



UNITED STATES MARINES CORPS

1ST MARINE LOGISTICS GROUP, FMF

BOX 555606

CAMP PENDLETON, CA 92055-5606

GruO 5100.10B
SAFETY

14 JUL 2022

GROUP ORDER 5100.10B

From: Commanding General, 1st Marine Logistics Group, FMF
To: Distribution List

Subj: 1ST MARINE LOGISTICS GROUP MOTORCYCLE SAFETY AND MENTORSHIP PROGRAM

Ref: (a) OPNAVINST 5100.12J, Navy Traffic Safety Program
(b) MCO 5102.1B, Navy & Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual
(c) MCO 3500.27C, Risk Management
(d) MCO 5100.29C, Marine Corps Safety Program
(e) ALMAR 014/08, Private Motor Vehicle and Motorcycle Safety Requirements

Encl: (1) Motorcycle Operator Statement of Understanding
(2) Motorcycle Riders Club Waiver Form
(3) Motorcycle Operator Risk Management Sheet
(4) Motorcycle Inspection Checklist

1. Situation. In 2013 and 2014, the Department of the Navy lost more than 64 Marines and Sailors to motorcycle accidents. It is our goal to reverse this trend by ensuring all personnel receive appropriate training and mentoring in safe, responsible motorcycle riding. To accomplish this objective and meet the intents of references (a) through (e), we will leverage the experience of our most mature and seasoned riders. Most motorcycle injuries occur within the first six months of riding by riders who are self-taught. The skills and knowledge essential to safely operating a motorcycle, including defensive driving techniques, courtesy, and attention to surrounding traffic conditions, are garnered through education and mentorship.

2. Cancellation. GruO 5100.10A.

3. Mission. To establish uniform policy, responsibilities, and procedures for 1st Marine Logistics Group (MLG) unit motorcycle safety programs in order to reinforce safe riding practices while simultaneously fostering a culture of education and mentorship.

4. Execution

a. Commander's Intent. Command Motorcycle Clubs will be designed to promote enjoyable, reasonable, and mature riding behavior to avoid mishaps and serious injuries or death. All 1st MLG personnel who ride on or off-road motorcycles or possess a motorcycle endorsement on their state driver's license will actively participate in the Motorcycle Mentorship Program.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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b. Concept of Operations

(1) Immediately, all 1st MLG regimental and battalion commands will formalize and maintain Motorcycle Mentorship Programs and Motorcycle Rider Clubs, as described herein, to enhance rider safety. Club participation will be mandatory for all the Marines and Sailors who own, ride, or possess a state motorcycle license or endorsement. This also includes unlicensed drivers of off-road bikes, motocross bikes, and all terrain vehicles (ATV).

(2) Commanders will assign, in writing, a Motorcycle Club President. Motorcycle Club Presidents will appoint or elect a minimum of two mentors who completed advanced riders' training approved by the Commandant of the Marine Corps (CMC) Safety Division (Level III). Due consideration should be given to the seniority, leadership, maturity, professionalism, and overall riding experience of these appointed individuals.

(3) Club charters will be developed describing the goals, objectives, and rules of the club. These charters should reflect the basic "intent" of the Motorcycle Mentorship Program.

(4) Each unit's Motorcycle Club must hold a mandatory meeting once per month and at least one organized group ride or event per quarter (the quarterly ride or event may take place of the monthly meeting for the respective month). Organized rides during working hours should be designed to develop professionalism, responsibility, and skills of less experienced riders. Participation in all organized group rides is not mandatory, but is highly encouraged. For Marines and Sailors who only ride off-road motorcycles or ATVs, other events may be scheduled to include these riders.

(5) All unit Motorcycle Club Presidents and mentors will meet monthly at the "1st MLG Motorcycle Steering Committee". The purpose of the Steering Committee is to share information and ideas between the various units' Motorcycle Clubs and to make recommendations to the chain of command on motorcycle mentorship and safety issues. The Group Safety Officer will schedule and coordinate the Motorcycle Steering Committee meetings. However, the meetings will be chaired by the 1st MLG Motorcycle Club President in the 1st MLG.

(6) Motorcycle Club Presidents will establish a motorcycle rider roster to include, but not limited to, the following: name, rank, make/model, date of license, date of Basic Rider Course (Level I), Advanced Rider Course (Level II), and completion of other advanced riders training approved by the CMC Safety Division (Level III).

c. Tasks

(1) Commanding Officers

(a) Establish a Motorcycle Mentorship Program and Motorcycle Club within the command. Ensure all Marines and Sailors who ride, own a motorcycle, or possess a motorcycle endorsement on their state driver's license are enrolled in the program. In the event that a unit has less than ten riders, coordinate with other units to ensure participation in a program (e.g., 1st Dental Battalion with less than ten riders can combine with 1st Medical Battalion). For small units not in Camp Pendleton (CLC-11 in

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Miramar, CLC-16 in Yuma, etc.), riders may be included in a larger Motorcycle Club on base.

(b) Assign the command's Motorcycle Club President in writing.

(c) Establish procedures during the unit check-in/check-out process identifying motorcycle owners/riders in order to initiate appropriate oversight and training. Ensure riders and motorcycle requirements are identified during the Inbound Platoon process.

(d) Establish procedures so that Marines who are already in the unit, but decide to ride or purchase a motorcycle, are identified and directed to the MMP for proper accountability.

(3) Motorcycle Steering Committee

(a) Meet monthly to continue detailed development of the 1st MLG Motorcycle Mentorship and Motorcycle Club program.

(b) Explore innovative training opportunities for riders of sport bikes, cruisers, and off-road bikes.

