



Motorcycle Mentorship Module 1

Facilitation Tutorial & Maintaining Individual Rider Records





Warning: Incorrect or inaccurate information could lead to tragic results on the road. If a question arises that is not covered in the guide and you don't know the answer from your own experience and training, simply state, "That is a great question, I'll get back to you with the answer."

Your Service Safety Center will help with these types of questions should they arise. Their numbers are as follows:

US Army Driving Directorate: **334.255.3039**

USMC Safety Division: **703.604.4459**

US Navy Shore Safety: **757.444.3520 x7165**

US Air Force Safety Center: **505.846.0728**

USCG Safety Division: **202.475.5206**



Preface

About: The Defense Safety Oversight Council (DSOC) Motorcycle Mentorship Modules are a set of thirty six (36) facilitation modules designed for the purpose of increasing rider knowledge on various aspects of riding and providing additional capability for self-policing within peer groups. The modules are intended as a mechanism to further decrease motorcycle related mishaps and fatalities within Department of Defense (DoD) by encouraging riders to talk, live, and think about the topic.

Using the Module: The module content enclosed is intended as a facilitation guide to assist you with discussing the topic. However, it is still critical to use your skills and talent to engage participants and develop “buy-in” on this subject from your group. To maximize this, motivate and moderate your participants, control the accuracy of participant feedback, and be mindful of their time.

Page	Section
2	Facilitation Guide – A brief overview on conducting a facilitated discussion of a topic
3	Facilitation Tutorial – This section provides an introduction to facilitating a discussion, starting with a basic forming activity to get a group discussing a topic.
4	Module Overview – This section provides the facilitator a synopsis of the topic, learning objectives, and the suggested environment, props, and handouts for conducting the module
5	Module Discussion Introduction – This section provides guidance to the facilitator in opening up the discussion and getting participants talking about the topic and their relevant experiences
5	Discussion Areas – This section provides various discussion topics, sample facilitation questions, and factual information for the facilitator to lead the discussion
10	Wrap-Up – This section provides guidance to the facilitator on wrapping up the topic discussion
11	Feedback Form – A feedback form to be given to all participants for their feedback on the module discussion
12	Resources – Additional resources and definitions to assist the facilitator in preparing for and conducting the topic facilitation
N/A	Handouts (if applicable) – Figures, pictures, diagrams, etc. to assist the facilitator to better demonstrate a topic idea

Facilitation Guide for DSOC Mentorship Modules

It is recommended that this Mentorship Module be conducted in a facilitation style. Using the information provided in this Mentorship Module, you, as the facilitator, will lead a discussion on the subject. *You should not be conducting a lecture!* The facilitator's role is to help with how the discussion is proceeding. Participants will have much more "buy in" and connectivity with the information if they have input. One of your roles as the facilitator is to control the accuracy of the input and control the time. From the Mentorship Module, generate questions which will lead to group discussion. The more you let the group participate, the more success you will have.

Competencies of a Facilitator:

- Prepare prior to the event
- Make sure everyone gets a chance to participate and help members to express themselves
- Ask rather than tell
- Honor the group, display respect for the members, and acknowledge participant contributions
- Ask for others' opinions
- Listen without interrupting
- Demonstrate professionalism and integrity

The key characteristic distinguishing facilitation from other types of leadership, like scripted training, is that the outcomes are never predetermined in a facilitative setting. Although the background information provided with this Module remains the same, the result will depend on the participants, the knowledge and experience they bring, and the information that they feel they need to take away. The group uses the activities provided by the facilitator to unlock expertise, ensure thorough discussion, stay focused and reach decisions that are better than those any individual could come up with alone.

At the beginning of each Mentorship Event, discuss why the participants are there and what they will receive as a result of participating. Adults have limited time and they want to know "What's in it for me?" A facilitator should make training fun. Encourage humor and laughter in your Mentorship Event.

Principles of Adult Learning:

- Adult Learners want material that is relevant to them. "What's in it for me?" "What will I get out of this that will make a difference to me?"
- Adult Learners come to training events with varying amounts of experience. They like to share their experiences. If you have minimal or no motorcycle experience, you can still draw from your group.
- Even if you have motorcycle experience, you should draw from your group because people tend to remember what "they" said longer than what you said. Information that they "own" is more valuable to them.
- Facilitators are not always subject matter experts; nor do they need to be. Facilitators may draw on the existing knowledge of the participants and the information provided in these Modules.

