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JOINT FORCES HEADQUARTERS - ARIZONA
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NGAZ-LCC

11 April 2015

MEMORANDUM FOR All AZ ARNG Personnel

SUBJECT: Motorcycle Safety Policy

1. References:

- a. Department of Defense Traffic Safety Program, DoDI 6055.04 Paragraph 4-6
- b. The Army Safety Program, AR 385-10, Paragraph 11-7 and 11-9

2. Motorcycle Safety Policy: This motorcycle policy outlines safety standards for operating motorcycles on and off AZARNG installations. Under this policy, a motorcycle is defined as any motor vehicle having a seat or saddle for the use of its operator and/or passenger and designed to travel on not more than three wheels in contact with the ground, e.g. motorcycle, motor driven cycle, speed-limited motor-driven cycle, moped, motor cycle, motorized or motor-assisted bicycle, trikes, Can-Am Spyders, or motorcycles with side cars.

3. Applicability: This policy applies to all AZARNG military personnel in a duty status; AGR personnel, at any time, on or off an AZARNG installation and to all DA Civilian personnel in a duty status. Although adherence to the safety constraints cited in this policy is encouraged by all, this policy does not apply to off-duty M-Day personnel, off-duty DOD civilians, non-DOD civilians, state employees, retirees, and dependents operating motorcycles on or off AZARNG installations. Subordinate commands will not modify this policy without my consent.

4. Motorcycle Operations: Before operating a motorcycle on or off the installation, all service members assigned or attached to the AZARNG will:

- a. Within 30 days of assignment to the AZARNG or acquisition of a motorcycle, show proof of completion of, or enrollment in, an approved Motorcycle Safety Foundations (MSF) course.

- b. Successfully complete the motorcycle Basic Rider Course (BRC) and follow up on completing the Advanced Rider Course (ARC) and/or the Military Sportbike Rider Course (MSRC).

- c. Execute a written motorcycle safety contract/agreement with their commander.

d. Carry an MSF course completion card on their person at all times when operating a motorcycle as proof of progressive motorcycle training completion.

e. Not wear portable headphones, earphones, or other listening devices that are prohibited while operating a motorcycle. However, motorcycle operators may wear motorcycle helmets that are equipped with an operator-passenger intercom system.

5. Motorcycle Progressive Training: Motorcycle progressive training consists of (1) BRC, (2) ARC and or (3) MSRC and (4) Motorcycle Refresher Training (MRT). All personnel operating a motorcycle within the boundaries of an AZARNG installation will have a valid motorcycle license (or motorcycle endorsement on their license), up-to-date liability insurance, and possess a current registration certificate. Additionally, all motorcycle operators and passengers must wear the required personnel protective equipment (PPE) as stated in paragraph 7 below, when riding a motorcycle within the boundaries of any AZARNG installation.

6. Required progressive training for service member motorcycle operators: Service members will receive all required progressive training at no cost to the individual pending availability of funds. Currently, service members can receive a maximum of \$250.00 for the Basic Rider Course (BRC). Service members will submit their application for training along with their Commander's counseling form and SF 1034 with a direct deposit form to the State Safety Office 30 days prior to attending a BRC. The Safety Office will notify the service member that they have been approved for the reimbursement program. Individuals attending the BRC will pay for the instruction and submit the required documentation to the State Safety Office for reimbursement. Upon completion, the SF 1034 with the BRC receipt for the course and a copy of the MSF completion card will be sent to the Safety Office. If the Soldier does not submit the proper documentation to the Safety Office prior to attending the course they will not be reimbursed for attending the BRC. Information on registration for these courses can be obtained by contacting the AZARNG State Safety Office at 602-629-2945. All service member motorcycle operators assigned or attached to the AZARNG will complete the progressive training as described in the paragraph 6a-d below.

a. BRC: This is a 16-hour (2 days) initial motorcycle training course intended for beginning motorcycle riders. BRC training provides basic motorcycle riding skills and prepares beginning riders for licensing procedures. The contractor will provide a training motorcycle (150cc to 250cc) for each BRC student. BRC students are not authorized to ride a motorcycle to BRC training. Upon successful completion of BRC, a motorcycle operator may obtain a state motorcycle license (or a motorcycle endorsement). A BRC graduate is authorized to ride a motorcycle on and off an AZARNG installation, after obtaining a motorcycle license (or endorsement), valid liability insurance and a vehicle registration certificate.

