

63rd RSC MOTORCYCLE PROGRAM

RIDER GUIDE



Updated 30 OCT 2011

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WHY DO WE NEED TO DO THIS?

Department of Defense Instruction DODI 6055.4 and Army Regulation AR385-10, Chapter 11-9 *b Motorcycle training*, declares (1) prior to operation of any motorcycle, Army personnel will successfully complete a Motorcycle Safety Foundation (MSF) or MSF-based approved motorcycle rider safety course. Commanders are not authorized to waive or defer the training.



Anyone who operates a motorcycle on an Army installation, to include Government-owned motorcycles, shall successfully complete a MSF-based rider safety course, or present documentation of previous attendance.



WHO IS THIS GUIDE FOR?

This information primarily applies to Soldiers and civilians of the 63rd RSC and to all units and their respective employees (Soldiers and civilians) located within the 7 state region serviced by the 63rd Regional Support Command.

HOW DO I GET STARTED?

The Army standard motorcycle rider course is an MSF-based **Basic Rider Course** (BRC). Commanders may offer the **Experienced Rider Course** (ERC) in addition to the BRC, but not in lieu of the BRC. The ERC is designed to provide additional highway safety life skills for experienced motorcyclists.

First, let your supervisor know of your intention to purchase a motorcycle or your possession of a motorcycle. Visit the Motorcycle Safety Foundation website to find a company that offers motorcycle training in your area. <http://www.msf-usa.org/>

Once you have found a company that offers the training, contact the company to determine when courses are offered. You can also search the MSF website for current courses that normally occur on a set schedule. Some areas have routine courses that occur consistently.

YOU HAVE TO BE REASONABLY SURE you can attend the course. Failure to cancel 7 days before the course start date may incur a penalty that we want to avoid. If you fail to attend the course (“no show”), you will be restricted from using this pre-funded program and will have to pay for this training on your own.

After you have selected a course date, call the company and attempt to pre-register, inform them that your seat will be centrally paid for by the 63d RSC and we will be contacting them once we receive the Standard Form 182. Make sure you get a good phone number to the person in the company who handles payment of the fees. Take all that information and give it to your supervisor or safety officer **so he/she can document it on the email to the 63rd RSC.**

YOU NEED TO CALL the company 3-4 days before the course start date to confirm that your seat has been paid for and if there are any changes to the course.

The intent of the 63d RSC is to issue payment as early as possible after receiving the required information. We will not issue payment more than 30 days before a course start date.

After you complete the course you must email a copy of your certificate and or MSF card to either charles.quinones@usar.army.mil AND/OR norman.l.hewlett@usar.army.mil , this allows us to document your status and justify payment for our finance records.

If there are any issues with this process email charles.quinones@usar.army.mil so we can discuss them. Remember this training is completed “on duty”. Soldiers must complete this training while on orders or on any other paid status. Drilling for retirement points is not acceptable.

Civilians will coordinate with their supervisors to adjust their work schedules if needed. This training will not incur comp time or overtime. Supervisors have the authority to adjust the daily work schedule to incorporate travel to and from, actual training, and any work duties so the employee receives the normal hours of work.

INSTALLATION PROGRAMS

If you are fortunate enough to be located on an installation that has a safety manager assigned, you can inquire on how you go about scheduling a course through them. Each installation has a responsibility to train individuals assigned to their installation. They might have a different process than ours so you need to do the research and make the contacts. After completion, send your certificate to us as described above.

SF 182 is required to document **Civilian Training.**

Soldiers do not have to fill this out.

Soldiers and civilians will have to turn in their MSF completion card to the 63rd RSC and their Safety Officer

Section A - fill out all highlighted areas

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING		A. Agency, code agency subelement and submitting office number		B. Request Status <i>(Mark (X) one)</i> <input type="checkbox"/> Resubmission <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
Section A - TRAINEE INFORMATION Please read instructions on page 6 before completing this form					
1. Applicant's Name <i>(Last, First, Middle Initial)</i>		2. Social Security Number/Federal Employee Number		3. Date of Birth <i>(yyyy-mm-dd)</i>	
4. Home Address <i>(Number, Street, City, State, ZIP Code)</i> (Optional)		5. Home Telephone (Optional) <i>(Include Area Code)</i>		6. Position Level <i>(Mark (X) one)</i> <input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive	
7. Organization Mailing Address <i>(Branch-Division/Office/Bureau/Agency)</i>		8. Office Telephone <i>(Include Area Code and Extension)</i>		9. Work Email Address	
10. Position Title		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please describe below	
12. Type of Appointment (C) Career Appointment	13. Education Level <i>(click link to view codes or go to page 7)</i>	14. Pay Plan	15. Series	16. Grade	17. Step

Section B – Fill out all highlighted areas. Some boxes are pre-populated with data, do not remove.

