONNEL MALFUNCTION/INCIDENT DZC FORM

A5.1. Purpose. This attachment is intended for use in conjunction with AFI 13-210_IP Appendix B (Management Control Evaluation Checklists) and DD Form 1748-2 submission checklist (see [paragraph 5.1](#)). Printed copies of [Table A5.1](#) Personnel Malfunction/Incident DZC Form should be available on the DZ to assist in data collection during a malfunction or incident.

A5.2. Submission Procedures: Note: In accordance with AFI 13-210_IP, injuries caused by parachute landing falls will not be reported to ADFSD; however, [paragraph 5.3](#) reporting requirements still apply **(T-1)**. See AFI 91-204 and the unit's servicing Wing Safety office for information and procedures.

A5.2.1. Units must submit Malfunctions/Incidents within 24 hours of occurrence, or as soon as possible after it is tactically or operationally feasible. **(T-1)**. Reporting will be completed electronically via the ADFSD SharePoint®™ site at [https://army.deps.mil/Army/CMDS/CASCOM_QM/ADFSD/ADMMO/default.aspx\(T-0\)](https://army.deps.mil/Army/CMDS/CASCOM_QM/ADFSD/ADMMO/default.aspx(T-0)). In the event that the ADFSD SharePoint®™ site is unavailable, a completed [Table A5.1](#) can be routed as directed in [paragraph A5.2.1.5.5](#) to meet reporting timelines. However, the unit will complete the online submission at the earliest possible time following the below guidance. **(T-1)**.

A5.2.1.1. Read the instructions titled "DD 1748-2 Submission Criteria" on the SharePoint®™ site. To access these instructions, navigate to the gray MRB Info tab in the middle of the screen.

A5.2.1.2. Once on the MRB Info tab, select the "DD 1748-2 Submission Criteria" button to the left of the table, underneath Job Aids.

A5.2.1.3. Fill out the intake form as completely as possible. In block 5 "SUPERVISOR'S EMAIL" include the following individuals' .mil email addresses. (If any of the addresses are not recognized by form, remove it and proceed):

A5.2.1.3.1. Unit Commander (or Designee authorized to approve submission).

A5.2.1.3.2. MAJCOM PPPM.

A5.2.1.3.3. USAF PPPM.

A5.2.1.4. Once all applicable fields are completed, review the form for accuracy and then select "Save" in the top left corner of the page.

A5.2.1.4.1. Advise the Commander (or Designee) to review the auto-generated email they have received, modify as required and approve the submission.

A5.2.1.4.2. Advise servicing Wing Safety Office that a new 1748-2 has been uploaded to the ADFSD SharePoint®™ site for their review.

A5.2.1.5. If any of the above addresses were not recognized by the form and removed, complete the next set of steps. If all addresses are recognized, then the ADFSD reporting requirement is complete.

A5.2.1.5.1. If the “DD Form 1748-2 / Personnel Reports” page did not open automatically after saving the form, select the link titled “DD Form 1748-2 / Personnel Reports” located in the top left of the page to open the list of submitted reports.

A5.2.1.5.2. Find the report just submitted, right click on it and select “view item” to open a completed copy.

A5.2.1.5.3. Select the “Print this Page” button at the top of the page, when the print dialogue box opens, select “Adobe PDF” as the printer.

A5.2.1.5.4. When the save file dialogue box opens, save the file using this naming convention: “YYYYMMDD_unit_1748-2”. (If a unit must submit multiple DD Forms 1748-2s for the same incident date, follow the listed file name with A, B, C, etc.) (T-1).

A5.2.1.5.5. Route the completed form through the functional chain of command (including the MAJCOM PPPM) to AF/A3S via email at AF.A3S.Workflow@us.af.mil or FAX at 702-695-1495.

Table A5.1. Personnel Malfunction/Incident DZC Form.

