



UNITED STATES MARINE CORPS

12TH MARINE CORPS DISTRICT  
3704 HOCHMUTH AVENUE  
SAN DIEGO, CALIFORNIA 92140-5191

IN REPLY REFER TO  
5100  
S4/Safety

DEC 27 2019

POLICY LETTER 9-19

From: Commanding Officer, 12th Marine Corps District  
To: Distribution List

Subj: DISTRICT POLICY LETTER ON MOTORCYCLE SAFETY

Ref: (a) MCO 5100.19F w/ch 1-3 Marine Corps Traffic Safety Program  
(DRIVESAFE)  
(b) Commanding General Memorandum on Motorcycle Club Policy for RS'S  
and RSS'S within Western Recruiting Region

Encl: (1) Commander's Interview  
(2) Motorcycle Safety Foundation approved course listing

1. Situation. Although numbers show that two-wheel Plant, Machinery, and Vehicles (PMV) fatalities in the Marine Corps are decreasing, this number is still unacceptable and far too great given that motorcycle safety training is readily available at many military bases and various other locations. In addition, motorcycle riders are frequently reminded of the dangers of operating a motorcycle. Operating a motorcycle is as much, and even more so, a mentally, physically and morally taxing responsibility as operating a standard automobile.

2. Mission. Instill in 12th Marine Corps District (12MCD) motorcycle riders the proper mindset, skills and responsibilities critical for the ownership and operation of a motorcycle in order to reduce preventable mishaps.

3. Execution. Motorcycle riders within 12MCD will adhere to the following regulations as mandated by Headquarters Marine Corps prior to the purchase and/or operation of a motorcycle:

a. Each Marine will be required to report to their respective commands the intent to purchase and/or own a motorcycle. New motorcycle purchases will be reported to the immediate chain of command within 48 hours of ownership. Failure to do so will result in punishment under the articles of the Uniform Code of Military Justice. Additionally, a Commander's interview will be completed by one of the following: Safety Officer, Recruiting Station (RS) Motorcycle Representative, Motorcycle Club President, or Commanding Officer.

b. Each Marine will be familiar with Personal Protective Equipment (PPE) riding requirements. Proper wear of PPE is a critical factor in the safe operation of a motorcycle in both on and off-road settings. At all times, whether on or off base, on or off-road, and as the operator of or riding on a motorcycle, 12MCD motorcycle riders will wear, at a minimum, the following PPE:

(1) A properly fastened (under the chin) protective helmet which meets the standards of the Snell Memorial Foundation, the American Standards Institute, or the Department Of Transportation.

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(2) Impact or shatter-resistant goggles, or full-face shield attached to the helmet. A windshield, eyeglasses or fairing alone is not considered proper eye protection.

(3) A brightly colored outer upper garment during the day and a reflective upper garment at night or a commercially available mesh/fabric vest that is bright yellow, international orange or lime green with two 1 1/2" to 2" wide vertical or horizontal retro reflective strips front and back. The vest is authorized for wear by Marines in uniform, and should be removed as soon as the Marine gets off the motorcycle. The garment must not be covered or concealed, such as by a backpack.

(4) The use of leather boots or over the ankle shoes is mandatory while operating or riding on a motorcycle.

(5) Properly worn long-sleeved jacket, long-legged trousers and full-fingered gloves. Long-sleeved shirts alone do not provide adequate protection against injury during a mishap, or from various forms of objects while riding such as road debris and insects.

(6) When operating or riding on a motorcycle off-road, knee and shin guards should also be included with the above PPE.

(7) Failure to wear PPE or comply with licensing or operator training requirements may be a consideration in making line-of-duty determinations.

