2021

Unit Motorcycle Safety Program Guide

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PROGRAM RESPONSIBILITIES

Commander Responsibilities

(AFI 91-207, *The US Air Force Traffic Safety Program*, para. 1.3.4)

If rider(s) assigned to unit, appoint primary and alternate MSR in writing. MSRs should have on-road motorcycle riding experience. Provide appointment letter to Host Safety Office.

Ensure unit personnel in- and out-process through MSR.

Ensure riders receive initial motorcycle safety briefing within 30 duty days of arrival to unit, becoming a rider, or identification as a rider.

Ensure riders receive annual/pre-season briefing discussing safety expectations, trends & policy changes. Unit commanders encouraged to speak at this briefing. May be completed via installation/group commander briefing.

Motorcycle Safety Representative (MSR) Responsibilities

(AFI 91-207, *The US Air Force Traffic Safety Program*, para. 1.3.9)

Act as point of contact for unit personnel regarding training, education, mentorship & MUSTT.

Assist commander identify unit's mentorship program based on experience, proficiency & riding demeanor.

Brief Unit Motorcycle Safety Briefing Checklist to riders within 30 duty-days of arrival to unit, becoming a rider, or identification as a rider.

Coordinate preseason/annual motorcycle safety briefing with unit commander. Include topics included on Motorcycle Pre-Season Briefing Checklist.

Track unit rider training, briefings & demographics in MUSTT.

Review MUSTT accounts annually for current training and ridership.

Rider Responsibilities

(AFI 91-207, *The US Air Force Traffic Safety Program*, para. 1.3.11)

Follow installation policies or procedures before attending AF-sponsored motorcycle training.

Coordinate with MSR when in- & out-processing or changing rider status.

Create MUSTT account upon becoming a rider. Update MUSTT profile information as changes occur. Close MUSTT account prior to separating, retiring, or once no longer a rider.

Attend all mandatory motorcycle safety training and briefings.

Receive initial motorcycle safety briefing within 30 duty days of arrival to unit, becoming a rider, or identification as a rider.

MOTORCYCLE UNIT SAFETY TRACKING TOOL (MUSTT)

MUSTT is a module within the Air Force Safety Automated System (AFSAS). It is designed for fulfilling the requirement to provide and track training and demographic data for Air Force motorcycle riders. In order to access MUSTT, riders and Motorcycle Safety Representatives must first create an AFSAS account as outlined in subsequent sections of this guide.

Exceptions to Tracking Riders in MUSTT

Unless otherwise directed by the unit commander, MSRs are not required to in-process the following personnel and/or track them in MUSTT:

1) DoD Civilians (unless required by their job description to ride street-legal motorcycles

2) AF personnel assigned to NATO, USEUCOM, USSTRATCOM, etc.

3) AF personnel who solely operate off-road motorcycles (dirt bikes, track bikes, etc.)

4) Riders of motorcycles, mopeds, or scooters with engines with a displacement of less than or equal to 49 cubic centimeters or with electric motors having an output less than or equal to 2250 watts (2.25 kW)

5) Operators of three-wheeled motorcycles, including motorcycles with attached sidecar (only as long as the sidecar is actually attached) (A), traditional trike motorcycles (B), three-wheeled motorcycles with two wheels in the front (C), three-wheeled on-road recreational vehicles (D)

A)

B)

C)

D)

Creating AFSAS Account

If you have never had an AFSAS account, the screen shown below will appear. Complete information and remember to click the "*Yes*" for "*Motorcycle Rider*" if you ride a street (road-legal) motorcycle.

Many fields are marked as being optional; however, entering as much information as is possible will increase effectiveness of the system.

If assigned to an Air Force Element (AFELM) under a non-Air Force organization that is not listed in the "Organization Tier 1" drop-down menu (DISA, JS, NGA, etc.), select "Other DOD Organization" for the field. Begin typing organization name in "Organization Tier 2" field and click the correct automatically-populated option. If your organization does not populate, submit feedback following procedures outlined in this guide.

Once all fields are completed click on "Create Account". This will take you to a page requiring you to complete your demographics information. Fill in all fields; those marked by a red asterisk (*) are mandatory.

The areas you will need to complete in your demographics profile include:

1. Personal Information
2. Contact Information
3. Job Function(s) in Current Position
4. Account Information

Personal Information: After completing the screen for establishing an account, most of this section should be complete. Complete any remaining fields, review for accuracy prior to moving on to the next section.

> **Note:** "Functional Area:" is just a general overarching classification of your AFSC.

PERSONAL INFORMATION

DoD ID: ⓘ

Employment Status Tier 1: * — US Air Force ▾

Employment Status Tier 2: * — Regular ▾

Grade: * — E7 ▾

Last Name: *

First Name: *

Middle Name: *(optional)* — A

Organization Tier 1: * ⓘ — US Air Force ▾

Organization Tier 2: * ⓘ — Air Force Safety Center (AFSEC) ↻

Office Symbol: * ⓘ — SEGT — e.g. SE, MXAA, SGPM

We think you work at **[AFSEC/SEGT]**   If this is incorrect, read the hover helps for Organization Tier 1 and Office Symbol.

Base: * — Kirtland AFB (KIKR) ↻
☐ Not located on a Government Installation

Functional Area: * — Safety ▾

AFSC/Job Series: * — Safety (1S0X1) ↻

Skill Level: * — Superintendent (9) ▾

Motorcycle rider? * ⓘ — ⦿ Yes ○ No

Contact Information: Provide as much information here as possible to ensure you can be contacted about any special notices that may originate from your Commander, the AFSAS Requirements Group (ARG), Installation Safety Office, MAJCOM, or from HQ AFSEC.

CONTACT INFORMATION

Phone * (At least one contact number is required)

DSN: (312 CONUS ▾) 246 - 0728 ext.

US Commercial: (505) 846 - 0728 ext.

International: ext.

Email Address: *

Confirm Email Address: *

Official Mailing Address *(optional)*

Line 1:

Line 2:

Line 3:

City, State, Zip
or Foreign Country:

Job Functions:

Riders who are not also an MSR: Select "*Other (i.e., Motorcycle Rider/Student, SPO Engineer)*".

MSRs: Select "*Motorcycle Safety Representative*". If you are also a rider, ensure "*Other (i.e. Motorcycle Rider/Student, SPO Engineer)*" is also selected.