Facilitation Tutorial

Time Frame: One 10-15 minute facilitator-led discussion

Level of Prior Knowledge: None

Synopsis: This tutorial is intended as an introductory session on facilitating a discussion about a topic. You will start with a basic forming activity and see how a facilitator can get a group discussing a topic. Before continuing, please review the *Facilitation Guide for DSOC Mentorship Modules* at the beginning of the module pack.

When conducting a facilitation type event it's especially important to start with a group forming activity which gives the group an opportunity to get to know each other. Listed below are some suggested questions, but you may use others.

- What's your name?
- How long have you been riding motorcycles?
- What's the best experience you ever had on a motorcycle?
- What's the worst experience you ever had on a motorcycle?

After the participants have had a chance to respond briefly introduce yourself and tell how much motorcycle experience you have. Be honest if that amount is none or limited. Remember, a good facilitator does not have to be a subject matter expert.

Tell them you are using information supplied by the DSOC, but you are relying on them for their input and knowledge. You will win the respect of your group by being sincere and showing that you care about their safety and well-being.

Learning Objectives:

- Provide mentor with experience in leading a group discussion via facilitation
- Give participants an opportunity to understand how a facilitated learning environment works
- Notice the difference in outcomes and experience between facilitated discussion and lecture

Suggested Environment/Props/Handouts:

None

Section I: Module Overview

Time Frame: One 15-30 minute facilitator-led discussion

Level of Prior Knowledge: None

Synopsis: This module is very simple and is a good opportunity to practice your group facilitation skills. The discussion is on how to maintain your individual rider record. The objective is that the participants will have an understanding of basic Service requirements for military riders or will understand where they can obtain the information to ensure they are in compliance with their Service's requirements.

Learning Objectives:

- Introduction to maintaining individual rider records
- Understand various Service requirements for military riders.
- Recollection of facts.
- Participant comprehends presented facts and knowledge—participant may offer alternative perspectives, contribute or supplement accurate statements regarding terms, facts, sequential events, and may share experiential knowledge.

Suggested Environment/Props/Handouts:

Copies of applicable instructions and/or orders

Section II: Module Discussion

Introduction: Facilitate discussion: What are rider training records?

Definition: Rider training records are the various documents that a motorcycle rider must have to operate a motorcycle while in the military. These documents are mandated by Department of Defense, Service Level, and Installation level instructions, orders, and technical directives. Non-compliance with required record-keeping can be a Uniform Code of Military Justice (UCMJ) violation.

Open discussions with participant-focused activities and introductions. Activities should encourage participant interaction, develop camaraderie, and peer relations. Ask for and encourage participant sharing of experiences related to the module topic.

Sample Questions:

- What is the relevance of rider training records to you as a motorcyclist?
- What may cause issues or problems with your records?
- How can you avoid some of these issues?

Suggested Discussion Areas:

Discussion Area 1: Importance of Training Records

Facilitation Questions — Why is it important to maintain your records? What are some consequences if you lose your records or they expire?

- You may have to repeat courses to re-establish training currency.
- Loss or revocation of motorcycle operating privilege on base.

Discussion Area 2: Documentation

Facilitation Questions — What documents are in your individual rider records? Where can you obtain copies of these documents? What are some tips on securing your documents?

- Your driver's license with motorcycle endorsement, your motorcycle registration card, proof of insurance, and your motorcycle title.
- A copy of your Service's and your installation's requirements for a motorcycle rider.
- Completion Cards received upon completion of all training classes satisfactorily completed. Keep original in your wallet or purse; send a copy to your insurance company and keep a copy in your file.
- Obtain a replacement copy from either the issuing RiderCoach or safety office that originally trained you. Cards must be signed by a certified RiderCoach only after verification of successful completion has been documented.

Discussion Area 3: Courses

Facilitation Questions — Which motorcycle classes are required by your Service? What motorcycle courses have you taken?

