



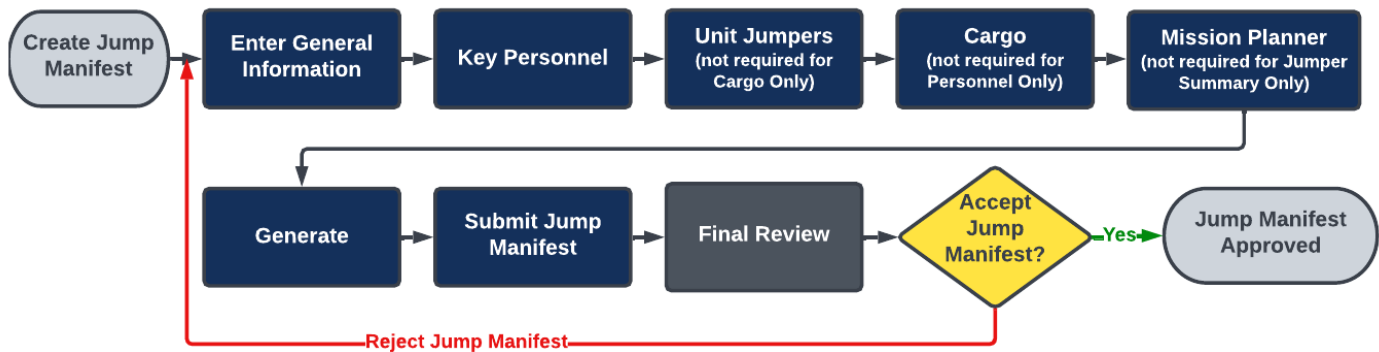
DJRS Jump Manifest Smart Sheet

This smart sheet provides guidance on how to create and update jump manifests in the RMI DJRS module for the DJRS community.

Required Roles to Create Jump Manifests

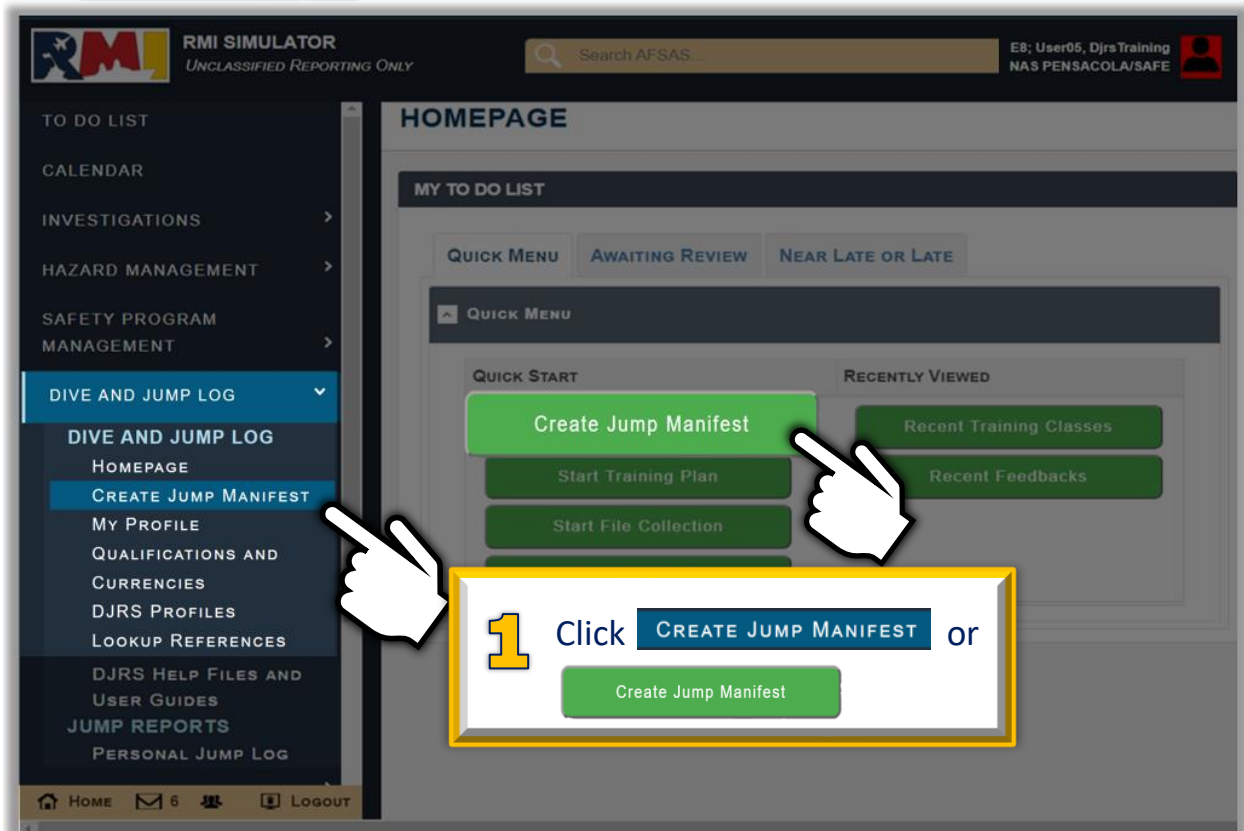
To create a **Jump Manifest**, you must have **DJRS: Jump Recorder** or **DJRS: Jump Unit Manager** roles assigned to your account.

