

2795



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 3504.1
OP-31
6 JUN 1990

OPNAV INSTRUCTION 3504.1

From: Chief of Naval Operations

Subj: PREMEDITATED PERSONNEL PARACHUTING LOG AND NAVY AIRDROP
MALFUNCTION REPORT

- Ref:
- (a) OPNAVINST 3501.225, Navy Premeditated Personnel Parachuting (P3) Program
 - (b) OPNAVINST 5100.8G, Navy Safety and Occupational Safety and Health Program
 - (c) OPNAVINST 4630.24B, Joint Airdrop Inspection Records, Malfunction Investigations, and Activity Reporting (NOTAL)
 - (d) OPNAVINST 5102.1C, Mishap Investigation and Reporting
 - (e) NWP 10-1-10, Operational Reports (NOTAL)
 - (f) JAGINST 5800.7B, Manual of the Judge Advocate General

- Encl:
- (1) Jump Manifest Form
 - (2) Jump Report Format
 - (3) AIROPS Program Instructions
 - (4) Navy Airdrop Malfunction Report (NAMR)

1. **Purpose.** To establish uniform policy and assign responsibilities and procedures for reporting premeditated personnel parachute jumps and other related airdrop information within the Navy Premeditated Personnel Parachuting (P3) Program defined in reference (a).

2. **Scope.** This instruction applies to all premeditated personnel parachuting training and operations conducted by the U.S. Navy. Aircrew survival equipment, systems, training, and operations are not addressed in this instruction.

3. **Discussion.** Reference (a) defines and outlines the scope and content of the Navy Premeditated Personnel Parachuting (P3) Program. This instruction supplements reference (a) by providing uniform formats and procedures for reporting P3 training, operational, and safety-related information for historical documentation and statistical analysis to improve overall safety of the Navy P3 Program. Use of the report and data base program is for purposes of safety reporting only. They are not intended to supplant the requirement specified in reference (a) for each command which conducts parachute operations as an essential part of its assigned mission to maintain an official log of all parachute operations conducted. Nor does it supplant the requirement for individual parachutists to maintain a personal parachute log documenting all military parachute jumps.



0 5 7 9 L D 0 5 5 1 0 2 0

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a. The Jump Manifest Form, enclosure (1), is used to register all participants prior to the conduct of premeditated personnel parachute operations, and to aid in completion of the Jump Report. The Jump Report, enclosure (2), is used to document information for all premeditated personnel parachute jumps. Enclosure (3) provides detailed instructions for using the AIROPS data base program. The Jump Report and data base formats are designed to facilitate ease of preparation and rapid transcription of data for machine processing.

b. The Navy Airdrop Malfunction Report (NAMR), enclosure (3), provides a uniform format for documenting P3-related malfunctions. It is designed to facilitate field preparation and rapid transmission of data.

4. Action

a. Fleet commanders, systems command commanders, type commanders, squadron and group commanders, commanding officers, and officers in charge shall:

(1) Ensure submission of a Jump Report, in the format of enclosure (2), for all P3-related training and operational jumps within 15 days of the last day of each calendar quarter, i.e., 31 March, 30 June, 30 September, and 31 December. The report will include all premeditated personnel parachute training and operational jumps conducted by any qualified Navy parachutist as defined in reference (a). The report will be submitted in both 5.25" floppy disk and printed format, and mailed to:

Commander, Naval Safety Center (Code 122)
Building SP-91
Naval Air Station
Norfolk, VA 23511-5796

The Jump Report is generated by the AIROPS Program. Instructions are provided in enclosure (3). The AIROPS instruction is compatible with IBM-compatible computers. Copies of the AIROPS Program may be obtained upon request by sending five formatted 5.25" floppy disks to the above address.

(2) Ensure a NAMR, in the format of enclosure (4), is submitted for all P3-related mishaps, malfunctions, or life-threatening irregularities in equipment or procedures within 15 days following the occurrence. All P3-related training and operational mishaps resulting in death, serious illness, 24 hours of lost work, or the possibility of permanent disability shall be reported per references (b) through (f).

