



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
I MARINE EXPEDITIONARY FORCE
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IN REPLY REFER TO:
GruO 5100.3
HQCO
15 Apr 14

GROUP ORDER 5100.3

From: Commanding Officer
To: Distribution List A

Subj: MOTORCYCLE MENTORSHIP PROGRAM

Ref: (a) MARFORPACO 5100.2
(b) MCO 5100.19F
(c) MCO 5040.6H

Encl: (1) Sample Appointment as President of (Unit) Motorcycle Mentorship Program
(2) Sample Motorcycle Operator Statement of Understanding

1. Situation. Over the past few years, there has been an increase in the numbers of motorcycle owners, riders, and subsequently, an increase in motorcycle mishaps within the Marine Corps. To promote motorcycle safety, the Commandant of the Marine Corps has directed mandatory on-base registration of all street motorcycles, initial and follow-on Motorcycle Safety Foundation training, and membership in a unit sponsored Motorcycle Mentorship Program.

2. Mission. All commands within I MHG will establish a Motorcycle Mentorship Program per reference (b) that will encourage on-going rider education, skills development, and establish a spirit of camaraderie and esprit de corps that will reduce the potential of motorcycle mishaps, and increase safety awareness in I MHG.

3. Execution

a. Commander's Intent. Commanders are responsible for ensuring that their Marines and Sailors are well trained. All leaders are tasked with coaching and mentoring junior less experienced personnel. We must strike a balance between force protection and recreational riding.

b. Concept of Operations

(1) Commanders should capitalize on the expertise of our seasoned riders to mentor potential and new riders into becoming responsible and safe motorcycle riders.

(a) In commands where such an organization may be impractical due to a small number of riders or command physical distribution, Marines shall join another command's program (adjacent or higher).

(b) Parent commands shall implicitly support the hosting command's activities related to the program.

(c) Commanders shall identify all members of their unit who own and/or operate a street motorcycle and/or an off-road vehicle/motorcycle.

(2) Monthly participation in the Motorcycle Mentorship Program's meetings and events will be mandatory for all service members assigned to I MHG organizations that own and/or operate a motorcycle or off-road vehicle.

Quarterly group rides are mandatory, but will not be the sole intent of this program. Additionally, participation in the unit's motorcycle inspection program is also mandatory. An inspection of all motorcycles is to be conducted by the I MHG Motorcycle Club President and/or club officers on a semi-annual basis.

(a) The following terms are defined:

1. "Motorcycle" (M/C) is any motor vehicle having a seat or saddle for the use of its operator and is designed to travel on not more than three wheels.
2. "Motorcycle Other" include; Mopeds, Scooters, Trikes, CanAm Spiders, and other style of motorcycles. (Does not include All Terrain Vehicles).
3. "Rider" is any person who owns and/or operates a registered or non-registered motorcycle.
4. "Registered motorcycle" is a road-legal, vehicle that requires installation and/or state registration.
5. "Off-Highway Vehicle" (OHV) is any dirt bike, three, or four wheel all-terrain vehicle that is not operated on public roadways.
6. "Licensed operator" is any person operating a registered M/C who is subject to the regulations stated in references (a) through (i) and this order.
7. "Motorcycle Riders Safety Course" is the sanctioned Motorcycle Safety Foundation (MSF) course for permit and licensed operators that fulfills federal, state, and local M/C safety education requirements. A completion card is issued authorizing the holder to register and operate a M/C aboard Marine Corps installations with motorcycle license endorsement. The three Motorcycle Safety Foundation (MSF) approved safety courses for I MHG riders are the Basic Riders Course (BRC), Military Sportbike Riders Course (MSRC), and the Advanced Riders Course (ARC). MSF does provide this training for 3 wheeled motorcycles but the Marine Corps does not currently provide a curriculum for this training.
8. Level I BRC is the first MSF course for new riders and is required in order to operate a M/C aboard Marine Corps installations. All unlicensed motorcycle riders must complete Level I training prior to attending any other advanced level motorcycle training.
9. Level II MSRC and ARC are the approved MSF courses for beginner riders to become basic riders and shall be completed per applicable installation regulations.
10. Level III. Training approved by Headquarters Marine Corps, Safety Division (HQMC, SD) such as the California Superbike School, Advanced Motorcycle Operator School, Advance Rider Track Day Courses, Total Control, American Super Camp, or any other advanced rider course approved by (HQMC, SD).
11. "Beginner" is one who has never owned or ridden a motorcycle and or has not yet attended MSF Level I training. The beginner rider will remain a beginner until completing Level II training.

12. "Basic" is one who has completed Level II training and will remain categorized as a Basic rider until the rider accomplishes either the Basic syllabus or Level III training.

13. "Rider Mentor" is one who has completed either the Basic syllabus in its entirety and ridden 10,000 miles or has completed Level III training; either of which is concluded with a check ride.

