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SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 91-207**

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**AIR FORCE SPECIAL OPERATIONS  
COMMAND  
Supplement  
4 JUNE 2021**

**Safety**

**THE US AIR FORCE TRAFFIC SAFETY  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*, and references Department of Defense Instruction (DoDI) 6055.04, *DoD Traffic Safety Program*. The Traffic Safety Program's goal is to prevent or reduce the frequency and severity of vehicular mishaps involving Air Force (AF) and Air National Guard (ANG) personnel, equipment and operations. This instruction applies to all Regular Air Force, Air Force Reserve (AFR) and Air National Guard (ANG) military and civilian personnel. Additionally, it applies to all persons on Air Force installations, ANG installations, AFR installations and AF-controlled installations, hereafter referred to as AF installations, and to all persons operating a motor vehicle conducting official duties off of an AF installation. This instruction also applies, at all times regardless of location, to AF military personnel and foreign students in training with the AF, unless otherwise indicated. Ensure all records created as a result of processes prescribed in this publication are

maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit-level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier/Waiver approval authority, or alternately, to the Air Force Chief of Occupational Safety (AFSEC/SEG) for non-tiered compliance items. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**(AFSOC) Air Force Instruction 91-207, 26 July 2019, is supplemented as follows:** This supplement established the Air Force Special Operations Command traffic safety program requirements. This supplement applies to all AFSOC units, Air Force Reserve Command and to the Air National Guard when units are Air Force Special Operations Command gained during mobilization. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional's chain of command. This publication may be further supplemented at any level, but all direct supplements must be routed to AFSOC/SE for coordination prior to certification and approval. Requests for waivers must be submitted to the Office of Primary Responsibility listed above for consideration and approval. The authorities to waive wing/unit level requirement in this publication are identified with a Tier ("T-0, T-1, T-2, or T-3") number following the compliance statement. Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority in accordance with Department of the Air Force Instruction 33-360, *Publications and Forms Management*, Table 1.1. Requests for waivers of non-tiered items must be processed through command channels to the publication Office of Primary Responsibility for consideration. Compliance with the [Attachment 6](#) and [Attachment 7](#) is mandatory. [Attachment 1](#) is for reference only and is not mandatory.

### ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. This revision clarifies acronyms usage, removes duplication from DoDI 6055.04 and ensures Tier/Waiver requirements meet established guidelines.

(AFSOC) This document has been substantially changed and must be completely reviewed. It updates the guidance and policies of AFSOC/SE, and aligns Air Force Special Operations Command requirements with Air Force Instruction 91-207, *The US Air Force Traffic Safety Program*, and United States Special Operations Command Directive 385-1, *Joint Safety Program*. Additionally guidance has been added to further define owning unit All-Terrain Vehicle/Light Tactical All-Terrain Vehicle training, documentation and funding responsibilities. This publication incorporates AFI 91-207 AFSOC/SE GM 1 Dated 17 Apr 2019, which clarifies Air Force Special Operations Command’s minimum personal protective equipment requirements for Other Government Motor Vehicles, Government Vehicle Other and Light Tactical All-Terrain Vehicles.

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## Chapter 1

### PROGRAM OVERVIEW

**1.1. General Information.** This publication establishes responsibilities, guidance and requirements for the AF Traffic Safety Program. AF units at all levels must ensure compliance to reduce deaths, injuries and property damage caused by vehicular mishaps. **(T-0).** **Note:** This applies to foreign students who must complete applicable traffic safety courses. **(T-1).**

**1.2. Official Support Agreements, Memorandums of Agreement/Understanding (MOA/MOU) and Status of Forces Agreements (SOFA).**

1.2.1. Some requirements addressed in this instruction may be the responsibility of the host or supporting service, installation or wing through an official Support or Operating Agreement, MOU or MOA, and/or SOFA.

1.2.2. Commanders will support host installation traffic safety programs. **(T-0).** Commanders will also serve as the liaison with the DoD and sister services for traffic safety matters related to DoDI 6055.04. **(T-1).**

**1.3. Roles and Responsibilities.**

1.3.1. Air Force Chief of Safety (AF/SE) will:

1.3.1.1. Establish the requirements for the AF Traffic Safety Program.

1.3.1.2. Develop, maintain and oversee implementation of traffic safety training courses in support of this instruction.

1.3.1.3. Serve as the liaison with the DoD and sister services for traffic safety matters related to the DoDI 6055.04.

1.3.2. Major Command (MAJCOM), Field Operating Agency (FOA) and Direct Reporting Unit (DRU) commander(s) will:

1.3.2.1. Implement the requirements of the AF Traffic Safety Program.

1.3.2.2. Validate that Center, Wing and Installation Commanders provide required traffic safety training to personnel.

1.3.2.3. Provide support and oversight as needed to comply with this instruction.

1.3.2.4. Validate subordinate organizations are utilizing Air Force Safety Automated System (AFSAS) Training Module-Motorcycle Unit Safety Tracking Tool (MUSTT).

1.3.2.5. Refer all substitute traffic safety training course requests to HQ AFSEC/SEG for evaluation and approval.

1.3.2.6. **(Added-AFSOC)** The first General Officer in the chain of command for a motorcycle fatality involving an Air Force Special Operations Command Airman (Service members) will present a formal briefing to the United States Special Operations Command Commander or Deputy Commander as available. Briefing will be presented via Video Teleconference in accordance with United States Special Operations Command Directive 385-1 (Air Force Instruction 91-207\_AFSOCSUP, **Attachment 6**). Components will

utilize the standardized briefing format (Air Force Instruction 91-207\_AFSOCSUP, [Attachment 7](#)). **(T-2)**.

1.3.3. Center, Wing and Installation Commanders will:

1.3.3.1. Establish and implement a local traffic safety program that supports the AF Traffic Safety Program IAW DoDI 6055.04. **(T-0)**.

1.3.3.1.1. Ensure child safety seats requirements follow DoDI 6055.04. **(T-0)**.

1.3.3.1.2. Tenant organization commanders will support the installation traffic safety program IAW paragraph [1.2](#) **(T-0)**.

1.3.3.2. Provide support, facilities and funding to comply with this instruction. **(T-1)**.

1.3.3.3. Establish a Traffic Safety Coordination Group to evaluate, study, propose and approve measures to mitigate traffic hazards and improve installation traffic safety. **(T-0)**.

1.3.3.4. The installation commander, or an official designated by the installation commander, will chair the Traffic Safety Coordination Group. **(T-1)**.

1.3.3.5. Use educational programs and media programs to ensure military and civilian personnel are aware of the requirements in this instruction. **(T-1)**.

1.3.3.6. Promote and reinforce responsible driving behavior. **(T-1)**. Consider means that target at-risk groups during high-risk periods such as major holidays and extended weekends.

1.3.3.7. Ensure approved motorcycle operator safety training is available for motorcycle operators who are properly licensed or hold a motorcycle learners permit IAW paragraph [4.4](#) **(T-0)**.

1.3.3.7.1. **(Added-AFSOC)** Commanders will ensure all Air Force Special Operations Command motorcycle riders attend and complete at least one approved Motorcycle Safety Foundation rider education course at least every three years. Air Force Instruction 91-207\_AFSOCSUP, [Attachment 6](#) lists the additional United States Special Operations Command requirements. **(T-2)**.

1.3.3.7.2. **(Added-AFSOC)** Commanders will ensure all Air Force Special Operations Command sport bike operators attend an approved Motorcycle Safety Foundation Military Sport Bike Rider Course or the Motorcycle Safety Foundation Advanced Rider Course (Air Force Instruction 91-207\_AFSOCSUP, [Attachment 6](#)). **(T-2)**.

1.3.3.8. Promote motorcycle safety and the formation of motorcycle mentoring program(s) fostering safety, education and esprit de corps. **(T-1)**.

1.3.3.9. Emphasize pedestrian, bicycle and motor vehicle safety IAW DoDI 6055.04. **(T-0)**.

1.3.3.10. Ensure a driver improvement and rehabilitation course as identified in paragraph [4.6](#) is available. **(T-0)**.

1.3.3.11. Promote individual risk management and other requirements of this instruction. **(T-1)**.

1.3.3.12. Ensure the host safety office is provided time to brief new personnel on local conditions. **(T-1)**.

1.3.4. Commanders below wing level will:

1.3.4.1. Consider intentional misconduct or willful negligence IAW AFI 36-2910, *Line of Duty (Misconduct) Determination*, for personnel who fail to properly use seat belts, wear protective equipment or operate a motor vehicle while intoxicated or distracted, in violation of requirements by the AF, local, state, federal or host-nation laws. **(T-1)**.

1.3.4.2. Ensure actions are taken to intervene when unsafe behaviors are identified. **(T-1)**. Direct problem drivers and at-risk personnel to attend driver improvement training. **(T-1)**.

1.3.4.3. For units with motorcycle operators, appoint in writing a primary and alternate motorcycle safety representative to coordinate the motorcycle safety program and provide the host safety office a copy of the appointment letter. **(T-1)**. Units may establish a common motorcycle safety representatives across multiple units. Motorcycle safety representatives should have experience as an on-road motorcycle operator.

1.3.4.4. Ensure procedures are established to have personnel in and out-process through motorcycle safety representative. **(T-1)**.