(3) The requirements to submit the Jump Report and NAMR supplant the Joint Monthly Airdrop Summary Report requirement of Chapter 5, Section D of reference (c).

b. Commander, Naval Safety Center, per reference (a), shall:

(1) Maintain the data repository for each reported P3-related occurrence and periodically provide information analysis of the data to Address Indicator Group (AIG) 13769.

(2) Compile information contained in Navy Airdrop Malfunction Reports and submit any additional reports required by reference (c).

5. **Reports**

a. Report control symbol OPNAV 3504-1 is assigned to the Jump Report required by subparagraph 4a(1) and enclosure (1).

b. Report control symbol OPNAV 3504-2 is assigned to the NAMR Report required by subparagraph 4a(2) and enclosure (3).

c. These reports are approved for three years from the date of this directive.

6. **Forms.** OPNAVINST 3504/1 (6-90), Jump Manifest, S/N 0107-LF-010-2400 will be available in the Navy Supply System in November 1990, and may be requisitioned in accordance with NAVSUP P-2002. A sample OPNAV 3504/1 is included as enclosure (1).


R. A. K. TAYLOR
Deputy Assistant Chief of Naval Operations
(Surface Warfare)

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Copy to:

SNDL A1 (Immediate Office of the Secretary)
 A2A (Department of the Navy Staff Offices) (OGC, JAG and CNR, only)
 A6 (Headquarters, U.S. Marine Corps) (15)
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Stocked:

C0, NAVPUBFORMCEN
 5801 Tabor Avenue
 Philadelphia, PA 19129-5099 (100 copies)

JUMP MANIFEST

JUN 26 1990

PRIVACY ACT STATEMENT

Purpose: Document premeditated personnel parachute jumps.
Authority: 5 USC 301, Departmental Regulations; OPNAVINST 3504.1, Premeditated Personnel Parachuting Log and Navy Airdrop Malfunction Report; E.O. 9397.
Routine Uses: Document training and operational parachute jumps for statistical purposes; used to document requalification jumps and determine eligibility to receive hazardous duty pay.
Disclosure: Voluntary; however, failure to furnish all information could delay or prevent determination of eligibility to receive hazardous duty pay.

JUMP CODES

- | | |
|---------------------------|-------------------------|
| 01 = STATIC LINE SLICK | 09 = HAHO 02 F-F |
| 02 = STATIC LINE EQUIP | 10 = HAHO 02 EQUIP F-F |
| 03 = HAHO S-L B F-F SLICK | 11 = TANDEM W/PASSENGER |
| 04 = HAHO EQUIPMENT S-L | 12 = TANDEM W/EQUIPMENT |
| 05 = HALO SLICK (F/F) | 13 = WATER STATIC LINE |
| 06 = HALO EQUIP (F/F) | 14 = WATER FREEFALL |
| 07 = HALO EQUIP 02 (F/F) | 15 = _____ |
| 08 = HAHO EQUIP (F/F) | (OTHER - CANCELLATIONS) |

PARACHUTE CODES

- | | |
|---------------|---------------|
| A = T-108 | G = MT-1XS-SL |
| B = MC1-1B | H = MT-1XX |
| C = MC1-1C | I = MT-1XCCT |
| D = A/P285-17 | J = _____ |
| E = A/P285-18 | (OTHERS) |
| F = MC-3 | |

GENERAL INFORMATION

UNIT/TEAM _____ DATE _____
 JUMPMASTER _____ ASST J M _____
 AIRCRAFT _____ DROP ZONE _____
 OIC / JUMPMASTER SIGNATURE _____

- * LIST WEATHER, OPERATIONAL, OR AIRCRAFT IF CODE 15 IS CANCELLATION
- * FOR ANY JUMP INVOLVING AN INCIDENT EXPLAIN IN FULL ON REVERSE
- * FOR TYPE JUMP PLACE CODE PRIOR TO PARACHUTE CODE (I.E., 02B)