14. "Motorcycle Unit Evaluator" (MUE) will be designated in writing by the Commander. MUEs will be riders who have demonstrated the maturity and experience level to allow them to conduct M/C training within the unit and be Level III training complete. The MUE will conduct all training. A MUE should train riders who have a similar category of motorcycle (ie: sport, cruiser).

16. "Post Deployment" is defined and exists when any Marine/Sailor returns from a deployment that was six (6) months or longer. Within 30 days of returning, all riders will complete one (1) instructional ride and will continue with training as required.

17. "Inactive Rider" is any Marine/Sailor that owns or previously owned a motorcycle and no-longer rides. Once an inactive rider has been inactive for six (6) months (defined as the date of the last Instructional Ride) or more and acknowledges that he or she wants to ride again, a MUE will determine what category (Beginner, Basic, or Rider Mentor) the rider will be based on what the rider was designated before becoming inactive.

18. "Registration" can include any requirements by DoD, State, or local governing agencies. This may incur some type of fee and usually requires the display of a decal/sticker (i.e. Green or Red for OHV and base decals for use on a military installation.)

b. Safety Equipment and Personal Protective Equipment

(1) Personal Protective Equipment is required for all motorcycle operators and passengers and shall be worn whether on or off base. Failure of a Marine/Sailor or passenger to wear required PPE while riding a motorcycle is a violation of this order and may be punishable under the UCMJ and may be considered during line of duty determinations. The following items are **required** to be worn:

(a) Helmet. An approved helmet, which meets American National Standards Institute standard number Z90.1, Department Of Transportation, or SNELL Memorial Foundation standards shall be worn by all riders with the chin strap properly fastened. Helmets that meet the standards are marked by the manufacturer on the rear and inside of the helmet.

(b) Eye Protection. Eye protection shall be worn by all persons riding a motorcycle. Suitable eye protection is defined as impact or shatter resistant glasses/goggles or full-face shield attached to the helmet. A windshield, eye glasses, or fairing alone are not considered proper eye protection.

(c) Foot Protection. Leather boots or over the ankle shoes will be worn with hard soles versus any type of high top shoe. Sandals, open-toe, or soft-shell athletic shoes are prohibited.

(d) Vest or Jacket. Safety Vest or Jackets are not required but highly recommended. Personnel may wear a brightly colored outer garment or

vest that incorporate retro-reflective materials front and back. Vests and garments are authorized for wear by personnel in uniform, and shall be removed as soon as personnel get off the motorcycle. Recommend that backpacks incorporate retro-reflective materials. The purpose is to create a high visibility profile.

(e) Backpack. Commercially available backpack or over-garment must comply with applicable State, local, and military regulations.

(f) Hand Protection. Gloves shall be worn while operating a motorcycle and must be full fingered, preferably made of leather.

(g) Clothes. Long sleeved shirt or jacket and full-length trousers are required for all personnel riding a motorcycle.

(h) OHV PPE. The PPE for motorcycle operators during off-road operations should also include knee and shin guards, boots and padded full-finger gloves.

(2) Minimum Requirements. Although the above list of PPE for on and off road is the minimum requirements, additional commercially available clothing that has been designed and engineered for motorcycle riders is widely available. These items include, but are not limited to Kevlar reinforced (armored) jackets, chest/shoulder protectors, gloves and boots, rain suits, and composite (light weight) full-face helmets. These articles (above and beyond the minimum) shall make your riding experience much more comfortable, more enjoyable, and ultimately safer.

(3) Failure to comply with proper PPE requirements is a violation of this order and may be punishable under the UCMJ.

(4) Licensed operators are responsible for the safety of their passenger. One passenger is allowed when the motorcycle is equipped with a securely attached seat and foot pegs. Passengers are required to wear the same PPE as the operator.

c. Tasks

(1) Commanding Officers

(a) All commanders shall establish a Motorcycle Mentorship Program for motorcycle and off-road riders within their commands.

(b) Commanders shall assign a Motorcycle Mentorship Program President in writing in the format shown in enclosure (1) per reference (a). Commanders must consider the appointee's seniority, leadership, judgment, maturity, professionalism, and overall motorcycle riding experience.

(c) Ensure all motorcycle and off-road riding service members assigned to I MEF Headquarters Group organizations are enrolled in the Marine Corps Total Force System appropriately, as per reference (b).

(d) Develop mentorship charter in a manner that describes the goals, objectives, rules, and intent of the specific mentorship program per reference (a).

(e) Ensure thorough risk assessments are conducted and documented for all events to include scheduled demonstrations or group rides.

(2) Motorcycle Mentorship Program President

(a) Appoint mentorship officers such as the vice president and secretaries. Consideration shall be given to appointee's seniority, leadership, judgment, maturity, professionalism, and overall motorcycle riding experience.