1.3.4.4. **(AFSOC)** Commanders will ensure in and out-processing checklists (virtual, paper etc.) require riders to contact unit Motorcycle Safety Representative (MSR) upon arrival and prior to departure. **(T-2)**.

1.3.4.5. Ensure on-road motorcycle operators are provided unit's initial motorcycle safety briefing within 30 duty days of arrival at a new unit or when newly identified as an operator. **(T-1)**. Air Force Reserve Command (AFRC) and ANG operators will complete this briefing within two unit training assemblies. **(T-2)**.

1.3.4.6. Ensure on-road motorcycle operators attend an annual/pre-season briefing highlighting safety expectations, trends and any policy changes. **(T-1)**.

1.3.4.6.1. Unit commanders are encouraged to speak at the annual/pre-season briefing.

1.3.4.6.2. It is acceptable to meet this requirement through an installation or group commander briefing.

1.3.4.6.3. For operators arriving after the annual/pre-season briefing has been conducted, the initial unit's briefing will meet this requirement. **(T-1)**.

1.3.4.7. Fund required training for personnel operating government-owned vehicles in the performance of official duties. **(T-0)**.

1.3.4.8. Consider appropriate administrative or disciplinary actions, to include restricting installation driving and riding privileges, for personnel who fail to comply with this instruction. **(T-1)**.

1.3.4.9. Reinforce responsible driving behaviors and traffic safety prior to high-risk periods (e.g. holidays, extended weekends, seasonal conditions, etc.). **(T-2)**. Available tools include Air Force Combined Mishap Reduction System surveys, Travel Risk Planning System (TRiPS), traffic safety briefings, etc.

1.3.4.10. Ensure development and implementation of vehicle-specific training for operators of government-owned motor vehicles IAW DoDI 6055.04, AFI 24-301, *Ground Transportation*, and AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*.

1.3.5. Host, Center, Wing, Installation and Geographically Separated Unit Occupational Safety Managers will:

1.3.5.1. Establish and manage the local traffic and motorcycle safety program IAW this instruction. **(T-1)**.

1.3.5.1.1. Ensure motorcycle safety representatives are trained within 30 working days of appointment on duties and responsibilities. **(T-1)**. Motorcycle safety representative training materials and tutorial are available on AFSEC Occupational Safety SharePoint®.

1.3.5.1.2. AFR and ANG Primary and Alternates will complete motorcycle safety representative initial training within two unit training assemblies. **(T-1)**.

1.3.5.2. Budget and manage funds for implementation of the traffic safety program. **(T-1)**.

1.3.5.3. Develop and implement local programs which emphasize the use of occupant protective devices (e.g. safety belts, air bags, child safety seats, helmets, etc.). **(T-1)**.

1.3.5.4. Ensure only qualified personnel perform instructor duties for the traffic safety courses required by this instruction. **(T-1)**. Qualifications are based on the curriculum being taught including any required certifications.

1.3.5.5. Participate in state and local community level traffic safety coalitions where available (e.g., Safe Communities, Federal Safety Councils, etc.). **(T-1)**.

1.3.5.6. Actively support and participate with the installation Traffic Safety Coordination Group. **(T-1)**.

1.3.5.7. **(Added-AFSOC)** The host installation Occupational Safety office will be the focal point for personnel volunteering to serve as Motorcycle Safety Foundation Rider Coaches. **(T-3)**.

1.3.6. Traffic Safety Coordination Group will:

1.3.6.1. Evaluate, study, propose and approve mitigation measures to traffic hazards and improve installation traffic safety. **(T-0)**.

1.3.6.2. Identify locations experiencing high numbers or sharp increases in vehicle mishaps. **(T-0)**.

1.3.6.3. Identify design and operational features associated with high vehicle mishap frequencies or severities IAW DoDI 6055.04. **(T-0)**.

1.3.6.4. Membership will include installation safety, security forces, civil engineering and transportation functions. **(T-2)**. Additional attendees may include: installation drug and alcohol program officials, local community authorities, installation legal office and other agencies as necessary.

1.3.6.5. Work with local authorities to assess and mitigate off-installation traffic hazards. **(T-1)**.



1.3.7. Base Civil Engineer will:

1.3.7.1. Provide traffic safety support to the installation traffic safety program and Traffic Safety Coordination Group. **(T-1)**.

1.3.7.2. Maintain installation roads IAW DoDI 6055.04. **(T-0)**.

1.3.7.3. Participate in and apply the Surface Deployment and Distribution Command traffic engineering services program traffic safety measures and techniques IAW DoDI 6055.04. **(T-0)**.

1.3.8. Installation Security Forces will:

1.3.8.1. Ensure impaired driving, seat belt, speed, personal protective equipment (PPE) and distracted driving enforcement actions are conducted in support of the installation's traffic safety program. **(T-1)**.

1.3.8.2. Provide the installation Traffic Safety Coordination Group with law enforcement support to include a summary of traffic violation citations and recorded accidents for use at scheduled meetings. **(T-2)**.

1.3.9. Motorcycle Safety Representatives will:

1.3.9.1. Be the focal point for information on motorcycle training, education, mentorship and AFSAS Training module-MUSTT. **(T-1)**.

1.3.9.2. Assist commander in identifying mentors to manage the unit's mentorship program based on their riding experience, proficiency and demeanor in riding. **(T-1)**.

1.3.9.3. Brief on-road motorcycle operators, within 30 duty-days of arrival or identification. Briefing topics will include items prescribed in Unit Motorcycle Safety Briefing Checklist, **Attachment 2**. **(T-1)**. AFRC and ANG operators will complete initial motorcycle safety briefing within two unit training assemblies. **(T-2)**.

1.3.9.4. Coordinate with the unit commander on the preseason/annual motorcycle safety briefing, see **Attachment 3**. **(T-1)**.

1.3.9.5. Use the AFSAS Training module-MUSTT to track AF Military personnel on-road motorcycle operator's trainings, briefings and demographics. **(T-1)**.

1.3.9.5.1. Civilian Employee motorcycle operators will not be tracked unless their position description requires the operation of a motorcycle. **(T-1)**.

1.3.9.5.2. Review unit MUSTT accounts annually for current training and ridership. **(T-2)**.

1.3.9.5.2. (AFSOC) AFSOC Unit Motorcycle Safety Representatives will review assigned rider Motorcycle Unit Safety Tracking Tool (MUSTT) accounts semi-annually. **(T-2)**. MSR's will have riders update their MUSTT account during in or out-processing to reflect gaining unit (PCS/PCA). **(T-2)**. For riders failing to complete MSR out-processing, separating, or retiring, MSR's will attempt to contact riders and have them update their unit of assignment. If a rider fails to make requested corrections, MSR's will contact their organization's safety office for further action. Safety offices will change the affected rider's unit of assignment if possible or change the rider's riding status from "Yes to No". **(T-2)**.

1.3.9.6. Exceptions to AFSAS Training Module-MUSTT tracking are:

1.3.9.6.1. AF personnel assigned permanently to North Atlantic Treaty Organization (NATO), United States European Command (USEUCOM), United States Strategic Command (USSTRATCOM) or similar organizations.

1.3.9.6.2. Operators of motorcycles, mopeds or scooters having an engine displacement of 49 cubic centimeters or less, or electric motorcycles having a motor operating at 2250 watts or less.

1.3.9.6.3. Operators of three-wheeled motorcycles.

1.3.9.7. **(Added-AFSOC)** Unit Motorcycle Safety Representatives and Vehicle Control Officers will ensure on-base All-Terrain Vehicle, Light Tactical All-Terrain Vehicle and Motorcycle Safety Foundation instructors coordinate all unit training with the host installation Occupational Safety Office. **(T-3)**.

1.3.10. AF personnel will:

1.3.10.1. Operate a motor vehicle in a safe and prudent manner. **(T-3)**.

1.3.10.2. Comply with all AF directives, orders, applicable state, local, host-nation traffic laws and PPE requirements while operating or riding in or on a motor vehicle. **(T-0)**.

1.3.10.3. Attend and complete all required motor vehicle training. **(T-1)**.

1.3.11. On-road AF motorcycle operators will:

1.3.11.1. Follow installation policies or procedures before attending any AF-sponsored motorcycle training. **(T-1)**.

1.3.11.2. Coordinate through the unit motorcycle safety representative during in and out-processing or change of rider status. **(T-1)**.

1.3.11.3. Create and maintain an accurate AFSAS Training Module-MUSTT account. **(T-1)**.

1.3.11.4. Close their AFSAS Training Module-MUSTT account prior to separating or retiring. **(T-1)**.

1.3.11.5. Attend all motorcycle safety training and briefings mandated by this instruction. **(T-1)**.

1.3.11.6. Attend unit's initial motorcycle safety briefing within 30 duty days of arrival or identification as an on-road motorcycle operator. **(T-2)**. AFR and ANG operator will complete unit's initial motorcycle safety briefing within two unit training assemblies. **(T-2)**.

## Chapter 2

### VEHICLE REQUIREMENTS

**2.1. Overview.** The intent of this chapter is to assist commanders in developing local traffic safety program and to identify minimum standards for government and non-government motor vehicles and motorized transportation devices.

