

CHAPTER 10
NE ARNG MOTORCYCLE SAFETY TRAINING

FY12

1-1 Purpose: To establish policy and procedures commensurate with the Department of Defense Traffic Safety Program, DODI 6055.5

1-2 Scope: This program is to provide all NEARNG military personnel the opportunity to receive reimbursement expenses for required motorcycle (MC) safety training through the Motorcycle Safety Foundation (MSF). This training provides the rider with a better understanding of the inherent dangers associated with motorcycle operations.

1-3 Applicability: The requirements of DODI 6055.5 and the NE TAG Motorcycle Safety policy (dtd 1 September 2010) together, will apply to all personnel assigned or attached to the NEARNG.

1-4 Authority: DODI 6055.4, DoD Traffic Safety Program
AR 385-10, Army Safety program
NGR 385-10, NGB Safety & Occ Health Program

1-5 Responsibilities:

- a. The NEARNG State Command will:
 - 1) Establish and implement a motorcycle safety training program that meets the minimum mandatory requirements.
 - 2) Ensure that adequate annual funding is available to NEARNG DoD and technician personnel.
- b. USP&FO will:
 - 1) Provide guidance for the reimbursement of expenses incurred by personnel receiving the MSF training.
- c. The State Safety Office will:
 - 1) Provide technical assistance to commanders/supervisors, and personnel regarding the regulatory requirements of this training.
 - 2) Develop the NEARNG Motorcycle Safety Training program and update when required.
 - 3) Maintain a state level Motorcycle Safety Training Course completion log of all NEARNG personnel who complete the program.
 - 4) Set aside annual funds for the reimbursement for personnel who attend the MSF Training.
- d. Commanders and Supervisors will be responsible for informing their personnel and identifying personnel who require this training.

1-6 General:

- a. DoD and Technician personnel of the Nebraska Army National Guard are eligible to attend an approved Motorcycle Safety Foundation (MSF) Basic or the Experience Motorcycle Rider Course at no cost to the individual.
- b. The average course fee for the MSF Basic Rider training currently in Nebraska is \$210.00 and the MSF Experienced Rider training is \$125.00. The individual attending will initially incur the cost and obtain a receipt. The NEARNG Safety Office will only reimburse up to these amounts respectively.

Note: Reimbursement is for course cost only. Mileage, per diem, etc is not reimbursable.

1-7 Basic Rider Course (BRC) Description:

- a. The course is 2-3 days long and includes classroom as well as practical riding experience in a controlled environment. The course is for beginners and re-entry riders of all ages.
- b. A minimum of five hours' classroom instruction prepares the student for ten hours of practical riding in a controlled, off street environment - typically a parking lot. Motorcycles are included in your fee and helmets are available on a free loan basis, if needed. Motorcycles used in the course are 500 cc or less.
- c. The student will learn how to operate a motorcycle safely, with emphasis on the special skills and mental attitude necessary for dealing with traffic.
- d. MSF Instructors start the student off with straight-line riding, turning, shifting and stopping. You'll gradually progress to cornering, swerving and emergency braking. The basic course includes the following topics:
 - Location of the controls and pre-ride procedures
 - Balance and control of the motorcycle
 - Riding skills and evasive maneuvers
 - Safety equipment and procedures
 - Effects of alcohol and drugs while operating a motorcycle
- e. The classroom portion will cover; different types of motorcycles, their controls, and how they operate. The instructors will advise you on what to wear for protection and comfort. A very important segment of the course will show you how to create your own strategy for riding in traffic, and dealing with critical situations. The course concludes with a knowledge test and a skill evaluation. After completion, you'll receive a MSF card which will allow entry on to all DoD installations with your motorcycle.

- f. Take the MSF completion card with you to your local Nebraska Department of Motor Vehicles examination station and they will waive the written/skills exam. You will simply be required to take an eye exam to obtain your endorsement.
- g. The Nebraska Department of Motor Vehicles (DMV) has adopted the MSF Beginning Riders Course as its basic motorcycle education training.

1-8 Experience Rider Course (ERC) Description:

This course is aimed at the rider who has been riding motorcycles for several years and is already familiar with the operations of a motorcycle. It is a one day course covering safety topics, such as awareness of other vehicles in traffic, the limits of your own abilities in any traffic situation and safety equipment needs.

- a. Before you obligate to a chosen course of instruction, you are responsible to obtain all the requirements on that particular course. Such requirements may include utilizing your personal motorcycle, PPE, and proof of licensing and insurance. If you are required to use your personal bike, you need to ensure that it can pass the vendors pre-course inspection.