Section B - TRAINING COURSE DATA					
1a. Name and Mailing Address of Training Vendor <i>(No., Street, City, State, ZIP Code)</i>		1b. Location of Training Site <i>(if same, mark box)</i> <input type="checkbox"/>			
		1c. Vendor Telephone Number		1d. Vendor Email Address	
2a. Course Title Basic Riders Course Agency Mandated Training	2b. Course Number Code N/A	3. Training Start Date <i>(Enter Date as yyyy-mm-dd)</i>		4. Training End Date <i>(Enter Date as yyyy-mm-dd)</i>	
5. Training Duty Hours	6. Training Non-Duty Hours N/A	7. Training Purpose Type <i>(Click link to view codes or go to page 9)</i> Code 01		8. Training Type Code <i>(Click link to view codes or go to page 9)</i> Code 03	
9. Training Sub Type Code <i>(Click link to view codes or go to page 9)</i> Code 32	10. Training Delivery Type Code <i>(Click link to view codes or go to page 12)</i> Code 05	11. Training Designation Type Code <i>(Click link to view codes or go to page 13)</i> Code 05		12. Training Credit 0	13. Training Credit Type Code <i>(Click link to view codes or go to page 13)</i> N/A
14. Training Accreditation Indicator <i>(Check below)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	15. Continued Service Agreement Required Indicator <i>(Check below)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	16. Continued Service Agreement Expiration Date <i>(Enter date as yyyy-mm-dd)</i>		17. Training Source Type Code <i>(Click link to view codes or go to page 13)</i> Code 03	
18. Training Objective Successful completion of Basic Rider Course to obtain fundamental motorcycle rider skills.				19. AGENCY USE ONLY	

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Section C – Fill out 1A, cost given to you by the Vendor

2a – Use the estimate cost of your travel in DTS, minus out the per diem

2b – Document per diem only in this block

If you will not incur travel cost input 0.00

Section C - COSTS AND BILLING INFORMATION					
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable		
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund
a. Tuition and Fees	\$		a. Travel	\$	
b. Books & Material Costs	\$ 0.00		b. Per Diem	\$	
c. TOTAL	\$ 0.00		c. TOTAL	\$	
3. Total Training Non-Government Contribution Cost 0.0			6. BILLING INSTRUCTIONS (Furnish invoice to):		
4. Document / Purchasing Order / Requisition Number N/A					
5. 8 - Digit Station Symbol (Example - 12-34-5678)					

U.S. Office of Personnel Management

Page 1
NSN 7540-01-008-3901

Standard Form 182
Revised December 2006
All previous editions not usable.

Section D – This is the only section where you can write over pre-populated boxes, input the proper names of those individuals in section 1a and 2a.

Section D - APPROVALS	
1a. Immediate Supervisor - Name and title SUPERVISOR OR ADSO OF THE UNIT	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - Name and title FIRST CIVILIAN OSH SAFETY OFFICER IN CHAIN OF COMMAND	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a Training Officer - Name and title NOT APPLICABLE FOR THIS ACTION	

ATTACHED SERVICE OBLIGATION FORM WITHIN SF 182 PACKET

As part of the SF 182 packet there is a Service Obligation Agreement included. YOU DO NOT HAVE TO FILL THIS OUT FOR THIS TRAINING. It is only applicable to training that is 40 hours or more. Also it is not applicable to Soldiers. The references for this agreement are below:

Service Obligation Agreements:

Title 5, U. S Code (USC), Section 4108 requires each employee to sign an agreement with the Government before assignment to training that exceeds his/her agency's prescribed minimum period. The employee will agree to (1) continue in the service of his agency at least three times the length of the training period, commencing upon completion of the training, and (2) pay back expenses if he/she voluntarily separates from his agency prior to completion of the service obligation period.

Department of the Army policy requires civilian employees selected for non-Government training in excess of 80 hours, *and*, Government or non-Government long-term training and education programs in excess of 120 calendar days, to complete a continued service agreement *before* assignment to the training. The period of service will equal at least three times the length of the training, to begin upon the employee's return to duty following training completion. Approving officials will retain a copy of each signed agreement (see Section E, DD Form 1556) and monitor execution of the obligation period.

Failure to Fulfill Agreements

Commanders at all levels are charged to protect the Government's interests should an employee fail to successfully fulfill his/her signed training agreement by not completing the continued service obligation period

(Title 5, Code of Federal Regulations (CFR), Section 410.309(c)). The commander, or a designated official, will review the status and circumstances of each unexpired agreement to decide whether to transfer, waive or require repayment of expenses incurred other than salary costs. Managers should contact the Civilian Personnel Advisory Center (CPAC) immediately if it appears that an obligated service agreement may not be fulfilled.