#### **2.2. Government-Owned Vehicles.**

##### 2.2.1. Government Motor Vehicles (GMV).

2.2.1.1. Commercial GMVs for use in the United States and US territories and possessions shall meet all applicable requirements of Title 49, Code of Federal Regulation (CFR) Part 571, *Federal Motor Vehicle Safety Standards (FMVSS)*. **(T-0)**.

2.2.1.2. Commercial GMVs of foreign manufacture purchased, leased or rented for use outside the United States and US territories and possessions shall meet all applicable safety requirements of the country in which they are to be used IAW DoDI 6055.04. **(T-0)**.

2.2.1.3. **(Added-AFSOC)** Prior to purchase and/or lease of any “Government Vehicle Other/Low Speed Vehicles”, units must coordinate approval through Logistics Readiness Squadron and Air Force Special Operations Command Wing/Group Occupational Safety (in accordance with Air Force Instruction 64-117 *Air Force Government-Wide Purchase Card Program*). Occupational Safety staffs will verify that vehicle purchases meet all applicable Federal, State and host nation safety requirements. **(T-2)**.

##### 2.2.2. Government Vehicle Other (GVO).

2.2.2.1. The majority of GVOs are off-highway motorized vehicles such as specialty/special purpose, material handling, construction or tactical vehicles. Commanders will limit the use of GVOs to off-road areas and tactical operations as much as possible. **(T-0)**.

2.2.2.1. **(AFSOC)** Personnel will not to exceed manufacturers towing weight limits when using All-Terrain Vehicle/Light Tactical All-Terrain Vehicles to tow equipment. **(T-3)**.

2.2.2.1.1. **(Added-AFSOC)** Specialty vehicles are separated into three categories; Light, Medium and Heavy.

2.2.2.1.2. **(Added-AFSOC)** Light tactical vehicles (LTV) include ATVs, LTATVs, dirt bikes, snow machines and Jet Skis with a GVRW 5,500 pounds or less and a speed greater than 35 MPH. Occupants must wear personal protective equipment IAW DoDI 6055.04, *DoD Traffic Safety Program*, and [paragraphs 3.5.1.3.](#), [3.5.1.3.1](#), and [3.5.1.4](#) of this supplement. Training will be in compliance with [paragraph 4.4.6.3](#) and subsequent paragraphs of this supplement. **(T-2)**.

2.2.2.1.2.1. **(Added-AFSOC)** Light tactical all-terrain vehicles are a subset of the LTV category, which include MRZR, Polaris Ranger etc. (Side-by-Sides) and SXV. These vehicles have a GVRW 5,500 pounds or less and a speed greater than 35 MPH. Characteristics of these type of vehicles, include personnel “sitting side-by-side”, “sit-in” with a steering wheel, approved occupant restraint devices (lap or lap and shoulder belts). Occupants must wear personal protective equipment IAW

DoDI 6055.04, *DoD traffic Safety Program*, and [paragraphs 3.5.1.3](#) and [3.5.1.3.1](#) of this supplement. Training will be in compliance with [paragraph 4.4.6.3](#) and subsequent paragraphs of this supplement. **(T-2)**.

2.2.2.1.3. **(Added-AFSOC)** Medium tactical vehicles include HMMWV, MTV and GMV 1.1. GVRW between 5,501 and 23,000 pounds.

2.2.2.1.4. **(Added-AFSOC)** Heavy tactical vehicles include all MRAP variants and similar heavily armored transportation vehicles. Possess a GVRW of 23,001 pounds and greater.

2.2.2.2. The use of GVOs in traffic is considered incidental to their travel between off-road areas. Users will ensure their movement on and off AF installations complies with applicable traffic laws and codes. **(T-0)**.

2.2.2.3. The installation commander may authorize the routine use of GVOs in traffic, industrial or pedestrian environments based on a risk assessment IAW AFI 90-802, *Risk Management*.

2.2.2.4. Owing organizations will ensure every GVO has a written plan of instruction, IAW AFI 24-301, AFMAN 24-306, and [paragraph 4.7](#), to include identifying vehicle operational environment, usage requirements and manufacturer recommendations. **(T-1)**.

2.2.2.5. **(Added-AFSOC)** Owing unit commanders will ensure appropriately documented vehicle maintenance programs are in-place for all All-Terrain Vehicles, dirt bikes, side-by-sides, Jet Skis, and snow machines. Required maintenance for these vehicles can be obtained either through locally contracted services or by obtaining maintenance certification of owning unit member(s). Funding for maintenance programs will be at owning unit's expense. **(T-2)**.

2.2.2.6. **(Added-AFSOC)** All Air Force Special Operations Command Occupational Safety staffs will ensure documented vehicle maintenance programs for All-Terrain Vehicles, dirt bikes, side-by-sides, Jet Skis, and snow machines are inspected during programmed Annual Safety Inspections and Spot Inspections. **(T-2)**.

### 2.2.3. Low Speed Vehicles (LSV).

2.2.3.1. The installation commander may authorize the use of LSVs in traffic, industrial or pedestrian environments based on a risk assessment IAW AFI 90-802.

2.2.3.2. LSVs will meet all Federal Motor Vehicle Safety Standards and be identified by the manufacturer as an LSV. **(T-0)**.

2.2.3.3. Routine use of LSVs will be restricted to low-risk roadways of AF installations with speed limits not exceeding 35 miles per hour. **(T-1)**.

### 2.2.4. Motor Vehicle Operations.

2.2.4.1. Owing organizations of government-owned motor vehicles will ensure operators meet the requirements of AFI 24-301 and AFMAN 24-306. **(T-1)**.

2.2.4.2. Transportation of munitions or explosives must comply with AFMAN 91-201, *Explosives Safety Standards*. **(T-1)**.

2.2.5. Motor Vehicle Safety Standards will meet all requirements of DoDI 6055.04, AFI 24-301 and AFI 24-302, *Vehicle Management*. **(T-0)**.

2.2.5.1. Installations located in the US will adopt and enforce the state laws regarding standards for motor vehicles in traffic as described in Department of Defense Directive (DoDD) 5525.4, *Enforcement of State Traffic Laws on DoD Installations*. **(T-0)**.

2.2.5.2. AF special purpose, tactical and combat vehicles will be purchased IAW DoDI 6055.04. **(T-0)**.

2.2.5.3. Determination of vehicles at high risk of mishaps, mechanical failure or abuse will be identified by a commander's risk assessment IAW AFI 90-802. **(T-1)**.

### **2.3. Non-Government Vehicles.**

2.3.1. The use of seat belts, airbags, rollover protection systems and other safety features is necessary for the safety of operators, passengers, bystanders, and preservation of property. Users will maintain and use installed safety devices and features. **(T-0)**.

2.3.2. Private Motor Vehicles (PMV) operated on AF installations shall meet all applicable safety requirements of the country in which they are to be used. **(T-0)**.

2.3.3. Off-Highway Vehicles cross a broad spectrum of motorized vehicles including agricultural, recreational, personal conveyance devices, industrial, aviation support for commercial and non-commercial use. Users will ensure their movement on AF installations complies with applicable traffic laws and codes. **(T-0)**.

2.3.3.1. The installation commander may authorize the routine use of Off-Highway Vehicles in traffic, industrial or pedestrian environments based on a risk assessment IAW AFI 90-802.

2.3.3.2. The manufacturer-recommended PPE will be the minimum PPE for Off-Highway Vehicles operated on an AF installation. **(T-1)**.

## Chapter 3

### PROGRAM AND INDIVIDUAL REQUIREMENTS

**3.1. Overview.** The following paragraphs describe safety requirements applicable to vehicles and transportation devices operated on AF installations, property and persons covered under the scope of this instruction.

#### **3.2. Backing of Government-owned Motor Vehicles .**

3.2.1. Backing of government-owned motor vehicles and the usage of spotters will be IAW AFMAN 24-306. **(T-1).**

3.2.1.1. Government-owned motor vehicle operators will immediately stop if they lose visual contact with the spotter or notice the spotter is dangerously positioned between the vehicle and another object. **(T-1).** In such cases, vehicle operators will secure the vehicle, exit and make an on-the-spot correction before continuing operations. **(T-1).**

3.2.1.2. Spotter(s) will position themselves away from the vehicle's path of travel and maintain visual contact with the vehicle operator. **(T-1).**

3.2.2. Government-owned motor vehicles equipped with back-up warning alert systems will be maintained in an operational fashion as designed and not modified. **(T-0).**

#### **3.3. Operator Distractions.**

3.3.1. Operators of motor vehicles will comply with DoDI 6055.04 guidance regarding distractions while driving (e.g., using cellular phones, text messaging). **(T-0).**

3.3.2. A land mobile radio is primarily a listening device and is not restricted. Cellular phones and other devices, used only in push-to-talk (walkie-talkie, direct connection) mode are considered land mobile radios, if required, and issued for the performance of official duties.