1. **Basic RiderCourse (BRC)** — The Basic RiderCourse is an introduction to motorcycle riding. Incorporating classroom instruction (approximately five hours) and on-bike exercises (approximately ten hours), the course is a step-by-step approach to teach and refine each motorcycle rider skill. The course is typically split up over two or three days.
2. **Basic RiderCourse 2 (BRC-2)** — Formerly known as the Experienced RiderCourse (or ERC), the BRC-2 utilizes a student's own bike to build upon the techniques taught in the BRC. This one-day course focuses on improving a rider's handling and control of their motorcycle.
3. **Military Sport-bike RiderCourse (MSRC)** — This one-day course emphasizes on rider self-assessment, risk management, individual rider behavior, safe riding strategies, crash-avoidance skills, and overall skill development. A participant-active approach is used during classroom activities and range discussions to improve rider understanding, reduce risk-taking behavior, and improve perception skills and hazard awareness. Improved braking and cornering finesse is explored. Most branches of the Department of Defense require sport bike riders to complete this course.
4. **Advanced RiderCourse (ARC)** — Nearly identical to the Military Sport-bike RiderCourse, the ARC is both open and beneficial to all two-wheeled motorcycles. This one-day course begins in the classroom, where the student learns to improve perception skills and hazard awareness in an open-group environment. The group will analyze their riding decisions and work towards understanding their risk levels. The range exercises focus on enhancing awareness to skills and techniques related to cornering, braking, and hazard avoidance skills.
5. **Other Approved Courses**
 - **Air Mobility Command Sportbike Course (Air Force only)** — A one-day course specifically designed for sport-bike riders. The course includes both classroom and range instruction and is a requirement for certain Air Force commands.
 - **Marine Corps Tier 3 Training Courses (Marine Corps only)** — Approved courses that provides motorcycle rider training which improves riding skills by providing skills practice at realistic speeds with street cornering scenarios and simultaneously challenge the riders abilities in a controlled environment. Courses include California Superbike School Advanced Motorcycle Operator School (AMOS) and Advanced Rider Track Day (ARTD), Total Control, American Super Camp, or any other advanced rider training approved by CMC(Safety Division)
 - **MSF Dirt Bike School (DBS)** — This half-day, entry-level course allows students to practice basic dirt bike-riding skills in a controlled environment, discuss general safety knowledge, and address environmental responsibility and local laws.
 - **Lee Parks Intermediate Riding Clinic (Marine Corps only)** — This course is a next step for newer riders who are looking to improve their skills on their own bike, as well as riders that have recently gotten back into riding after years of not riding but still have a valid license or endorsement.

NOTE: Some courses may require students to bring their own protective gear; check the registration information for your location to see if this applies.

Discussion Area 4: Service-Level Requirements

Facilitation Questions — What references do you utilize to learn your Service and installation requirements? What are some of the requirements you must follow?

Army: Army Regulation 385-10

- All operators of government and privately-owned motorcycles must be properly licensed when operating such vehicles on public highways/roadways on or off military installations, on or off duty.
- All military personnel who operate a motorcycle are required to attend and complete an approved MSF based basic motorcycle rider education course.
- All military riders will complete an intermediate approved motorcycle course (e.g., BRC-2/ERC, ARC, and MSRC) within 12 months after completion of initial course.
- Sport bike operators will complete an approved Sport bike rider's course within 12 months of completion of a BRC or purchase of a sport bike.
- Personnel who operate privately owned ATV's or off road motorcycles off installation should complete appropriate operator safety training.
- Operators of motorcycles with attached sidecars or three wheeled motorcycles shall be considered a motorcycle unless the owner submits to HQDA Combat Readiness Safety Center via the chain of command, all documentation that the vehicle is classified by vehicle identification number as an automobile by NHTSA.
- Sustainment training will be completed every 5 years following completion of the BRC-2 or MSRC.
- The Motorcycle Refresher Training (MRT) will be provided for any soldier returning from a deployment greater than 180 days

Navy: OPNAV 5100.12J (Navy Traffic Safety Program)

