



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3RD INFANTRY DIVISION AND FORT STEWART
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FORT STEWART, GEORGIA 31314-5000



AFZP-CSG

COMMAND POLICY LETTER NO. 6 (Change 1)

FEB 07 2012

Commander's Privately Owned Motorcycle Policy

1. REFERENCES.

a. DODI 6055.4, DOD Traffic Safety Program, 20 April 2009 (Change 1, 2 April 2010).

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), 4 October 2011.

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.

2. APPLICABILITY. This policy is applicable to all Third Infantry Division units and personnel, tenant units, and personnel living and working at Fort Stewart, Hunter Army Airfield, and Kelly Hill, Fort Benning. The operation of Go-Carts, Mini-Bikes, Mini-Motorcycles, Motorized Skateboards, ATVs, Dirt Bikes, Scooters, Golf Carts are prohibited on FS/HAAF. Exceptions include ATVs and Golf Carts owned by the government and operated by Department of Defense (DOD), Department of the Army (DA), and military personnel in the performance of duty and golf carts when used by personnel on the Ft. Stewart and Hunter Army Airfield golf courses only. Can-Am, "Trikes" and other non-enclosed 3 wheeled street-legal vehicles shall be considered motorcycles and the provisions of this policy will apply.

3. STATEMENT OF MILITARY PURPOSE AND NECESSITY: Motorcycle operations are high-risk activities that must be accomplished safely to prevent accidents which result in a degradation of military readiness. I expect all Leaders to implement this safety policy.

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4. POLICY.

a. Commanders at all levels are responsible for the complete implementation of this policy and will ensure all Soldiers in their command are in compliance. Commanders will ensure that all units in their command include this policy as part of their unit Safety Program and display it on unit safety boards and websites.

b. Licensing. All motorcycle operators must be licensed by appropriate civilian authorities. In addition to the requirements below, if State or local laws require special licenses to operate motorcycles, those licensing requirements will apply.

c. Registration and Insurance. All motorcycles must be registered and insured by appropriate civilian authorities in order to be operated on Fort Stewart, Hunter Army Airfield, and Kelly Hill. All Soldier owned motorcycles must be registered on the Installation and have the proper Installation registration decals displayed. Installation registration can be obtained after completing the required training courses, i.e. Basic Rider Course (BRC), Experienced Rider Course (BRC2), and/or Military Sportbike Rider Course (MSRC). All military personnel that complete the required training will receive a certification card which must be presented for Installation Vehicle Registration. Personnel who have completed the BRC will be permitted to register their vehicle at which point they will be required to attend follow-on training within 12 months. If the BRC/BRC2/MSRC is completed somewhere other than Fort Stewart/ Hunter Army Airfield/ Fort Benning, the Soldier must show proof of training to the registration office. If the certificate is lost the Soldier must get a replacement or take the local training prior to operating the motorcycle. Civilians and contracted laborers are not required to provide proof of training for entry to any DOD Installation.

d. Training. All motorcycle operators (Soldiers) are required to pass a certified motorcycle training program prior to operating a motorcycle. Service sponsored training is not required for properly licensed/endorsed DOD Civilian operators. Training may be available to DOD Civilians on a space available basis. The Fort Stewart Installation Safety Office offers the BRC, BRC2, MSRC, and Sustainment training. Soldiers will provide the email of their supervisor to the registration office. Supervisors will receive an email on the status of the vehicle registration. Soldiers who operate a motorcycle are required to attend the BRC before attending the BRC2 or MSRC. They are also required to attend either the BRC2 or MSRC within 12 months of completing the BRC and Sustainment training every 36 months thereafter. Commanders may not waive or delay this training. The Division Safety Office thru the Brigade Safety Manager and Motorcycle Mentor will maintain a centralized tracking system for required training. View the training schedules and sign up for these courses at the Installation Safety Office website, <https://apps.imcom.army.mil/airs/>. Slots are filled on a first come, first served basis. Riders who do not meet the standards during training may be given remedial training to improve basic riding skills on a space available basis. Riders who do not wish to wait for an Installation course may sign up and take the course at a Motorcycle Safety Foundation certified civilian program at their own expense. Inability to attend the required training is not grounds for non-compliance with this policy. If the operator fails to attend the scheduled training or does not cancel an