3.3.3. Cellular Phone Free School Zone. All installations having school and child development centers will evaluate, in coordination with the Traffic Safety Coordination Group, the need to establish a cellular phone free (including hands-free devices) school zone IAW applicable federal, state, local and host-nation laws. **(T-2).**

#### **3.4. Duty-Related Operator Driving Time.**

3.4.1. Duty-Hour Limits. Unit commanders will establish and enforce duty-hour limits for operators of government-owned motor vehicles to reduce the potential for traffic mishaps caused by operator fatigue IAW DoDI 6055.04. **(T-0).**

3.4.2. Directed Travel. Follow the guidance for directed travel contained in DoDI 5154.31, Volume 5, *Per Diem Travel and Transportation Allowance Committee* (also known as the Joint Travel Regulation). **(T-0).**

3.4.3. Risk Management. To reduce the potential for traffic mishaps caused by operator fatigue commanders, supervisors and all personnel will apply risk management IAW AFI 90-802, *Risk Management*. **(T-0).** Commanders, supervisors and personnel are encouraged to use the Travel Risk Planning System (TRiPS) program to assist in travel risk management.

#### **3.5. Operator and Passenger Protection.**

3.5.1. All persons while operating or riding in or on a motor vehicle will use installed seat belts, child restraint system or booster seat as prescribed by the manufacturer. **(T-0)**. Child restraint systems/seats should be placed in the back seat and center of vehicle when possible, IAW manufacturer instructions. Individuals shall not ride in seating positions where safety belts have not been installed, have been removed or have been rendered inoperative. **(T-0)**.

3.5.1.1. This does not apply to vehicles not designed for seat belts such as buses, some off-road motor vehicles, combat/tactical vehicles not designed with belts or vehicles with a manufactured year of 1966 or earlier. Nothing in this publication will require seat belt installation into these vehicles unless mandated by applicable host-nation, state or territory laws. Occupants are required to wear seat belts if they have been installed in the vehicle.

3.5.1.2. When wearing a seat belt with mission-required equipment creates an unsafe condition, group or wing commanders may issue a temporary exemption based on a risk assessment IAW 90-802. This exception is not intended for day-to-day or routine operations and limited to on-installation tactical vehicles.

3.5.1.3. **(Added-AFSOC)** Commanders will ensure all operators and passengers of high-speed vehicles (capable of 35 MPH or greater) All-Terrain Vehicles, dirt bikes, side-by-sides, and snow machines wear a Department of Transportation (DOT) approved helmet, manufacture's recommended helmet, Army Combat Helmet (ACH) or other helmet that meets or exceeds ACH standards regardless of vehicle roll over protection systems (ROPS). **(T-2)**.

3.5.1.3.1. **(Added-AFSOC)** Commanders may approve the use of lightweight tactical helmets as a suitable alternate for DOT and standard issue Kevlar combat helmets (ACH) after assessing risk and documenting risk acceptance through an AF Form 4437 *DELIBERATE RISK ASSESSMENT WORKSHEET* or equivalent maintained on file at the unit. **(T-2)**.

3.5.1.4. **(Added-AFSOC)** Commanders of units owning, operating or participating in a commercial training course involving Jet Skis will ensure all operators and passengers wear a Coast Guard approved personal floatation device. **(T-2)**.

3.5.2. Vehicle occupants shall not ride in areas of a vehicle without fixed seats. **(T-0)**.

3.5.2.1. To the extent possible, transport personnel in passenger-style vehicles.

3.5.2.2. Commanders may approve personnel to be transported in vehicles without fixed seats for duty operations only after completion of a risk assessment IAW AFI 90-802.

3.5.2.2.1. Transport is limited to military installations and for short distances only providing all installed seat belts are in use.

3.5.2.2.2. During transport each passenger will remain seated wholly within the body of the vehicle. **(T-0)**. The vehicle cargo area will not have open sides and no person may rest against a gate that opens. **(T-1)**.

3.5.3. The operator of any vehicle is responsible for informing all passengers of applicable seat belt, child safety seat and PPE requirements of this instruction. The senior ranking occupant is responsible to ensure enforcement of occupant restraints; all persons are to be properly secured prior to placing the vehicle in motion. If the senior ranking occupant cannot be determined, the driver shall be responsible for enforcement. **(T-0)**.

3.5.4. Motor vehicle operators and passengers will follow manufacturer recommendations, installation, local, state or host-nation requirements for PPE. **(T-1)**.

**3.6. Motorcycle and All-Terrain Vehicle (ATV) Safety.** Operators and passengers of a motorcycle, ATV or three-wheeled vehicle will follow safety and PPE requirements IAW DoDI 6055.04. **(T-0)**.

3.6.1. Passengers are not authorized on motorcycles, ATVs or three-wheeled vehicles unless they are specifically designed (as determined by the manufacturer) to carry a passenger. **(T-0)**.

3.6.2. MAJCOM or installation-specific PPE requirements will not be used as criterion to deny access to any visiting person whose PPE meets the requirements of this section. **(T-2)**.

**3.7. Pedestrian and Bicycle Safety.** The installation commander will comply with installation pedestrian and bicycle safety IAW with DODI 6055.04. **(T-0)**.

3.7.1. Individuals walking, jogging or running are encouraged to wear highly visible clothing and accessories. During nighttime hours and inclement weather clothing should contain retro-reflective properties.

3.7.2. All individuals exposed to traffic hazards as part of their assigned duties shall wear a highly visible outer garment during the day and outer garment containing retro-reflective material at night. **(T-0)**.

3.7.2.1. This applies to traffic control, installation entry control points, road construction, maintenance or any other crew or individual required to work in a traffic environment while the roadway remains open to traffic.

3.7.2.2. This guidance applies to troop formations only to the degree determined necessary to maintain formation visibility to traffic. At a minimum road guards will wear a highly visible outer garment during the day and outer garment containing retroreflective material at night. **(T-1)**.

3.7.2.3. This guidance does not apply during operations where personnel may be at greater risk from increased visibility based on a documented commander's risk assessment IAW AFI 90-802.

3.7.3. All persons who ride a bicycle, tricycle or other human powered vehicle, including motorized bicycles, on an AF installation roadway, to include flightlines will:

3.7.3.1. Wear highly visible outer garment containing retro-reflective material during hours of darkness or reduced visibility. **(T-2)**. Riders should wear a highly visible outer garment during daylight hours.

3.7.3.2. Wear a properly fastened, approved (e.g., Consumer Product Safety Commission, American National Standards Institute, Snell Memorial Foundation or host nation equivalent) bicycle helmet. **(T-2)**. MAJCOMs will be the approving official on what qualifies as host nation equivalent. **(T-2)**.

3.7.3.3. Bicycles will be equipped with front-facing, pedal, side and a rear-facing reflectors consistent with Title 16, CFR Part 1512, *Requirements for Bicycles*, and/or local, state or host-nation requirements. **(T-0)**.

3.7.3.4. Use marked bicycle lanes when they are available. **(T-2)**.



3.7.4. Non-motorized transportation devices not meeting Department of Transportation motor vehicle standards are prohibited on installation roadways and will comply with all pedestrian-related traffic laws. **(T-0)**.

3.7.4.1. An approved helmet is required to be worn on AF installations. **(T-2)**.

3.7.4.2. Additional PPE requirements should follow Consumer Product Safety Commission and manufacturer's instructions, and be included in the installation traffic code.

## Chapter 4

### TRAFFIC SAFETY TRAINING

#### 4.1. Training Guidance.

4.1.1. AF military and civilian personnel, as applicable, will not be required to use leave for training mandated by this instruction. **(T-0)**. The Government will pay for training mandated by this instruction. **(T-0)**.

4.1.1.1. DoD military personnel from other services or agencies whom are assigned to or employed on an AF installation should receive the training under the same conditions.

4.1.1.2. Installations may pay for training through a reimbursement program.

4.1.1.2.1. Personnel may be required to pay for training and will be reimbursed based on installation procedures. **(T-0)**.

4.1.1.2.2. On-road AF motorcycle operators must provide proof of successful completion of training and be registered in AFSAS Training Module-MUSTT. **(T-1)**.

4.1.1.3. This instruction does not require the government to furnish training equipment such as motorcycles or ATVs, except when training is required for the operation of government vehicles.

4.1.1.4. Cost to attend training for privately-owned ATV and off-road motorcycles is the responsibility of the rider and is not reimbursable. **(T-1)**.

4.1.1.5. DoD civilian personnel participating in voluntary training will obtain approval through their supervisor IAW civilian personnel policy. **(T-2)**.

4.1.1.6. Other DoD civilian personnel, military retirees and military dependents may attend motorcycle operator training on a space-available basis at no additional cost to the Government.

4.1.2. Traffic safety courses required by this instruction shall not be modified, or an alternate course used without AFSEC/SEG approval. **(T-1)**.

4.1.2.1. Requests to use substitute training courses in lieu of those outlined in this AFI must be staffed through applicable MAJCOM to AFSEC/SEG for evaluation and approval. **(T-1)**.

4.1.2.2. Approved substitute courses and guidance are located on AFSEC Occupational Safety SharePoint®.

**4.2. Introductory Traffic Safety.** The course provides mandatory traffic safety training for military service members who are under the age of 26. The course curriculum shall be obtained from AFSEC/SEG. **(T-1)**.

4.2.1. Each AETC training location may incorporate appropriate supplemental traffic safety training materials. The course will be a minimum of four hours in length and instructor led. **(T-0)**.

4.2.2. This course is taught as part of the curriculum at Basic Military Training, Technical Training, Officer Training School and at the United States Air Force Academy, and does not have to be documented separately.

