



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
7130 Pennsylvania Loop, Bldg 4209, Suite C
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

AFZX-SA

NOV 19 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SA-03, Motorcycle Safety Requirements

1. Purpose. To establish the Joint Readiness Training Center (JRTC) and Fort Polk motorcycle safety and training requirements.
2. Applicability. This policy applies to all personnel assigned to, attached, or stationed at the JRTC and Fort Polk, living on or off the installation. This policy applies to riders of all motorized two-wheeled or three-wheeled vehicles including scooters, and MOPEDS. The training requirements apply to active duty military. The training requirements do not apply to, and cannot be provided to, active duty or DoD dependants, DA civilian employees, contractors, and civilians with no DoD affiliation.
3. Requirements.
 - a. Mandatory training for service members:
 - (1) Successfully complete the Basic Riders Course (BRC) as outlined in Army Regulation 385-10, The Army Safety Program. The BRC is a one time requirement and not part of the three year cyclic sustainment requirement.
 - (2) Successfully complete the Basic Riders Course 2 (BRC2) for cruisers only or Military Sport Bike Riders Course (MSRC) for sport bikes only, within one year of completing the BRC. Newly assigned service members who have successfully completed the BRC but not the BRC2 or MSRC will be required to register for the appropriate Motorcycle Safety Foundation (MSF) course within 60 days of arrival. The BRC2 and MSRC are part of a three year cyclic requirement, or upon geographical relocation (PCS) IAW AR 385-10.
 - (3) Service members that register for the MSRC will obtain written approval from their chain of command and major subordinate command (MSC) mentor prior to attending the MSRC (enclosure 4). The BRC2 is not a requirement for attendance in the MSRC.
 - (4) Dirt bike riders will successfully complete an approved Motorcycle Safety Foundation (MSF) dirt bike course before riding. Completion of the BRC is acceptable when the dirt bike course is not available.

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(5) Service members operating three-wheeled vehicles are not exempt from training requirements and must observe the same personal protective equipment (PPE) requirements. There are no follow on requirements for three-wheel vehicles after the completion of the BRC or an approved MSF trike course.

(6) Service members who change motorcycles will repeat the BRC2 or MSRC on the new motorcycle NLT 60 days after purchase. A change includes purchasing a different class of motorcycle (cruiser, standard, or sport) or an increase of engine size.

(7) Service members holding an MSF certification who redeploy after 180 days are required to successfully complete the Motorcycle Refresher Training Course (MRT) within 30 days of redeployment as part of their redeployment process, using their own motorcycle.

(8) Service members found "at fault" in a motorcycle accident will be required to repeat the BRC2, MSRC or BRC (command directed), as applicable before being cleared to ride again.

b. All service members who operate a motorcycle or three-wheeled vehicle must carry their MSF card, driver's license with motorcycle endorsement, proof of insurance, and registration while operating their motorcycle. Service members who fail to carry and present the MSF card, valid registration, license, and proof of insurance will not be allowed to operate their motorcycle on post.

c. Wearing portable headphones, earphones, and other listening devices (except for hands free cellular phones) is prohibited while operating a motorcycle, MOPED, or scooter. Motorcycle operators may wear motorcycle helmets equipped with operator-passenger intercom systems.

d. Motorcycles are required to have at least one headlight on at all times, both left and right rear view mirrors mounted on the handle bars or fairing, and both front and rear turn signals operational and mounted on the motorcycle. Effective 1 Aug 12, handlebar height for motorcycles is shoulder level, IAW Louisiana Senate Bill 582, Act 473, no person shall operate a motorcycle with handlebars that require the hands of the operator to be above the operator's shoulder height when the operator is sitting astride the seat and the operator's hands are on the handlebar grips.

e. Personal Protective Equipment (PPE): Service members on and off the installation and civilians on the installation are required to comply with the following PPE requirements:

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(1) A Department of Transportation (DOT) or higher approved helmet properly fastened under the chin.

(2) Full-fingered gloves designed for use on a motorcycle.

(3) Long-sleeved shirt or jacket and long trousers. The rider must wear an upper outer garment (either the long sleeve-shirt or an additional ensemble) that is clearly visible from both front and rear, in colors of fluorescent yellow, orange, or yellow/green. Reflective material which can be seen from the front and the back is required during hours of limited visibility. Full vests and riding jackets that meet the "fluorescent colored" and "reflective" criteria are encouraged. Examples of correct reflective upper body ensembles are located at enclosure 1. If carrying a backpack, it is considered an extension of the upper body and must meet the same requirements as the upper outer garment. These outer garments will be properly secured, clearly visible, and not covered.

(4) Boots or sturdy over-the-ankle footwear. Athletic shoes are not allowed.

(5) Impact or shatter resistant goggles or wraparound safety glasses meeting American National Safety Institute (ANSI) standards, or a full face shield attached to the helmet in the down position.