Jump Manifest Workflow



Creating Jump Manifests

Step 1: Select **DIVE AND JUMP LOG** → **CREATE JUMP MANIFEST** on the left-hand menu, or click **Create Jump Manifest** on the Quick Start Menu





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Step 2: Enter all information on the **1. General Information** tab.

The jump manifest consists of six tabs: **General Information, Key Personnel, Unit Jumpers, Cargo, Mission Planner,** and **Generate**.

You must scroll down to view the entire page and complete all information on the required tabs before submitting the jump manifest for review.

Jumper and cargo tabs are optional depending on selections you make filling out the jump manifest. Additional information for filling out the jump manifest can be found in the DJRS User Guide at: **Help**→ **Help Files and User Guides**→ **DJRS Help Files and User Guides**.

Complete information on all available tabs, including jumpers and cargo, if needed.

DJRS NEW JUMP MANIFEST

1. General Information 2. Key Personnel 3. Unit Jumpers 4. Cargo 5. Mission Planner 6. Generate

General Information

Manifest #	(new)	Log Stage	Creation
Jump Logger *	DjrsTraining User06	Controlling Unit *	N08943 - SEAL TEAM 4
Operation Type *	<input type="radio"/> Personnel Only <input checked="" type="radio"/> Cargo and Personnel <input type="radio"/> Cargo Only		
Operation Type Details *	<input type="checkbox"/> Low-Level StaticLine <input checked="" type="checkbox"/> Static Line Ram-Air <input type="checkbox"/> Military Free-Fall		
Date of Jump *	03/08/2022	Planned Time on Target	0800
Planning Type *	Mission Planner & Jumper	# Lifts Planned For Operation *	2
Drop Zone	Field	Drop Zone Elevation	500
Aircraft	C-17		
Personnel Drop Altitude	5000		
Primary Personnel Parachute/System	MMPS Double Bag Static I		
Cargo Drop Altitude	3000		
Primary Cargo Parachute	12-Foot Diameter, High-Velocity Cargo Parachute		

2 Complete all fields (even those without a red asterisk)



DJRS Jump Manifest Smart Sheet

Step 3: Enter the Key Personnel by using the dropdown selections for **Parachute Safety Officer, Primary Jump Master, Assistant Jump Master, Joint Airdrop Inspector, Malfunction Officer, and Drop Zone Safety Officer** on the second tab.

Note: Only the Parachute Safety Officer is mandatory to enter when creating a jump manifest.

Step 4: Click [Next](#) ▶▶

DJRS NEW JUMP MANIFEST

1. General Information 2. Key Personnel 3. Unit Jumpers 4. Cargo 5. Mission Planner 6. Generate

Key Personnel

Parachute Safety Officer	Select a Parachute Safety Officer	▼	👤
Primary Jump Master	Select a Primary Jump Master	▼	👤
Assistant Jump Master	Select a Assistant Jump Master	▼	👤
Joint Airdrop Inspector	Select a Joint Airdrop Inspector	▼	👤
Malfunction Officer	Select a Malfunction Officer	▼	👤
Drop Zone Safety Officer	Select a Drop Zone Safety Officer	▼	👤

◀ Previous **3** Make your key personnel selections **4** Click [Next](#) ▶▶ Next ▶▶

[Save](#) [Continue to Generate](#)



DJRS Jump Manifest Smart Sheet

Step 5: Complete information on each required tab, then click **Continue to Generate** on the sixth tab when all other tabs have been completed



DJRS JUMP MANIFEST EDIT #2555 Time: 08 MAR 2022 0356(Z)

1. General Information 2. Key Personnel 3. Unit Jumpers 4. Cargo 5. Mission Planner 6. Generate

Generate

JUMP OPERATION #2555

CONTROLLING UNIT	N08943 - SEAL TEAM 4	DATE	03/08/2022
OPERATION TYPE	Cargo and Personnel	T.O.T	0800
DROP ZONE	Field	AIRCRAFT	C-17
DROP ZONE ELEVATION	500 ft	# UNIT JUMPERS	2
PRIMARY JUMP MASTER		# STRAPHANGERS	2
ASSIGNED ASSISTANT JUMP MASTER		# TOTAL CARGO	1
ASSIGNED MALFUNCTION OFFICER		# LIFTS PLANNED	2
ASSIGNED DROP ZONE SAFETY OFFICER		PRIMARY CHUTE	MMPS Double Bag Static Line (DBSL)
PARACHUTE SAFETY OFFICER		RESERVE CHUTE	NONE
		SYSTEM	
DEFAULT ACTIVITY	Slick 0 Equip 0 Oxygen 0 Video 0	DROP ALTITUDE	5000
	Day-Water 0 Day-Land 0 Night-Water 0 Night-Land 0		

Remarks

Previous Next

Save **Continue to Generate** **5 Click** **Continue to Generate** Assign Jump Logger

Step 6: Click **Submit** at the bottom of the page when finished or click **Edit / Regenerate** to make any necessary changes.