	LAST NAME	SSN	DEPT	JUMP 1		JUMP 2		JUMP 3		JUMP 4		JUMP 5	
				TYPE	ALT								
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													

SAMPLE

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- Choose #1 MASTER EDIT TICKLER FOR JUMP RECORDS from the MAIN MENU. Next enter #1 ADD NEW JUMP RECORDS. Press Enter. The following screen will appear:

*** ENTER DATA FOR PERSONNEL JUMPS ***

```

LNAME:                FNAME:
SSN:      -   -   DEPT:      TYPEJUMP:      DATE   /   /
                                                MM/DD/YY
LOCATION:                TYPEAC:                ALTITUDE:      0
INC/ACCIDENT OCCURRED:      J-MASTER:      NUMBER OF JUMPS:  0
COMMENTS:

```

PRESS CTRL-END WHEN DONE

- Press PGUP. Enter all or part of the person's last name from the jump manifest. Press ENTER. A box will appear at the bottom of the screen if that person exists in your Personnel Database. Press Y if this is the correct person, N if not. Continue to Press N until the correct person comes up or until your Personnel Database file runs out of last names corresponding to those letters entered.
- When Y is pressed the Last Name, First Name, SSN, and Department are entered for you.
- The screen below shows the box after entering the letter A for the last name. If the last name does not exist in the Personnel Database file you must enter the Last Name, First Name, SSN, and Department on your own.
- You can use the UP ARROW KEY or SHIFT-TAB to get back to a previous field, DOWN ARROW KEY, TAB, or ENTER to get to next field. You can re-enter the letters for the last name by going back to the last name field and pressing ENTER. Use BACKSPACE, SPACE BAR, or DEL keys to change entries.

*** ENTER DATA FOR PERSONNEL JUMPS ***

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JUMP PAY = Receiving Jump Pay (Enter Y or N; if a Y is entered for HALO PAY a Y must be entered for JUMP PAY.)

COMMENTS = Normally used to state when a person has been medically grounded. This comment is deleted when returned to full duty (e.g., Medically Grounded Fx Right Tibia DOI 09/06/89).

- Press ENTER on the comments field when finished entering data for that record or press PGDN to bring up a new screen to continue to add records. Answer Y if a message appears at the bottom of the screen asking you to add new records. If you are finished entering records press CTRL-END and you will be taken back to the MASTER PERSONNEL MENU.
- To change/edit records in the Personnel Database choose #2 from the MASTER PERSONNEL MENU. An entry screen will appear. Simply type all or part of the last name you wish to change, then press ENTER. A screen similar to the APPEND PERSONNEL screen will appear. Change any data and press CTRL-END when finished.
- You can use the UP ARROW KEY or SHIFT-TAB to get back to a previous field, DOWN ARROW KEY, TAB, or ENTER to get to next field. Use BACKSPACE, SPACE BAR, or DEL keys to change entries.
- If more than one person exists with similar last names simply press PGDN to get the next person. (The records are arranged in alphabetical order.) To exit the entry screen enter 0 (zero) then press ENTER.
- To delete a person from the Personnel Database, first find that person's record using #2 EDIT PERSONNEL. After the person's record appears press CTRL-U. The letters "Del" will appear at the top of the screen. If you press CTRL-U again, the "Del" will go away. (CTRL-U Toggles between Delete On and Off). After you have the "Del" on, press CTRL-END. You will return to the entry screen. Enter 0 (zero) then press Enter to return to the MASTER PERSONNEL MENU. Choose #4 PACK RECORDS MARKED FOR DELETION and press ENTER. This will delete the record or records you have marked with "Del".

2. To ADD JUMP RECORDS to the AIROPS Database use the following procedure:

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NUMBER OF JUMPS = Enter the Total Number of Jumps Made That Day (If an incident/accident occurred, the number of jumps must equal one for that jump. Another record must be made for any jumps made prior to the incident/accident on that date for that person.) If you enter Y for J-Master the number of jumps should only equal the number of jumps he made as the Jumpmaster. Any other jumps the person made must be entered on a separate record.