4. Commanders will establish a unit motorcycle mentor program down to company level and appoint in writing a unit motorcycle mentor. Commanders will identify and counsel all service members that own and ride motorcycles (enclosure 5). The appointed mentor will maintain a roster of motorcyclists in their units to include completion of the BRC, BRC2 or MSRC, a record of inspected PPE, and motorcycle inspections IAW MSF T-CLOCS on each motorcycle owned.

a. All service members are required to complete the Motorcycle Accessories/ Modifications Verification Memorandum (enclosure 2) for each motorcycle they own. Unit motorcycle mentors will review and sign the document.

b. The Motorcycle Mentor Program (enclosure 3) is directed for all MSC/BN personnel. The program capitalizes on shared experiences to prevent accidents and to save lives. The program places responsibility on the chain of command to enforce the standards, adhere to policies and procedures, and reduce risk to our Soldiers.

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5. These measures are not meant to prohibit riding, but to increase service member survivability and safety. We must take an active role in protection and prevention.

5 Encls

1. Authorized Fluorescent Upper Outer Garment Examples
2. Motorcycle Accessories/Modification Verification Memorandum
3. Motorcycle Mentor Program
4. Sample Memorandum for Fort Polk Safety Office
5. Motorcycle Counseling Form



WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

DISTRIBUTION: A+

**EXAMPLES OF CORRECT UPPER BODY ENSEMBLES
FOR DAYLIGHT HOURS**



**EXAMPLES OF CORRECT UPPER BODY ENSEMBLES
FOR LIMITED VISIBILITY OR HOURS OF DARKNESS**



Motorcycle Accessories/Modifications Verification Memorandum

Purpose: To increase the safety of motorcycle operators.

Name of Soldier: _____
(Print Name: Last, First, Middle)

Rank/Grade: _____

Unit (Company/Battalion/Brigade): _____

Motorcycle Make/Model/Year: _____

MSF Training (Completion Date/Card Number): BRC: _____ BRC II: _____

Sports Bike Course: _____ **Dirt Bike Course:** _____

Accessories/ Modifications (circle all that apply):

Extended Handle Bars Extended Forks Seats Pegs Sissy Bar Wheels/Tires

Forward Controls Chrome Nitrous Oxide Cylinders Extended Swing arm

Lowered suspension components (rear links, shocks, forks) Exhaust modifications

Others (please list):

1. I _____ verify that all accessories/modifications performed on
(Print Name: Last, First, Middle)

my motorcycle meet manufacturer's specifications and Louisiana State Statues/Laws. I further affirm that my accessories and O.E.M. parts have been torque to manufacture's specifications.

2. I understand that I am required to maintain and operate a safe and legal motorcycle that complies with all applicable federal and state regulations.

Operator Signature: _____ **Date:** _____

Reviewed by:

Unit Motorcycle Mentor Signature: _____ **Date:** _____

First Line Supervisor Signature: _____ **Date:** _____

Motorcycle Mentorship Program Guidelines

1. Each Major Subordinate Command (MSC) or battalion (BN) will establish a mentor program and appoint a senior motorcycle mentor to inspect and provide guidance to subordinate units. The installation lead will be the Command and Garrison Safety Offices.
2. The Command Safety Office will:
 - a. Conduct joint quarterly training meetings with all MSC/BN motorcycle safety mentors.
 - b. Consolidate and maintain an installation-wide database of motorcycle riders provided by the MSC/BN mentors.
3. The MSC and BN mentors will:
 - a. Conduct spot checks of unit motorcycle mentor continuity books. Maintain a MSC/BN motorcycle mentor continuity book and MSC/BN database. Provide command Safety Office quarterly updates at training meetings.
 - b. Organize and conduct quarterly training with unit mentors and attend joint quarterly training meetings with the Command and Garrison Safety Offices
 - c. Enforce the use of proper personal protective equipment (PPE). Utilize the chain of command to enforce correction.
 - d. Organize and conduct Motorcycle Refresher Training courses (MRT) as part of the reintegration process for Soldiers who have been deployed more than 180 days.
 - e. Organize and conduct group rides at brigade and battalion levels. Be the subject matter expert (SME) for that MSC/BN. Assist in installation sponsored group rides. Tasking will be requested through the G3.
 - f. Evaluate Soldiers recommended for attendance to the Military Sport Bike Riders Course (MSRC). Author and sign the MSRC approval memo verifying inspection of the Soldier's motorcycle, license, registration (in their name), proof of insurance, and basic motorcycle knowledge.