(b) Identify two riders within commands who have advanced training to act as mentors. The mentors will educate program participants using personal experiences and learned skills as well as assist in the execution of command-sponsored events.

d. Coordinating Instructions

(1) Command Motorcycle Mentorship Program's shall conduct monthly meetings during on-duty hours. Meetings and other events should highlight the topics below:

- (a) New rider and trip risk assessments.
- (b) Motorcycle safety.
- (c) Driver awareness of surroundings and hazards.
- (d) Responsible riding techniques.
- (e) Passenger safety.
- (f) Proper use of personal protective equipment (PPE).
- (g) Group rides.
- (h) Motorcycle maintenance.
- (i) Motorcycle inspections.

(2) Meetings should be used to share road experiences and build camaraderie.

(3) Attendance at the monthly program meetings is mandatory unless excused by leave, official or temporary duty, military training, or illness. Unit meetings may be suspended during operational deployments, but must resume within 30 days of a command's return to home station. Riders should be provided every opportunity to participate in organized mentorship rides.

(4) In order to satisfy requirements within this order, group rides or events will be considered on-duty events.

(5) Mentorship participation is optional but highly encouraged for Department of Defense/Civil Service/Government Contract employees assigned to I MEF Headquarters Group.

(6) Events should be scheduled during normal working hours and avoid conflicts with operational training to enable the greatest participation.

(7) Unit mentorship presidents will maintain the following on file:

- (a) Mentorship president appointment letter.
- (b) Mentorship enrollment roster.

(c) Program member's training jackets, documenting; licensing, insurance, registration, Statement of Understanding, and motorcycle training received.

(d) Training attendance roster and events conducted.

(e) Turnover binder.

(8) Ensure Marines receive the mandatory follow-on motorcycle training.

(a) Motorcycle Safety Foundation's Basic Rider Course (BRC) or a HQMC Safety Division Level I approved course per reference (a).

(b) A mandatory follow-on Level II Motorcycle Safety Foundation's Advanced Rider Training or a HQMC Safety Division Level II approved course per reference (a).

(c) Level III type training, approved by Headquarters Marine Corps, Safety Division (HQMC, SD), such as California Superbike School, Advanced Motorcycle Operator School, Advanced Rider Track Day Courses, Total Control, American Super Camp, STAR School, or any other advanced rider course approved by (HQMC, SD), is highly encouraged when available, and will meet the three year refresher course requirement.

(9) Mentorship presidents are encouraged to share relevant information with the other MARFORPAC Motorcycle Mentorship Programs by posting newsletters or articles via email or websites. Such articles may include, but are not limited to: responsible driving/technique tips, handling information and characteristics of certain model motorcycles, event stories and suggestions, PPE developments/recommendations, lessons learned, and national statistics.

(10) The use of unit identifying patches, stickers, logos, uniforms, or any other similarly intended device is strictly prohibited.

(11) Mentorship members must obey all Marine Corps, installation, state, and local motorcycle traffic regulations. Motorcycle Mentorship Programs shall not promote stunt driving, illegal racing, high speed group riding, or similar conduct. This type of riding is strictly prohibited.

(12) All Motorcycle Mentorship Program members must read and sign a unit statement of understanding, enclosure (2), acknowledging the minimum requirements of lawful and safe motorcycle operation.

4. Administration and Logistics

a. Submit all recommendations concerning this order to the I MEF Headquarters Group Safety Officer via the appropriate chain of command.

b. Inspection of command Motorcycle Mentorship Programs is incorporated into the Commanding General's Inspection Programs, as per reference (c).

c. Command Motorcycle Mentorship Programs are expressly intended to safeguard and promote the morale, discipline, and safety of the force.

d. Members will, in their interaction with fellow members, adhere to the customs and courtesies of the service.

e. Command motorcycle mentorship presidents, vice presidents, and secretaries shall be construed as an advisory board to the commander.

f. This Order will be enforced as follows:

(1) Violations of this order may be punishable under the Uniform Code of Military Justice.

(2) To promote the morale, discipline, and safeguard command members, commanders may order suspension/revocation of riding privileges aboard the installation.

(a) Such orders must be in writing, signed by the commanding officer, and be temporary (not more than 30 days) but subject to renewal.

(b) Such orders must be directly related to substantiated unsafe or illegal motorcycle operation (e.g., failure to wear required PPE, reckless driving, speeding, illegal racing) whether on or off base.

(c) Members must be afforded the opportunity, either personally or in writing, to request reconsideration from the commanding officer when such orders are issued.

(d) Members who believe such orders were unfairly or improperly issued may seek redress as permitted.

g. Personnel that continue to ride with expired certifications may be held accountable under the UCMJ and commanders may suspend riding privileges until the courses have been completed. However, personnel that have documentation that they are on a waiting list with their unit's operations office may be exempt from punishment. No personnel will be mandated to take off-base training courses at their expense to satisfy the intent of this order.

5. Command and Signal

a. Command. This Order is applicable to all I MEF Headquarters Group commands, to include its attached Navy, civilian employees, and foreign personnel.

b. Signal. This Order is effective the date signed.


J. H. HERRERA

DISTRIBUTION: A