**4.3. Local Conditions.** IAW DoDI 6055.04, The safety office will provide local conditions information during the installation newcomers' orientation program, if an orientation program is available. **(T-0)**. If no orientation program exists, safety offices will develop and disseminate relevant information to commanders. **(T-1)**. Commanders may use methods such as e-mails, flyers and websites to supplement and disseminate the information, as needed.

4.3.1. The safety office will review the information annually. **(T-1)**. Specific topics will be included to enhance awareness of traffic safety (including motorcycle safety), weather, recreation, and other frequent injury causing activities. **(T-1)**.

4.3.2. Personnel in temporary duty (TDY) status for 30 calendar days or more will coordinate with the TDY location safety office to obtain local conditions information. **(T-2)**. If there is no safety office at the TDY location, the TDY personnel will use other available sources for information. **(T-2)**.

4.3.2.1. Information will be provided to personnel before or at the beginning of the TDY **(T-2)**.

4.3.2.2. TDY units will maintain documentation of information provided and method(s) of dissemination for the duration of the TDY. **(T-2)**.

#### **4.4. Motorcycle and All-Terrain Vehicle (ATV) Operator Training.**

4.4.1. Military personnel, who operate or intend to operate a motorcycle on a roadway, operators of government-owned motorcycles and AF civilian personnel whose position description requires operating a motorcycle, will comply with all motorcycle safety training requirements IAW DoDI 6055.04 and **Table 4.1**. **(T-0)**.

4.4.1. **(AFSOC)** In accordance with United States Special Operations Command Directive 385-1, mentorship rides will not be used in lieu of an approved Motorcycle Safety Foundation course to meet the United States Special Operations Command motorcycle refresher training requirements (Air Force Instruction 91-207\_AFSOCSUP, **Attachment 6**). **(T-2)**.

4.4.1.1. Military members intending to operate motorcycles on a roadway must possess a valid motorcycle license, endorsement or learners permit. **(T-1)**.

4.4.1.2. AF motorcycle safety training is not intended to meet state, territory, host-nation or applicable SOFA licensing requirements.

4.4.1.3. The operator must possess a valid motorcycle license, endorsement or learners permit to attend AF sponsored motorcycle training, to include travel to and from training location(s). **(T-1)**.

4.4.1.4. Military personnel are not required to attend initial motorcycle training if the member has a state motorcycle license or endorsement, or has completed a Motorcycle Safety Foundation® or state approved training. Intermediate training date will begin when member is initially identified as a rider. **(T-2)**.

4.4.1.5. Motorcycle operator will be enrolled in MUSTT prior to attending training. **(T-1)**.

4.4.1.6. Host-nation equivalent courses are acceptable only if they meet or exceed training IAW this publication. MAJCOM/SE, in coordination with AFSEC/SEG, must approve host-nation equivalent courses, to include establishing documentation procedures. **(T-2)**.

4.4.2. Commanders at locations where an approved Air Force motorcycle program is not feasible may implement MAJCOM-authorized procedures to ensure inbound personnel are directed to complete training prior to arrival. Personnel who purchase a motorcycle and require training at these locations, may attend training in conjunction with leave or official TDY at a location with an approved training program.

**Table 4.1. Motorcycle Operator Training.**

INITIAL TRAINING	INTERMEDIATE TRAINING	REFRESHER TRAINING
<b>Time Frame</b>		
Provide initial training within 30 duty days of request. <b>(T-0)</b> .  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. <b>(T-0)</b> .
<b>Training Curriculum</b>		
Meet Motorcycle Safety Foundation® (MSF) Basic RiderCourse <sup>SM</sup> (BRC) or State-approved licensing program(s) in lieu of DoD initial training. Approved Host-Nation equivalent courses IAW paragraph <b>4.4.1.6</b> .	Meet or exceed requirements for initial training. <b>(T-0)</b> .  MSF BRC-2, Military SportBike RiderCourse <sup>SM</sup> (MSRC), Advanced RiderCourse <sup>SM</sup> (ARC), or DoD Component defined training. <b>(T-0)</b> .  Sport bike operators shall attend the MSRC, ARC, Basic RiderCourse <sup>SM</sup> – updated (BRCu-2) or a DoD Component defined training (sport bike focused) to satisfy intermediate training requirements. <b>(T-1)</b> .	Meet or exceed requirements for intermediate training. DoD Component defined training. Installation or unit organized rides, IAW <b>Attachment 4</b> . Sport bike operators may attend any approved refresher training. A sport bike focused refresher course is highly recommended.
<b>Options</b>		

<p>Accept the original or certified copy of a completion card of any MSF or State-approved course in lieu of DoD initial training.</p>		
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4.4.3. Operators of three wheeled motorcycles and motorcycles equipped with side cars do not require training. Operators of motorcycles with side cars are only exempt from the training requirements when the side car is attached.

4.4.4. AF Foreign-national employees working at overseas installations will comply with SOFA-defined training requirements to operate motorcycles, ATVs or specialty vehicles as part of their official duties. **(T-1)**. Provide required training at no cost to the employee. **(T-0)**.

4.4.5. Approved AF and/or DoD-Component Motorcycle Rider Education Training Courses are listed in [Table 4.1](#)

4.4.5.1. Initial Training. Courses include the Motorcycle Safety Foundation’s Rider Street Skills<sup>SM</sup>, Basic RiderCourse<sup>SM</sup> (BRC), state or host-nation motorcycle licensing program(s) and any DOD Component approved training course.

4.4.5.2. Sustainment training will include approved Intermediate and Refresher Training. **(T-1)**.

4.4.5.2.1. Refresher training includes mentorship programs as outlined in [Attachment 4](#).

4.4.5.2.2. Submit request for DoD-Component-defined training approval through applicable MAJCOM and approved by AFSEC/SEG prior to use.

4.4.6. Off-Road Motorcycle, Specialty Vehicle and All-Terrain Vehicle Training.

4.4.6. **(AFSOC)** Includes dirt bike, ATV, side by side, Jet Ski, snow machine, HMMWV, GMV 1.1, SXV, MRZR, MTV, MRAP and other high performance vehicles capable of achieving speeds of 35 mph and greater.

4.4.6.1. Operators of privately-owned off-road vehicles and off-road vehicles controlled by AF Services, will successfully complete appropriate off-road performance-based safety training for on-installation operation. **(T-0)**. The AF is not required to provide or pay for riders to attend this training. Personnel who operate privately-owned ATVs or off-road motorcycles off-installation are encouraged to complete appropriate off-road safety training.

4.4.6.2. Operators of government-owned off-road motorcycles shall successfully complete the Motorcycle Safety Foundation’s® Dirt Bike School, Air Force Special Operations Command (AFSOC) Special Tactics Advanced Skills Training Course, or DoD Component Defined Training. **(T-0)**.

4.4.6.3. Operators of Government-owned specialty vehicles or ATVs shall complete Specialty Vehicle Institute of America or DoD-Component-approved specialty vehicle training tailored to satisfy specific mission objectives, IAW DoDI 6055.04. **(T-0)**. Newly assigned personnel already qualified will receive local operational conditions refresher training from gaining unit. **(T-1)**.

4.4.6.3. **(AFSOC)** Operators of Government-owned tactical and specialty vehicles shall complete AFSOC Tactical Vehicle (TACV), Logistics Readiness Squadron or 24 SOW Special Tactics Training School (STTS) course. **(T-2)**

4.4.6.3.1. **(Added-AFSOC)** All personnel (assigned or attached) who operate a Special Operations Force's All-Terrain Vehicle /Light Tactical All-Terrain Vehicle tactically or in unique operational environments shall complete, at a minimum, the following critical task training requirements IAW USSOCOM requirements. **(T-2)**.

4.4.6.3.1.1. **(Added-AFSOC)** Basic Battle Damage Assessment Repair and Field Maintenance.

4.4.6.3.1.2. **(Added-AFSOC)** Day and Night Driving Techniques (Utilization of Night Vision Goggles as Required).

4.4.6.3.1.3. **(Added-AFSOC)** Special Terrain Negotiation.

4.4.6.3.1.4. **(Added-AFSOC)** Rollover and Recovery Techniques.

4.4.6.3.1.5. **(Added-AFSOC)** Load Planning.

4.4.6.3.2. **(Added-AFSOC)** Utilization of the *AFSOC LTATV Training Lesson Plan* along with certified instructor meets USSOCOM Policy Memorandum 20-04, *U.S. Special Operations Command Special Operations Force All-Terrain Vehicle*, dated 21 Jan 2020, mandate.

4.4.6.4. **(Added-AFSOC)** Only certified instructors will conduct specialty, tactical and off-road vehicle training using approved course criteria. Commanders of units possessing these vehicles will ensure a sufficient number of trained instructors are available to perform required training. Funding for instructor training is the responsibility of the owning organization. **(T-2)**.

**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. (AFSOC) Motorcycle Mentorship Program.** Wing/group safety offices will keep Headquarters AFSOC/SEG informed of any changes to their local club(s) status. **(T-3)**.

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.

**4.6. Driver Improvement and Rehabilitation Course.** This is a one hour driver rehabilitation course intended to educate personnel on safe driving.