ENCL 3

Motorcycle Mentorship Program Guidelines

4. Unit mentors will:

- a. Maintain the unit motorcycle mentor continuity book and database of all riders. The continuity book will have current inserts from applicable regulations, directives, safety memos, counseling forms, modification verification checklists, and inspections IAW MSF T-CLOCS. Maintain copies of all Soldiers' operator's licenses with motorcycle endorsement, MSF cards, registration, and proof of insurance. The database will include name, rank, unit, MSF card number, date MSF card was issued, current type of motorcycle with purchase date, previous type of motorcycle, and years of riding experience. Provide MSC/BN mentor quarterly updates at training meetings.
- b. Conduct quarterly training with unit riders and attend quarterly training meetings with the MSC/BN mentor.
- c. Inspect and enforce the use of proper PPE IAW SA-03. Utilize the chain of command to enforce correction.
- d. Conduct Motorcycle Refresher Training courses (MRT) as part of the reintegration process for Soldiers who have been deployed more than 180 days. Provide remedial motorcycle training with individuals who have difficulty mastering techniques.
- e. Organize and conduct group rides at company level. Be the subject matter expert (SME) for that unit. Assist in installation sponsored group rides. Tasking will be requested through the G3.
- f. Evaluate and recommend Soldier for attendance to the MSRC through the MSC/BN. Mentor test riders on their basic skills; turning, stopping, cornering, and general basic motorcycle knowledge (BRC level questions).
- g. Counsel and mentor Soldiers who purchase, or are contemplating the purchase of a motorcycle. Enroll riders in the appropriate MSF courses using the AIRs system (<https://apps.imcom.army.mil/airs>) or in DTMS when it comes online (estimated date 1 Oct 12).

5. Commander Responsibilities:

- a. Ensure compliance and knowledge of SA-03
- b. Ensure accurate records are maintained.

- c. Ensure Soldiers are identified and counseled in writing (enclosure 5) and advised on the required use of proper PPE, IAW SA-03.
- d. Ensure Soldiers recommended to attend the MSRC have been properly counseled and inspected by the MSC/BN mentor. This recommendation memo (enclosure 4) must be provided to the instructor on the day of the course or the Soldier will not be allowed to attend.



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
GARRISON SAFETY OFFICE, FORT POLK
7130 PENNSYLVANIA LOOP, BLDG 4209 D
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF

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MEMORANDUM FOR Fort Polk Garrison Safety Office, Fort Polk, LA 71459

SUBJECT: Recommendation of Rider for the Military Sport Bike Riders Course (MSRC)

1. I (Name) _____ as the NSC/BN motorcycle mentor for (Unit) _____ have observed and evaluated that the following rider is eligible and ready to attend the MSRC at Fort Polk, LA.

2. (Name) _____ has completed and has the following documents required for attendance in the MSRC:

- a. The basic riders course on _____ card number _____
- b. License with motorcycle endorsement
- c. Proof of insurance
- d. Registration

3. The point of contact is the undersigned.

(NAME)
MSC/BN Motorcycle Mentor
Unit

ENC 4

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 6-22; the proponent agency is TRADOC.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

| | | |
|------------------------|-----------------------------|--------------------|
| Name (Last, First, MI) | Rank/Grade | Date of Counseling |
| Organization | Name and Title of Counselor | |

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

Statement of Motorcycle Operator requirements and Individual Responsibilities
Command Policies
Upcoming classes & registration procedures and Personal Protective Equipment (PPE)
Review of the Motorcycle Safety Requirements SA-03
Verification of operator' license with motorcycle endorsement
Proof of Insurance
Verification of MSF course requirements

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

Per JRTC & Fort Polk Command Policy SA-03, all on-road motorcycle riders who are authorized to operate on an Army installation will complete and pass an Army-approved motorcycle safety course that is certified by the Motorcycle Safety Foundation (MSF). Proof of course completion must be presented to the chain of command prior to operation of any motorcycle. Sustainment training will consist of the BRC2 or MSRC and will be taken every three years, the acquisition of a new or change in motorcycle(s), or a major geographic relocation. I understand that I am a Soldier 24 hours a day and that I am not authorized to operate a motorcycle until I have completed and turned in a motorcycle safety counseling packet to my chain of command. I understand that the following actions are required for me to operate a motorcycle on or off-post, on or off duty. Read and Comply with command policies.

I must be appropriately licensed to operate a privately owned MC either street or off-road version.

I must complete an Army approved motorcycle safety course prior to operating a privately owned motorcycle.

It is highly recommended off-road motorcycle operators take the MSF dirt bike course or BRC, for ATV operators an approved ATV course.

My personal protective equipment (PPE) which I will wear while riding/operating an MC or ATV will consist of a Department of Transportation (DOT) approved helmet (properly fastened under the chin), with approved eye protection, sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather), long sleeved shirt or jacket, long trousers, and full-finger 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. PPE that incorporates fluorescent colors and retro-reflective material are required during the hours of darkness. Off road operations require knee and shin guards and padded gloves. PPE requirements apply to all passengers.

No matter what the state law is, I will always wear all required PPE and a DOT approved helmet IAW Army Regulations.

I, _____ have read and understand the requirements of safe motorcycle operations. I acknowledge the Army requirements for PPE, licensing and MSF training requirements. I acknowledge my commander's direct order to NEVER operate a motorcycle without PPE. My failure to comply with his/her order is punishable under Article 92 of the Uniform Code of Military Justice.

SIGNED: _____ DATE: _____

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

ENP15

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.
Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.