Source: AR 690-400, Chapter 410, 5-7; 5 USC 4108; 5 CFR 410.309(c); TAPC-CPP-T memo dated 09/22/94

Military Participation in Civilian Training

Military personnel are not covered by Title 5 USC; however, they may participate in training activities intended mainly for civilians. If this increases costs for a course, payment for military participants will be prorated. The civilian training account will be reimbursed or direct payments will be made from the proper military account.

Source: AR 690-400, Chapter 410, 1

REFERENCES

// EXTRACT PAGE 57// AR 385–10 1 October 2011 // EXTRACT PAGE 57//

11-7 Driver Education

(5) *Mandatory motorcycle training.* Under the Progressive Motorcycle Program, all Soldiers who operate a motorcycle are required to take the following motorcycle training:

(a) Motorcycle Safety Foundation (MSF) basic rider course (BRC) or Deputy Under Secretary of Defense (Installations and Environment) DUSD(I&E)) endorsed, State-approved, curriculum for motorcycle operator's safety training.

(b) Experienced rider course (ERC) or the MSF BRC II.

(c) Military sportbike riders course (MSRC).

(d) Motorcycle refresher training (MRT) for Soldiers deployed for more than 180 days.

(6) *Motorcycle sustainment training.* Based on the type of motorcycle owned or operated, Soldiers are required to complete motorcycle sustainment training every 3 years, which consists of, at a minimum, retaking an ERC or the MSRC. A Soldier can meet the sustainment training requirement, at no expense to the government, by taking an Army approved advanced level motorcycle course. A list of courses meeting the criteria is located on the U.S. Army Combat Readiness and Safety Center Web site, <https://safety.army.mil>

// EXTRACT PAGE 58// AR 385–10 1 October 2011 // EXTRACT PAGE 58//

11–9. Motorcycle safety

a. Licensing.

(1) Operators of Government-owned and privately owned motorcycles (both street and off-highway versions) on Army installations must be appropriately licensed to operate on public highways except where not required by the applicable SOFA or local laws.

(2) A valid Optional Form (OF) 346 or DA Form 5984E (Operator's Permit Record) fulfills the licensing requirement

for operators of tactical motorcycles.

(3) Where state or local laws applicable to the installation require special licenses to operate privately owned motorcycles, motorized bicycles (mopeds), motor scooters, or all-terrain vehicles (ATVs), such license requirements, at a minimum, shall be required for operating those vehicles on Army installations.

(4) Minibikes, pocket bikes, and similar vehicles do not meet Federal highway safety standards and, therefore, will not be operated on installation roads. These vehicles may be operated in designated areas (off-installation roads) as designated by the senior commander.

(5) Motorcycle riders who operate motorcycles on or off post must comply with the skills training, licensing, and permit requirements of their state, HN, or SOFA.

(6) All civilian personnel or contracted laborers that are properly licensed to ride a motorcycle shall not be required to receive service-sponsored training or to prove that they have taken other motorcycle training in order to operate a motorcycle on a DOD installation.

(7) DOD civilians and authorized dependants may attend Army-provided training at no cost to the individual on request. However, priority of training must be—

- (a) Soldiers and other Servicemembers on Joint bases.
- (b) Department of the Army civilians who request training.
- (c) DOD civilians on Joint bases who request training.
- (d) Authorized dependants.

(8) Retirees on a space available basis at no cost to the government.

b. Progressive Motorcycle Program. The Army Progressive Motorcycle Program is designed to consistently keep motorcycle operator training current and sustain or enrich rider skills. The program consists of the following courses: BRC, ERC, MSRC, and MRT.

(1) Prior to operating any motorcycle, Soldiers will successfully complete an appropriate MSF-based BRC course or DUSD(I&E)-endorsed, State-approved curriculum for motorcycle operator's safety training.

(2) Based on the type of motorcycle(s) owned and operated, Soldiers complete either ERC or the MSRC within 12 months of completing the BRC.

(3) The Army standard basic motorcycle riders course is an appropriate MSF-based BRC or DUSD(I&E)-endorsed, State-approved curriculum for motorcycle operators' safety training. Training must be conducted by certified or licensed rider coaches and include classroom instruction on technical and behavioral subjects, hands-on training, a riding skills evaluation, and a knowledge-based evaluation. Installations will accept the completion cards of the MSF BRC course or DUSD(I&E)-endorsed course that includes written and riding evaluations as proof of successful completion of the required training.