Account Information: Allows AFSAS users to select between "*Basic*" and "*Elevated*" accounts.

> Riders who are not also an MSR: Select "*Basic*". No further action is required to request your account. Follow all subsequent prompts/validation errors to enter rider demographic information.

> MSRs (including those that are also riders): Select "*Elevated*". This selection will populate the Account Role menu.

Account Roles: Enable AFSAS users to accomplish certain tasks associated with their position(s). Riders who are not also an MSR do not require any roles. Only MSRs require the following AFSAS roles

1. MUSTT: Motorcycle Safety Representative

2. Workspace: US Air Force (and/or any other workspace as applicable)

3. Training: Records Administrator*

4. Inspections: Safety Inspector*

> *<u>**Note:**</u> These roles may be requested to allow MSRs to document spot inspections of program elements. Coordinate with Host Safety Office prior to requesting these roles. Requests for these roles must be approved/disapproved by the Host Safety office.

Enter "Appointed as MSR by Unit Commander" in the justification field. Once complete click on the "*Submit Application*" tab.

Once the application is submitted, the AFSAS User Agreement will appear. Read each area of the agreement and place a check mark in the box in front of each paragraph. Once complete click the "*Continue to AFSAS*" tab.

If you are a motorcycle rider, when you click submit and the MUSTT Homepage comes up, an "*Account Validation*" warning may also pop up at the top of the screen showing you have not entered your rider information. Click on the top warning error and work your way through all the warnings until arriving at the validation results page again then click "*Logout*" on the bottom left of screen and then log in again to make sure all changes have been made.

Example of left navigation menu
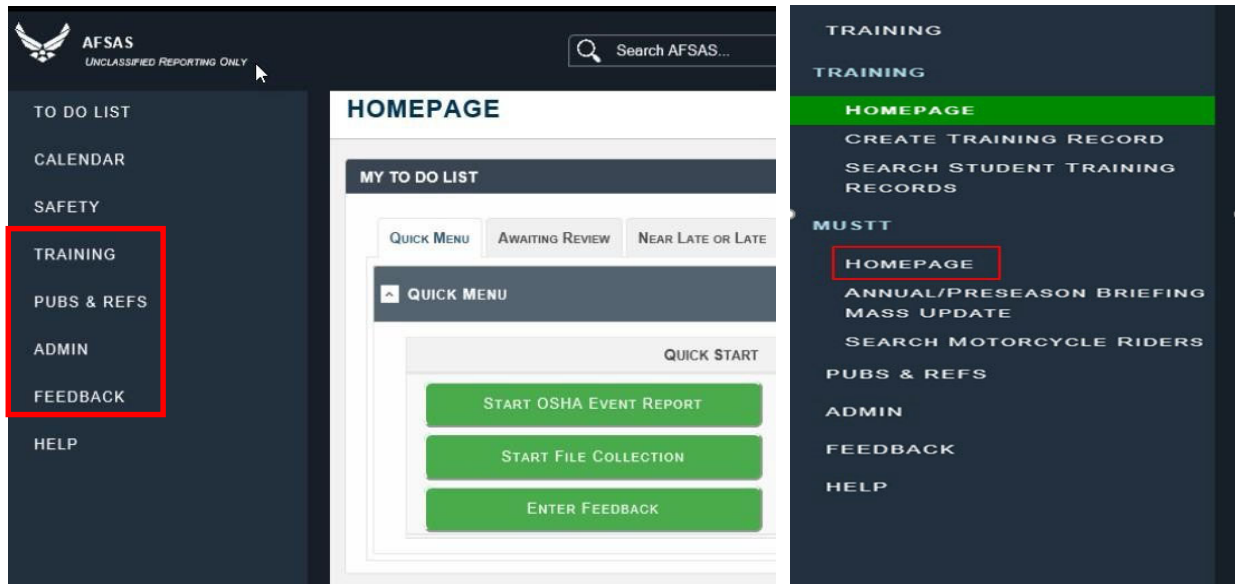
MSRs will typically only use "*TRAINING*", "*PUBS & REFS*", "*ADMIN*" and "FEEDBACK" pages. A given MAJCOM/Wing Safety office may have an MSR load spot inspections, which would require additional training/AFSAS Roles.

Open the "*TRAINING*" page by clicking on "*TRAINING*". This will open additional page selections, "*TRAINING*" and "*MUSTT*" page selection menus.

Each page selection have additional page selection menus. To access MUSTT click on the "*HOMEPAGE*" menu tab.

Accessing MUSTT

To access MUSTT portion of AFSAS, navigate to https://afsas.safety.af.mil. If you do not have an AFSAS account, this link will take you through the registration process for an account.

The MUSTT HOMEPAGE displays a summary of training and briefings for unit riders. There are additional tabs at the top indicating different display hierarchies. Unit MSRs should only ever need to use "*My Organization*" tab. Other tabs are used by safety offices and higher headquarter motorcycle safety managers.

Click on "*My Organization*" tab if not already highlighted. On this page are ten prebuild searches shown on the left of the page and show the number of riders in the search on the right of the page.

*To expand this listing and show rider information, click on the number under the "*Count*" column that correlates to information you wish to view.*

By using the appropriate Action Icon, you can edit, add, or delete information for a rider.

Update Motorcycle Rider Information: Searches only this rider's record and will start by displaying the "*Update Motorcycle Rider*" page. "*Save Motorcycle Rider*", will advance through the following screens, allowing updates as needed: "*Manage Motorcycles*", "*Manage Files*", "*Training Records*", and "*Student Training Transcript*", "*Delete Training Record*".

Manage Training Record: Allows you to delete, change, or view a training record entry.

Account Data Viewer: Allows you to view justification for a particular training class.

Action	Grade	Age	Gender	Name ↑	Assigned MAJCOM	Assigned Wing	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	Licensed	Rider Status	Rider Category	Motorcycle Training Due Date
🏍 📋 🔍	O3	35	M		PACAF	USAF 🔵	FS		FSO	Misawa AB	Y	Level II Sport	Sport	21 MAY 2019

SUBMITTING FEEDBACK

See an area for improvement? Help us help you!

When encountering an error or you have a recommendation to improve how MUSTT operates, submit a feedback to the AFSAS Requirements Group (ARG).

