



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: Division Motorcycle Program (Standard Operating Procedure)

1) REFERENCES:

- a. DODI 6055.04, DOD Traffic Safety Program, 20 April 2009 (Change 2, 23 Jan 2013).
- b. ALARACT 095/2010: DTG 051651Z Apr 10, Subject: HQDA Implementation and Changes to the Army Traffic Safety Training Program (ATSTP).
- c. ALARACT 381/2011: DTG: 131710Z Oct 11, SUBJECT: Notification of recent rapid action revision changes to the Army Safety Program.
- d. AR 385-10, The Army Safety Program, Rapid Action Revision (RAR) 27 November 2013
- e. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- f. AR 600-55, The Army Driver and Operator Standardization Program, 18 June 2007.
- g. U.S. Army Motorcycle Mentorship Program, 28 December 2005.
- h. IMSE-STW REG 190-5, Police Motor Vehicle Traffic Supervision, 14 February 2011.
- i. Policy Letter No.6 CH 1(Commander's Privately Owned Motorcycle Policy).
- j. Applicable Local and State Laws.

2) MOTORCYCLE MENTORSHIP RESPONSIBILITIES.

Commanders:

Commanders will implement the Motorcycle Mentorship Program (MMP) IAW the Department of the Army, Combat Readiness Center (CRC) and the listed references above which include but are not limited to the following:

- a) Company/Troop/Detachment thru Brigade will include the Motorcycle Mentorship Program as part of their Unit Safety Program.
- b) Commanders will ensure the Motorcycle Mentorship Program is fully implemented and used to further identify and assist Soldiers in understanding and complying with this SOP.

- c) Motorcycle Mentor(s): All commands will designate on additional duty appointment orders a motorcycle mentor based upon the operator's experience as a rider, their maturity, and the Commander's assessment. If a Commander has more than one mentor, the commander will designate a senior mentor to coordinate all MMP activities. Motorcycle Mentors must have completed the BRC and ERC/MSRC. If a unit does not have an assigned mentor that meets the above standard, the Additional Duty Safety Officer (ADSO) will assume administrative responsibilities. Within 90 days of receiving additional duty orders all mentors or safety officers will complete the Division Motorcycle Mentor Certification Course.
 - d) Mentor(s) will keep records on every motorcycle and rider in his or her unit. The records will comply with the Army Motorcycle Mentorship Program.
 - f) Unit Safety Officers/ Brigade Mentors:
 - (1) Brief, assist and inspect the unit Motorcycle Mentorship Program semi-annually.
 - (2) Provide publications as required on any new changes to safety policies regarding motorcycles.
 - (3) Conduct safety meetings with mentors monthly on current significant activities (SIGACTS) and changes to policies.
 - g) Company/ Battalion Mentor(s) will:
 - (1) Develop and maintain rider packets. Using 3ID Standardized Motorcycle Riders Packet.
 - (2) Conduct entry level sustainment training during initial Soldier processing.
 - (3) Conduct monthly inspections of packets and bikes.
 - (4) Coordinate monthly rides to promote safe motorcycle operations.
 - (5) Conduct sustainment training prior to the start of riding season.
 - (6) Ensure all Soldiers report to scheduled training on time and prepared, IAW Policy Letter 6 CH1, Section 4, Para d.
- 3) Training Requirements (This includes ATV/Dirt bike/ROV/Three wheeled street legal vehicle operators)
- a) Basic Rider Course (BRC):
 - (1) Priority One: Soldiers that have never taken the Basic Riders Course. (To include those that may own a motorcycle and have not taken BRC).
 - (2) Priority Two: Soldiers who do not have proof of completing BRC
 - (3) This includes ATV/ROV/Three wheeled street legal vehicle operators.
 - (4) This course is taught by the Motorcycle Safety Foundation (MSF) through the Installation Safety Office.

JAN 2 2 2014

- b) Experienced Rider Course (ERC/BRC2):
 - (1) Priority One: All Soldiers that operate (Cruiser/Dual Sport/touring class) motorcycle will complete ERC within 12 months of completing BRC.
 - (2) Priority Two: Soldiers that switch from a (sport bike class) to a (Cruiser/Dual Sport/touring class).
 - (3) This course is taught by the Motorcycle Safety Foundation (MSF) through the Installation Safety Office.

- c) Military Sport Bike Rider Course (MSRC):
 - (1) Priority One: All Soldiers that operate a (sports bike or sport touring) motorcycle will complete SBRC within 12 months of completing ERC.
 - (2) Priority Two: Soldiers that switch from (Cruiser/Dual Sport/touring class) to a (sport bike) class.
 - (3) This course is taught by the Motorcycle Safety Foundation (MSF) through the Installation Safety Office.

- d) Sustainment Training (ST):
 - (1) Priority One: All Soldiers that operate a motorcycle prior to the start of the riding season.
 - (2) Priority Two: Soldiers that have not rode a motorcycle in three months or more.
 - (3) Priority Three: All Soldiers will complete every five years following completion of ERC or SBRC based on the type of motorcycle.
 - (4) This training can be sourced through the Division Motorcycle Safety NCOIC unless otherwise certified by the same.