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appointment for training at least 48 hours prior to the class date, required training may be at the operators' expense (i.e. at a civilian training facility). For exceptions due to training cancellations and attendance, riders must provide the Installation Safety Office with a justification of absence in writing from their Commander or Supervisor.

e. Absent exceptional circumstances such as intervening deployment, schools, leave, training class backlog etc., Soldiers shall attend the required training within 30 working days of being identified by their command as a rider or a potential rider. Exceptions must be documented by the Chain of Command and training scheduled and completed at the earliest opportunity after the 30 day period has expired. Soldiers will not operate a motorcycle until the training is taken.

(1) Beginner riders must possess a valid state POV driver's license in order to attend the BRC. Motorcycles, helmets and gloves are provided by the trainer for the BRC only. Riders may choose to bring their own PPE/riding gear. Personal Motorcycles are authorized for BRC training ONLY when the instructor specifically authorizes such use prior to taking the BRC. The individual MUST make contact with the instructor prior to course registration in order to receive the proper paperwork and requirements for bringing their own vehicle to the BRC. Those riders that choose to retain or obtain a different State motorcycle driver license are responsible to check with that State in order to learn and abide by that States licensing requirements. Once the individual is licensed and properly insured; he/she must register the vehicle on the Installation.

(2) Soldiers who possess a valid state driver license with motorcycle endorsement but cannot produce proof of having completed a certified riders' course are required to complete the BRC prior to operating and registering their motorcycle on post and/or riding on or off post.

f. Safety Equipment. Operators of motorcycles and their passengers on Fort Stewart and Hunter Army Airfield will wear all required Personal Protective Equipment (PPE). Soldiers must adhere to mandatory PPE requirements on and off post while on or off duty. Passengers of military personnel operating these vehicles off post are required to wear the appropriate PPE IAW State law. Civilian operators are required to wear on and strongly encouraged to wear complete PPE off the installation.

(1) A Department of Transportation (DOT) approved helmet properly fastened under the chin is required. Novelty helmets will not be worn by Soldiers on or off post. Civilians will not wear novelty helmets while riding on post. Helmets may be fitted with an aftermarket quick disconnect buckle meeting or exceeding the retention standard of the Federal Motor Vehicle Safety Standard and DOT.

(2) Impact or shatter resistant goggles, wrap around form fitting glasses that are American National Safety Institute compliant (ANSI 287.1) or a full-face shield attached to the helmet is required for all operators and strongly recommended for passengers. Operators may not substitute a windshield for proper eye protection. Eyeglasses alone are not proper eye protection.

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(3) Full-fingered gloves, long trousers, long sleeved shirt or jacket and sturdy over-the-ankle boots are required.

(4) (CHANGE) Motorcyclists are especially vulnerable while operating at night, and over 90% of all motorcycle fatalities occur at night. Soldiers are required to wear reflective vests while riding on post and are highly recommended to wear reflective vests off-post. PT belts do not meet the reflective vest requirement for on-post operation. Specialized reflective riding jackets made of an abrasive resistant material that incorporate fluorescent colors and retro reflective material, may be worn in lieu of a reflective vest. Soldiers covered by this policy who attempt to operate a motorcycle on the installation without wearing a reflective vest or a specialized reflective riding jacket may be subjected to UCMJ actions in accordance with paragraph 9 of this policy.

g. Vehicle Requirements.

(1) All motorcycles must have two rear view mirrors, one on the left and one on the right.

(2) Motorcycle head lights must be operable and on at all times.

(3) All vehicle tires must have sufficient tread depth (3/16" minimum) with no cords or wires visible. Tires must not show signs of dry-rot.