PERSONNEL MALFUNCTION/INCIDENT DZC FORM (AFI 10-3503 Attachment 5)			
Date:		Category: Static Line/ Ram Air Static Line/Military Free- Fall	
Type of report: malfunction or incident.			
Attachments: (Parachutist statement/malfunction officer statement, pictures, video)		Malfunction Officer (Name, Rank, Email, DSN):	
AIRCRAFT INFORMATION			
Unit being Airlifted:		Departure Airfield:	
Type of aircraft:		Aircraft Serial Number:	
Airlift Unit:		Aircraft Commander (Name, Rank, Email, DSN):	
DROP ZONE INFORMATION			
Drop Zone Name/Location:		Drop Zone Elevation: (Feet/MSL)	
Aircraft Altitude: (AGL)		Aircraft Speed: (Kts)	
Surface Winds (Kts)		Visibility: (Feet/Miles)	

Category of Military Free-Fall (HAHO, High Altitude Low Opening, RASL)		Drop Zone Controller (Name, Rank, Email, DSN)	
PARACHUTE INFORMATION			
Type of Parachute:		Type of Reserve Parachute:	
Type of Extraction Parachute:		Number of extraction parachutes:	
Main Parachute(s) Age:		Main parachutes Placed in Service:	
Main Parachute Date of Manufacture:		Main parachute(S) Repack Dates:	
Main Parachute(S) Serial Number:		Main Parachute Number of Jumps/Drops:	
Source of who packed :		Flat pack/pro pack:	
PARACHUTIST INFORMATION			
Name: (First, Last, Middle Initial)		Rank:	
Unit:		Parachutist UIC:	
Height:		Attended SAT:	
Exit Weight:(Including parachute/equipment)		Weight: (without parachute/equipment)	
Last Jump:		last jump on parachute system with malfunction/incident:	
JM qualified:		Total Number of Jumps: (Static Line/ MFF)	
Month/YR Graduated Formal Course: (SL or MFF)		Month/YR attended BAR:	
JUMP MALFUNCTION/INCIDENT			
*** DO NOT INCLUDE PII IN DESCRIPTIONS***			
Date of Jump: (DD/MM/YYYY)		Time of Malfunction/Incident: (Zulu)	
Parachutists Position (Pass/ Stick/position)		Number of Jump for day:	
Equipment worn:		Type of exit (Ramp/Door and side)	
AAD Setting:		Planned Pull Altitude: (AGL)	

Reserve Parachute Activated: (Yes or No)		Reserve Parachute worked as intended: (Yes or No)	
Suspected cause of malfunction or incident:			
Description of suspected Malfunction/Incident/ Damage incurred:			
Resulting Injury:			

<p>Airfield/DZ Sketch:</p>	
<p>MISHAP / EVENT CLASSIFICATION IN ACCORDANCE WITH AFI 91-204</p>	
<p><i>Class A:</i> Fatality, permanent total disability, destruction of a DoD aircraft or mishap cost of \$2,500,000 or more.</p>	
<p><i>Class B:</i> Permanent partial disability, inpatient hospitalization of three or more personnel or mishap cost totaling \$600,000 or more but less than \$2,500,000.</p>	
<p><i>Class C:</i> An injury or illness causing loss of one or more days away from work not including the day or shift is occurred, an injury or illness resulting in permanent change of job, or mishap cost totaling \$60,000 or more but less than \$600,000.</p>	
<p><i>Class D:</i> Reportable injury or physiological incident not classified as a Class A-C or mishap cost totaling \$25,000 or more but less than \$60,000.</p>	
<p><i>Class E:</i> A work-related mishap that falls below Class D criteria. Most Class E mishap reporting is voluntary; however, see discipline-specific safety manuals for a list of events requiring mandatory reporting.</p>	
<p>Note: See AFI 91-204, Attachment 1 for more detailed mishap classification information.</p>	

Attachment 6

MONTHLY AIRDROP SUMMARY.

A6.1. Purpose. Parachute activity reporting is a unit responsibility. This attachment provides guidance on submission of the monthly report.

A6.2. Submission Procedures:

A6.2.1. In accordance with AFI 13-210_IP 5-6.a.(3), units will submit the previous month's data to include, unit, aircraft, parachute system, and number of jumps no later than the tenth business day of the next month using DD Form 1748-3. **(T-1)**. Reporting will be completed electronically via the ADFSD SharePoint®™ site at [https://army.deps.mil/Army/CMDS/CASCOM_QM/ADFSD/ADMMO/default.aspx\(T-1\)](https://army.deps.mil/Army/CMDS/CASCOM_QM/ADFSD/ADMMO/default.aspx(T-1)). In the event that the ADFSD SharePoint®™ site is unavailable, notify the MAJCOM PPPM in writing of the delay and maintain the acknowledgement for one year. However, the unit will complete the online submission at the earliest possible time following the below guidance. **(T-1)**.

