



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 3D INFANTRY DIVISION
942 DR BEN HALL PLACE, BUILDING HQ001
FORT STEWART, GA 31314-5000

JAN 22 2014

IMSE-STW-SO

21 January 14

MEMORANDUM FOR RECORD:

SUBJECT: Motorcycle Refresher Training Standard Operating Procedure (SOP)

1. The purpose of the motorcycle Refresher training is to train Soldiers that have not actively operated their privately owned motorcycle (POM) six months or longer. The focus is to refresh the basic skills that operators use on a daily basis and to also allow the rider to become familiar with the motorcycle in a controlled and safe environment.
2. RESPONSIBILITIES:
 - a) Phase I is the responsibility of the unit mentors to consolidate a list of Soldiers that are eligible to attend the training. The information must be consolidated NLT 30 days prior to Soldiers re-deploying or returning to motorcycling. The following is the priority in which unit mentors will slot their motorcycle operators:
 1. Priority One: All Soldiers that have been without their motorcycle for 180 days or more and have their motorcycles in good operating condition within 75 miles of the installation.
 2. Priority Two: All Soldiers that have been without their motorcycle for 180 days or more, have their motorcycles out of state and must retrieve for training, and Soldiers whose motorcycle is not in good operating condition.
 3. Priority Three: All Soldiers that will purchase a motorcycle upon return from operations and already possess an MSF certification.
 - b) Phase II is the responsibility of the Unit Motorcycle Mentor to submit their list of Soldiers to the Brigade Motorcycle Mentor NLT 15 days prior to Soldiers re-deployment or return from operations.
 - c) Phase III the unit mentor(s) will counsel the motorcyclists on not operating their motorcycles upon return until they have completed their refresher training.
 - d) Phase IV the mentor(s) will schedule the unit refresher training with The Division Motorcycle Safety NCOIC once they have completed their in brief before the start of Re-Integration Training. The mentor(s) should look at the unit's re-integration schedule before scheduling the refresher training. Refresher training is normally conducted on Day 8 of reintegration.

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- e) Phase V the mentor(s) will construct a motorcycle packet for all riders that require refresher training. This packet is the 3ID Standardized Motorcycle Riders Packet. Mentors will also construct a standard name line memo signed by the first O3 in the Chain of Command, authorizing Soldiers to ride their motorcycle to be serviced (if safe) and to training.
 - f) Phase VI mentor(s) will inspect all motorcycles prior to refresher training. The Division Motorcycle Safety NCOIC can assist if requested prior to training. The mentor will accompany the riders to observe the spot inspection done by the Division Motorcycle Safety NCOIC.
 - g) Phase VII mentors(s) will conduct a 35 mile check ride upon completion of training. The Division Motorcycle Safety NCOIC will complete a memorandum for training and submit to the mentor.
3. The POC for this memorandum is SSG William Pendleton at 912-435-9682 or william.t.pendleton.mil@mail.mil



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SSG, USA
DIVISION MOTORCYCLE SAFETY NCOIC