To submit a feedback in AFSAS/MUSTT, use the menu shown at the bottom of each page. Click on "*Submit Feedback*", then fill in information requested and submit.

Note: Phone calls to ARG or AFSEC SEG will not open a work order within MUSTT. Only submitting feedback will generate a work order and trigger a suspense reply to the person creating the feedback.

MSR ACTIONS

Managing riders in MUSTT can be a challenge. This Standard Operating Procedure (SOP) is how the Air Force Safety Center MSR manages assigned riders. This tool is for managing unit riders/records. SOP assumes MSRs have a full understanding of their roles and responsibilities. SOP is designed to be a Step-By-Step guidance. Personnel must have a Common Access Card (CAC) to log into AFSAS MUSTT/Training Module).

MSR familiarity with AFSAS/MUSTT is critical. With few exceptions, the member/rider must create their own account. This is best done while in-processing or when first identified as a rider. If this is not possible, riders should be given a copy of this guide to create their account at a later time. MSRs are encouraged to assist them, as this will ensure the account is created in a timely, proper, and complete manner.

Member In- & Out-Processing

Ensure MSR is included on unit in- and out-processing procedures/checklist. If this is not the case, work with unit's Command Support Staff (CSS) to be added to the list of in- and out- processing points of contact for the unit. It will be virtually impossible to execute an effective program without this. (Justification: AFI 91-207, *The US Air Force Traffic Safety Program*, paragraph 1.3.4.3.)

It is recommended to regularly participate in unit commander's calls to remind members of the requirement to identify themselves to the MSR if they start riding a motorcycle.

Note: If a rider fails to update their profile and remains on your books after they PCS, the Host Safety Office can be contacted to assist in updating the rider's account.

Rider In-Processing: Is member a motorcycle rider?

No, member is not a motorcycle rider: (Most members fit into this category)

Advise the member if they decide to start riding, they are required to visit unit MSR prior to riding. Sign/initial member's in-processing checklist. No additional action is required.

Yes, member is a motorcycle rider:

Open MUSTT and search to see if member appears on the unit rider roster.

No, member does not appear on unit rider roster:

Ask the member if they have a MUSTT rider account.

No, member does not have a MUSTT rider account or is unsure:

1. Determine if member has a MUSTT account by logging into MUSTT, clicking on the "*My Account*" tab along the top menu bar.

2. Scroll down to "*Search Accounts*" and then type in the member's name. If they have an account, it will show here.

3. If the member has an account (even if it is inactive), log off your computer and follow the steps outlined below.

4. If the member cannot be found in the "*Search Accounts*", complete steps outlined in "**Creating an AFSAS Account**".

Yes, member has a MUSTT rider account:

1. Log off your computer and have the member log on and access their MUSTT account.

2. Have the member update their unit of assignment.

3. Review their data and have them make any needed changes to their demographic information. If no changes are needed, have them logoff.

3. Conduct Initial Motorcycle Safety Briefing using the checklist located in ATTACHMENTS. Complete checklist & provide member with a copy for their records. Initial briefing satisfies the Annual Pre-Season Briefing requirement. Document completion in MUSTT.

> **Note:** Initial briefing is required when riders PCS/changes duty stations. It is not required when riders PCA.

4. Sign/initial member's in-processing checklist. No additional action is required.

Yes, member appears on unit rider roster.

1. Click on the ⚙ "*Data Viewer*" icon left of the member's name to review the records with the member present.

2. If changes to the member's rider information are required, follow the steps above.

3. Conduct Initial Motorcycle Safety Briefing using the checklist located in ATTACHMENTS. Complete checklist & provide member with a copy for their records. Initial briefing satisfies the Annual Pre-Season Briefing requirement. Document completion in MUSTT.

> **Note:** Initial briefing is required when riders PCS/changes duty stations. It is not required when riders PCA.

4. Sign/initial member's in-processing checklist. No additional action is required.

Rider Out-Processing: Is member a motorcycle rider?

No, member is not a motorcycle rider: (Most members fit into this category)

Sign/initial member's out-processing checklist. No additional action is required.

Yes, member is a motorcycle rider:

1. PCS or PCA:

   a. Log off your computer and have member log into MUSTT.

   b. Have the member update their unit of assignment to their new unit. Member has now been transferred from your unit rider roster to the new unit of assignment roster.

   c. Have the member log off your computer.

   d. Sign/initial member's out-processing checklist. No additional action is required.

2. Retiring, Separating, or No Longer Riding:

   a. Search for the member's rider profile in MUSTT.

   b. Click on the ⚙ "*Update Motorcycle Rider Information*" icon and change "*Motorcycle Rider?*" answer from "*Yes*" to "*No*". This removes rider from unit roster.

   Note: Remind any members that stop riding they must log back into AFSAS and change the "*Motorcycle Rider?*" answer from "*NO*" to "*YES*" before starting to ride again.

Annual Pre-Season Briefing Mass Update

Under the MUSTT tab in the TRAINING section of the left menu, select "*Annual/Preseason Briefing Mass Update*". This will populate a listing of all riders in your unit.

Enter the date the Annual/Preseason Briefing was accomplished.

Check the box next to each unit rider that received the Annual/Preseason Briefing.

Click "*Save Briefing Data*".

Search Motorcycle Riders

This (defaulted to "*Search AFSAS Accounts*") allows users to search for an individual rider by name, or search for number of riders at a unit, installation, or MAJCOM. It also allows you to filter by additional parameters such as only active records, USAF records, etc.

RIDER ACTIONS

In- & Out Process

New Riders should complete in-processing actions with the unit MSR to ensure rider requirements are being tracked appropriately **BEFORE** riding for the first time.

Current Riders must in-process with their gaining unit's MSR upon arrival. Similarly, they must out-process with their losing unit's MSR prior to their departure. This applies to both PCSing and PCAing.

Attend Training

New Riders must complete initial training (BRC-1) prior to riding for the first time. Pending completion of initial training, commanders *may* authorize riders with a valid motorcycle license, endorsement, or learner's permit to ride subject to any restrictions imposed by such license, endorsement, or permit. Commander authorization should not be provided prior to training being scheduled.

