

Section 4. Parachute Jump Operations

19-4-1. NONEMERGENCY PARACHUTE JUMP OPERATIONS

a. All concerned personnel must familiarize themselves with 14 CFR Part 105, and obtain the required information required by Section 105.25 when processing requests for authorization or notification of non-emergency parachute jumps.

b. When operational/procedural needs require or when warranted by high density air traffic or constrained airspace, negotiate letters of agreement that designate areas of ongoing jump activity as permanent jump sites. Letters of agreement should contain:

- 1.** The description and the location of the jump zone(s) and the conditions of use.
- 2.** The activity schedules.
- 3.** The maximum jump altitudes, common jump altitudes and common parachute opening altitudes (all altitudes should be expressed in feet above mean seal level).
- 4.** The communication frequencies to be used by the jump aircraft.
- 5.** Jump aircraft call signs.
- 6.** Jump aircraft climb and descent areas.

7. Notification procedures.

8. Assigned transponder code when appropriate.

9. Any other items pertinent to the needs of the ATC system and the users.

c. Where ongoing jump sites are established, but not yet published, ATMs may work with the parachute operator to ensure pertinent information is submitted for publication in the Chart Supplement U.S. and contact the Operations Support Group for assistance as needed.

d. To the extent possible, advise parachute jumping organizations or responsible individuals of known high traffic density areas or other airspace where sport parachuting may adversely impact system efficiency, such as IFR departure/arrival routes, Federal airways, VFR flyways, military training routes, etc.

e. A record of parachute jump coordination must be maintained by the facility for 45 days. The records must contain at least a copy of the NOTAM, reason(s) for cancellation (if applicable), name of the person(s) effecting coordination, and instructions or conditions imposed on the jump operation.