1-9 Attendance Requirements:

To attend the courses the individual must be 19 years of age and hold a valid motor vehicle operator's license. In addition, when attending the course the individual must provide the following equipment:

- Goggles and Face Shields – Impact or shatter resistant goggles or full-face shield properly attached to helmet.
- Helmets – Certified to meet Department of Transportation (DOT) standards and properly fastened under the chin.
- Clothing – Long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle
- Sturdy Footwear – Leather boots or over-the ankle shoes are strongly encouraged.
- Garment Visibility – a brightly colored outer upper garment during the day and a reflective upper garment during the night. Outer and upper garment shall be clearly visible and not covered.
- Rain gear is recommended in case of inclement weather.

1-10 Course Providers:

Successful completion of the course will allow the graduate to have the DMV examiner waive both the written and drive test when application is made to obtain a license to operate a motorcycle. Course graduates may also be eligible for low insurance rates. Enrollment is limited and courses often fill quickly, so register early. To obtain more information or to register, contact one of the state approved beginning rider course providers listed below:

- a. Military members are entitled to receive a discount from the NE Safety Council sponsored training event. Currently CY12 the course cost for military members is \$195.00 for the Basic Riders Course. But to receive this discount you do not register on-line, you must call or visit to register for the course to receive the discount.

MSF Training Providers	Location	County	Phone
Safety & Health Council	OMAHA	DOUGLAS	(402) 898-7371
Dillon Brothers H-D/Buell	OMAHA	DOUGLAS	(402) 451-3154
Southeast Community College	LINCOLN	LANCASTER	(402) 437-2710
NE Safety Council	LINCOLN	LANCASTER	(402) 483-2511
Central Community College	HASTINGS	ADAMS	(402) 461-2441
Northeast Community College	NORFOLK	MADISON	(402) 844-7215
NE Safety Center - UNK	KEARNEY	BUFFALO	(800) 854-7867
Western Nebraska MC Training	SCOTTSBUFF	SCOTT'S BLUFF	(308) 641-4692
Offutt AF Base Safety Office	BELLEVUE	SARPY	(402) 294-6357

1-11 Offutt AFB Procedures:

- a. Offutt AFB personnel are the first priority, personnel who wish to attend at this location need to contact the Offutt 55 WG/SE Ground Safety Office to register; DSN: 271-6357/8/9 COMM: (402) 294-6357/8/9.
- b. Any individual or government employee of the NEARNG can attend the MSF course. This is to be paid on the first day of class by personal check only.
- c. The contracted program provides the motorcycles for this training course, Individuals will not utilize their own motorcycle.
- d. Each individual needs to sign a pre-safety brief form; after being briefed by their commander/supervisor, the individual is required to bring it to the first day of the course (see appendix **B**).

Important: *There is a 72 hour cancellation notice requirement: in that if a NEARNG individual/employee does not show up for the scheduled course the Air Force will not allow future enrollment of NEARNG personnel.*

1-12 NE ARNG Special Instructions:

- a. Advance approval by the State Safety Office to attend this training is mandatory. Individuals without advance approval will not be eligible for reimbursement. This reimbursement is for Motorcycle Safety Foundation (MSF) certified courses only.
- b. These procedures must be followed if an individual is to receive reimbursement costs by NEARNG Safety Office. Failure to follow these procedures may result in an individual not being reimbursed for the course cost. The only course that is reimbursable is the MSF-approved motorcycle safety basic/experience rider courses. Other motorcycle safety courses are not reimbursable.
 - 1) Contact the safety office for approval to attend. The individual will provide the MSF training course agency name, dates of attendance, and the course cost at this time. The only written approval excepted is the NE ARNG agreement letter in appendix **A** and this will be completed prior to attending a MSF course.
 - 2) Individuals will pay for the course out of pocket initially. Note: Do not use the Government Travel card or the Government Purchase Card to pay for this training.
 - 3) Once you have attended and successfully completed the MSF course, bring your original payment receipt and MSF completion card to the NEARNG Safety Office. Then a SF 1164 form (Expenditures on Official Business) needs to be completed and signed, (see appendix **C**). The Safety office will forward to USP&FO who will process for payment.

Note: Reimbursement is for course cost only. Mileage, per diem, etc is not reimbursable.

1-13 Motorcycle riding is inherently dangerous and we encourage all members of the Nebraska Army National Guard who ride or plan on riding a motorcycle to attend this training. If interested, please stop by or call the Nebraska Army National Guard Safety Office at (402) 309-1833/1813.

Appendix A

NE ARNG MOTORCYCLE SAFETY TRAINING (MSF) AGREEMENT LETTER

1. The certified MSF Basic / Advanced Riders course at: *(you fill out)*

Date(s) of attendance: *(you fill out)* _____

2. Course cost: *(you fill out)* \$ _____
Upon proof of completion you will be reimbursed for the cost of the course only.