See Table 4.1. Motorcycle Operator Training from AFI 91-207, *The US Air Force Traffic Safety Program*, included in ATTACHMENTS) for specific requirements and timelines.

> **Note:** Members with on-road motorcycle riding experience prior to joining the Air Force are still considered new riders under the program and are required to attend initial training or provide training completion documentation.

Current Riders must complete intermediate training 60 days to 1 year after completion of initial training. Refresher training must be completed at least once every 5 years after completion of intermediate training.

See Table 4.1. Motorcycle Operator Training from AFI 91-207, *The US Air Force Traffic Safety Program*, (included in ATTACHMENTS) for a list of courses meeting intermediate and refresher training requirements

Scheduling Training may be accomplished through the installations listed in the table below that offer motorcycle training for DoD personnel stationed in the National Capitol Region. Training at these installations are provided free of charge. Training may also be obtained through many private motorcycle dealerships, the cost of which is currently reimbursable to members assigned to the Air Force District of Washington (AFDW). Reimbursement must be coordinated with the Host Safety Office prior to attendance.

> **Note:** It is *highly* recommended and *strongly* encouraged to accomplish motorcycle training through the courses offered free of charge by military installations rather than through the courses offered by private institutions without DoD affiliation and seeking reimbursement.
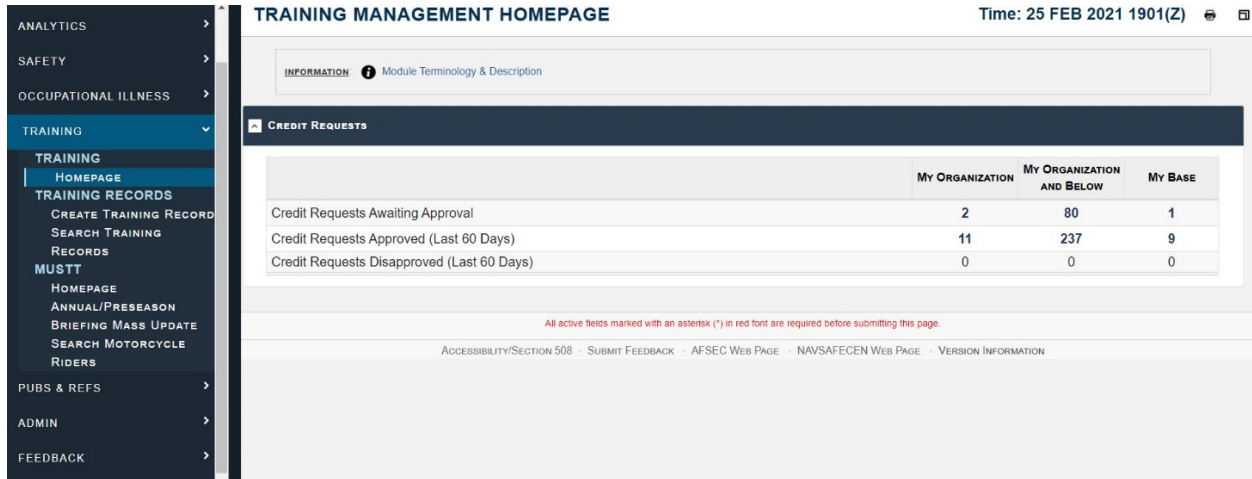
Installation	Courses Offered	Registration	Contact Info
Fort Belvoir	Initial Intermediate/Refresher Sports Bike	https://imc.army.mil/airs/Home.aspx No account registration, but CAC login is required Once logged in, select "Northeast" from "*Region*" drop down menu	Fort Belvoir Safety Office (703) 806-3447 usarmy.belvoir.imcom.list.isosafety@mail.mil
Fort Meade	Initial Intermediate/Refresher Sports Bike		Garrison Safety Office (301) 677-2396 usarmy.meade.imcom.list.iso-org-users@mail.mil
Joint Base Anacostia-Bolling	Initial Intermediate/Refresher Advanced	https://esams.cnic.navy.mil/ Must request ESAMS account before registering for classes.	11th Wing Safety Office (202) 404-7769 11wg.se.custsvr@us.af.mil
MCB Quantico	Initial Advanced	See "ESAMS Training Sign-Up" in Attachments	Quantico Traffic Safety Branch (703) 784-2120 drivers.training@usmc.mil
Joint Base Andrews-NAFW	Intermediate/Refresher	Call or email to register	316th Wing Safety Office (240) 612-6380 316.wg.seg.ground.safety@us.af.mil

Request Training/Briefing Credit

This tutorial is for riders with established MUSTT accounts. If you do not currently have a MUSTT account, you will need to create one in accordance with the procedures outlined in this guide.
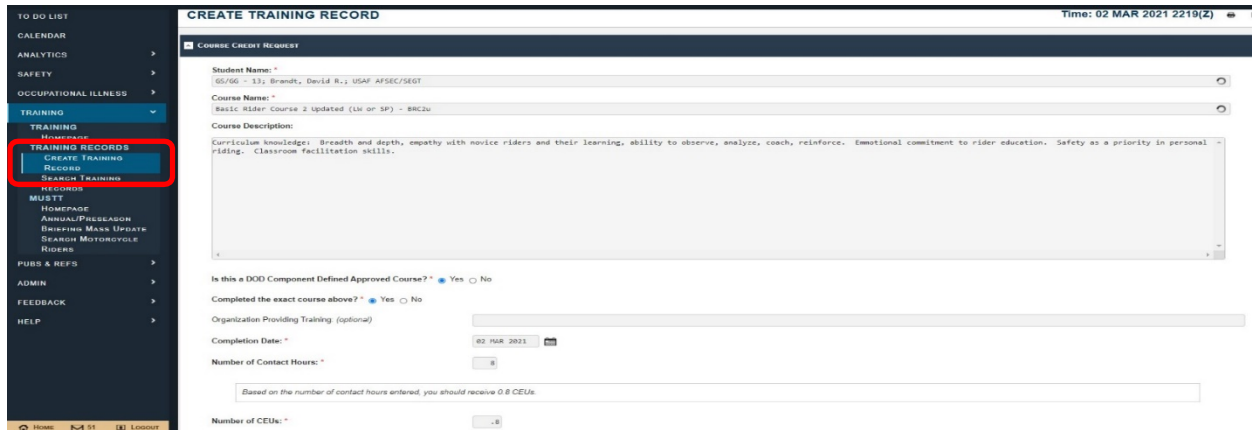
Log into AFSAS at https://afsas/safety.af.mil

Click on "*Training*" in the left menu

Select "*Create Training Record*". Complete all applicable fields and upload all available documentation. Click "*Create Training Record*".