COMMENTS = Any Comments Required (If a Y is placed in INC/ ACCIDENT OCCURRED then a comment must be made. Always begin the comment with the letters INC or ACC depending on whether it was an incident or accident; if it was a night jump place the word NIGHT in the comment; any time you use the codes 15 or J in Type Jump explain them in the comments; always be consistent in the way you enter words in the comments section so you can retrieve all like comments later in a report.)

- After you have completed all data fields for the first record, press PGDN or, if you are in the comments field, press ENTER. A message will appear at the bottom of the screen asking you if you want to add more records. Press Y if you have more records to enter.
- A new screen will appear that will be filled in with all the data of the previous screen except for the Last Name, First Name, SSN, and Department. To add more records from your jump manifest enter all or part of a last name and press ENTER. The box with the person's information will appear. Press Y if this is the right person. All you need to do now is press PGDN and a new screen will appear ready for another person to be entered from the manifest. Continue to enter personnel in this manner as long as all the information past Department remains the same.
- If you must change the information after Department, go to the field that must be changed, e.g., placing a Y in INC/ ACCIDENT OCCURRED, making a comment for a certain person, placing a Y in J-MASTER, etc. After completing the changes, press PGDN and continue adding records. Remember, all changes you made will be carried forward so you may have to take them out of the next record if they do not apply to the rest of the records to be entered. When you are finished entering records press CTRL-END.

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- To EDIT jump records after they have been entered choose #2 from the EDIT TICKLER FOR JUMP RECORDS. Any entry screen will appear. Simply enter the person's SSN, press ENTER and his first record will appear. Press PGDN to get other records of that person. The records are in chronological order. Press PGUP to return to previous records. Make any changes and press CTRL-END when finished.
- To DELETE INDIVIDUAL RECORDS from the AIROPS database use selection #2. As described above, find the record you must delete with PGDN/PGUP and then press CTRL-U to mark the record for deletion. A "Del" will appear at the top of the screen. Press CTRL-END after you have turned "Del" on for the appropriate records. The EDIT TICKLER FOR JUMP RECORDS menu will appear. Choose #5 to delete the record or records you have marked with "Del" for deletion.
- To DELETE ALL RECORDS PRIOR TO A CERTAIN DATE choose #6 from the EDIT TICKLER FOR JUMP RECORDS. Enter the date from which all earlier records will be deleted from your AIROPS database. Records with the date you entered will not be deleted. Date refers to the date the jumps were performed.

3. To get PRINTED REPORTS simply select #2 from the MAIN MENU. A PRINT TICKLER MENU will appear. Choose the selection you wish printed and press ENTER. Fill in the information requested and press ENTER after entering data.

4. To print your monthly report for the Safety Center choose #4 from the MAIN MENU. Press ENTER. Make sure your printer is on line. Fill in the data requested.

5. To make your monthly disk which will be sent to the Safety Center choose #5 from the MAIN MENU. Press ENTER. Make sure you have a blank formatted 360k floppy disk in drive A:. Fill in the data requested.

6. Make sure to make back-up copies of the following files each time you add more jump records in case something goes wrong and your files are deleted:

AIROPS.DBF	AIROPS.MDX
PERSONNEL.DBF	PERSONNEL.MDX

7. If the files get too large to fit on one disk using the copy command use the backup command instead.

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TROUBLESHOOTING

1. If an error box appears (e.g., because you did not have your printer on line or because you hit ESCAPE) choose cancel by highlighting CANCEL and pressing ENTER or pressing "C". The cursor will then become a dot prompt in the lower left hand corner. Type DO DATA and you will be returned to your MAIN MENU. If the box continues to pop up try quitting the program and restarting it.
2. If you know you have entered some records and for some reason the computer fails to find them when you request it, go to EDIT TICKLER FOR JUMP RECORDS and pack the records. If the records are in the Personnel Database go to the MASTER TICKLER FOR PERSONNEL RECORDS and choose pack.
3. Make Sure you always use CAPS and that your dates are in the MM/DD/YY format.
4. Your printer should automatically change to the proper pitch. If this fails to happen try re-entering the command a few times. If this fails, set it manually to 17 pitch.

