DD Month YYYY

MEMORANDUM FOR 11 WG SEG/OL-A

FROM: Organization

SUBJECT: Appointment of Motorcycle Safety Representatives

1. IAW AFI 91-207, *The US Air Force Traffic Safety Program,* each unit with motorcycle riders assigned will have a primary and alternate Motorcycle Safety Representative (MSR) appointed by the Unit Commander/Director. Whenever possible, these individuals will have one-year retainability in the assigned additional duty position and be an experienced on-road motorcycle rider. Appointed individuals will complete all applicable training provided by the 11th Wing Safety Office as required by regulation. The following individuals are appointed as the MSRs for Organization.

USR (Primary): Name, Office Symbol, Email, and Phone

USR (Secondary): Name, Office Symbol, Email, and Phone

2. MSRs will be proficient in organization skills and experienced in motorcycle safety program and training requirements. MSRs will liaise with unit Air Force members on motorcycle safety program matters including unit rider accounts, demographics, in- and out-processing, and training record management within the Motorcycle Unit Safety Tracking Tool (MUSTT).

3. The appointed individuals may be contacted with any questions on the subject via the methods listed above. This letter supersedes all previous letters of the same subject.

FNAME M. LNAME, Rank, USAF

Duty Title