Safety Office Concurrence:

Member has been briefed on the requirements to be reimbursed under this program and the selected course provider is validated as certified course of instruction.

_____ Date: _____
NE ARNG State Safety Specialist

Requesting Individual:

1. I understand that I am being reimbursed for the course cost only. No other expenses are authorized for re-payment; this includes, but is not limited to food, PPE required by the course, lodging, travel, vehicle expenses, etc.
2. I understand that I am taking this course on a voluntary basis and on my own time. Other than standard leave, no leave will be granted for this training (i.e. admin leave).
3. I understand that I must successfully complete this course to be reimbursed. I am responsible for all absences, regardless of the reason for the absence.
4. I understand that I am responsible for ensuring that the course is certified by the Motorcycle Safety Foundation.
5. I understand that the only course that is eligible for reimbursement is the basic/beginners and/or the experienced/advance rider course.
6. I have read and understand the requirements paragraph 1-12 *(complete the below information)*

Individuals name (print): _____

Sign _____ Date: _____

Unit or Organization assigned to: _____

Correct UIC number: _____ SNN: _____

Contact phone numbers: Work: _____ Home: _____

Appendix B (Offutt AFB use only)

1-1 UNIT MOTORCYCLE SAFETY REPRESENTATIVE INITIAL RIDER SURVEY			
		2 PRIVACY WARNING STATEMENT	
<p>PURPOSE: The requirement exists to provide personal information as shown on the survey. This information is required in order to compile statistical data and validate individual identification. The information provided is subject to the Privacy Act of 1974 and will be protected accordingly from unauthorized disclosure. Your signature on the survey grants written consent for the entry of the information to an approved database, retention of the information in an approved filing system, and release of the information outside of the Department of Defense, if required.</p> <p>DISCLOSURES: Failure to complete the form will result in not being enrolled in a class at government expense, and an inability to operate a motorcycle on and/or off of Offutt AFB.</p> <p><i>This questionnaire was developed for the commander's use in their risk management program. It allows them to obtain information on assigned personnel to determine if they are susceptible to a motorcycle accident. The intent is to identify potential problems that could lead to injury or death motorcycle riders. NOTE: These questions need to be asked of all individuals who are licensed motorcycle riders or intend to be licensed even if their motorcycle is not registered on base.</i></p>			
NAME:		AGE:	2.1.1 MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married
UNIT:		DUTY SECTION:	DUTY TELEPHONE NUMBER:
1. Type of motorcycle? Own or operate? (circle all that apply) OWN/OPERATE <input type="checkbox"/> ATV <input type="checkbox"/> Moped <input type="checkbox"/> Dirt <input type="checkbox"/> Enduro <input type="checkbox"/> Sport <input type="checkbox"/> Standard <input type="checkbox"/> Touring <input type="checkbox"/> Race		2. What state are you licensed in? Motorcycle Endorsement?	3. Date licensed
		4. What is your level of Street Riding experience? <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	
5. How long have you been riding a Street Motorcycle? <input type="checkbox"/> Less Than 1 Year <input type="checkbox"/> 1-2 Years <input type="checkbox"/> 3-4 Years <input type="checkbox"/> 5-6 Years <input type="checkbox"/> Over 6 Years			
6. How long have you owned your current motorcycle? <input type="checkbox"/> Less Than 6 Months <input type="checkbox"/> 6-12 Months <input type="checkbox"/> 1-2 Years <input type="checkbox"/> Over 2 Years			
7a. Year & Make (Honda, BMW,..)	7b. Model (CBR600, k1200,..)	7c. Displacement (250, 600,..)	7d. Type <input type="checkbox"/> Street <input type="checkbox"/> Off-road
8. Is it registered on base?		9. Is this your primary transportation?	10. Have you completed a Motorcycle Safety Foundation (MSF) Course? <input type="checkbox"/> Yes <input type="checkbox"/> No
11. MSF Course Completed			Date Completed
a. Motorcycle Rider Course; Riding and Street Skills (MRC:RSS)			
b. Motorcycle Rider Course; Experienced Riders Course (MRC:ERC)			
c. Other (any additional training)			
12. When weather permits, how often do you ride? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom			
13. How many citations (on and off base) have you received in the last 3 years? <input type="checkbox"/> None <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5 or More			
14. How many accidents (on and off base) have you been involved in over the last 3 years? <input type="checkbox"/> None <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5 or More			
15. Where you determined to be at fault? (if yes, explain) <input type="checkbox"/> No <input type="checkbox"/> Yes			
Your signature below states you have read and understand this interview form			
Signature of Individual:		Typed Name, Title, & Signature of Reviewing Authority	Date
Commander's Review/Comments			