Once created, a Records Administrator or USR/MSR with the appropriate roles in your hierarchy will review and approve your request.

> **Note:** Ensure you load all applicable training records (Certificates; training completion cards; etc.). Your records can be viewed in "Training Record Data Viewer". Review your approval status (shown below).

Update Motorcycles in MUSTT

Add a Motorcycle

Log into AFSAS at https://afsas/safety.af.mil

Click on "*ADMIN*" in the left navigation menu
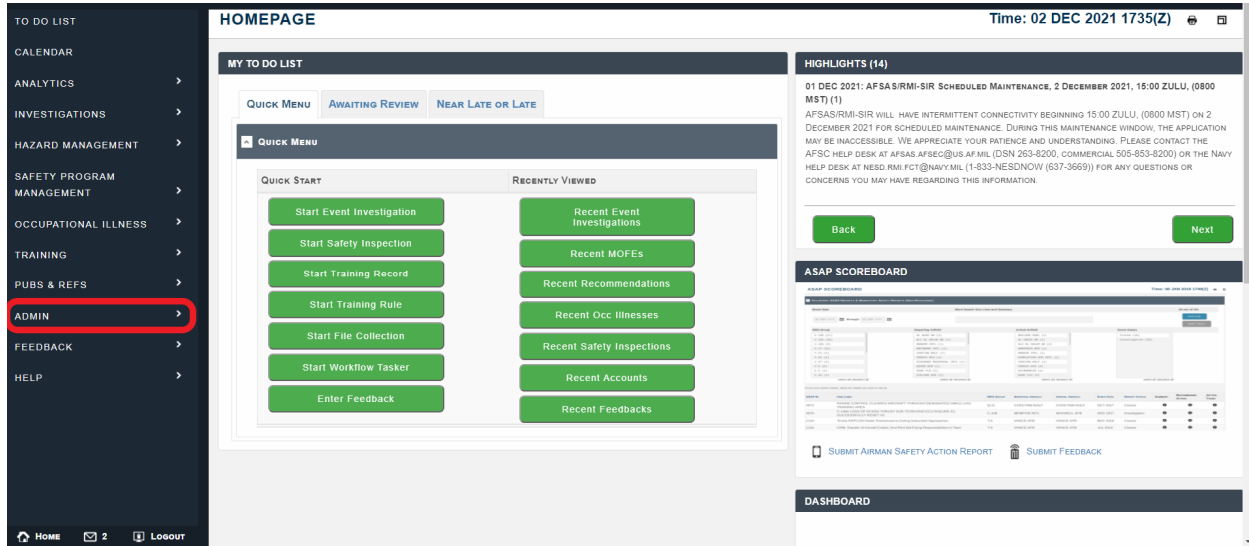
Under "*Motorcycle Rider Information*", select "*Motorcycles*". This will bring up the rider's motorcycle history. From this page, motorcycle information can be edited, updated, and deleted.

> **Note:** Motorcycles should only be deleted from a rider's profile when they have been entered in error. Motorcycles should remain entered to show a riding history to assist investigators in the event of a mishap.

Click "*Save Motorcycle Information*" once all changes have been made.

ATTACHMENTS

Motorcycle Operator Training

Table 4.1. (AFI 91-207, *The US Air Force Traffic Safety Program*)

INITIAL TRAINING	INTERMEDIATE TRAINING	REFRESHER TRAINING
Time Frame		
Provide initial training within 30 duty days of request. **(T-0).** Pending completion of initial training, commanders may authorize operators who possess a valid motorcycle license, endorsement or learners permit to ride subject to any restrictions imposed by such license, endorsement or permit.	Provide within 60 days of requests for training, but in no case more than 1 year after completing initial training.	Complete at least every 5 years. **(T-0).**
Training Curriculum		
Meet Motorcycle Safety Foundation® (MSF) Basic RiderCourseSM (BRC) or State approved licensing program(s) in lieu of DoD initial training. Approved Host-Nation equivalent courses IAW paragraph 4.4.1.6.	Meet or exceed requirements for initial training. **(T-0).** MSF BRC-2, Military SportBike RiderCourseSM (MSRC), Advanced RiderCourseSM (ARC), or DoD Component defined training. **(T-0).** Sport bike operators shall attend the MSRC, ARC, Basic RiderCourseSM – updated (BRCu-2) or a DoD Component defined training (sport bike focused) to satisfy intermediate training requirements. **(T-1).**	Meet or exceed requirements for intermediate training. DoD Component defined training. Installation or unit organized rides, IAW Attachment 4. Sport bike operators may attend any approved refresher training. A sport bike focused refresher course is highly recommended.
Options		
Accept the original or certified copy of a completion card of any MSF or State-approved course in lieu of DoD initial training.		

AF Pentagon Safety Office
(703) 693-7233

INITIAL MOTORCYCLE
SAFETY BRIEFING CHECKLIST

AFI 91-207, *The US Air Force*
Traffic Safety Program

Rider Information	
Rank:	Name:
Phone:	Email:
Experience: yr	Year/Make/Model
DL Exp:	DL St/#:
Date:	Signature:

	Initial
Unit Motorcycle Safety Program Requirements	
Introduction to unit Motorcycle Safety Representative:	
Tracking & training requirements: New Riders: Set up MUSTT account Current Riders: Update rider information	
Training and scheduling procedures - see Motorcycle Safety Program Guide for training sites New Riders: BRC1 (prior to first ride) Current Riders: BRC2 (2-12 months after BRC1 & at least every 5 years)	
Verification of training completed (e.g. MSF card or training certification)	
Unit motorcycle safety procedural requirements	
Mentorship programs – (unit, installation, or private clubs) Green Knights Military Motorcycle Club Chapter 20 Northern Virginia Christian Riders U.S. Military Vets Motorcycle Club (visit https://usmvmcva3.org/membership.htm for restrictions)	
PPE requirements: DOT approved helmet, eye protection, full-fingered gloves, long sleeves, long pants, sturdy over-the-ankle footwear.	
State licensing & registration requirements	
Washington, D.C. - https://dmv.dc.gov/service/get-motorcycle-endorsement Maryland - https://mva.maryland.gov/about-mva/Pages/info/26300/26300-55T.aspx Virginia - https://www.dmv.virginia.gov/drivers/#motorcycle.asp	
Motorcycle Operators Manuals Washington, D.C. - https://dmv.dc.gov/service/get-motorcycle-endorsement Maryland - https://mva.maryland.gov/Documents/DL-001.pdf Virginia - https://www.dmv.virginia.gov/webdoc/pdf/dmv2.pdf	
Local motorcycle ordinances & statutes	
Local driving conditions	
Weather conditions as applicable to riding	
High hazard areas/intersections/ roads	
Hazards associated with loaning/borrowing/renting motorcycles	
Unit mishap statistics	
Brief unit mishap synopsis in past 3 years and top 3 causes	
Commander's policy regarding mishaps and mishap prevention	

Briefer Information	
Rank:	Name:
Date:	Signature:

Mentorship Program

AFI 91-207, The US Air Force Traffic Safety Program

4.5. Motorcycle Mentorship Program. Wing, installation, and unit commanders are strongly encouraged to establish a mentorship program using approved Mentorship Modules to provide both experienced and inexperienced operators an opportunity to share information and promote safe riding.

At a minimum, the program should encompass the following: 4.5.1. Conduct periodic meetings with riders.

4.5.2. Review recent mishaps and causes with riders. 4.5.3. Advocate personal risk management and decision making to riders. 4.5.4. Emphasize formal and informal training opportunities. 4.5.5. Highlight impact of seasonal conditions on safe riding. 4.5.6. Promote safety and esprit de corps amongst motorcycle riders.

4.4.5.2.1. Refresher training includes mentorship programs as outlined in Attachment 4.

Mentorship Refresher Training: AFI 91-207, *The US Air Force Traffic Safety Program*, Attachment 4

A4.1. Installation or Unit organized mentorship refresher training will meet the following requirements: A4.1.1. Organized curriculum with a written outline or lesson plan. (T-3).

A4.1.2. Consists of both instructional and hands-on content, <u>minimum four hours, to include at least three skill based Defense Safety Oversight Committee (DSOC) Mentorship Modules from the table below.</u> (T-3).

A4.1.2.1. Instructional content may be covered during hands-on training. A4.1.2.2. Modules are available on the AFSEC/SEG SharePoint® site. A4.1.2.3. Documentation of successful completion will be uploaded to the motorcycle operators MUSTT record. (T-3).

A4.1.3. Must be approved by the installation or squadron commander in coordination with the safety office. (T- 3).

A4.1.4. If refresher training incorporates an official mentorship ride a pre-ride safety briefing and TCLOCS inspection will be conducted by commander or designated representative. (T-3).

https://www.safety.af.mil/Divisions/Occupational-Safety-Division/Resources/

Table A4.1. Skill-Based DSOC Mentorship Modules.

Skill-Based DSOC Mentorship Modules	
Module #	Name:
06	Seeing and Being Seen
08	Risk Awareness
09	Distractions and Fatigue
10	Highway Hypnosis
16	Modifications: Changing Motorcycle Dynamics
17	Personal Protective Equipment
18	Riding in Different Environments
21	Highway and Interstate Riding Techniques
22	Dynamics of Cornering and Traction Management
24	Cornering Proper Speed and Lane Position
25	Dynamics of Stopping
27	Emergency Braking
33	Stunting and Risky Behavior

Suitable Substitution Course Requirements - Level I

Initial Training - Qualification requirements for commercial vendors to be considered a suitable substitute for required motorcycle training.

Reviewed 8 May 2021

INITIAL TRAINING - Model National Standards for Entry√-Level Motorcycle Rider Training	REQUIRED		MEETS REQUIREMENTS
Topic	Hands-on	Knowledge	
Motorcycle Pre-ride Tasks:			
The rider understands and follows host nation, state and local laws, rules, and regulations.		√	
*Motorcycle Pre-ride preparation	√		
*Risks associated with riding		√	
*Required PPE IAW DODI 6055.04		√	
Motorcycle Control Skill:			
The rider understands basic skills required for riding, controls and instrumentation		√	
* Proper technique for mounting	√		
* Proper starting procedures	√		
* Proper stopping procedures	√		
* Proper dismounting technique	√		
* Proper clutch use	√		
* Proper brake use (front/back)	√		
* Proper use of throttle for adjusting speed and clutch coordination	√		
* Riding straight line	√		
* Turning while riding	√		
* Riding slow speed	√		
Street Strategies:			
Student understands hazards of riding		√	
* Searching for and identifying hazards associated with roadway environment		√	
* Identification of escape routes and strategies for avoiding hazards	√	√	
* Responses for dealing with hazards (lane position, braking, slowing, speed-up, etc.)	√	√	

Roadway Management Skills:			
Rider understands proper techniques for:		√	
* Slowing rapidly	√		
* Stopping quickly in shortest distance possible without loss of control	√		
* Maintaining and using a cushion of safety with space management	√		
* Lane management in regards to hazards, passing, lane changes, and environmental conditions		√	
* Understands proper techniques to adjust to rain, wind, and reduction of roadway traction and visibility		√	
Tasks Related to Carrying Passengers, Cargo, Group Riding, and Touring			
* Group riding considerations		√	
* Passenger weight effects on suspension and possible need to adjust		√	
* Increase braking needed with extra weight		√	
Effects of fatigue and use alcohol, or drugs while riding a motorcycle		√	
* Fatigue slows or impairs hazard recognition and reaction times		√	
* Drugs/Alcohol impairs judgement and slows hazard recognition and reaction times, creates possible over-confidence of skills		√	
Skill Test	√		
Knowledge Test		√	