A6.2.1.1. To access the "1748-3 Monthly Airdrop Summary" report, navigate to the gray DD 1748-3s tab in the middle of the screen. Select the tab and when the intake form opens, fill it out as completely as possible.

A6.2.1.2. Admin Data section. In the first block "Supervisor" include the unit commander or designee's .mil email addresses. (If the address cannot be resolved by clicking on the red underlined address and selecting the correct individual, remove it and proceed): **Note:** Ensure every field in the "Admin Data" section is completed before moving on, as only completed fields will autopopulate if additional rows are created in the following sections.

A6.2.1.3. Personnel Jumped section. Select type of aircraft from the drop down, then select type of personnel parachute and complete the remaining fields.

A6.2.1.3.1. If the same type of aircraft was used to drop multiple types of parachutes, select add another aircraft and repeat the process for the next type of parachute.

A6.2.1.3.2. If a multiple types of aircraft were used to drop the same parachute, add a line for each aircraft type used to drop that parachute system and input the required information.

A6.2.1.3.3. When completed, this section will have broken down by line all combinations of aircraft and personnel parachute systems used in that month.

A6.2.1.4. Number of Parachutes Packed for the Month section. Enter the total number of all canopies packed in the reported month as a single number in the top row. Disregard all subsequent rows in this section.

A6.2.1.5. Equipment section. If the unit performed any equipment drops in the reported month, repeat the process outlined in paragraphs [A6.2.1.3.1](#) through [A6.2.1.3.3](#). **Note:** DO NOT use any of the existing rows to record equipment drops. Select "Add another Aircraft to create new rows to identify unique Aircraft/cargo parachute systems.

A6.2.1.6. "Additional Data" section. If there are any particular reported aircraft/parachute combinations that meet one of the listed reportable categories, carefully determine the row

that matches the aircraft/parachute combination from the “Personnel Jumped” or “Equipment” section that applies to the info and complete the reportable fields in the applicable rows.

A6.2.1.7. Once all required and applicable fields are completed, review the form for accuracy and then select “Save” in the top left corner of the page.

A6.2.1.8. If the addressee listed in [paragraph A6.2.1.2](#) could not be resolved and was removed, email that individual directly and advise them that the unit’s monthly reporting is complete and ready for their review via the ADFSD SharePoint®™ site. Once the message is sent or if the address was recognized, then the reporting requirement is complete.

Attachment 7

STANDARD WAIVER TEMPLATE

Figure A7.1. Standard Waiver Template.

<p>MEMORANDUM FOR [Approval Authority]</p> <p>FROM: [unit]/CC</p> <p>SUBJECT: Request for Waiver to AFI 10-3503, <i>Personnel Parachute Program</i>.</p> <p>1. This memorandum requests authorization to deviate from procedures in AFI 10-3503. Standardized request details (in accordance with AFI 10-3503, Attachment 7):</p> <ul style="list-style-type: none"> A. Waiver to: [Paragraph reference of procedure that requires deviation.] B. For: [Units/personnel requiring the waiver.] C. Dates: [Inclusive dates of the waiver (not to exceed 24 months).] D. Location: [Specific location for the waiver.] E. Justification: [Circumstances that necessitate a waiver.] F. Mitigation: [Include information like procedural guidance used while operating under the waiver (checklists, etc.). Applicable training, upgrade and documentation requirements to prepare personnel to operate under the waiver. Unique currency and refresher training specifications that pertain to the waiver.] G. Denial Impact: [Mission impact if the waiver is denied.] H. Corrective Actions: [Planned actions, including implementation status, to correct the conditions that necessitated the waiver.] <p>2. Please direct any questions or concerns to [rank, name] at [email] or DSN [number].</p> <p style="text-align: right;">[Unit commander's signature] [Unit Commander's signature block]</p> <p>Attachments: (as required)</p> <p>MEMORANDUM FOR [requesting unit]</p> <p>The subject request is approved/disapproved.</p> <p style="text-align: right;">[Approval Authority's signature] [Approval Authority's signature block]</p>

Attachment 8 (Added-AETC)**AETC FORM 22, PARACHUTE EVALUATION WORKSHEET**

A8.1. (AETC) Purpose. AETC Form 22 was developed specifically for the evaluator to use during the parachutist evaluation. There is no specific format in completing this form. Most blocks within the form are self-explanatory. Ratings are P for pass, F for fail, and N/O for not observed. The evaluation is not restricted or limited to the items listed on the reverse side of the form.