



**DEPARTMENT OF THE ARMY**

**JOINT BASE MYER-HENDERSON HALL  
HEADQUARTERS COMMAND BATTALION  
239 SHERIDAN AVE, BLDG 417  
FORT MYER, VIRGINIA 22211-1199**

REPLY TO  
ATTENTION OF

IMMH-BN

16 July 2015

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall, VA 22211-1199

SUBJECT: Headquarters Command Battalion Motorcycle Inspection and Safety Program - Policy Memorandum #14

1. Reference:

- a. Memorandum, Vice Chief of Staff of the Army, 21 January 2011, subject: Motorcycle Mentorship Program - Ride Smart, Ride Safe, Team Up!
- b. Department of Defense Instruction 6055.04, DoD Traffic Safety Program, 20 April 2009 (with Change 1 dated 2 April 2010).
- c. Army Regulation 385-10, The Army Safety Program, 23 August 2007, Chapters 11-7 & 11-9 (RAR 004 4 October 2011).
- d. ALARACT 381/2011, Notification of Recent Rapid Action Revision (RAR) Changes to the Army Safety Program, DTG 131710Z Oct 2011.
- e. Memorandum, MDW Commander, 14 November 2012, subject: Motorcycle Safety-Policy Memorandum #11

2. Purpose: This policy applies to all personnel assigned to, attached to, or under the operational control of Headquarters Command Battalion. Where a requirement applies solely to Soldiers, the term "Soldiers" is used. Where a requirement applies to Soldiers, DA Civilians the terms "all personnel" or "operators" are used.

3. Applicability: All Soldiers.

4. Policy:

a. New Personnel Briefings. Company commanders will counsel all new Soldiers on motorcycle safety. This information will include the following:

- (1) Army policy, command policy, and local policies on motorcycle operations.

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- (2) Training, licensing, and registration requirements.
- (3) Personal protective equipment (PPE) and clothing requirements.
- ~~(4) Pre-purchase advice available through unit motorcycle mentors.~~

b. This briefing will not only serve to inform motorcycle riders of the requirements, it will also act as a mechanism to ensure that supervisors are aware of this Command's policy on safe motorcycle operations.

(1) Company commanders will maintain awareness by maintaining a list of motorcycle owners and/or operators using the current HQ Battalion Owner Tracker Data Sheet (Enc 3). Data will include the type of motorcycle owned (e.g. Cruiser, Sport, etc.), MSF courses completed, most recent inspection date, license and registration information, and if the motorcycle operator is authorized to ride (based on the aforementioned requirements). This applies to all personnel who operate motorcycles, whether they own them or not (e.g. those who are licensed operators but borrow or rent motorcycles within the past year or intend to operate a motorcycle in the coming year).

(2) Privately owned motorcycle inspections. Company commanders will ensure that unit privately- owned motorcycle safety inspections are conducted for their Soldiers. Re-inspections should be conducted when unsafe conditions are identified. Inspections will include verification of motorcycle training, licensing, registration and PPE. At a minimum, this inspection is required every 6 months, and should be conducted ICW regular POV/POM inspections prior to special pass periods and leaves.

(3) Company commanders will insure all Soldiers complete and sign the Commander / Rider Agreement (Encl 4); this agreement will be maintained in a file that also includes the following:

- (a) Copy of State Drivers License (with Motorcycle Endorsement).
- (b) Copy of Insurance Card for Motorcycle.
- (c) Copy of Motorcycle Registration.
- (d) Copy of MSF Card.
- (e) Copy of agreement with unit commander.

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(4) Mandatory Training/Progressive Motorcycle Program (PMP). The Army Progressive Motorcycle Program is designed to consistently keep motorcycle operator training current and sustain or enrich rider skills. The program consists of the following courses: Basic Rider Course (BRC), Experienced Riders Course (ERC), Military Sport bike Riders Course (MSRC) and Motorcycle Refresher Training (MRT). Prior to operation of any motorcycle, Soldiers will successfully complete an appropriate BRC course. This requirement may not be waived or deferred.

(a) BRC. The BRC is the initial training for all motorcycle riders. It provides basic motorcycle skills and prepares the operator for licensing procedures. The BRC or a Deputy Under Secretary of Defense (DUSD) for Installations and Environment (I&E)-endorsed, state approved curriculum for motorcycle operator's safety training is mandatory.

(b) ERC. The ERC is in addition to the BRC; this must be completed within one year of BRC completion. Anyone who has documentation of prior completion of the ERC is in compliance with the Army standard for motorcycle training, and will not be required to attend the BRC.

(c) MSRC. Motorcycle manufacturers categorize specific models as "Sport" and "Sport Touring" motorcycles. Unit commanders will track sport bike riders to ensure sport bike riders complete the required MSRC training. The MSRC-qualified riders within the organization shall serve as authorized motorcycle mentors.

(d) Sustainment Training. Every 3 years following completion of the ERC or the MSRC, Soldiers shall complete motorcycle sustainment training. Sustainment training shall mirror motorcycle course selection as outlined in paragraph AR 385-10 paragraph 11-9 b.(2), or another State-approved motorcycle safe riding course. Additionally, if after a 3 - year period of inactivity, the acquisition of a new or change in motorcycle(s), or a Permanent Change-of-Station, Soldiers shall complete sustainment training.