4.6.1. Personnel while operating a GMV who have been convicted of a moving traffic violation or have been determined to have been at fault in a traffic mishap will attend training IAW DoDI 6055.04. **(T-0)**.

4.6.2. Safety personnel may utilize AF-developed or provided courseware. Curriculum may be augmented with relevant supplemental information and materials.

4.6.3. Commanders may use approved civilian on-line or classroom courses. Approved traffic safety courses are posted on the AFSEC SharePoint® site.

**4.7. Government-owned Motor Vehicle Training.**

4.7.1. Operators of government-owned motor vehicles will be trained IAW AFI 24-301 and AFMAN 24-306 including the proper usage of spotters when required. **(T-1)**.

4.7.2. Operators of GVOs not otherwise addressed in this instruction shall be trained in the proper use and unique handling characteristics of the vehicle IAW DoDI 6055.04. **(T-0)**.

4.7.2.1. **(Added-AFSOC)** Includes Light Tactical All-Terrain Vehicles and high performance vehicles capable of achieving speeds of 35 miles per hour and greater.

4.7.3. Owning units of GVOs will use Air Force Quality Training Packages or training plans as established or approved by their corresponding functional area. **(T-1)**. If no standardized training plan is available units will develop written Plans of Instruction and training documentation for the specific vehicle type. **(T-1)**.

4.7.3. **(AFSOC)** Certified instructors providing training will issue an Air Force Form 483, *Certificate of Competency*, or other Wing/Group Safety approved locally produced form of documentation to trainees upon course completion. **(T-2)**. Documentation must clearly indicate what machine(s) each individual operator is qualified to operate. **(T-2)**. Operators will have certification documentation in their possession while operating the conveyance. **(T-3)**.

4.7.3.1. Training will include minimum personal protective device requirements for safe vehicle operation. **(T-1)**.

4.7.3.2. Training will include hands-on drivers training designed to fit environmental conditions in which the trainee will operate vehicle. **(T-1)**.

4.7.3.3. **(Added-AFSOC)** Unit commanders will ensure formal training programs are developed and administered on the safe operation of these vehicles. Training will include instruction on each of the following basic skills and abilities; vehicle nomenclature, starting/stopping, four point turn, turning left/right/slalom/sharp, obstacles, hills, rollover recovery, night vision goggle use characteristics (as applicable), load planning, operating during adverse weather and required personnel protective equipment. The Occupational Safety Office that has oversight of the unit's traffic safety program will review the training plans during program management assessments. **(T-2)**.

4.7.4. Operators of emergency vehicles will receive emergency response training to ensure the safe operation of vehicles under emergency conditions. **(T-0)**.

4.7.4.1. Units will use Air Force Quality Training Packages or training plans as established or approved by their corresponding functional area. **(T-1)**.

4.7.4.2. Units will include relevant information or conditions applicable to their specific location and type of vehicle. **(T-1)**.

4.7.5. Passenger van operators will receive training IAW DoDI 6055.04. **(T-0)**.

4.7.6. Units will ensure instructors providing vehicle operator training meet the qualification requirements of the curriculum developer. **(T-1)**.

4.7.6. **(AFSOC)** Instructors will gain certification by attending a platform specific basic operator course and mechanical repair course. **(T-2)**. Document training using CFETP, 623a or 483-competency card upon completing courses. Certified Instructors can certify personnel for basic operation and as unit instructors based on unit needs. Training may be obtained using GSA, Recreational Off-Highway Vehicle Association (ROHVA), or another certified instructor.

4.7.7. Newly assigned personnel already qualified to operate GVOs will receive local operational conditions refresher training from gaining unit. **(T-1)**.

JOHN T. RAUCH  
Major General, USAF  
Chief of Safety

**(AFSOC)**

DANIEL W. HARRIS, Col, USAF  
Director of Safety



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-301, *Ground Transportation*, 23 April 2019

AFI 24-302, *Vehicle Management*, 26 June 2012

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-2910, *Line of Duty (Misconduct) Determination*, 8 October 2015

AFI 90-802, *Risk Management*, 1 April 2019

AFI 91-204, *Safety Investigation and Hazard Reporting*, 27 April 2018

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 9 December 2016

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 91-201, *Explosives Safety Standards*, 21 March 2017

AFPD 91-2, *Safety Programs*, 1 May 2017

DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981

DoDI 5154.31, Volume 6, *Commercial Travel Management: Uniformed Services Housing and Station Allowances*, 16 October 2015

DoDI 6055.04, *DoD Traffic Safety Program*, 20 April 2009

16 CFR Part 1512, *Requirements for Bicycles*, 1 January 2012

49 CFR Part 1571, *Federal Motor Vehicle Safety Standards*, 1 October 2011

*Commercial Motor Vehicle Safety Act of 1986*

**(Added-AFSOC)** United States Special Operations Command 385-1, *Joint Safety Program*

***Prescribed Forms***

**(Added-AFSOC)** None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command  
**AFSAS**—Air Force Safety Automated System  
**AFSEC**—Air Force Safety Center  
**AMC**—Air Mobility Command  
**ANG**—Air National Guard  
**ARC**—Advanced RiderCourse<sup>SM</sup>  
**ATV**—All-Terrain Vehicle  
**BRC**—Basic RiderCourse<sup>SM</sup>  
**BRCu-2**—Basic RiderCourse<sup>SM</sup>updated  
**CFR**—Code of Federal Regulation  
**DoDI**—Department of Defense Instruction  
**DRU**—Direct Reporting Unit  
**DSOC**—Defense Safety Oversight Committee  
**FOA**—Field Operating Agency  
**GMV**—Government Motor Vehicle  
**(Added-AFSOC) GMV 1.1**—Ground Mobility Vehicle 1.1  
**GVO**—Government Vehicle Other  
**(Added-AFSOC) HMMWV**—High Mobility Multipurpose Vehicle  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**LSV**—Low-Speed Vehicle  
**(Added-AFSOC) LTATV**—Light Tactical All-Terrain Vehicle  
**(Added-AFSOC) LTV**—Light Tactical Vehicle  
**MAJCOM**—Major Command  
**MOA**—Memorandum of Agreement  
**MOU**—Memorandum of Understanding  
**(Added-AFSOC) MRAP**—Mine Resistant Ambush Protected  
**(Added-AFSOC) MRZR**—Polaris model designation for side-by-side all-terrain vehicle  
**MSF**—Motorcycle Safety Foundation  
**MSRC**—Military SportBike RiderCourse<sup>SM</sup>  
**(Added-AFSOC) MTV**—Medium Tactical Vehicle  
**MUSTT**—Motorcycle Unit Safety Tracking Tool

**NATO**—North American Treaty Organization  
**OPR**—Office of Primary Responsibility  
**PMV**—Private Motor Vehicle  
**PPE**—Personal Protective Equipment  
**SEG**—Occupational Safety  
**SOFA**—Status of Forces Agreement  
**(Added-AFSOC) SXV**—Search and Rescue Vehicle  
**T-CLOCS**—Tire and Wheel – Controls, Lights, Oil, Chassis, Stands  
**TDY**—Temporary Duty  
**TRiPS**—Travel Risk Planning System  
**USAF**—United States Air Force  
**USAFR**—United States Air Force Reserve  
**USC**—United States Code  
**USEUCOM**—United States European Command  
**USSTRATCOM**—United States Strategic Command

### *Terms*

**Air Force Foreign National**—Is employed by the AF and is an individual who is a citizen of any country other than the United States.

**AFSAS Training Module-MUSTT**—A motorcycle tracking tool providing motorcycle operator demographics and information.

**All-Terrain Vehicle (ATV)**—Any motorized off-highway vehicle designed to travel on three or four low-pressure tires, having a seat designed to be straddled by the operator and handlebars for steering control, with or without passenger capability.

**Civilian Personnel**—Civil service employees of the DoD Components (including Reserve Component Military Reserve Technicians unless in a military duty status), non-appropriated fund employees (excluding military personnel working part-time to avoid dual reporting), Corps of Engineers Civil Works employees, youth or student assistance program employees, Navy civil service mariners with the Military Sealift Command, and Army and Air Force Exchange Service employees.

**Commercial Design Vehicle**—A vehicle designed to meet civilian requirements and used without major modifications by DoD activities for routine transportation of supplies, personnel, or equipment. Commonly referred to as commercially off the shelf.

**Distracted Driving**—Is any non-driving activity a person engages in that has the potential to distract him or her from the primary task of driving and increases the risk of crashing.

**DoD-Component-Defined Training**—Is an AFSEC/SEG approved organized training curriculum providing a motorcycle operator with academic, behavioral and hands on instruction to improve riding techniques and skills.

**Driving**—Operating a motor vehicle with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. Does not include operating a motor vehicle with or without the motor running when pulled over to the side of, or off, roadway or parking area and has halted in a location where the driver can safely remain stationary.

**Emergency Vehicles**—Police, ambulance, fire, crash and rescue, explosive ordnance disposal and hazardous material response vehicles.

**Government Motor Vehicle (GMV)**—A motor vehicle that is owned, leased, or rented by a DoD Component (not an individual), primarily designed for over-the-road operations, and whose general purpose is the transportation of cargo or personnel. Examples of GMVs are passenger cars, station wagons, vans, ambulances, buses, motorcycles, trucks, and tractor-trailers. Vehicles on receipt to and operated by non-DoD persons, agencies, or activities such as the U.S. Postal Service or the American Red Cross are not GMVs.

