

ORIGINAL



UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
MARINE FORCES RESERVE
2000 OPELOUSAS AVE
NEW ORLEANS, LA 70146

IN REPLY REFER TO
GruO 1570
G-3
5 Oct 14

GROUP ORDER 1570

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR PARACHUTE OPERATIONS

Ref: (a) MCO 3120.11 MARINE CORPS PARACHUTING POLICY ADMINISTRATION
(b) FM 90-26 AIRBORNE OPERATIONS
(c) MCWP 3-15.7 STATIC LINE PARACHUTING TECHNIQUES AND TRAINING
(d) MCO 3500.27B OPERATIONAL RISK MANAGEMENT
(e) BaseO 3500.1N MCB, CamPen, RTA, SOP
(f) MCO 13480.1B JOINT AIRDROP INSPECTION RECORDS, MALFUNCTION, INVESTIGATIONS AND ACTIVITY REPORTING
(g) MCO 5102.1B27 NAVY AND MARINE CORPS MISHAP AND SAFETY INVESTIGATION REPORTING, AND RECORD KEEPING MANUAL
(h) FM 4-20.102 EQUIPMENT RIGGING SERIES OF MANUALS
(i) NAVMC 3500.27 LOGISTICS TRAINING AND READINESS MANUAL (LOG T&R MANUAL)
(j) MCO 1510.88B INDIVIDUAL TRAINING STANDARDS (ITS) FOR MARINE CORPS SPECIAL SKILLS VOLUME 3
(k) TM 70244A-OI TACTICS, TECHNIQUES, AND PROCEDURES MANUAL U.S. MARINE CORPS MILITARY FREE FALL OPERATIONS
(l) MCO 3500.23A ANGLICO T&R

1. Situation. Reference (a) requires that commanders of jump units maintain a Standard Operating Procedure (SOP) for parachute operations. This SOP must be in compliance with the reference, but it also must address operational procedures specific to the individual unit.

2. Mission. To ensure FHG parachute operations are conducted safely, effectively, and in compliance with Marine Corps and other Department of Defense instruction.

3. Execution

a. Commander's Intent. For FHG parachute operations to be safe and effective and for all FHG personnel involved in parachute operations at any level of participation or oversight to know and meet their specific responsibilities.

b. Concept of Operations. All jump units in the FHG will have an SOP and will provide a copy of this guidance to the AC/S G-3.

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Additionally, all units will submit to the AC/S G-3 a *Parachute Operations Confirmation* (Enclosure 1) signed by the Commanding Officer or Inspector-Instructor at least seven days prior to the jump. The *Confirmation* may not be signed "by direction." In coordination with the Chief of Staff or AC/S G-3, the *Confirmation* may be submitted inside the 7 day window or in fragmentary form in order to take advantage of last-minute opportunities. No FHG personnel may take part in parachute operations unless a signed *Parachute Operations Confirmation* in some form has been submitted. Any parachute operations conducted without the prior submission of this *Confirmation* will be considered unauthorized.

c. Tasks

(1) AC/S G-1. Coordinate with the units to ensure that all jumpers have Assignment to Parachute Duty, Assignment to High-Altitude-Low Opening (HALO) duty when in an 8023 BIC, or permissive jump orders when they are not. Permissive jump orders are required for all personnel jumping with another command.

(2) AC/S G-3. Retain and review copies of SOPs for all FHG units conducting parachute operations. Receive and review *Parachute Operations Confirmations* prior to execution. Act as liaison between FHG jump units and higher headquarters in order to provide opportunities, guidance, and training.

(3) AC/S G-4. Coordinate logistical support for parachute operations as requested or directed, to include airlift.

(4) COs/I&Is

(a) Ensure that any parachute operation in which your personnel are participating is conducted in accordance with the references.

(b) Maintain an SOP that complies with the references.

(c) Certify each parachute operation by means of Encl (1).

(d) Assume all responsibility for parachute operations conducted by your unit but also take responsibility for the safety of your personnel and the training value of the operation, even if your personnel are "strap-hangers" or otherwise falling into another unit's parachute operation.

d. Coordinating Instructions

(1) For parachute operations **involving multiple FHG units or other DoD units and agencies**, Commanding Officers/I&Is must coordinate with the other unit(s) to ensure accurate confirmation is submitted to this headquarters and that the operation meets the safety standards governing FHG parachute operations as established by this order.

(2) For parachute operations involving non-DoD units and agencies (e.g., a civilian airshow), an Offsite Drill Request (OSTR) must be submitted and the AC/S G-3 must be notified no less than 30 days in advance. On approval, all instructions in paragraph 3.d.1 apply.

(3) FHG leaders should not influence aspects of parachute operations that lie outside the scope of their authority, expertise, or cognizance, but they must make informed judgments as to whether or not and to what extent their personnel will participate in other units' parachute operations.

4. Administration and Logistics. All FHG parachute operations will be conducted so as to maintain mission essential capabilities or to meet identified requirements. Administrative and logistical support will be provided by or coordinated through this headquarters.

5. Command and Signal

a. This order is applicable to all units within FHG that conduct airborne operations.

b. This order is effective the date signed. Any recommendations for change or update to this order should be addressed to the FHG AC/S G-3/5.



H. G. PRATT

DISTRIBUTION:

Copy To: 3D ANGLICO
4TH ANGLICO
6TH ANGLICO

3rd/4th/6th ANGLICO Parachute Operation Confirmation

Date/Time of Operation:

Drop Zone/Location:

Unit Conducting Operation:

Estimated jumpers from my unit:

My duly appointed PARACHUTE SAFETY OFFICER is: _____

The PRIMARY JUMPMaster for this operation is: _____

A MANIFEST CALL and JUMP BRIEF for this operation will be conducted on
(Hours: Date/Month/Year): _____

By initialing below I certify the following:

_____. I have reviewed the LOI for this operation and confirm that it complies with MCO 3120.11 and all constituent guidance.

_____. The drop zone identified above has been established and surveyed as required by MCWP 3-15 6 & 7. 70244A-OI

_____. An AIRBORNE OIC/SNCOIC, PRIMARY JUMPMaster, ASSISTANT JUMPMaster, SAFETY, DROPZONE SAFETY OFFICER, DROPZONE CORPSMAN, MALEFUNCTION OFFICER, SAFETY VEHICLE DRIVER, and DROP ZONE COMMUNICATOR have been assigned to this operation.

_____. ROADGUARDS have/have not been assigned because this operation does/does not require them.

_____. This operation does/does not include a night jump. If so, all jumpers participating in the night evolution are qualified for night jumps.

_____. A SAFETY BOAT and SAFETY SWIMMER will be/will not be in place and buoyancy devices will be/will not be worn because this operation is/is not considered "near water" (4ft /40ft /1000m).

_____. This jump will/will not include High-Altitude-Low Opening (HALO) Free Fall jumps for qualified Marines in an 8023 BIC.

_____. All jumpers have Assignment to Parachute Duty, Assignment to High-Altitude-Low Opening (HALO) duty when in an 8023 BIC, or permissive jump orders when they are not. Permissive Jump Orders are complete for all personnel jumping with another command.

Signed: _____ Date: _____
Commanding Officer
Inspector- Instructor