- e) Motorcycle Refresher Training (MRT):
 - (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.
 - (4) This training is given by the Division Motorcycle Safety NCOIC unless otherwise certified by the same.

- f) 3 Wheeled Basic Riders Course (3WBRC) (pending):
 - (1) Priority One: All Soldiers that operate a three wheeled motorcycle will complete 3WBRC within 12 months of course opening.

- (2) Priority Two: Soldiers that switch from a two wheeled motorcycle to a 3 wheeled motorcycle will complete 3WBRC within 12 months of course opening.
- (3) This course will be taught by the Motorcycle Safety Foundation (MSF) through the Installation Safety Office.

- g) ATV and Recreational Off-Highway Vehicle (ROV);
 - (1) All ATV/ROV riders have 90 Days to have completed the ATV E-Course video, test, and print certificate.
 - (2) This course is offered for free at <http://www.atvsafety.org>

- h) Missed Training:
 - (1) All Soldiers will report to scheduled training on time and prepared, IAW Policy Letter 6 CH1, Section 4, Para d. Training must be cancelled within 48hr of date of training. Exceptions are due in writing from the Soldiers Commander to the Installation Safety Office. Failure to attend training may result in the temporary suspension of motorcycle riding privileges.

- 5) MOTORCYCLE RECORDS:
 - a) Soldier packet contents will be the 3ID Standardized Motorcycle Riders Packet.
 - b) Mentor(s) Book contents:
 - (1) Policy Letter #6
 - (2) Division Motorcycle program SOP
 - (3) Division Motorcycle Refresher Training POI
 - (4) Rider's Data Sheet (to include mentor's in lower units)
 - (5) Spreadsheet of all Rider's Record of Training (BRC, ERC, SBRC , Stand MRT)
 - (6) Spreadsheet/ Memo of Safety Rides and Safety Training
 - (7) Copy of Motorcycle Accident Reports within mentors unit
 - (8) Certificate of Completion for Division Motorcycle Mentorship Course

- 7) SAFETY/CHECK RIDES:
 - a) **Safety rides** are conducted as part of safety awareness or due to a significant event. Mentor(s) are encouraged to conduct safety rides whenever it is needed. The promotion of safety in riding is encouraged. Mentor(s) are to report the following to the brigade and division mentor(s):

JAN 22 2014

- (1) A roster of Soldiers that were involved in the safety ride.
 - (2) Submit a copy of the Safety Ride route utilizing the Travel Risk Planning System (TRIPS) or satellite image with route specifics.
 - (3) Submit a memo stating nature of safety ride and time period in which the ride covered.
- b) **Check rides** are conducted to check rider's ability and skill set on their POM. Check rides should be at a minimum of 35 miles. Mentor(s) conduct check rides during these times:
- (1) Before the start of new riding season.
 - (2) Monthly to check Soldiers progression and maintenance of POM. (Battalion and Company Levels). Quarterly (Brigade and Battalion Mentors only).
 - (3) Redeployment training (MRT only)
- 8) **ADDITIONAL MOTORCYCLE TRAINING**
- a) The Division Motorcycle Safety NCOIC offers a multitude of experience to pass along to the mentors and riders of the 3rd Infantry Division and its tenant units in the form of courses. These courses can be scheduled with the Division Motorcycle Safety NCOIC.
- (1) An Advanced Sport Riding Techniques course offered once a month.
 - (2) Motorcycle maintenance course.
 - (3) Advanced Cruiser Techniques Course (starting March 2014)
 - (4) Aspects of motorcycle modifications
 - (5) Safety courses built to suit the unit
 - (6) Unit safety day assistance
 - (7) Command Team/Safety Officer Motorcycle Orientation Course
 - (8) 3rd Infantry Division Motorcycle Mentorship Certification Course
- 9) **MOTORCYCLE ACCIDENTS/INCIDENTS**
- a) All motorcycle accidents will be reported based on the Enclosure 3 of Division Policy Letter #6 (CH1)
 - b) All motorcycle accidents or incidents will be reported to the Division Motorcycle Safety NCOIC regardless of whether they are classified as reportable or not. This is in order to track trends and lessons learned from motorcycle incidents.
 - c) Commanders and Safety Officers conducting accident investigations are encouraged to consult the Division Motorcycle Safety NCOIC for factual information pertaining to motorcycle accidents and incidents.

JAN 22 2014

NOTE: If a Soldier redeploys and wants to buy a motorcycle and has not been to BRC, BRC and the next level training will count as their refresher training. Unit mentor(s) must annotate this on the Soldier's Motorcycle Data Form. If a Soldier conducts either the ERC/MSRC within 30 days of redeployment it will count as refresher training. Soldier is not authorized to ride until it has been completed.

8) POC for this memorandum is SSG William Pendleton at 912-435-9682 or
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