#### 4. Administration and Logistics

a. The district will establish a Motorcycle Mentorship Program.

b. Each respective RS and the District Headquarters element will ensure that individual motorcycle safety credentials are updated to reflect currency and changes in rider certification, such as with a rider completing a Motorcycle Safety Foundation course. All motorcycle rider course completion codes will be entered into the Marine Corps Total Force System (MCTFS). Additionally, commands will ensure that all riders hold the necessary insurance and registration certificates for their motorcycle(s) prior to operation.

c. Riders will be required to ensure they are up to date in all mandated motorcycle safety training. It is up to the individual rider to schedule and successfully complete motorcycle safety training prior to the expiration of their currently held motorcycle safety training. Re-certification of Motorcycle Safety Foundation approved motorcycle safety training courses is mandated every three (3) years prior to the expiration of the currently held safety training.

d. Motorcycle operators will ensure that all motorcycle operation credentials will be carried and readily available during the operation of a motorcycle. Motorcycle operation credentials are, but not limited to, the following:

(1) Motorcycle insurance.

(2) Motorcycle registration.

(3) Valid completion certificate/card of Motorcycle Safety Foundation (MSF) approved motorcycle safety training.

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(3) Motorcycle operator stamp/endorsement on a valid driver's license.

(4) Valid state inspection sticker.

e. More information on motorcycle safety can be found at the following links:

(1) HQMC Safety Division web-site

<https://www.safety.marines.mil/Branches/Ground/Motorcycle-Training/>

(2) Naval Safety Center web-site

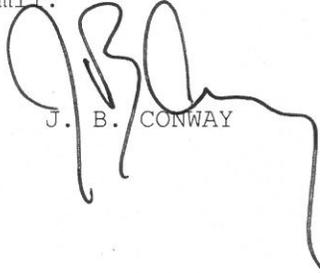
[https://www.public.navy.mil/NAVSAFECEN/pages/shore/motor\\_vehicle/gen-info.aspx](https://www.public.navy.mil/NAVSAFECEN/pages/shore/motor_vehicle/gen-info.aspx)

5. Command and Signal

a. Command. This policy letter is applicable to all 12MCD military and civilian personnel, and shall be enforced down to the lowest level of command. Safety is paramount. Drive safely, and please be mindful that as a motorcyclist you are sharing the road with other modes of transportation. The operation of a motorcycle will be in compliance with local and state laws, military orders and directives, and command policies noted in this policy letter.

b. Signal. This policy letter is effective on the date signed.

6. Point of contact for this policy letter is Second Lieutenant Mallory VanderSchans and may be reached at 619-542-5505 or via email at [Mallory.vanderschans@marines.usmc.mil](mailto:Mallory.vanderschans@marines.usmc.mil).