b. ARC: This is an eight-hour training course intended for graduating BRC students. ARC is used for students with all motorcycles other than "Sport-Touring and Sports Bikes." ARC may also be used for recurring sustainment ARC training. Graduating BRC students must complete ARC within 12 months after completing BRC. Currently, successful completion of ARC training is valid for a period of three years. ARC sustainment training must be completed

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by service member motorcycle operators every five years or if a motorcycle operator operates a new motorcycle type in accordance with AR 385-10.

c. MSRC: This is an eight-hour training course specially designed for “Sport-Touring and Sports Bike” motorcycle operators. In order to attain the skills necessary to operate a sports motorcycle/bike, all service member “Sport” and “Sport-Touring” motorcycle operators must complete the MSRC training on their personal motorcycle within 12 months of completing the BRC. MSRC sustainment training must be completed by service member motorcycle operators every three years in accordance with AR 385-10.

d. MRT: This is a two-hour refresher training course. Commanders will ensure all service members who are motorcycle operators that were deployed greater than 180 days attend training within 30 days of re-deployment. This training can be accomplished by your unit motorcycle mentor and a memorandum for record must be kept with the unit. Training is also available on-line through the Army Combat Readiness Center web site at <https://safety.army.mil/OF-DUTY/PMV-2/Training/MotorcycleRefresherExercises.aspx>. Service members are prohibited from operating a motorcycle on AZARNG installations, except to and from a MRT training site, until MRT training is completed.

e. ATV Training: Currently, there is no approved ATV rider training required to ride ATVs. Information for those looking to improve their skill and safety can be found at ATVsafety.org. This training is not endorsed by the Department of the Army, National Guard Bureau or the AZARNG.

7. Motorcycle PPE: All service members and On-duty DOD Civilian Employees, must wear the required PPE in accordance with paragraphs 7a-f when operating (or riding as a passenger) on a motorcycle both on and off AZARNG installations. PPE requirements are as follows:

a. Helmet: For personnel riding motorcycles and ATVs in the United States, helmets shall be certified to meet DOT Federal Motor Vehicle Safety Standard No. 218 or Snell Standard M2005 in accordance with DODI 6055.04, references (v), (w), (x) and (y). Helmets will be properly fastened under the chin. More information about approved helmets can be found at helmetcheck.org.

b. Eye Protection: Proper eye protection is designed to meet or exceed American National Standards Institutes (ANSI) Z87.1, reference (z). Impact and shatter resistance includes goggles, wraparound glasses, or a full face shield (properly attached to a helmet) that is so designed. A windshield or fairing does not constitute eye protection. Face shields must be in a down position unless adequate eye protection (goggles/glasses) is worn underneath the helmet/face shield. Tinted (darkened) eye protection may be used during daylight hours; however, the use of darkened eye protection (glasses and visors) is prohibited during the hours of darkness and strongly discouraged during periods of reduced visibility.

c. Foot protection: Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic type cloth athletic shoes that cover the ankles may be worn; i.e. motorcycle specific shoes, hiking boots, etc.).

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d. Protective Clothing: Protective clothing includes long-sleeved shirt or jacket and long trousers. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar, or Cordura and containing impact absorbing padding are strongly encouraged. Riders and passengers are additionally encouraged to select protective clothing that incorporates bright colors and/or fluorescent colors and retro-reflective materials.

e. Full Fingered Gloves: Full fingered gloves or mittens made of leather or other abrasion resistant material.

f. Backpacks and Outer Garments: All outer upper garments will be properly secured.

8. Hearing Protection: The wear of headphones, hearing protection devices, or listening devices other than hearing aids, single ear hands-free phone devices, and motorcycle driver/passenger intercom devices, is prohibited. Use of such devices impairs driving and masks or prevents the recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. The physical safety of the driver, other drivers, and pedestrians outweighs the risk of hearing loss. In order to mitigate possible hearing damage, commanders should emphasize hearing test for motorcycle operators IAW DA PAM 40-501.