Suitable Substitution Course Requirements - Level II

| INITIAL TRAINING - Model National Standards for Entry√-Level Motorcycle Rider Training	REQUIRED		MEETS REQUIREMENTS
Initial Training - Qualification requirements for commercial vendors to be considered a suitable substitute for required motorcycle training. **Reviewed 8 May 2019**			
Topic	Hands-on	Knowledge	
Motorcycle Pre-ride Tasks:			
The rider understands and follows host nation, state and local laws, rules, and regulations.		√	
*Motorcycle Pre-ride Preparation	√		
*Risks associated with riding		√	
*Required PPE IAW DODI 6055.04		√	
Motorcycle Control Skill:			
The rider understands basic skills required for riding, controls and instrumentation		√	
* Proper technique for mounting	√		
* Proper starting procedures	√		
* Proper stopping procedures	√		
* Proper dismounting technique	√		
* Proper clutch use	√		
* Proper brake use (front/back)	√		
* Proper use of throttle for adjusting speed and clutch coordination	√		
* Riding straight line	√		
* Turning while riding	√		
* Riding slow speed	√		
Street Strategies:			
Student understands hazards of riding		√	
* Searching for and identifying hazards associated with roadway environment		√	
* Identification of escape routes and strategies for avoiding hazards	√	√	
* Responses for dealing with hazards (lane position, braking, slowing, speed-up,	√	√	

etc.)			
Roadway Management Skills:			
Rider understands proper techniques for:		√	
* Slowing rapidly	√		
* Stopping quickly in shortest distance possible without loss of control	√		
* Maintaining and using a cushion of safety with space management	√		
* Lane management in regards to hazards, passing, lane changes, and environmental conditions		√	
* Understands proper techniques to adjust to rain, wind, and reduction of roadway traction and visibility		√	
Tasks Related to Carrying Passengers, Cargo, Group Riding, and Touring			
* Group riding considerations		√	
* Passenger weight effects on suspension and possible need to adjust		√	
* Increase braking needed with extra weight		√	
Effects of fatigue and use alcohol, or drugs while riding a motorcycle		√	
* Fatigue slows or impairs hazard recognition and reaction times		√	
* Drugs/Alcohol impairs judgement and slows hazard recognition and reaction times, creates possible over-confidence of skills		√	
Skill Test	√		
Knowledge Test		√	

ESAMS TRAINING SIGN-UP

https://esams.cnic.navy.mil/ESAMS_GEN_2/Login
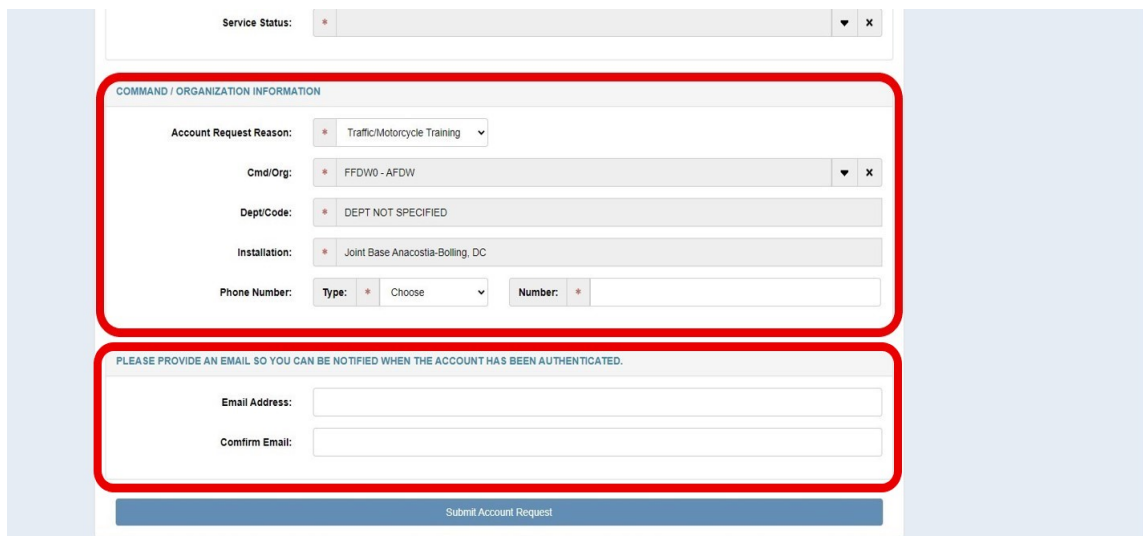
Request ESAMS Account

Navigate to URL listed above and select "*Request ESAMS Account*".
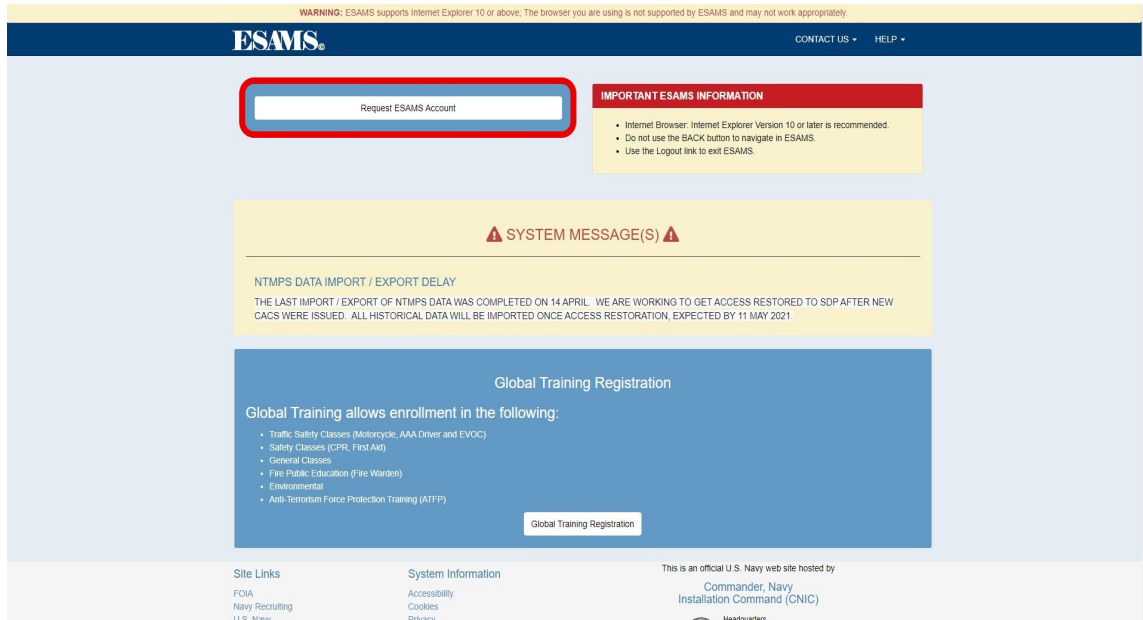
Enter the appropriate data in the "*Command/Organization Information*" section.