(4) All vehicles must have fully operational front and rear brakes.

(5) All other vehicle equipment (lights, chains, cables, etc.) must be well maintained and in proper working order.

h. Other Safety Requirements: The use of headphones or earphones is prohibited while operating these vehicles. Ear insert devices designed as hearing protection may be worn by operators but only if they do not exceed 32db Noise Reduction Rating (NRR). Disposable, preformed, or custom molded ear plugs designed to reduce but not entirely block hearing are permissible.

i. Installation authorities will deny access to anyone not wearing the required proper PPE IAW DODI 6055.04 and AR 385-10.

j. The Marne Reception Center (MRC) will include this policy in the initial briefing to newly assigned Soldiers, identify riders, and ensure compliance with this policy while Soldiers are assigned through the in-processing phase. The MRC will pass information on all riders and prospective riders to each new Soldier's gaining chain of command once centralized in-processing is complete.

k. The Installation Safety Office will include an initial of brief this policy to all Soldiers, DA Civilians, Contractors, and visitors during the Army Traffic Safety Training Program Local Hazards Presentation. Potential riders will be identified and instructed on their individual responsibilities to ensure compliance with this policy and seek further guidance from their gaining unit or Directorate.

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1. Commanders of Soldiers returning from areas of operations will include this policy in their reintegration operations. Motorcycle Refresher Training (MRT) can be conducted by the unit. MRT is required training for all Soldiers if deployed for more than 180 days, prior to operating a motorcycle. The MRT guide is available at <HTTPS://SAFETY.ARMY.MIL/MOTORCYCLE-REFRESHER-TRAINING>.

m. All personnel will consider failure to use occupant protection devices, failure to wear required protective equipment, or failure to comply with licensing or operator training requirements in making line-of-duty determinations for death or injuries resulting from such nonuse of equipment or noncompliance with requirements.

5. MOTORCYCLE MENTORSHIP. 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 Policy Letter.

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 BRC2 or 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.

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.

e. Unit Safety Officers to include detachment safety officers will brief, assist, and inspect the unit Motorcycle Mentorship Program semi-annually or more often as needed in response to developing trends.

f. Mentor(s) will coordinate club rides to promote safe motorcycle operations. Unit Mentors will notify their Commander and next higher Senior Mentor (i.e. Company Mentor will notify the Battalion Senior Mentor) as well as the Brigade Safety Officer of all motorcycle mentored group rides NLT two weeks prior to an event.

g. Soldiers that are identified as potential motorcycle riders will be included in the Mentorship program and all its activities.

h. Unit commanders will update or develop Rear Detachment in-processing procedures to ensure compliance and enforcement of all aspects of this policy when receiving and in-processing new Soldiers into the unit when leadership is in the field or unavailable due to duty requirements.

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i. Mentor(s) will conduct inspections using the Motorcycle Inspection form (Enclosure 2) prior to long weekends, holidays and leave/passes. Mentors and the Soldier's immediate chain of command will ensure deficiencies are identified and corrected prior to permitting vehicle operation. Mentors will ensure Soldiers are aware of the consequences of unsafe/improper vehicle operation.

6. LEADER RESPONSIBILITIES.

a. Commanders will implement the Motorcycle Mentorship Program IAW the Department of the Army, CRC and the listed references.

b. Commanders will keep records on every Soldier in their unit ensuring that they have signed and understand this Policy Letter.

c. Company/detachment commanders will personally ensure completion of an Individual Motorcycle, Dirt Bike or ATV Operator Requirements and Individual Responsibilities Agreement (Enclosure 1) for all Soldiers who operate a motorcycle on and off the installation or Dirt Bike or ATV off the installation.

d. Commanders will classify any motorcycle operator who is cited for two or more vehicle violations or has an at fault accident that incurs lost time, or who otherwise demonstrates a lack of self-discipline when operating a motor vehicle as a "high-risk" operator. Commanders will counsel high-risk operators and require the Unit Motorcycle Mentor to provide remedial training to mitigate high-risk behavior. Commanders will comply with AR 190-5 and Fort Stewart Regulations regarding the revocation, suspension and re-instatement of Soldiers driving privileges.