**Government-Owned**—For this instruction means any asset that is owned, leased, rented or controlled by a DoD Component.

**Government Vehicle Other (GVO)**—Vehicles designed primarily for off-the-highway operation such as specialty/special purpose vehicles (side by side, utility vehicle), construction-tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors, and aircraft tugs. Includes military combat and tactical vehicles (e.g., tanks, self-propelled weapons, armored personnel carriers, amphibious vehicles ashore, and high-mobility multipurpose wheeled vehicles).

**Hands-Free Device Operation/Use**—The use of a vehicle voice-activated system or cellular phone in speaker mode or with a hands-free attachment (headset or single bud earpiece) that allows operators to keep both hands on the steering wheel and eyes on the road whenever the vehicle is in motion.

**(Added-AFSOC) Heavy Tactical Vehicle**—Includes all MRAP variants and similar heavily armored transportation vehicles. Possess a GVRW of 23,001 pounds and greater.

**(Added-AFSOC) Light Tactical All-Terrain Vehicle**—Light tactical all-terrain vehicles are a subset of the LTV category, which include MRZR, Polaris Ranger (other side-by-sides), and SXV. These vehicles have a maximum GVRW 5,500 pounds and a speed greater than 35 MPH. Characteristics of these type of vehicles, include personnel “sitting side-by-side,” “sit-in” with a steering wheel and approved occupant restraint devices (lap or lap and shoulder belts).

**(Added-AFSOC) Light Tactical Vehicle**—Light tactical vehicles (LTV) include ATV, LTATVs, dirt bike, snow machine and Jet Ski with a GVRW 5,500 pounds or less and a speed greater than 35 MPH.

**Low-Speed Vehicle (LSV)**—Any 4-wheeled motor vehicle whose top speed is greater than 20 miles per hour but less than 25 miles per hour, and whose gross vehicle weight rating is less than 3,000 pounds. LSVs meet the design standards of 49 CFR Part 571 and will be designated by a manufacturer certification.

**(Added-AFSOC) Medium Tactical Vehicle**—Includes HMMWV, MTV and GMV 1.1. GVRW between 5,501 and 23,000 pounds.

**Military Personnel**—US military personnel on active duty, Reserve or National Guard personnel on active duty or performing inactive duty training (federal service), Service academy cadets, officer candidates in officer candidate school and Aviation Officer Candidate School, Reserve Officer Training Corps cadets when engaged in directed training activities, and foreign national military personnel assigned to the DoD Components.

**Moped or Motorized Bicycle**—Any two or three wheel device powered by human propulsion or electrical energy and an automatic transmission. Additionally, a motor that produces less than two gross brake horsepower, propels the device at a maximum speed of not more than 30 miles per hour on level ground, and has a maximum engine size of 49 cubic centimeters. A moped only refers to motor vehicles both clearly defined by and authorized in traffic by applicable traffic codes and laws.

**Motorcycle**—Any motor vehicle having a seat or saddle for the use of its operator and designed to travel on not more than three wheels (includes mopeds, motor scooters, and pocket bikes). This does not include ATVs.

**Motorcycle Safety Representative**—An individual appointed by installation, group or squadron commander to manage the unit's motorcycle mishap prevention program.

**Motor Vehicle**—Any transportation device with a self-contained power unit mounted on wheels or tracks or is designed to be towed by and used together with such self-propelled device that derives motive power from fossil fuels, electricity or other external sources of energy. The exception is devices moved by human power or those designed to be operated solely on a rail or track system.

**Non-Motorized Transportation Devices**—Included in this category are non-motorized skateboards, scooters, rollerblades, skates, and other wheeled devices used as transportation or for recreation. This category does not include standard non-motorized bicycles. Also not included are wheelchairs used by people with disabilities.

**Off-Duty**—DoD personnel are off-duty when they are not on-duty. Additional guidance on determining duty status is provided in AFI 91-204 and applies to this instruction.

**On-Duty**—DoD personnel are on-duty when physically present at any location where they are to perform their officially assigned work. Additional guidance on determining duty status is provided in AFI 91-204 and applies to this instruction.

**Off-Highway Vehicle**—Are motor vehicles owned, leased, rented or controlled by non-DoD Component entities or individuals primarily designed for off-highway use and capable of cross-country travel on land, snow, ice, marsh, swampland, or other natural terrain. Example of Off-Highway Vehicles are Side-by-Side, a Recreational Utility Vehicle, Utility Terrain Vehicle, construction-tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors, and aircraft tugs.

**On-road**—The performance of a vehicle on a smooth or paved driving surface, such as a traditional road, street or highway.

**Pedestrians**—Individuals on foot within the trafficway, (e.g. walking, jogging, running or using a personal conveyance device).

**Private Motor Vehicle (PMV)**—Are motor vehicles owned, leased, rented or controlled by non-DoD Component entities or individuals primarily designed for over-the-road operations, and

whose general purpose is the transportation of cargo or personnel. Examples of PMVs are passenger cars, station wagons, vans, ambulances, buses, motorcycles, trucks, and tractor trailers. A trailer towed by a PMV is considered part of the vehicle, even if it is detachable from the vehicle.

**Retroreflective**—The unique ability of a surface to reflect light back toward the light source even when the surface is not perpendicular to the light. Retro reflectivity is the measure of this unique property.

**Risk Assessment**—The deliberate process of detecting hazards, their causes, and systematically assessing the associated risks IAW AFI 90-802, *Risk Management*.

**Roads (Roadway)**—The part of a trafficway designed, improved and ordinarily used for motor vehicle travel, including shoulder and median when present. This includes parking lots but excludes the sidewalk or areas adjacent to roadways not designed for vehicle traffic. Excludes areas specifically engineered for recreational use, fitness or pedestrians.

**Specialty/Special Purpose Vehicle**—A commercially or military designed motor vehicle primarily for off-highway usage such as utility vehicles, side by sides, Light Terrain All-Terrain Vehicles and multipurpose vehicles. Includes special purpose motor vehicles such as tugs, jammers, ambulift, etc. both tactical and non-tactical motor vehicles. Excludes motorcycles or ATVs.

**Sport bike**—A motorcycle optimized for speed, acceleration, braking, and cornering on paved roads, typically with a front fork rack below 30 degrees. This includes any motorcycle where the foot-pegs are behind the operator's center of gravity or the manufacturer classifies or advertises it as a sport bike.

**State-Approved Course**—Any course accepted by the sponsoring State or host-nation in lieu of riding skills testing for the issuance of a motorcycle license or endorsement.

**Tactical Vehicle**—A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations.

**Text Messaging**—Reading from or entering data into any handheld or other electronic device, including for the purpose of texting, e-mailing, instant messaging, obtaining navigational information or engaging in any other form of electronic data retrieval or electronic data communication.

**Three-Wheeled Vehicle or Trike**—A three-wheeled vehicle or trike other than an ATV, designed to be registered, licensed and driven on roadways.

**Trafficway**—Is any land open to the public as a matter of right or custom for moving persons or property from one place to another, includes shoulders, median and sidewalks.

## Attachment 2

## UNIT'S INITIAL MOTORCYCLE SAFETY BRIEFING CHECKLIST (EXAMPLE).

Table A2.1. Unit's Initial Motorcycle Safety Briefing Checklist (Example).

TOPICS	BRIEF FOLLOWING ITEMS	YES	NO
AFI 91-207, <i>The US Air Force Traffic Safety Program</i>			
	Introduction to unit Motorcycle Safety Representative		
	Tracking & training requirements – AFSAS Training Module-MUSTT		
	Training and scheduling procedures		
	Verification of training completed (e.g. MSF card or training certification)		
	Unit motorcycle safety procedural requirements		
	Mentorship programs – (unit, installation, or private clubs)		
MAJCOM/Installation/Unit instructions			
	Requirements different from those already covered in previous instructions		
Licensing & registration requirements			
	State/Host-nation requirements		
	Local ordinances regarding motorcycles		
	Hazards associated with loaning/borrowing motorcycles		
	Hazards associated with renting motorcycles		
Local driving conditions			
	Weather conditions as applicable to riding		
	High hazard areas/intersections/ roads		
	MAJCOM/Installation/Unit DWI – DUI awareness programs and initiatives		
Unit mishap statistics			

	Brief unit mishap synopsis in past 3 years and top 3 causes		
	Commander's policy regarding mishaps and mishap prevention		
Installation Motorcycle Safety Representative			
	Name/Phone/Email		
Rider's Name:			
Signature:		Date:	
Briefer/Title:			
Signature:		Date:	



## Attachment 3

## MOTORCYCLE PRE-SEASON/ANNUAL BRIEFING CHECKLIST (EXAMPLE).

Table A3.1. Motorcycle Pre-Season Briefing Checklist (Example).