- All military personnel who operate a motorcycle on/off base, and all DoD civilian personnel who operate a motorcycle on base are required to complete a COMNAVSAFECEN approved motorcycle rider safety course prior to operating these vehicles. This training will be provided to the above individuals at no cost and they may not be charged leave to attend the training
- Operators of motorcycles with attached sidecars and three-wheeled motorcycles are excluded from COMNAVSAFECEN required motorcycle training. Refer operators to state sponsored courses where available
- All individuals, to include military, DoD, DON and all civilians, must successfully complete a Motorcycle Safety Foundation (MSF) rider course to obtain a base decal for their motorcycle. Upon successful completion, the MSF RiderCoach conducting the safety training will issue an MSF completion card with an expiration date of 3 years.
- All sport bike operators shall complete the MSRC ideally within 60 days of completion of the BRC or purchase of the sport bike, regardless of the type motorcycle they used to complete the BRC.
- All motorcycle operators covered by this instruction shall continue to enhance their motorcycle skills and competency by completing a follow-on, Naval Safety Center-approved motorcycle training course (i.e., BRC2, MSRC, etc.) at a minimum of every 3 years.

Marine Corps: MCO 5100.19F

- All operators of government and privately-owned motorcycles must be properly licensed when operating such vehicles on public highways/roadways.
- All new riders must complete a Level 1* basic rider course approved by the Commandant of the Marine Corps (CMC).
- Sport Bike riders must attend a Level 2 course within 120 days of Level 1 course.
- Dirt Bike/Off- Road motorcycle riders must complete appropriate CMC approved course.
- Level 2 or 3 refresher training is required every 3 years for all motorcycle types.

* Levels are defined within MCO 5100.19F

Air Force: Air Force Instruction 91-207

- All operators of government and privately-owned motorcycles must be properly licensed when operating such vehicles on public highways/roadways on or off military installations, on or off duty.
- All military personnel who operate a motorcycle are required to attend and complete an approved motorcycle rider education course.
- All military riders should complete an intermediate approved motorcycle course (e.g., BRC-2/ERC, ARC, and MSRC) within 120 days after completion of initial course.
- Sport bike operators are encouraged to complete an approved Sport bike rider's course within 120 days of completion of initial training or purchase of a sport bike.
- Personnel who operate privately owned ATV's or off road motorcycles off installation will be highly encouraged to complete appropriate operator safety training.
- Operators of motorcycles with attached sidecars or three wheeled motorcycles do not require approved training
- Refresher training will be completed at intervals not less than 3 years and not more than 5 years.

Coast Guard: COMDTINST M5100.5

- To ride a motorcycle on a Coast Guard installation all motorcycle operators must provide proof of completion of one of the Motorcycle Safety Foundation (MSF), Team Oregon, Idaho Star or state approved motorcycle training courses for street riding as described below. They must also obtain a proper license, endorsement (when required by state or local jurisdictions), registration and proof of insurance. The requirement for training applies to all applicants for new or renewal registration decals. Note: These requirements must also be met for entry on all DoD installations.
- Military personnel shall obtain this training, regardless of whether the motorcycle is operated on or off base. Coast Guard military personnel who operate motorcycles exclusively off-road for recreational purposes are strongly encouraged to obtain appropriate training for the type and class of vehicle operated.
- Acceptable courses include the following:
 - a. Basic Rider Training offered by MSF, Team Oregon, Idaho Star, or state approved.

- b. Experienced/Advanced Rider Training offered by MSF, Team Oregon, Idaho Star, or state approved.
 - c. The MSF Dirt Bike Course (DBC).
 - d. Military Sports Bike Rider Course (MSRC). MSRC is offered at Navy, Marine Corps and Army installations. Coast Guard sport biker riders are highly encouraged to attend this training where available.
 - e. The MSF Advanced Rider Course (ARC).
- All military riders shall be required to attend one motorcycle safety course prior to riding their motorcycle on or off base unless waived as per 4.B.9 below. Training is required regardless of whether they meet state operator requirements (e.g., has a MC endorsement).
 - Refresher training shall be completed every five years or following the purchase or changing the size and type of motorcycle. Commanding Officers and Officers-in-Charge shall confirm periodically, that personnel within their command have completed this training at least once every five years. Continued follow-up by the command Motor Vehicle Safety Coordinator to ensure all riders have been identified and notified of this requirement is imperative.
 - a. Coast Guard military members whose training exceeds five years shall, within 12 months, complete a refresher course to become compliant with this requirement.
 - b. Coast Guard Motorcycle Safety Foundation RiderCoaches who remain current are exempt from this requirement as they are required to re-certify every two years. A valid ridercoach certification card must be presented to the Motor Vehicle Safety Coordinator in order to be exempt.
 - c. For riders who cannot attend free training due to being in remote locations, Commandant (CG-1132) has implemented a motorcycle safety training reimbursement program. Military personnel who pay for training with their own money can request to be reimbursed. Members can refer to Commandant (CG-1132) website for information on how to obtain a reimbursement.