e. In the event of a Soldier motorcycle, dirt bike or ATV Class A, B, C, or D accident, the Unit Commander is required to report IAW SIR format using Enclosure 3 of this policy letter within 8 hours of initial notification of the accident. An accident investigation board will be appointed as necessary. Findings and recommendations will be briefed to the Soldier's Battalion Commander. The Soldier's senior leadership will then provide the Third Infantry Division Chief of Staff, an accident review that summarizes the facts and circumstances surrounding the accident and recommendations to prevent future accidents. An Abbreviated Ground Accident Report (AGAR) for off duty Class A, B, C, or D accident or formal accident board report for on duty Class A & B accidents will be provided to the Division Safety Office.

7. SUPERSESSION. This Policy Letter supersedes all previous local Policy Letters subject as above.

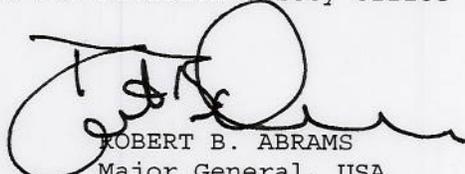
8. (ADD) It is the affirmative duty of every Soldier to report violations of this policy letter, regardless of whether or not the violation occurs on or off post or the rank of the person committing the violation. Your duty to report begins as soon as you learn of the possible violation. Violations will be reported to your chain of command. Failure to report a violation is punitive in accordance with paragraph 9 of this policy. Failure to report may also result in the suspension or revocation of your on post driving privileges.

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9. This policy is punitive in nature. Soldiers who violate this policy may be subject to punishment under the UCMJ, as well as adverse administrative action. Personnel not subject to the UCMJ who violate this policy may also be subject to adverse action, discipline or criminal prosecution in accordance with applicable laws and regulations.

10. The proponent for this letter is the Division Safety Office 767-5332.



ROBERT B. ABRAMS
Major General, USA
Commanding

Enclosures:

1. Motorcycle Agreement
2. Motorcycle Inspection Checklist
3. SIR reporting requirements to COS Third Infantry Division

DISTRIBUTION:

B & D

Encl 1

STATEMENT OF RESPONSIBILITIES
MOTORCYCLE/DIRT BIKE/ATV OPERATOR

1. I am a Soldier in the U.S. Army or other Military Service or DA Civilian stationed at Ft Stewart/HAAF or Kelly Hill, Ft Benning. I have identified myself as a potential or current motorcycle rider. I understand my responsibility as an operator of a motorcycle to do so in a safe manner and IAW the provisions of local laws, DOD, and army regulations, directives and local policies to include the Commander's Policy letter # 6.
2. I understand that before I operate a motorcycle (Either street or off-road) on or off a DOD installation and on or off duty, I will: be appropriately licensed, will successfully complete a Motorcycle Safety Foundation (or a Motorcycle Safety Foundation based state approved) course, and comply with the PPE requirements stated in Policy Letter #6.
3. As an operator of a government and/or privately owned motorcycle (either street or off-road versions), I understand that all motorcycle safety equipment will be fully operational and the headlight turned on at all times. Upon completion of a motorcycle inspection, if deficiencies are found or the vehicle fails to pass inspection, the vehicle will not be used until repaired and again inspected. Responsibility, awareness, and adherence to all applicable regulations, codes, and requirements are my responsibility. Whenever I operate a motorcycle, I will wear the appropriate PPE. I am aware the minimum PPE requirements for operators and passengers are: Shatter-resistant eye protection (face shield, goggles- rap around glasses ... NOT REGULAR SUNGLASSES), leather or sturdy over the ankle boots, full fingered gloves, long trousers, long sleeve shirt or jacket. It is required that a brightly colored and highly reflective jacket or vest be worn.
4. Local, State, and Installation:
 - a. I, _____ am stationed at _____ and the Installation's motorcycle requirements include: _____
 - b. The motor cycle requirements for the state I am located in are: _____