  
J. B. CONWAY

COMMANDER'S INTERVIEW

COMMANDERS MOTORCYCLE SAFETY INTERVIEW			
<p><b>PRIVACY ACT STATEMENT PRINCIPLE PURPOSE:</b> To gather data and background information for use in managing the unit motorcycle safety program. This questionnaire was developed for the commander's use in their risk management program. It allows them to obtain information on newly assigned personnel to determine if they may be susceptible to a motorcycle accident. The intent is to identify potential problems that could lead to injury or death of the motorcycle rider. <b>NOTE:</b> These questions need to be asked of all persons who ride a motorcycle even if the motorcycle is not registered on base. <b>ROUTINE USES:</b> None <b>DISCLOSURE:</b> Voluntary. Non-disclosure of the requested information will not adversely affect the member.</p>			
NAME (Last, First MI) RANK		AGE	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED
UNIT		DUTY SECTION	DUTY TELEPHONE NUMBER
1. Do you currently own a motorcycle? <input type="checkbox"/> YES <input type="checkbox"/> NO (If you do not own a motorcycle and do not intend to own one in the next year, you do not need to complete this form. Please return it to your unit orderly room.)			
2. How long have you ridden a motorcycle? <input type="checkbox"/> LESS THAN A YEAR <input type="checkbox"/> 1-2 YEARS <input type="checkbox"/> 2-3 YEARS <input type="checkbox"/> 4-6 YEARS <input type="checkbox"/> OVER 6 YEARS <input type="checkbox"/> HAVE NEVER RIDDEN A MOTORCYCLE			
3a. Do you currently own a motorcycle? <input type="checkbox"/> YES <input type="checkbox"/> NO (If no return to the unit orderly room.)		3b. How many motorcycles have you owned? <input type="checkbox"/> This is my first. <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Over 4	
3. a. YEAR AND MAKE (Kawasaki, Honda, BMW, Suzuki, Yamaha, Harley Davidson, etc.)	3. b. MODEL (Ninja, Gold Wing, Sportster, etc.)	3. c. ENGINE SIZE (350, 750, etc.)	3. d. TYPE (Street, or Off road) <input type="checkbox"/> STREET <input type="checkbox"/> OFF ROAD
4. How long have you owned your current motorcycle? <input type="checkbox"/> LESS THAN A YEAR <input type="checkbox"/> 1-2 YEARS <input type="checkbox"/> 2-3 YEARS <input type="checkbox"/> 4-6 YEARS <input type="checkbox"/> OVER 6 YEARS			
5. Is it registered on base? <input type="checkbox"/> YES <input type="checkbox"/> NO	6. Is it your primary means of transportation? <input type="checkbox"/> YES <input type="checkbox"/> NO	7. Have you completed a Motorcycle Safety Foundation Course (MSF)? <input type="checkbox"/> YES <input type="checkbox"/> NO (If no skip section 8.)	
8. MSF COURSE COMPLETED			DATE COMPLETED
<input type="checkbox"/>	a. Basic Rider Course; Military Sportbike Rider Course; Riding and Street Skills, Dirt Bike School (BRC; MSRC; RSS; DBS)		
<input type="checkbox"/>	b. Experienced Riders Suite; Experienced Riders Course, Advanced Rider's Course, Basic Rider Course 2 (ERS; ERC, ARC, BRC 2)		
9. When weather permits, how often do you ride? <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> OCCASIONALLY <input type="checkbox"/> SELDOM		How many miles do you ride a year? (Estimated)	
10. How many citations (on and off base) have you been issued in the last three years while riding? (If cited please state the nature of the citation(s) below. <input type="checkbox"/> NONE <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5 OR MORE			
11. How many traffic accidents (on and off base) have you been involved in the last three years while riding? <input type="checkbox"/> NONE <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5 OR MORE			
12. Were you determined to be at fault in the accident(s)? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes please explain below.)			
SIGNATURE OF INDIVIDUAL	TYPED NAME, TITLE, AND SIGNATURE OF REVIEWING AUTHORITY		DATE
<b>PLEASE RETURN THIS QUESTIONNAIRE TO THE SAFETY OFFICE</b>			

## MOTORCYCLE TRAINING COURSES

The Marine Corps is striving to improve the motorcycle mishap rate by ensuring all Marines have the appropriate motorcycle training. In reference to MARADMIN 707/08, all marines must take the Motorcycle Safety Foundations (MSF) Basic Rider Course (BRC) as well as either the Experienced Rider Course (ERC/BRC 2) or the Advanced Rider Course (ARC). Military Sportbike Rider Course (MSRC) is available for sportbike riders as their advanced level training. The ERC/BRC 2, ARC or MSRC should be taken within 120 days of completing the BRC. Marines should consider signing up for these courses as early as possible to avoid possible waiting lists.

- **Basic Rider Course (BRC)** - The BRC is a two-day course that covers basic motorcycle riding techniques such as stopping, turning, and counter-steering. This course must be taken within 60 days of purchasing a motorcycle. Without BRC training, Marines cannot register their bikes on base.
- **Advanced Rider Course (ARC)** – The ARC is intended as level 2 training for ALL TYPES of Motorcycles. This course satisfies the follow on and 3 year refresher training requirements for all bike types. The ARC is a one-day course that further elaborates good riding habits covered in the BRC.
- **Experienced Rider Course & Basic Rider Course 2 (ERC/BRC 2)** - The BRC2 is a level 2 class that meets the 3 year refresher requirement for all bikes. If you ride a sport bike and this is your FIRST level 2 course you need to take the ARC. This course is a follow-up course to the ERC/BRC 2 is a one-day course that further elaborates good riding habits covered in the BRC and discusses skills needed for survival in traffic.
- **Military Sportbike Rider Course (MSRC)** - The MSRC is a “next-level” training course required for sportbike riders who have completed the BRC. This one-day course consists of approximately three hours of classroom interactive lessons and four hours of on-cycle range time.