SUGGESTED TOPICS	RECOMMENDED BRIEFING ITEMS	YES	NO
Pre-ride inspection of motorcycle checklist	Tires & Wheels – Controls, Lights, Oil, Chassis, Stands (T-CLOCS) Inspection: Tires, Controls, Lights & Electronics, Oil & Fluids, Chassis, Side or Center Stands		
Wear proper PPE	Head protection, eye protection, foot and ankle protection, full fingered gloves or mittens, long trousers, long sleeved shirt or jacket (Abrasion resistant or leather offers more protection). Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.		
Riding skills	Examples: BRC – MSRC Start slow, short rides Avoid highly congested areas until you have a chance to freshen up your observation and riding skills		
Weather/Local riding conditions	Conditions can change rapidly in early spring, be prepared		
Licensing/Registration	State/Local/Installation/ Host-Nation requirements		
Mishap trends	Local area – High mishap potential areas Air Force – Top 3 mishap causes		
Risk Management	Risk Management process before riding		
Mentorship (if available)	Installation/Unit/Local mentorship organizations		

## Attachment 4

### MENTORSHIP REFRESHER TRAINING

**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, minimum four hours, to include at least three skill based Defense Safety Oversight Committee (DSOC) Mentorship Modules from the table below. **(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 T-CLOCS inspection will be conducted by commander or designated representative. **(T-3)**.

**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

**Attachment 5****TRAFFIC SAFETY PROGRAM OVERVIEW CHECKLIST****A5.1. Traffic Safety Program Overview Checklist.**

A5.1.1. Does the installation traffic code include a child restraint requirement? Reference paragraphs [1.3.3.1.1](#) and [3.5.1](#)

A5.1.2. Does the Traffic Safety Coordination Group membership include, at a minimum, installation safety, security forces, civil engineering and transportation functions? Reference paragraph [1.3.6.4](#)

A5.1.3. Does the Traffic Safety Coordination Group coordinate with local authorities to mitigate off-base traffic hazards? Reference paragraph [1.3.6.5](#)

A5.1.4. Does the unit in and out processing procedures include contacting the motorcycle safety representative? Reference paragraph [1.3.4.4](#)

A5.1.5. Does the unit conduct initial motorcycle safety briefing? Reference paragraph [1.3.4.5](#)

A5.1.6. Are Motorcycle Safety Representative appointment letters forwarded to the safety office? Reference paragraph [1.3.4.3](#)

A5.1.7. Are Motorcycle Safety Representatives trained within 30 days of appointment? Reference paragraph [1.3.5.1.1](#)

A5.1.8. Are Motorcycle Safety Representatives using AFSAS Training module-MUSTT to track active military riders? Reference paragraphs [1.3.9.5](#) and [4.1.1.2.2](#)

A5.1.9. Have commanders established duty-hour limits for operators of GOVs? Reference paragraph [3.4.1](#)

**A5.2. Traffic Safety Training Checklist.**

A5.2.1. Does the unit have written training guidance and vehicle specific Plan of Instruction for government-owned motor vehicles (any self-propelled vehicle)? Reference paragraphs [1.3.4.10](#), [2.2.2.4](#), [3.2](#) and [4.7](#)

A5.2.2. Is the installation Safety Office presenting local conditions information at the installation's Newcomer Orientation Program? Reference paragraph [4.3](#)

A5.2.3. Is a Driver Improvement and Rehabilitation Training class available? Reference paragraphs [1.3.3.10](#) and [4.6](#)

A5.2.4. Are annual motorcycle safety briefings being conducted? Reference paragraphs [1.3.4.6](#) and [1.3.9.4](#)

A5.2.5. Is approved motorcycle training made available for military riders? Reference paragraphs [1.3.3.7](#) and [4.4.1](#)

A5.2.6. Are only approved and unmodified traffic safety courses being used? Reference paragraphs [4.1.2](#) and [4.4.5](#)

**Attachment 6 (Added-AFSOC)****MOTORCYCLE TRAINING REQUIREMENTS****A6.1. (AFSOC) Additional Air Force Special Operations Command Guidance, United States Special Operations Command Directive 385-1, 31 May 2017, Appendix A, A-1, Motorcycle Safety, Education, and Training Program.**

A6.1.1. (AFSOC) In addition to DODI 6055.04, DOD Traffic Safety Program, 20 April 2009, including change 2, dated 23 January 2013, and individual Service requirements, the CDRUSSOCOM has instituted the following requirements for all SOF personnel, military and DOD civilian, who ride motorcycles in an effort to help reduce accidents and emphasize the importance of motorcycle safety and mentorship, training and education, to encourage leadership engagement and motorcycle safety at the highest levels as well as standardizing motorcycle training requirements for all SOF personnel:

A6.1.1.1. (AFSOC) The Motorcycle Safety Foundation (MSF) Military Sportbike Riders Course (MSRC) will be mandatory for all SOF personnel who ride sport bikes. The MSF Advanced Rider Course meets the MSRC requirement. **(T-2).**

A6.1.1.2. (AFSOC) SOF motorcycle riders at the Components, TSOCs, and JSOC must complete an MSF approved riding course at least once every 3 years. **(T-2).**

A6.1.1.3. (AFSOC) Motorcycle riders assigned to HQ USSOCOM must complete an MSF riding course every 2 years to ensure every rider attends a course during their assignment to the HQ and to mitigate increased risks associated with riding in the Tampa Bay area. Any MSF course will meet this requirement.

A6.1.1.4. (AFSOC) USSOCOM has established a motorcycle safety award in order to recognize components that achieve zero motorcycle fatalities in a given fiscal year

A6.1.1.5. (AFSOC) In the event of a motorcycle fatality, the first General Officer in the Chain of Command for any Service member killed in a motorcycle mishap will brief the details of the mishap to the CDR or Deputy CDR as available, via Video Teleconference (VTC), using a standardized briefing format (see [Attachment 7](#)). **(T-2).**

**Attachment 7 (Added-AFSOC)****MOTORCYCLE FATALITY BRIEFING TEMPLATE****A7.1. (AFSOC) Additional Air Force Special Operations Command Guidance, United States Special Operations Command Directive 385-1, 31 May 2017, B-1, Appendix B, Motorcycle Fatality Briefing Template.**

A7.1.1. (AFSOC) In the event your organization is required to give the CDR or his representative a Motorcycle Fatality Briefing, the following information is provided:

A7.1.2. (AFSOC) It will consist of a minimum of 9 PowerPoint slides.

A7.1.2.1. (AFSOC) Slide 1: Title Slide will contain the organization, date of the mishap/accident, briefers name and date.

A7.1.2.2. (AFSOC) Slide 2: Mishap/Accident overview – who, what, when, and where the accident occurred.

A7.1.2.3. (AFSOC) Slide 3: Information about the victim – marital status, residence, drivers license information, motorcycle endorsement information, drugs/alcohol involvement, and personal issues, if relevant.

A7.1.2.4. (AFSOC) Slide 4: Victim Information Continued – time in service, rank/grade, time in grade, date they joined the unit, Officer in Charge, Noncommissioned Officer in Charge, duty status at the time of the accident, duties, work schedule, last 24 hour history, non-judicial punishment history, and deployment history.

A7.1.2.5. (AFSOC) Slide 5: Accident/Mishap Summary - provide as much detail as possible regarding the actual events leading up to the mishap, the mishap itself, and the post mishap actions by other members/Emergency Medical Services/Police/etc. Include primary cause, significant weather and any other potential contributing factors (As many slides as necessary). Include a description of any involvement of other members and how their actions or inactions contributed to the mishap. This involvement may have had either a positive or negative impact. Be sure to include what personal protective equipment was being worn (Helmet, Eye Protection, Gloves, Boots, Upper & Lower Garment), the make, model and class of motorcycle (sport bike/cruiser/dirt), motorcycle riding experience, how much experience on the mishap bike, training completed by member (Basic Riders Course/Emergency Relief Coordinator/MSRC completion date (year/mo), riding/driving record, and current documentation (registration/insurance/inspection).

A7.1.2.6. (AFSOC) Slide 6: Any photos or diagrams that might explain the accident sequence.

A7.1.2.7. (AFSOC) Slide 7: Leader engagement - Describe supervisory engagement with the Member prior to the accident/mishap. Was he/she aware the member was a rider? Counseled member on hazards/risks? Discussed unit riding and training policies? Was a mentor assigned? Discussed responsible riding? Additionally, describe leadership involvement in the unit motorcycle safety program. Does the leadership know who riders are and track members who ride? Routinely discuss hazards/risks with individual members? Does he/she actively promote responsible riding? Proper use of personal protective equipment? Mentorship Programs? MSF Courses? hazards/risks? Discussed unit

riding and training policies? Was a mentor assigned? Discussed responsible riding? Additionally, describe leadership involvement in the unit motorcycle safety program. Does the leadership know who riders are and track members who ride? Routinely discuss hazards/risks with individual members? Does he/she actively promote responsible riding? Proper use of Personal Protective Equipment? Mentorship Programs? Motorcycle Safety Foundation Courses?

A7.1.2.8. (AFSOC) Slide 8: Anticipated media interest, and level of coverage that has already occurred.

A7.1.2.9. (AFSOC) Slide 9: Detail any lessons learned as a result of this mishap and how they will be disseminated throughout the organization. Include any changes in policy or standard operating procedures that may have resulted. Include any other actions taken by the Unit/Command, such as stand-downs or a Motorcycle Safety Day.

A7.1.3. (AFSOC) Components may use their own briefing template, if they have one, and provided the information above is included.