(4) The MRT will be provided for any (motorcycle licensed and endorsed) Soldier owning the motorcycle and returning from a deployment greater than 180 days. The MRT will be conducted prior to any Soldier operating his or her motorcycle on a public or private street or highway with the exception of riding to the training site or location. The MRT will be conducted on the individual's own motorcycle to confirm ability to safely handle their motorcycle verses taking training on a smaller size/cc training motorcycle. Training will be provided through the Army Traffic Safety Training Program contractor or may be conducted at the unit level using the USACR/SC MRT DVD, which is available on request.

(5) Absent exceptional circumstances, provide training within 30 days of requests for training. Senior commanders may authorize properly licensed or permitted operators awaiting training to ride on an installation roadway subject to any restrictions imposed by such a permit.

(6) Every 3 years following completion of the ERC or the MSRC, operators shall complete motorcycle sustainment training. Sustainment training shall mirror motorcycle course selection as outlined in paragraph 11-9b(2), or another State-approved motorcycle safe riding course. Additionally, if after a 3-year period of inactivity, the acquisition of a new or change in motorcycle(s), or a major geographic relocation, operators shall complete sustainment training. Sustainment training shall be mandated as of 1 October 2011. Operators may take advanced level training at no expense to the government to meet the sustainment training requirement. Commanders are not authorized to waive or defer sustainment training.

(7) Personnel who operate privately owned ATVs or motorcycles off road should complete appropriate operator safety training.

c. Motorcycle vehicle equipment.

(1) When operated on any DOD installation, in both on- and off-road modes, all Government-owned or privately owned motorcycles, mopeds, motor scooters, and ATVs (when equipped) must have headlights turned on at all times, except where prohibited by military mission, the SOFAs, or local laws.

(2) Motorcycles shall be equipped with both a left-hand and right-hand rearview mirror mounted on the handlebar or fairing. (Note that Government-owned off-road motorcycles on tactical missions or training are exempt from this requirement.)

d. Motorcycle and all-terrain vehicle rider protection. Commanders will ensure that all individuals covered by this regulation and all persons at any time on an Army installation wear the following PPE while riding motorcycles and ATVs. Commanders are highly discouraged from adding PPE requirements at the local level.

(1) Helmets.

(a) For personnel riding motorcycles and ATVs in the United States, helmets shall be certified to meet DOT Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, or Snell Standard M2005 in accordance with DODI 6055.04, April 20, 2009, references (v), (w), (x), and (y).

(b) For personnel riding motorcycles and ATVs outside the United States, helmets must meet the HN standards. In those instances where the HN has no standard, helmets must, at a minimum, meet the DOT Federal Motor Vehicle Safety standard.

(c) All helmets shall be properly fastened under the chin.

(2) Eye protection. Eye protection designed to meet or exceed ANSI Z87.1, reference (z) for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield (properly attached to a helmet). A windshield or fairing does not constitute eye protection.

(3) Foot protection. Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn).

(4) Protective clothing. Protective clothing includes long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding are strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.

(5) Tactical motorcycle and Government-owned tactical ATV rider protection. The PPE for Government-owned motorcycle and ATV operators during off-road operations should also include knee and shin guards and padded gloves.

(6) Off-road operations. During off-road operations, operators and riders must use additional PPE, such as knee and shin guards and padded full-fingered gloves.

e. Tactical motorcycle and all-terrain vehicle operations.

(1) Unit commanders may authorize the use of combat helmets for operating tactical vehicles (for example, motorcycles and ATVs) during operations and training based on an operational risk assessment.

(2) Prior to tactical motorcycle and ATV operations, operators will be trained on the tactical operations and on the controls that have been implemented to mitigate hazards. Curriculum and proficiency training for tactical motorcycles and Government-furnished (tactical and nontactical) ATVs will be tailored to satisfy specific mission objectives. In addition to the above training, government motorcycle operators will have completed the training required in paragraph 11–9b(2), above. Government ATV operators will complete the Specialty Vehicle Institute of America-based course.

f. Can-Am Spyders and three-wheeled motorcycles.

(1) Powered nonenclosed three wheelers shall be considered a motorcycle unless the owner submits to HQDA Combat Readiness/Safety Center, via their chain of command, all documentation that the vehicle is classified by vehicle identification number as an automobile by NHTSA.

Note. State Department of Motor Vehicles interpretations will not suffice.

(2) All PPE requirements applicable to motorcycles remain applicable to three-wheeled variants.

(3) The requirement for BRC, as modified by the MSF interim guidance applicable to three-wheeled motorcycles, applies to exclusive three-wheeled motorcycle operators until the pending the MSF three-wheeled basic rider course is released by the MSF and evaluated or adopted by the U.S. Army. This guidance will be provided on the United States Army Combat Readiness/Safety Center Web site.