Discussion Area 5: Registering for Classes

Facilitation Questions — How do you register for classes? What documents do you need to register?

Army – The Army IMCOM Registration System (AIRS) covers training registration at the majority of Army installations. If you cannot find your installation in AIRS, contact your local safety office for more information. Effective October 2012, AIRS will convert to the Digital Training Management System.

Navy – The Navy utilizes the ESAMS database system for class registration at most its installations. Go to the site www.navymotorcyclerider.com or contact your local safety office if you cannot find your installation.

Marine Corps – Marine Corps Installations East utilize the ESAMS database. At other Marine Corps installations, contact your local safety office for registration information.

Air Force – Individual Air Force installations utilize various registration systems. Contact your local safety office for more information.

Wrap-Up:

Wrap up the discussion by asking the participants how they would apply the knowledge they gained from the discussion to their situation.

Some closing questions can include:

- How can I, as your Motorcycle Mentor, help you?
- What would you like to discuss in upcoming Mentorship Meetings?
- Have you made any new “motorcycle friends” today?
- How can you as motorcyclists help each other out?

Distribute copies of the DSOC Motorcycle Mentorship Module Evaluation form to all participants and request that they deliver or mail the completed form to the Command or Command Safety Office for processing.

Remind everyone to ride safe, and see you at the next Mentorship Meeting.

DSOC Motorcycle Mentorship Feedback Form

Presenter Name:

Date:

Topic/Title:

Unit Number:

Please review each statement below and check the response that closely matches your experience in the Mentorship Module today:

1. Please rate the presenter's performance:

Prepared
 Not Prepared
 Engaging
 Not Engaging
 Led Discussion
 Lectured

Comments:

2. I was given opportunities to participate in the module's discussion

Never
 Only Once
 2-4 Times
 Many Times Throughout Discussion

Comments:

3. With regard to my personal riding experiences, this discussion was:

Relevant
 Not Relevant
 Interesting
 Not Interesting

Comments:

4. This discussion topic has provided me with specific learning points that I can use to be a safer, better informed rider

None
 One Idea or Fact
 2-4 Learning Points
 5 or More

Comments:

5. I would be interested in participating in other Motorcycle Mentorship Module discussion topics

Never Again
 Willing to Try Another Module
 Would Like to Do Modules Regularly

Comments:

Thank you for your participation. Please make note of any other suggestions or comments below (continue on the back if needed):

Deliver or mail this completed form to the Command or Command Safety Office for processing. Please do not return this form directly to the Module Presenter.

Resources

Continued Reading:

Army Regulation 385-10

Army Safety Program
<https://safety.army.mil/>

OPNAV 5100.12J

Navy Traffic Safety Program
<http://safetycenter.navy.mil/>

MCO 5100.19F

Marine Corps Traffic Safety Program
<http://www.marines.mil/unit/safety/Pages/welcome.aspx>

Air Force Instruction 91-207

U.S. Air Force Traffic Safety Program
<http://www.afsec.af.mil/>

COMDTINST M5100.5

Coast Guard Training Instruction

Installation Traffic Safety Office

Find installation specific orders concerning motorcycle operating and registration.

Motorcycle Safety Foundation

www.msf-usa.org

State Laws and operator Licensing

State specific government website for motorcycle licensing and operation

http://www.msf-usa.org/index_new.cfm?spl=2&action=display&pagename=State%20Laws

This could be the Department of Motor Vehicles (DMV) or Secretary of State (SOS), depending on the State. Obtain a copy of the State Motorcycle Owner's Manual (if applicable).

Definitions: *(As defined for purposes of this module.)*

DSOC: Defense Safety Oversight Council





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