



# 2024 JBER Motorcycle Training Request



**FORM INSTRUCTIONS:** All blocks must be typed or **legibly filled out** as they apply. All information is subject to audit for accuracy and regulatory compliance by JBER Motorcycle Safety Program Management.

1. This is to certify the member indicated below is assigned to or employed at JBER and eligible to complete Motorcycle Training arranged through the JBER Occupational Safety Office.

**Member Full Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Rider Phone #:** \_\_\_\_\_

**Service Branch:** \_\_\_\_\_ **Course (check one):**    **BRC**    **BRC-2**    **ARC**

**Unit Assigned:** \_\_\_\_\_

By signing below, I have read and meet the intent to ride per the *Installation Commander's Letter on Motorcycle Safety (JBER-57)*, and understand that I am obligated to complete the course once I receive a voucher and schedule training. **If I fail to reschedule or cancel with the contractor at least 48 hours prior to the report date, I will be responsible for the cost of the training.**

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

2. The Motorcycle Safety Representative (MSR)/Unit Motorcycle Mentor (UMM) shall validate the intent to ride by confirming the member's possession of the listed items before authorizing advancement of this request.

**MSR/UMM:**

Full Name and Grade: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**MSR/UMM must check items before signing:**

Motorcycle Learner's Permit ( <i>required for BRC</i> )
Motorcycle Endorsement ( <i>required for BRC-2/ARC</i> )
Personal Protective Equipment
Rider Initial and Preseason Briefing
Rider Agreement & Mentor Tracking ( <i>USARAK</i> )
AFSAS MUSTT Account ( <i>AF Only</i> )

3. By signing, the member has satisfied the prerequisites for the intent to operate a motorcycle and will adhere to all applicable regulations and command policies. By signing, the commander is validating the member is on Federal (title 10) status.

**Commander Endorsement (Air Force: Field Grade or Alternate on G-Series Orders)**

**(USARAK: Field Grade or Company/Battery/Detachment/Troop Commander under Command Authority):**

Full Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Member Submission Instructions:** Email this completed form to **673abw.seg@us.af.mil** or hand carry completed form to the JBER Safety Office, Bldg 10441, 3rd Floor. Please ensure all appropriate blocks are filled out and riders have the proper credentials for their requested class. **Contact the JBER Occupational Safety Office at 552-6850 if you do not receive a response within four duty days. JBER Occupational Safety Staff Only:**

Approval #: \_\_\_\_ Approval Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Print Last Name(if wet signature) \_\_\_\_\_

**Rider has 10 calendar days from the approval date to give this form to the contractor and schedule class, or the authorization is void.**

# **JBER Motorcycle Training Instructions**

Once your motorcycle training request is approved by the JBER Occupational Safety Office, you may proceed with scheduling the requested course with the contractor. Motorcycle training is contracted through Motorcycle Times Inc. (MTI) at the following locations:

**House of Harley Davidson**  
**4334 Spenard Road**  
**Anchorage, AK 99517**  
**(907) 248-5300**  
***BRC, BRC-2, and ARC available***

**Denali Harley Davidson**  
**1497 South Hyer Road**  
**Wasilla, AK 99654**  
**(907) 373-3366**  
***BRC Only***

**Approved riders must call before visiting the dealership to register for the class they are approved to attend.**

Riders have **10 calendar days** to deliver the approved request form and schedule training. At that point, riders will receive further instructions and class materials from the contractor. Failure to comply will result in the voucher becoming invalid. Booking classes at both locations at the same time to obtain a preferential slot is not authorized by the contractor and may result in the rider reimbursing the contractor or government.

**Cancellation and rescheduling requests must to be given to MTI within 48 hours prior to the course start date, or the rider will be responsible for the cost of the training per the Commander's Policy on Motorcycle Safety (JBER-57).**

Riders must provide their own personal protective equipment (PPE) for training. Riders are highly encouraged to use gear that incorporates fluorescent colors and retro-reflective material. In accordance with directives, riders must have the following PPE:

- |                                  |                                       |
|----------------------------------|---------------------------------------|
| -Helmet IAW Directives           | -Eye Protection (ANSI Z87.1 Approved) |
| -Full Fingered Gloves or Mittens | -Over the Ankle Sturdy Footwear       |
| -Long Sleeved Shirt or Jacket    | -Long Pants                           |

**Riders must complete the e-portion of the class prior to the on motorcycle portion of the class and to receive their MSF Completion card**

## **References:**

- DoDI 6055.04, *DoD Traffic Safety Program*
- DAFI 91-207, *Air Force Traffic Safety Program*
- AR 385-10, *Army Safety Program*
- OPNAVINST 5100.23, *Navy Traffic Safety Program*
- MCO 5100.29C, *Marine Corps Traffic Safety Program*
- COMDTINST M5100.47D, *Coast Guard Traffic Safety Program*