(4) If a modified MSF-BRC curriculum is not available, novice three-wheel operators shall be allowed to complete one of the following: take the BRC (using a two-wheeled trainer motorcycle) or a State-sponsored "Sidecar and Trike Education Program course that can help generally associate them with the risks and handling characteristics of threewheeled vehicles.

(5) All three-wheeled operators shall familiarize themselves with and follow the manufacturer's instructions and safety precautions pertaining to their vehicle.

(6) Installation vehicle registration processes remain unaffected by this guidance. Installations shall obtain reference copies of manufacturer's recommendations and precautions applicable to three wheelers registered on their installation. This information may be shared as necessary and shall be considered authoritative in addressing issues with post law enforcement and members who own or are contemplating purchase of a three wheeler.

(7) Consistent with the anticipated context and applicability of the MSF three-wheeled basic rider course, conventional motorcycles with sidecars will continue to be regarded as two-wheeled motorcycles with BRC requirements.

(Sidecars are generally a removable component, leaving the motorcycle operable in a conventional manner.)

// EXTRACT PAGE 58// AR 385-10 1 October 2011 // EXTRACT PAGE 58//

// EXTRACT PAGE 27/ USAR Reg 385-2, 1 December 2007 // EXTRACT PAGE 27//

Chapter 12-7. Motorcycles

a. General. The following guidance applies to any person operating a government-owned motorcycle on or off Department of Defense (DOD) property or operating a privately owned motorcycle on DOD property. Chapter 11, para 11-9, AR 385-10 addresses licensing and other requirements for operations of motorcycles.

b. Training and licensing.

(1) Operators of Government or privately owned motorcycles (both street and off-road versions) must have a valid state vehicle operator's license. Where state and local laws require special licenses to operate motorized bicycles (mopeds), motor scooters, or all-terrain vehicles (ATVs), the same requirements apply to operation of those vehicles on DoD property.

(2) Before operating a Government or privately owned motorcycle, moped, motor scooter, or ATV on DoD property, each operator will successfully complete a rider or operator safety course. The course will —

(a) Comply with the Motorcycle Safety Foundation (MSF) or Specialty Vehicle Institute of America (SVIA) approved curriculum taught by MSF- or SVIA-certified or licensed instructors.

(b) Provide hands-on training.

(c) Include a performance-based and knowledge-based evaluation.

(3) The MSC commanders and safety managers should review feasibility of establishing an agreement with a nearby military activity or installation to jointly train students (e.g., train at a central location and share costs/instructors).

c. Safety equipment.

(1) Required rider equipment: DOT-approved protective helmets, shatter-resistant eye protection (glasses, goggles, or face shield), gloves, long-legged pants, long-sleeved shirt or jacket, enclosed sturdy foot wear (recommend leather boots or high top shoes), and high visibility garments or reflective vest during the day, and reflective vest during hours of darkness.

(2) Required motorcycle/moped equipment: One rearview mirror (two recommended), front and rear brakes, horn, muffler, electric turn signals, seat and foot rests for each rider, and DOT-approved tires. A properly affixed passenger backrest is recommended for riders who transport passengers. A backrest reduces the chances of a passenger falling off a motorcycle while in motion, and especially upon acceleration.

// EXTRACT PAGE 27/ USAR Reg 385-2 1 December 2007 // EXTRACT PAGE 27//

//EXTRACT// DoDI 6055.04, Change 1 April 2010 //EXTRACT//

Section 4. TRAINING AND EDUCATION

a. Driver Education (HSPG NUMBER 4). As soon as possible upon initial entry into military service, provide all military personnel who have a driver's license and are under 26 years of age a minimum of 4 hours of driver education. Use the course to provide and reinforce a positive attitude toward driving, individual responsibility, correct response to routine and emergency driving situations, and sharing the road safely with other road users. Such education shall be at the Government's expense.

b. Local Area Traffic Safety Orientation. Provide all newly assigned military and civilians orientation to local driving conditions, laws, and regulations.

c. Driver Improvement. To reinforce positive driving behaviors:

(1) Provide driver improvement courses to military or civilian personnel who, while operating a Government motor vehicle (GMV), have been convicted of a moving traffic violation or have been determined to have been at fault in a traffic mishap. When or where available, require individuals, inside or outside normal duty hours, to attend the courses or lose installation driving privileges. Court-approved local community driver improvement programs may be used to fulfill the requirement.