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Type Jump Codes

01 = Slick Static Line	02 = Equipment Static-Line		
03 = Slick HAHO	04 = Equipment HAHO Static-Line		
05 = Slick Freefall	06 = Equipment Freefall		
07 = 02 Equipment Freefall	08 = HAHO Equipment Freefall		
09 = HAHO 02 Freefall	10 = HAHO 02 Equipment Freefall		
11 = TANDEM w/Passenger	12 = TANDEM w/Equipment		
13 = Water Static-Line	14 = Water Freefall		
15 = Others/Cancellations			
A = T-10B	B = MCl-1B	C = MCl-1C	D = A/P28S-17
E = A/P28S-18	F = MC-3	G = MT-1XS/SL	H = MT-1XX
I = MT-1XCCT	J = Others		

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Navy Airdrop Malfunction Report (NAMR)

1. Report all mishaps, malfunctions, or irregular equipment or procedures following reference (c) and using the following message format vice DD Form 1748-2. The Naval Safety Center, in conjunction with the Naval Weapons Center, China Lake will investigate all mishaps and report results to the U.S. Army Quarterly Air-Drop Malfunction Analysis and Review Board.

FM: Message Originator
 TO: NAVSAFECEN NORFOLK VA//CODE 122//
 NAVWPNCEN CHINA LAKE CA//CODE 64152//
 INFO: CNO WASHINGTON DC//OP-31//
 COMNAVSEASYS COM WASHINGTON DC//SEA-06Z//
 CINCPACFLT PEARL HARBOR HI//CDO/N325/N628//
 CINCLANTFLT NORFOLK VA//CDO/N91//
 COMNAVSURFLANT NORFOLK VA//N37//
 COMNAVSURFPAC SAN DIEGO CA//N532//
 CNET PENSACOLA FL//N35//
 COMNAVSPECWARCOM CORONADO CA//N3//
 COMNAVSPECWARGRU ONE
 COMNAVSPECWARGRU TWO
 COMEODGRU ONE
 COMEODGRU TWO
 NAVSPECWARCEN CORONADO CA//N52//
 COMNAVSPECWARDEVGRU DAM NECK VA//JJJ//
 EODTEU ONE BARBERS PT HI//JJJ//
 EODTEU TWO FT STORY VA//JJJ//
 NATTC LAKEHURST NJ//JJJ//

Security classification guidance is contained in the applicable Navy Security Classification Guidance document (OPNAVINST 5513 (series)); however, every effort should be made to prepare an UNCLAS report in order to expedite routing //N03500//

SUBJ: NAVY AIRDROP MALFUNCTION REPORT
 MSGID/GENADMIN/Organization Code//
 REF/A/DOC/CNO/Date//
 AMPN/OPNAVINST 3504.1 , SUBJ: PREMEDITATED PERSONNEL PARACHUTING LOG AND NAVY AIRDROP MALFUNCTION REPORT//
 RMKS/

1. Unit Being Airlifted/Supported
2. Departure Airfield
3. Date of Training Event/Operation/Exercise
4. Type Aircraft
5. Aircraft Call Sign/Tail Number
6. Training Event/Operation/Exercise
7. Drop Zone and Location (LAT/LONG)

Enclosure (4)

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8. Date and Time of Malfunction
9. Aircraft Altitude (FT AGL)
10. Aircraft Speed (KTS)
11. Drop Zone Elevation (FT MSL)
12. Surface Winds (KTS)
13. Visibility (FT/Miles)
14. Name (Last, First, MI), Grade, SSN, Unit of Jumper
15. Equipment Worn By Jumper (Less Parachutes)
16. Jumper's Position In/Exiting Aircraft
17. Type Parachute (Specify)
18. Type Malfunction (Inversion, Semi-Inversion, Pilot Chute, Holes In Panel/Section, Closed End Cells, Hung Slider, Bag Lock, etc.)
19. Jumper's Total Number of Jumps (S/L, FF)
20. Type Reserve Parachute
21. Reserve Parachute Functioned Properly (Yes or No; If No Explain In Item 31)
22. Resulting Injuries