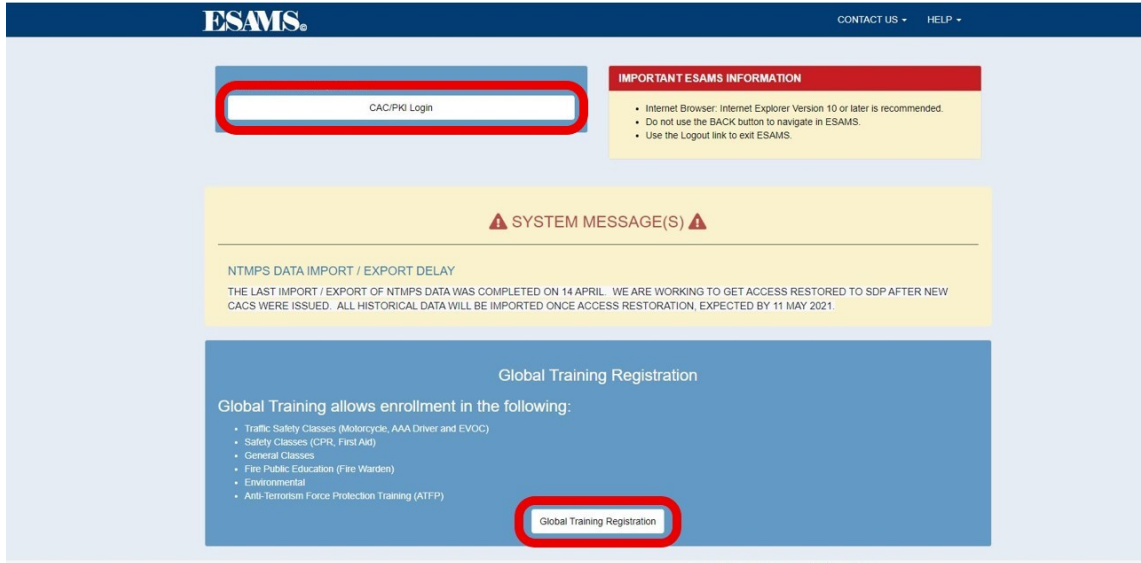Enter and confirm email address for account authentication notification.

Select "*Submit Account Request*".

Register for Training in ESAMS

Once account has been authenticated, navigate to the ESAMS URL listed above and complete "*CAC/PKI Login*" procedures.

Click on "*Global Training Registration*".

Select "*Traffic Safety*" from the "*Type of Training*" drop down menu.

Select desired course(s), installation(s), and month of class from the applicable drop down menus as appropriate.

Select "*ALL*" from the "*Region:*" drop down menu.

Select preferred language from the "*Language:*" drop down menu. This will only populate classes conducted in the language selected.

Select "*Search*". This will populate a list of available classes based on search parameters entered.
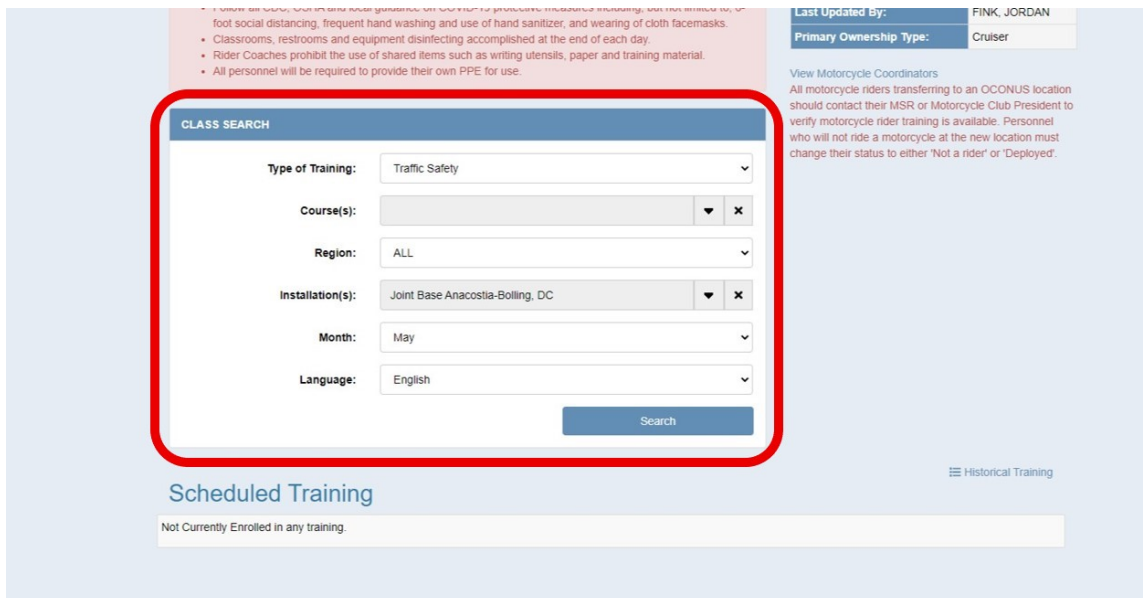
Military personnel are given priority for class slots. All other personnel (civilian employees, retirees, dependents, etc.) will be automatically placed on a waitlist for their preferred class and are added to class rosters on a space-available basis.

Each class has a limited number of student slots. The number of unfilled student slots for each class is listed under the "*Seats Available*" column. If no seats are available for a particular class, select another class date on the listing or view available classes for another month by selecting from the "*Current Month*" drop down menu.

Review class listing. Ensure desired class is the appropriate course (i.e., BRC-1 vs. BRC-2 vs. ARC, etc.). Select "*Enroll Me*" or "*Add Me to Waitlist*" as applicable for the desired class. Pay special attention to class start and end dates. Classes may be held over multiple days and/or during the week. Specifically, BRC-1 is a two-day course not typically occurring over the weekend. Coordination with your supervision prior to enrolling is strongly recommended.