(2) Individuals who have been convicted of a moving traffic violation or who have been determined to have been at fault in a traffic mishap off base while operating a privately owned motor vehicle shall, before authorization to drive on installation is given after such an incident, demonstrate satisfactory participation in and completion of any training mandated by an outside court, at no expense to the Government, or lose installation driving privileges.

d. Emergency Vehicle Operator Training. Develop and implement emergency vehicle operator training requirements, to include requirements of Reference (o) and DoD 6055.06-M (Reference (u)).

e. Passenger Vans Operator Training. Provide training to operators of Government-owned passenger vans, stressing the unique handling characteristics of these vehicles. All such training shall be at the Government's expense and shall include, at a minimum, training in:

(1) Proper vehicle loading, gross vehicle weight, weight balance, mismatched tires and tire pressures at variance with manufacturers' recommendations, tire blowouts, risk of rollover, tips for preventing rollover, and requirements for passengers to use safety belts at all times.

(2) For vans with a capacity of 15 or more passengers, hands-on familiarization with the handling of fully loaded vans.

f. Motorcycle Operator Training (HSPG NUMBER 3). Provide entry-level rider training addressing the minimum skills necessary to begin street riding safely, and provide opportunities for renewal training (i.e., life-long learning) for motorcycle operators throughout their riding careers.

(1) Initial Training

(a) Require all military personnel who ride or intend to ride a motorcycle, regardless if the military member intends to register their vehicle on the installation, and all operators of Government-owned motorcycles to attend and complete the motorcycle rider training required in paragraph 4.f.(1)(c) of this enclosure.

(b) Absent exceptional circumstances, provide training within 30 days of requests for training. Installation commanders may authorize properly licensed or permitted operators awaiting training to ride on an installation roadway subject to any restrictions imposed by such permit.

(c) Include an appropriate Motorcycle Safety Foundation (MSF) course or DUSD(I&E) endorsed, State-approved, curriculum for motorcycle operator's safety training. Provide certified or licensed rider coaches and include hands-on training, a riding skills evaluation, and a knowledge-based evaluation. Accept the completion card of any MSF course or DUSD(I&E)-endorsed course that includes written and riding evaluations as proof of successful completion of the required training.

(d) Civilian visitors or contracted laborers that are properly licensed to ride a motorcycle shall not be required to receive service sponsored training, or to prove that they have taken other motorcycle training in order to operate a motorcycle on a DoD installation.

(2) Refresher Training. Encourage operators to complete refresher training after 5 years of inactivity, the acquisition of a new motorcycle, or a major geographic relocation.

(3) Failure to Attend Scheduled Training. Take appropriate administrative or disciplinary actions for personnel who fail to attend scheduled training including restricting operation of the motorcycle.

g. Off-Road Training. Require additional performance-based training for on-installation operation of off-road vehicles controlled by morale, recreation, and welfare organizations and privately owned off-road vehicles. Encourage personnel who operate privately owned all-terrain vehicles (ATVs) or off-road motorcycles off-installation to complete appropriate operator safety training.

h. Tactical Motorcycle and ATV Training. Provide operators of Government-owned tactical motorcycles with initial training for motorcycles as required in paragraph 4.f.(1) of this enclosure and with training tailored to satisfy specific mission objectives. Government-owned ATV operators shall complete the Specialty Vehicle Institute of America-based course and training tailored to satisfy specific mission objectives.

i. Government Vehicle Other (GVO) Training. Develop and implement vehicle-specific training requirements for operators of GVOs not otherwise addressed in this Instruction. Training requirements shall specify vehicle

type, content of initial training required, quantity of supervised driving experience, certification procedures, driving restrictions for operators awaiting training and certification, frequency and content of refresher training, and remedial training for observed undesirable driving behaviors.

j. Training Recordkeeping. An official responsible for providing training shall indicate to the person responsible for issuance of the U.S. Government Motor Vehicle Operator's Identification Card (Optional Form (OF) 346) or equivalent that the individual driver has met the training requirements for the vehicle they will be operating and fully understands the operational peculiarities of the vehicle. Organizations providing training shall maintain a listing of personnel trained for a period of 5 years.

k. Training Costs. Except for the training in paragraph 4.c.(2) of this enclosure, provide training required by this Instruction at no cost to military members, DoD civilians, and authorized dependents. Do not charge leave to individuals who attend training required by this Instruction. Any driver improvement training mandated by an outside court or Federal magistrate shall be at the individual's expense.

l. Educational Programs. Develop educational programs to ensure military and civilian personnel and dependents are aware of the requirements in this Instruction.

//EXTRACT// DODI 6055.04, Change 1 April 2010 //EXTRACT//

//EXTRACT// **FROM MOTORCYCLE SAFETY FOUNDATION WEBSITE** //EXTRACT//

What You Need to Know

1. Choose the *RiderCourseSM* that meets your needs:

Basic *RiderCourseSM* (BRC)

Prerequisites: Ability to ride a bicycle. Full protective attire is required. Must be of legal age to operate a motorcycle on the street. Depending on State, participants may need a driver's license and/or motorcycle permit.