Workflow Tracking

Results per Page: 10 Search:

LOGGED AT	LOGGER NAME	STAGE	BUTTON
2022-03-08T04:03:18.000Z		Creation	Continue to Generate
2022-03-08T03:20:52.000Z		Creation	Create

Displaying Results 1 - 2 of 2 Records

First Previous **1** Next Last

Save **Submit** Edit / Regenerate Cancel Reassign Jump Logger




DJRS Jump Manifest Smart Sheet

Reviewing Jump Manifests


To review a jump manifest, you must have the **DJRS: Jump Unit Manager** role assigned to your RMI account and have the following jump qualification: **Parachute Safety Officer** to review a jump manifest.




Step 1: Select **DIVE AND JUMP LOG** → **HOMEPAGE** from the left-hand menu


Step 2: Click  for the jump manifest you want to review on the **DJRS HOMEPAGE**

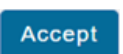
Step 3: Click  to accept the jump manifest or  to send the jump manifest back for rework

NOTE: Ensure the Log Stage is "Final Review"

1 Click 


MANIFEST #	DATE OF JUMP	LOG STAGE	CONTROLLING UNIT	OPERATION TYPE	OPERATION DETAILS	DROP ZONE	# JUMPERS	# JUMPS	# CARGO	ACTION
1755	2022/03/14	Final Review	N08943 - SEAL TEAM 4	Personnel Only	Low Level Static Line	test	4	4	0	
2555	2022/03/08	Final Review	N08943 - SEAL TEAM 4	Cargo and Personnel	Static Line Ram-Air	Field	4	2	1	
	2021/02/10	Final Review	N08943 - SEAL TEAM 4	Cargo and Personnel	Low Level Static Line	field	2	2	1 C-130	4500 Jump Logger Test 


2 Click 

3 Click 

Jump Manifest displays for review.

LOGGED AT	LOGGER NAME	STAGE	BUTTON
2022-03-08T04:06:11.000Z	DjrsTraining User06	Review	Submit
2022-03-08T04:05:42.000Z	DjrsTraining User06	Generation	
2022-03-08T04:03:18.000Z	DjrsTraining User06	Creation	
2022-03-08T03:20:52.000Z	DjrsTraining User06	Creation	

You can click  to return the manifest.





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Help Files and Help Desk

For more information, access RMI User Guides and Videos located in:

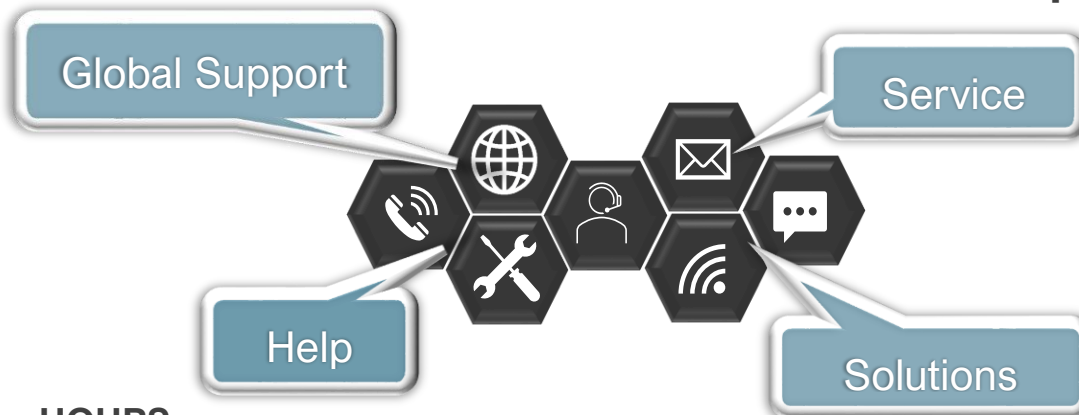
1 Expand **HELP** and select **HELP FILES AND USER GUIDES**

2 Click the icon for the file you wish to view:
PDF
Word Doc
Video

Help Files have expandable headers for easier navigation

Getting Help – provides information about RMI
Help Files and User Guides – provides User guides, help information, & videos
DoD, AFSAS & Naval Policies – Provides a link to the list of DoD, Air Force, and Naval Policies

NEED LIVE ASSISTANCE? Contact the NESD Help Desk at:



HOURS

- 24 HOURS A DAY/ 7 DAYS A WEEK/ 365 DAYS A YEAR

CONTACT INFORMATION

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