 - c. Cautions and Hazards: I fully understand my responsibility to comply with all the requirements for motorcycle operation and these requirements apply to me both on and off duty, and on or off post. I will never ride while under the influence of drugs or alcohol. I will avoid riding at an excessive speed. I will be extra cautious while riding over difficult terrain.
 - d. My Commander's goal is to ensure that I am fully aware of the hazards and risks associated with motorcycle operation and that I freely accept the responsibility for operating IAW the laws, regulations, and policies listed above. I acknowledge that I have been briefed on and understand the information provided above.

Rider Signature/Date

Commander/1SG/Supervisor Signature / Date

MOTORCYCLE INSPECTION

Motorcycle Inspection Personal Information Checklist

Operator:			
Rank:	Last Name:	F.Name MI:	
Vehicle Description:			
Make:	Model:	Year:	Color:
Drivers License Info:			
State:	License Number:	Expiration Date:	
Endorsement: Yes / No			
Insurance Info:			
Insurance Company:		Policy Number:	
Activation Date:		Expiration Date:	
Required PPE?			
Date Completed Motorcycle Safety Foundation Course:			Decal Number:
Motorcycle Safety Foundation Course Card Number:			

Motorcycle Safety Inspection Checklist

L -- LIGHTS			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Battery	Condition	Terminals clean and tight, electrolyte level, battery held down securely.	
	Vent Tube	Not kinked, routed properly, not plugged.	
Lenses	Condition	Cracked, broken, securely mounted, excessive condensation.	
	Condition	Cracked, broken, securely mounted.	
Reflectors	Condition	Fraying, chafing, insulation.	
Wiring	Routing	Pinched, no interference or pulling at steering head or suspension, wire looms and tied in place, connectors tight, clean.	
	Condition	Cracks, mounting and adjustment system.	
Headlamp	Aim	Height and right / left. High and Low beam work.	
Brake Light	Condition	Cracks, operational w/Front hand control and foot ctrl.	
Turn Signals	Condition	Cracks, operational.	Front -
License Plate	Condition	Cracks, operational and not flush mounted to fairing.	Rear-
	Condition	Visible to motorists and equipped with light.	

C -- CONTROLS			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Levers	Condition	Broken, bent, cracked, mounts tight, ball ends on handlebar lever.	
	Pivots	Lubricated.	
Cables	Condition	Fraying, kinks, lubrication, ends and length.	
	Routing	No interference or pulling at steering head, suspension; no sharp angles, and wire looms in place.	
Hoses	Condition	Cuts, cracks, leaks, bulges, chafing, deterioration.	
Throttle	Operation	Moves freely, snaps closed, no revving.	
	Routing	No interference or pulling at steering head, suspension; no sharp angles, and wire looms in place.	
Horn	Condition	Installed and operational.	

C -- CHASSIS			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Frame	Condition	Cracks at gussets/welds, accessory mounts, look for paint lifting and or corrosion.	
	Steering Head Bearings	No detent or tight spots through full travel, raise front wheel (if equipped w/Ctr Stand) check for play by pushing/pulling forks.	
	Swing arm Bushings Bearings	Raise rear wheel, check for play by pushing/pulling swing arm.	
	Suspension	Forks	Smooth travel, no excessive corrosion, straight.
	Shock(s)	Smooth travel, no leaks or seepage.	
Chain/Belt	Tension	Check at ctr bottom portion of Chain/Belt. Approximately 3/4" to 1 1/2" free movement. (Chain should not be too tight, no excessive slack.)	
	Guard	Belt/Chain Drive Motorcycles should be equipped w/a chain/belt guard on top of item.	
	Lubrication	Light coat application. No excess Lube. NO RUST on chain Belts are not to be lubricated.	
Fasteners	Sprockets	Teeth not hooked, or excessively worn Securely mounted.	
	Threaded	Tight, missing, bolts, nuts	
	Clips	Broken, Missing.	
	Cotter Pins	Broken, Missing.	