The Basic *RiderCourse* is a complete entry-level, learn-to-ride class that consists of at least 15 hours of formal classroom activities and on-cycle riding exercises conducted over two or three days. About five hours are devoted to learning activities in the classroom, and around 10 hours of hands-on practice are included. Training motorcycles are provided. Successful completion may lead to a waiver of the motorcycle license skill test and an insurance discount.

Basic Rider Course -2 (Formerly known as Experienced Riders Course)

Prerequisites: A valid motorcycle permit, license, or endorsement. Riders must provide their own street-legal and safe motorcycle.

A one-day course for riders with basic skills, this class provides more in-depth riding techniques and procedures than practiced in the BRC. The course consists of activities that emphasize personal risk management and self-assessment strategies, and on-cycle exercises with emphasis in cornering, braking and swerving. *For permit holders, this course may be used as a license waiver course, if permitted by state regulations. Riders in this category would be required to successfully complete a knowledge and skill test. For riders already possessing a license or endorsement, the testing portions of the course are optional.*

2. All students must provide and wear the following personal items for all on-motorcycle instruction:

- Over-the-ankle footwear. (not cloth, canvas, etc.)
- Long non-flare denim pants or material of equivalent or better durability.
- Long-sleeved shirt or jacket.
- Full-fingered gloves, preferably leather.

3. Course Fees:

The cost of attending a *RiderCourse* will vary depending on your training provider.

4. Course Requirements:

The Basic *RiderCourse* is conducted at a pace that results in successful completion for most novice riders. The RiderCoaches will help you learn to the best of your ability. If you have significant difficulty or become a risk to yourself or others, as determined by you or your RiderCoaches, you will not be permitted to continue to ride (other options may be available for developing your riding skills).

To successfully complete the course, you must: 1) attend all sessions, and 2) achieve a minimum score on a knowledge test covering course materials, and 3) achieve a passing score on a riding-skill evaluation. The riding-skill evaluation consists of four exercises that assess limited-space maneuvering skills as well as braking, cornering, and swerving competencies.

Successfully completing the Basic *RiderCourse* is not a guarantee that you will be safe on the road. Only you can choose the level of safety you wish to maintain. The course will provide you with the opportunities and experiences to acquire the basic knowledge and skill that enable you to continue to practice and develop your safe riding habits. Safe riding is also a matter of attitude, and only you can provide that.

//EXTRACT// **FROM MOTORCYCLE SAFETY FOUNDATION WEBSITE** //EXTRACT//

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE makes riding more comfortable and much safer. Properly fitted and functional, high visible PPE is required by the military at all times. Minimum PPE is:

Helmets are required and must meet DOD standards at a minimum. Helmets are the single most important item of PPE and should be comfortable and fit snug. Helmets sold for motorcycling on public streets must meet the standards set by the Department of Transportation (DOT).

Eye protection is required, it can be a full-shield helmet or goggles. Impact or shatter resistant goggles, wraparound glasses, or full face shield properly attached to the helmet must meet or exceed ANSI Safety Code Z87.1, for impact and shatter resistance. A windshield alone is not proper eye protection.

Boots, over-the-ankle footwear are required and should be made of sturdy leather and have a good oil-resistant sole to reduce slipping hazards. Army boots meet the requirement.

A **long sleeved shirt or jacket** must be worn.

When “on-road” driving during the day a **brightly colored outer upper garment** will be worn. During the night a **reflective upper garment** must be worn. Military uniforms do not meet this criterion. The outer garment

shall be clearly visible and not covered. Items may be worn on top of the outer garment, but they must meet the same visibility requirements of the outer upper garment.

Pants are required to cover the entire leg. Most motorcyclists prefer pants that are similar to their jackets and some are available that zip together. Pants should provide the same protection against abrasion as jackets.

Closed-finger **Gloves** are required. The intent is to protect riders’ fingers from strikes from flying objects. Gloves should be made for motorcycle use. Gloves that are not for motorcycle use provide less grip and protection.



Goggles and Face Shield.
Impact or shatter resistant goggles or full-faced shield protection attached to helmet. A windshield or eyeglasses alone are not sufficient.

Helmets.
Certified to meet Department of Transportation (DOT) standards and properly fastened under the chin.

Reflective Safety Vest.
Upper body lime green or international orange reflective safety vest with reflective strips stitched, ironed or otherwise affixed to the vest on both the front and back sides.

Clothing
Long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a Motorcycle.

Footwear.
Sturdy footwear, Leather boots or over-the-ankle shoes. Tennis shoes, sneakers, or sandals are not sufficient.