9. Motorcycle Mentorship Program: Commanders will support and promote unit level motorcycle mentorship programs to enhance and reinforce positive training, mentoring, and riding skills. Commanders will also maintain the ability to authorize retraining whenever recommended by a mentor. Unit level motorcycle mentorship programs should include (but are not limited to):

a. Identifying unit motorcycle riders and conducting face-to-face counseling sessions between first-line supervisors and motorcycle riders. Motorcycle riders are identified by type of motorcycle and assigned to an appropriate motorcycle mentor. All Service Member motorcycle operators will execute a written motorcycle safety contract with the commander.

b. Enforcing the progressive motorcycle training program outlined in paragraph 5 of this policy. Unit mentor will maintain an up-to-date list of motorcycle operators who have completed and those that need the required progressive motorcycle training.

c. Establishing (at a minimum) a motorcycle mentorship program at each brigade level. Selecting and appointing suitable mentors for cruisers and sport touring motorcycles. Motorcycle mentors should:

(1) Be an experienced rider (five years or more on the appropriate motorcycle type). Motorcycle mentors should be mature and possess leadership skills.

(2) Successfully complete BRC, ERC, or the MSRC training (whichever applies) in accordance with paragraph 6 above.

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(3) Act as a conduit of information to service members for motorcycle safety, education and awareness.

(4) Assist commanders in enforcing motorcycle safety standards to enhance responsible motorcycle riding.

(5) Mentor and monitor service members purchasing, riding, and maintaining their motorcycles.

(6) Monitor and evaluate service members riding skills and when necessary make recommendations for additional motorcycle training. Monitor motorcycle training attendance and non-attendance.

(7) Keep the commander informed of the unit's motorcycle operators riding progress and completion of required progressive motorcycle training.

(8) Organize and promote activities at each level of command to enhance motorcycle safety through unit affiliations or riding events and conduct a mentor check ride and or training annually in order to promote safety and motorcycle awareness.

(9) Promote the command's motorcycle safety objectives.

(10) Conduct vehicle inspections in order to ensure motorcycle training, licensing, and PPE is verified biannually at a minimum.

10. Individual Responsibilities: Comply with installation, local, state and Army motorcycle training, licensing, and operating requirements.

a. Service member motorcycle operators will ensure passengers comply with AR 385-10 PPE requirements when riding on or off AZARNG installations.

b. Service member motorcycle operators will seek out mentorship from skilled, responsible, and positive riders. All motorcycle riders are expected to demonstrate self-discipline and recognize the inherently dangerous nature of motorcycle operations. Service member motorcycle operators should not join or participate in motorcycle activities that contribute to high risk behavior.

11. Leader Responsibility: Our responsibility as leaders, down to and most importantly our first line leaders, is to safeguard the personnel and equipment entrusted to our stewardship. In order to combat on and off-duty accidents, leaders at every level must institutionalize motorcycle safety principles and ensure that they become an integral part of all operations. Applied leadership, along with enforced discipline, training and standards will ensure the preservation of our valuable resources and instill accountability which are both vital to be successful in supporting joint operations around the world.

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12. Risk Management (RM): RM and safety are force multipliers and apply to all areas of our business. Successful risk management and accident prevention programs demand vigilant leadership, discipline and training to standard. Preventing the loss of a single AZARNG Soldier or Civilian is one of my top priorities. Service member motorcycle operators should use risk management rules, principles, and risk management techniques when purchasing, riding, and maintaining their motorcycles. All service member motorcycle operators, including those who plan to purchase a motorcycle, will identify themselves as motorcycle operators or potential operators to their chain of command. Newly assigned Soldiers will identify themselves as motorcycle operators during in-processing to the unit.

13. Punitive Order: Service members and on-duty DOD Civilians who fail to comply with the requirements of this policy are subject to adverse administrative action and/or punishment under the AZ Code of Military Justice

14. Expiration: This command policy letter will remain in effect until superseded or rescinded. This policy will be permanently posted on unit bulletin boards.

15. POC for this memorandum is the AZARNG State Safety Office at (602) 267-2945 or (602) 267-2798.¹

CF:
Council Members
Public Folder (DCSAVS)
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JOHN E. HOEFERT
Colonel, AZARNG
Land Component Commander

¹ Legal Review Complete 20150413 by LTC O'Sullivan