O -- OIL			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Levels	Engine Oil	Check warm on Center Stand, dipstick or sight glass.	
	Hypoid - Gear Oil	Transmission, rear drive shaft drive Motorcycles.	
	Hyd. Oil	Brakes and clutch, reservoir or sight glass.	
	Coolant	Reservoir and/or coolant recovery tank - cool only.	
	Fuel	Tank or Gauge for serviceability.	
Leaks	Engine Oil	Gaskets, housings, seals	
	Hypoid - Gear Oil	(Shaft Drive Motorcycles) Gaskets, seals, breathers.	
	Hyd. Oil	Hoses, master cylinders, calipers.	
	Coolant	Radiator, hoses, tanks, fittings, pipes.	
	Fuel	Lines, fuel taps, carburetors.	

T-- TIRES & WHEELS			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Tires	Condition	Tread depth, excessive wear, weathering, evenly seated bulges, imbedded objects/plugs.	
Air Pressure		Check when tire is cold. (30-40psi)	Fr. Rr.
Wheels	Spokes	Bent, broken, missing, check at top of wheel for tension: "Ring" = ok "thud" = loose spoke.	
	Rims	Cracks, dents, bent in appearance.	
	Bearings	Grab Top and bottom of tire and flex: No free play (click) between hub and axle, no growl when spinning.	
	Seals	Cracked, cut or torn, excessive grease on outside, reddish-brown outside.	

S-STAND			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Center stand	Condition	Cracks, bent. (some motorcycles may not be equipped with a center stand)	
	Retention	Springs in place, tension to hold positions.	
Side stand	Condition	Cracks, bent. Safety cutout switch. (This will stop or stall engine if placed in gear and stand is down.)	
	Retention	Springs in place, tension to hold positions.	

Operator and Inspector Signatures:

Operator Signature: _____ Date: _____

Inspector Printed Name: _____

Inspector Signature: _____ Date: _____

Encl 3 Motorcycle/Dirt Bike/All Terrain Vehicle (ATV) Accident Reporting Requirements

The Chain of Command will assemble the following required information and report to the Division Chief of Staff with CC to Division Safety within eight hours **all** recordable Class A, B, C, or D accidents.

1. Name:
2. Rank:
3. SSN (last 4):
4. Race:
5. Sex:
6. Age:
7. Position:
8. MOS:
9. Security Clearance:
10. Unit and Station of Assignment:
11. Time in Service:
12. Time of Accident (Local):
13. Type of Motorcycle/ATV:
14. Date of purchase:
15. New or used:
16. Has the Soldier signed an operator requirements and individual responsibilities agreement as required in Command Policy Letter #6?
17. Date of motorcycle license/endorsement/learners permit:
License# _____ State: _____ Expiration: _____
18. Motorcycle Safety training:
 - a. Installation/Date completed:
 - b. Motorcycle Level of Training: Basic _____ Advanced _____
19. Soldier wearing PPE:
20. Date of last motorcycle inspection:
21. Date of last Safety briefing:

22. Duty status: (ON/OFF DUTY) (Leave/Pass/TDY)
23. Was a Travel Risk Planning System (TRiPS) Assessment completed?
24. Factors impacting the accident: (Speed, Alcohol, Fatigue, Weather, environment). Information available from law enforcement, witnesses, medical, or other sources.
25. Date commander completed the Commander's Safety Course:
26. Who owns the motorcycle/ATV?
27. Installation registration status of the Motorcycle:
28. Dates of most recent deployment:
29. Marital status and location of spouse/children:
30. Does the unit have a Motorcycle Mentorship Program?
31. Soldiers current health status:
32. Condition of the Motorcycle/ATV after the accident: Operable/Non-Operable.
33. Short descriptive narrative of accident (5Ws):

Copies of this report will be sent to the IOC, Division G3 and Division Safety Offices.