63d RSC MOTORCYCLE PROGRAM USER GUIDE

30 OCT 2011

SAMPLE BRC REQUEST EMAIL FOR SOLDIERS (Copy and paste into an email to manipulate as needed)

Classification: UNCLASSIFIED

I am the Safety Officer for the 999 ESC. I have two individuals that want to attend the Basic Riders Course their information is below. If you have any questions my phone number is 999-999-9999.

Name: Joseph Smith

Rank/Grade: SFC

Personal Phone: 999-999-9999

Assigned Location: Fort Bliss

Assigned Unit: 999 ESC

Requesting what course: Basic Riders Course

Company Name: Company name

Company Phone: xxx-xxx-xxxx

City Location of Crs: location

DATE REQUESTING TO ATTEND:

Currently Owns a Bike: Yes

Civilian needs a SF 182: not needed

SOLDIER only needs this email: Yes

Soldier email: xxxxxx.xxxx

Name: Scott Stevens

Rank/Grade: GS-09

Personal Phone: 999-999-9999

Assigned Location: Fort Bliss

Assigned Unit: 999 ESC

Requesting what course: Basic Riders Course

Company Name: Company Name

Company Phone: xxx-xxx-xxxx

City Location of Crs: location

DATE REQUESTING TO ATTEND: xxxxx

Currently Owns a Bike: Yes

Civilian needs a SF 182: Yes

SOLDIER only needs this email: N/A

Soldier email: xxxxxx.xxxx

Thank you ,

Steve Smith

999 ESC Safety Officer

office: 999-999-9999

fax: 999-999-9999

Classification: UNCLASSIFIED

Caveats: NONE

MOTORCYCLE FUNDING PROCESS

1. Soldier or civilian contacts unit Additional Duty Safety Officer (ADSO) or equivalent POC to indicate they need motorcycle training.
2. Unit ADSOs collect the required information from the individual and direct the individual to visit the Motorcycle Safety Foundation website <http://online2.msf-usa.org/msf/Default.aspx> to find a vendor and location that meets their geographic or scheduling needs. The ADSO should reference the 63d RSC Motorcycle Program User's Guide.
3. Individuals are briefed to NOT SCHEDULE CLASSES LESS THAN 20 DAYS BEFORE THE REQUEST EMAIL IS SENT TO THE 63rd RSC OSH office.
4. Once an individual chooses a date and time for training, the ADSO will forward a motorcycle request email to the 63d OSH office (found on page 18 of the User's Guide). If a civilian is requesting training they also need to complete an SF 182 and it should be attached to the requesting email.
5. Soldiers and civilians should contact the company and explain that their course will be paid for by another source. Some companies can only process reservations with payment up front. In this case, have the individual give the company the required personal information and tell the company to hold it and someone will be calling them to make payment and complete the reservation. Information usually consists of name, date of birth, email etc.....

6. Unit ADSOs must email the request to their next higher echelon safety officer. If a civilian is requesting motorcycle training the ADSO must send the request, with a completed SF 182, to the next higher civilian Occupational Safety & Health employee. The request will also be sent to the 63d RSC OSH office to; charles.quinones@usar.army.mil and norman.l.hewlett@usar.army.mil. This allows the OSH office to begin tracking the training request.
7. The next higher safety officer sends a verification to Charles and Norman that the personnel are approved to go to the MSF course. For civilians that are requesting training, the unit ADSO needs to sign the SF 182 and send it to the next higher civilian safety for their signature. The civilian Occupational Safety & Health employee will then forward the requesting information and the SF 182 to charles.quinones@usar.army.mil and norman.l.hewlett@usar.army.mil to complete the process.
8. Once payment is made by the 63d (5-10 days before the class) will email the unit POC and the individual requesting the training. It is imperative that all emails are correct to ensure proper communication.
9. MSF completion cards must be scanned and sent to charles.quinones@usar.army.mil and norman.l.hewlett@usar.army.mil for all personnel that attended a course funded by the RSC. If cards are not received in a timely manner, it could jeopardize future reservations for the unit concerned.
10. Soldiers and Civilians should use adequate planning to keep cancellations to a minimum. If a cancellation is necessary, DO IT AS SOON AS IT IS KNOWN. Contact the company and email charles.quinones@usar.army.mil and norman.l.hewlett@usar.army.mil with the necessary cancellation information.
11. If requesting personnel are having issues with the motorcycle training have them email charles.quinones@usar.army.mil to help rectify any issues.

NOTE: Remember Soldiers must complete this training “on duty”. Soldiers must complete this training while on a paid duty status. Drilling for retirement points is not acceptable.

As a civilian employee, overtime or comp time cannot be generated as a result of participating in this training,.

Reimbursements cannot be made by the 63rd RSC. Personnel who attend a course and pay for it with their own money WILL NOT BE REIMBURSED.