(e) MRT. Commanders will require Soldiers to complete refresher training after deployments of 180 days or more.

(5) Commander/Leader/Mentor Responsibilities.

(a) Support unit level motorcycle safety activities that reinforce positive training, mentorship and riding.

(b) Identify unit motorcycle riders and ensure face-to-face counseling between first line supervisors on motorcycle policies.

(c) Enforce motorcycle training requirements.

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(d) Establish motorcycle mentorship programs at Battalion level. Mentors will:

(1a) Be a mature motorcycle rider with at least five years of riding experience.

(1b) Complete the BRC and ERC. Sport bike mentors shall complete the MSRC.

(1c) Act as subject matter experts for motorcycle safety education and awareness.

(1d) Set the standard for responsible motorcycle riding.

(1e) Mentor Soldiers on purchasing, riding, and maintaining motorcycles.

(1f) Promote command objectives related to motorcycle safety.

(6) Individual Responsibilities.

(a) Comply with installation, local, State, Army, and host nation motorcycle training, licensing and operating requirements. The MSF card issued as proof of course completion shall be carried by Soldiers at all times when operating a motorcycle, and be presented on request when entering a military installation and during unit motorcycle safety inspections.

(b) Use composite risk management (CRM) when purchasing, riding and maintaining motorcycles.

(c) Properly maintain and wear appropriate PPE and clothing. Operators must ensure that passengers comply with PPE and clothing requirements. Soldiers will wear the appropriate PPE and clothing at all times when riding a motorcycle, whether on or off post. Minimum PPE consists of:

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

(1b) Full fingered gloves or mittens made from leather or other abrasion-resistant material.

(1c) Leather boots or over the ankle shoes.

(1d) Impact or shatter resistant goggles, wraparound glasses, or full face shield properly attached to the helmet. A windshield alone, eyeglasses or fairing is not proper eye protection.

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(1e) 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 will wear brightly-colored clothing during daytime hours and reflective clothing during limited visibility hours. The intent is to have riders in gear designed for riding that provides him or her as much visibility as possible and at the same time, eliminate access issues across DoD installations. Reflective belts do not meet this requirement.

(d) Identify themselves as motorcycle riders to their chain of command and safety officer/NCO at the time of unit assignment.

(e) Identify plans to purchase a motorcycle to their chain of command in order to receive a briefing on motorcycle policies and be briefed on the availability of pre-purchase counseling from unit motorcycle mentors.

(f) Seek mentorship from skilled and responsible mentors and riders. Demonstrate self-discipline and defensive driving when operating a motorcycle. Recognize the inherently dangerous nature of motorcycle riding. Follow established traffic laws, to include speed limits.

5. The point of contact for this memorandum is the Battalion Motorcycle Safety Officer at (703) 696-2974.

4 Encls

1. Motorcycle Safety Inspection Checklist
2. Federal Holidays and Recommended Inspection Dates
3. Commander/Rider Agreement



JOHNATHON M. KUPKA  
LTC, SF  
Commanding



# MOTORCYCLE SAFETY INSPECTION CHECKLIST

## MOTORCYCLE

Operator/Owner Name: EMAIL:			UNIT/DUTY PHONE:		
Driver Lic. #:	Motorcycle Endorsement Code:	State:	Exp. Date:	MSF Card #:	
Motorcycle Year/Model/Size:			Post Registration Expiration Date: N/A		
Motorcycle Lic. Plate #:		Exp. Date:	Safety Inspection Expiration Date:		
Motorcycle Insurance Company:			Insurance Exp. Date:		
Protective Gear: Helmet Manuf:		(Circle) Vest: Y/N	Gloves: Y/N	Long sleeves: Y/N	Boots: Y/N

INSPECTED BY:

DATE:

ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECKS	
			FRONT	REAR
TIRES	CONDITION*	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects	FRONT	REAR
	AIR PRESSURE*	Check when cold, adjusted to load/speed	FRONT	REAR
WHEELS	SPOKES*	Bent broken, missing, tension, check at top of wheel "ring" ok - "thud" loose	FRONT	REAR
	CAST*	Cracks, dents	FRONT	REAR
	BEARINGS*	Grab top & bottom of tire & flex. No freeplay between hub & axle	FRONT	REAR
	SEALS	Cracked, cut, or torn excessive grease on outside	FRONT	REAR
<b>CONTROLS</b>			<b>SAT</b>	<b>UNSAT</b>
LEVERS	CONDITION*	Broken, bent, cracked, mounts tight, ball ends on lever		
CABLES	CONDITION*	Fraying, kinks, lubrication: ends and length		
	ROUTING*	No restrictions/pulling at steering head, suspension, no sharp edges		
HOSES	CONDITION*	Cuts, cracks, leaks, bulges, chafing, deterioration		
	ROUTING	No restriction/pulling at steering head, suspension, no sharp edges		
THROTTLE	OPERATION*	Moves freely, snaps closed; Engine on - no revving when handlebars turned		
TURN SIGNALS	CONDITION*	Operational, cracked, broken, securely mounted, excessive condensation		
REFLECTORS	CONDITION*	Cracked, broken, securely mounted		
WIRING	CONDITION*	Fraying, chafing, insulation		
	ROUTING	Pinched, no restrictions/pulling at steering head/suspension, connectors tight		
HEADLAMP	CONDITION*	Cracks, reflector, mounting & adjustment system		
	AIM*	Height and right/left		
OILS/FLUIDS	ENGINE OIL*	Gaskets, housings, seals		
	GEAR OIL*	Gaskets, seals, breathers		
	HYDRAULIC FLUID*	Hoses, master cylinders, calipers		
	COOLANT*	Radiator, hoses, tanks, fittings, pipes		
	FUEL*	Lines, fuel taps, carbs		
FRAME	CONDITION	Cracks at gussets, accessory mounts look for paint lifting		
	STEERING-HEAD BEARINGS*	No restriction or tight spots through full travel		
	SWINGARM BUSHING/BEARINGS	Raise front wheel check for play by pulling/pushing forks Raise rear wheel, check for play by pushing/pulling swingarm		
SUSPENSION	FORKS*	Right/left for smooth travel equal pressure/damping anti-dive setting, seals		
	SHOCKS*	Right/left for smooth travel equal pressure/damping, moves freely		
CHAIN/BELT	TENSION*	Check at tightest point		
	LUBRICATION*	Side plates when hot NOTE: Do not lubricate belts		
	SPROCKETS*	Teeth not hooked, securely mounted		
FASTENERS	THREADED	Tight, missing bolts, nuts		
	CLIPS	Broken, missing		
	COTTER PINS*	Broken, missing		
SIDE STAND	CONDITION*	Cracks, bent (Safety cut-off switch or pad if equipped)		
	RETENTION*	Springs in place, tension to hold position		
CENTER STAND	CONDITION*	Cracks, bent		
	RETENTION*	Springs in place, tension to hold position		
GAUGES	CONDITION	Operational, cracked, broken, securely mounted, excessive condensation		

**NOTE:** Items with \* must be SAT or vehicle overall rating is UNSAT, even if only one item is UNSAT!

## HQ BN- JBM-HH

### Motorcycle Operator/ATV Requirements and Individual Responsibilities Agreement

*Fifteen percent of Privately Owned Vehicles (POV) accidents in the Army are Motorcycle (MC) accidents. If you operate a privately owned MC or All Terrain Vehicle (ATV) (either street or off-road versions) on or off DOD installations you must be appropriately licensed to operate. Before operation of any motorcycle/ATV, you shall successfully complete an approved rider or operator safety course. The safety course must be an Army approved Motorcycle Safety Foundation (MSF) course. You are responsible to contact the installation safety office and schedule training. Once you have completed training you will report back to the installation safety office and your company chain of command. It is mandatory that all persons operating or riding as a passenger on a MC or ATV use appropriate Personal Protection Equipment (PPE). PPE requirements are as follows.*

I, \_\_\_\_\_, have read and understand the requirement of safe motorcycling/ATV operations. I acknowledge the Army requirement for Personal Protective Equipment (PPE), licensing requirements and MSF training requirements as outlined in this Motorcycle/ATV Operator Individual Requirements and Responsibilities Agreement. I understand that if I am injured while riding a motorcycle/ATV in violation of this policy, I may be found Not-in-Line of Duty Due to Own Misconduct. Such a finding by an investigating officer can result in my loss of benefits, to include my right to free medical care, my right to disability pay, or separation pay, or medical retirement from the service if my injuries make me no longer eligible for military service. I could also face forfeiture of many of my veteran's rights such as education benefits. In addition to the Army requirement for PPE, I acknowledge that my commander has given me a direct order to NEVER operate a motorcycle/ATV without the PPE. My failure to comply with this order is punishable under Article 92 of the Uniform Code of Military Justice.

- 1. A helmet certified to meet Department of Transportation (DOT) standards. Helmet must be properly fastened under the chin. If stationed outside CONUS and the host nation does not have an equivalent helmet standard, the helmet will meet the U.S. DOT standard. DoD requires use of a helmet even in those states where helmets are not required by state traffic law.*
- 2. Impact or shatter resistant goggles or full-face helmet or shield properly attached to the helmet. A windshield or eyeglasses alone are not proper eye protection.*
- 3. Sturdy Footwear is mandatory. Leather boots or over the ankle shoes are strongly encouraged.*
- 4. Long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle/ATV.*
- 5. A brightly colored outer upper garment during the day and a reflective upper garment during the night are required. Outer upper garment shall be clearly visible and not covered.*
- 6. This agreement will be part of my permanent company training record, and I will abide by all specific installation and state MC/ATV traffic laws.*

\_\_\_\_\_  
Commander/1SG's signature/ Date

\_\_\_\_\_  
Operators signature/Date

\_\_\_\_\_  
1<sup>ST</sup> Line signature/Date