DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

AFZX-SA

JUN 24 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SA-02 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 motorcycles including scooters and MOPEDS. The training requirements apply to active duty Army service members and other service members assigned to Fort Polk. The training requirements do not apply to, and cannot be provided to DoD dependants, DA Civilian employees, contractors, and civilians with no DoD affiliation.

3. Requirements.

a. Mandatory training for Soldiers:

(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 five year cyclic sustainment requirement.

(2) Successfully complete the Basic Riders Course 2 (BRC 2 for cruisers only) or Military Sport Bike Riders Course (MSRC for sport bikes only) within one year of completing the BRC. Newly assigned Soldiers who have successfully completed the BRC but not the BRC 2 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 five year cyclic requirement or upon major geographical relocation, i.e. deployment or overseas assignments to include Alaska and Hawaii (PCS) in accordance with Army Regulation 385-10.

(3) Soldiers that register for the MSRC will obtain written approval from their chain of command and major subordinate command (MSC) Motorcycle Mentor prior to attending the MSRC (enclosure 1). 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.

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

(6) Soldiers who change motorcycles will repeat the BRC 2 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 in engine size.

(7) Soldiers that are deployed more than 180 days are required to successfully complete the Motorcycle Refresher Training Course (MRT) to be conducted by the unit mentor within 30 days of redeployment as part of their redeployment process. Soldiers shall use their privately owned motorcycle to complete this course.

(8) Soldiers found "at fault" in a motorcycle accident are required to repeat the BRC 2, MSRC, or BRC (command directed) as applicable before being cleared to ride again.

(9) The unit S3 shops are responsible for registering motorcycle safety training for all Soldiers into the AIRS system. For the BRC there are two options: one, the Soldier can use a loaner bike from the Garrison Safety Office instructor (No documention required), two, Soldiers may use their privately owned bikes (all documents are required as stated in the US Army IMCOM Traffic Safety Training Program Registration System (AIRS). The BRC2 and MSRC require the Soldiers to use their own bikes with required documentation. The S3 and unit motorcycle mentor must verify that the Soldier meets all requirements as stated in AIRS and unit mentors must escort Soldiers from their organization to the training location the day of the class for the purpose of attendance. The company commander, first sergeant or battalion mentor will be entered in AIRS as supervisor. (https://imc.army.mil/airs)

b. All Soldiers who operate a motorcycle or three-wheeled motorcycle must carry their MSF card, drivers license with motorcycle endorsement, proof of insurance, and registration while operating their motorcycle. Soldiers 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) are 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 SB582 signed by the Governor of Louisiana as Act 487, Jun 12.

e. Personal Protection Equipment (PPE). Soldiers on and off the installation and civilians on the installation are required to comply with the following PPE requirements.

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

(2) Protective clothing. Long-sleeved shirt or jacket, long trousers, and full fingered gloves or mittens made from leather or other abrasion-resistant material shall be worn. Motorcycle jackets and pants constructed of abrasion-resistant material 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. 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. If carrying a backpack, it is considered an extention 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.

(3) Footwear. Boots or sturdy over-the-ankle footwear. Durable leather or ballistic type cloth athletic shoes that cover the ankles may be worn. Sneakers and flip flops are not allowed.

(4) Eyewear. Impact or shatter resistant goggles or wrap around 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 Soldiers that own and ride motorcycles (enclosure 2). The appointed mentors will maintain a roster of motorcyclists in their units to include completion of the BRC, BRC 2, or MSRC, a record of inspected PPE, and motorcycle inspections in accordance with the Motorcycle Safety Foundation T-CLOCS inspection checklist on each motorcycle owned.

a. All Soldiers are required to complete the Motorcycle Accessories/Modifications Verification Memorandum (enclosure 3) for each motorcycle they own. Unit motorcycle mentors will review and sign the document.

b. The Motorcycle Mentor Program (enclosure 4) is directed for all MSCs/BNs 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.

5. Paragraph 3 of this policy memorandum is punitive in nature. Violation of paragraph 3 by a Soldier may result in punitive Uniform Code of Military Justice (Article 92) action or adverse administrative action being imposed against the Soldier.

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

TIMOTHY P. MCGUIRE
Brigadier General, USA
Commanding

4 Encls
1. Memorandum for MSRC
2. Motorcycle Counseling Form, DA Form 4856
3. Acc/Mod Verification Memo
4. Motorcycle Mentorship Program Guidelines

DISTRIBUTION:
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DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
GARRISON SAFETY OFFICE, FORT POLK
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FORT POLK, LOUISIANA 71459-5339

IMPO-SO

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 MSC/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

ENCL 1

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 and registration procedures and Personal Protective Equipment (PPE)
Review of the Motorcycle Safety Requirements SA-02
Verification of operator's 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 and Fort Polk Command Policy SA-02, 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 five 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:_____

ENCL 2

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.

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.

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 G3.

2. The G3 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 Installation Motorcycle Mentor.

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.

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 in accordance with the Motorcycle Safety Foundation (MSF) T-CLOCS inspection checklist. 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-02. 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://imc.army.mil/airs) or in DTMS when it comes online.

5. Commander Responsibilities:

a. Ensure compliance and knowledge of SA-02

b. Ensure accurate records are maintained.

c. Ensure Soldiers are identified and counseled in writing (enclosure 2) and advised on the required use of proper PPE, IAW SA-02.

d. Ensure Soldiers recommended to attend the MSRC have been properly counseled and inspected by the MSC/BN mentor. This recommendation memo (enclosure 1) must be provided to the instructor on the day of the course or the Soldier will not be allowed to attend.