NOTE: Items 23 through 30 Apply To Cargo Only

23. Type Load and Weight
24. Load Rigged IAW (TM, NAVAIR, TO, etc.)
25. Aerial Delivery System Used, Number of Platforms, Number of Containers
26. Type Platform/Air-Drop Container
27. Type(s), Number of Parachute(s)
28. Size of Extraction/Release Parachute
29. Length of Reefing Line(s)
30. Position(s) of Load(s) in Aircraft
31. Description of Malfunction/Failure/Damage/Mishap (In Detail--Be Specific)
32. Cause of Malfunction/Failure
33. Name, Grade, SSN of Individual Preparing Report, AUTOVON Number, Extension//

2. Sample Navy Airdrop Malfunction Report:

FM: EODTEU ONE BARBERS PT HI
TO: NAVSAFECEN NORFOLK VA//CODE 122//
NAVWPNCEN CHINA LAKE CA//CODE 64152//
INFO: CNO WASHINGTON DC//OP-31//
COMNAVSEASYS COM WASHINGTON DC//SEA-06Z//
CINCPACFLT PEARL HARBOR HI//CDO/N325/N628//
CINCLANTFLT NORFOLK VA//COO/N91//
COMNAVSURFLANT NORFOLK VA//N37//
COMNAVSURFPAC SAN DIEGO CA//N532//
CNET PENSACOLA FL//N35//
COMNAVSPECWARCOM CORONADO CA//N3//
COMNAVSPECWARGRU ONE

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COMNAVSPECWARGRU TWO
COMEODGRU ONE
COMEODGRU TWO
NAVSPECWARCEN CORONADO CA//N52//
COMNAVSPECWARDEVGRU DAM NECK VA//JJJ//
EODTEU TWO FT STORY VA//JJJ//
NATTC LAKEHURST NJ//JJJ//

UNCLAS //N03500//

SUBJ: NAVY AIRDROP MALFUNCTION REPORT

MSGID/GENADMIN/Organization Code//

REF/A/DOC/CNO/(Date)//

AMPN/OPNAVINST 3504.1 , SUBJ: PREMEDITATED PERSONNEL PARACHUTING
LOG AND NAVY AIRDROP MALFUNCTION REPORT//

RMKS/

1. EODTEU ONE
2. NAS BARBERS PT HI
3. 7 FEB 87
4. C-1A
5. 15105
6. MILITARY FREEFALL TRAINING
7. HELEMANO DZ, HI, LAT 5-55N/LONG 36-35W
8. 7 FEB 87, 1115
9. 10,000 FT AGL
10. 110 KTS
11. 103 FT MSL
12. 7-10 KTS
13. CLEAR
14. SCHMUCKATELLI, JOE E, E-1, 999-99-9999, EODTEU ONE
15. N/A
16. 4
17. MT-1XS
18. PARTIALLY INFLATED MAIN CANOPY
19. 150/0
20. MT-IXS
21. YES
22. NONE
- 23-30. N/A
31. JUMPER WAS LAST MAN IN STICK MAKING HIS FIRST MFF PARACHUTE
JUMP. JUMPER EXITED PRIOR TO RECEIVING "GO" FROM JUMPMaster.
JUMPER MADE A DIVING EXIT ON THE HEELS OF THE PRECEDING JUMPER.
ON EXIT JUMPER WAS IN A HEAD-DOWN POSITION AND FLIPPED THROUGH
HIS RISERS DURING CANOPY DEPLOYMENT. THIS RESULTED IN A
PARTIALLY INFLATED MAIN CANOPY. JUMPER CUT-AWAY MAIN CANOPY,
DEPLOYED HIS RESERVE AND LANDED WITHOUT FURTHER INCIDENT/INJURY.
32. POOR BODY POSITION ON EXIT.
33. J.C. SMITH, PRC, 111-11-1111, 555-5555//