(c) Coordinate with the 1st MLG Safety Officer, Base Safety Office, and Motorcycle Clubs from other commands to share ideas and lessons learned.

(4) 1st MLG Safety Officer. Coordinate with I Marine Expeditionary Force (MEF) Safety, Base Safety, Naval Safety Center, and the Marine Corps Center for Lessons Learned to deliver mishap data and other information to units' Motorcycle Clubs and Safety Officers.

(5) Motorcycle Club Presidents

(a) Identify and mentor young and/or inexperienced riders, foster respectful riding, and improve skills through club rides, club sponsored "track days," and other events.

(b) Verify riders' licensing, insurance, registration, and base registration information and document in training jackets.

(c) Maintain and document training.

(d) Explain in detail the charter and bylaws to members; and conduct monthly meetings, maintaining minutes and rosters.

(6) Motorcycle Mentors

(a) Observe and advise new riders for a minimum period of six months.

(b) Accompany new riders to all unit training and meetings. Immediate concerns about riders' development should be brought to the unit's club president.

(7) Regimental and Battalion S-3/Operations Officers

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(a) Collaborate with the unit Motorcycle Club President and Safety Officer to ensure riders' training is documented in the Marine Corps Training Information Management System for Marines and "page 13" for Sailors.

(b) Track Sailors internally and submit the "page 13" to their supporting Navy Personnel Support Detachment for inclusion in official records.

(c) Obtain training schedules from the installation safety office to complete initial and recurrent motorcycle training.

(d) Collect course completion rosters from the installation safety office.

(e) Reconcile Level I, Level II, and Level III completion dates with the Motorcycle Club President for accuracy.

(f) Reconciliation data on the Warrior Preservation Status Report will be submitted quarterly.

(8) Unit Department Heads, Officers in Charge, and Staff Noncommissioned Officers

(a) Ensure widest dissemination of this Order to assigned personnel who own or operate a motorcycle.

(b) Direct personnel acquiring motorcycles to report to the unit Club President and S-3 for training, tracking, and accountability.

(c) Ensure that motorcycle riders meet all training requirements and attend all monthly meetings.

(d) Encourage motorcycle riders to participate in quarterly group rides.

5. Administration and Logistics

a. Safety Equipment and Personal Protective Equipment (PPE). PPE is defined in references (a) and (d), and is required for all motorcycle operators and passengers. PPE shall be worn by all service members while riding both on and off base. Failure of a Marine or Sailor to wear the required PPE while riding a motorcycle is punishable under the Uniform Code of the Military Justice.

b. Uniform Regulation

(1) Motorcycle-specific jackets are authorized for wear with the Marine Corps combat utility uniform; flannel shirts, long sleeve shirts, and hoodies are not.

(2) Riders may wear organizationally issued bags or affix personally owned bags to the motorcycle. Personally owned bags worn over a uniform while riding shall be conservative and shall not be conspicuous.

(3) The use of identifying patches, stickers, or any other device is discouraged. Should a unit motorcycle club decide to utilize a patch or

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sticker to enhance esprit-de-corps within the program, it shall be restricted to a small one-piece design resembling the command's official logo. All patches or stickers must be approved by the Commanding Officer. Large multiple-piece patches or sticker are prohibited.

c. Meetings and Minutes. Motorcycle Clubs will conduct monthly meetings during duty hours with all participants on hand. These meetings should be a forum to establish a sense of camaraderie, disseminate the latest safety information, and keep new and current members informed of relevant developments. All personnel owning or operating a motorcycle or in possession of a motorcycle endorsement on their driver's license shall complete enclosure (1), documenting compliance with the Marine Corps and 1st MLG policy regarding motorcycle safety. At least once a quarter, a voluntary organized ride must be held to teach riding skills and safety fundamentals. All participants in any of the units' scheduled motorcycle rides must first complete the waiver form in enclosure (2), which will be kept on file by the Motorcycle Club President. Enclosure (3) will also be completed before any group ride, and enclosure (4) completed by another rider. Only one initial waiver form is required to participate in all of the subsequent unit rides. An inspection and completed inspection form is required before each group ride. Large group rides should be broken down into smaller sections depending on the number of riders, the route, road conditions, and skill levels of the riders involved. Meetings, group rides, and other events should highlight key topics: safety, proper riding techniques, proper use of PPE, and bike maintenance. Experienced riders should be given the opportunity to provide advice and guidance to less experienced riders. A Letter of Instruction and confirmation brief is strongly encouraged prior to conducting a group ride.

d. Motorcycle Club Presidents must maintain an accurate and updated electronic list of all unit motorcycle riders. They must also account for all the unit's Marines and Sailors with current motorcycle licenses.

e. Any 1st MLG Marine or Sailor preparing to purchase their first motorcycle will be required to meet with the unit's Motorcycle Club President or mentor to receive advice and guidance on training requirements, licensing requirements, characteristics of specific bike types and models, and PPE.

f. Motorcycle Club Presidents will assign mature and experienced riders to mentor and evaluate the development of less experienced riders. Whenever possible, mentors should be assigned in accordance with the types of bikes (e.g., sport bikes, cruisers, or ATVs).

g. Command Motorcycle Club Presidents will maintain the following on file: Club President appointment letters, training jackets on each rider, charter and bylaws, interview forms, Statements of Understanding, waiver forms, monthly training attendance rosters, and types of training or events conducted.

h. Unit Motorcycle Clubs are encouraged to develop awards, incentives, and other means to make participation in the club as positive and fulfilling as possible. These clubs are for the benefit of all members and riders; it should be seen as worthwhile for all involved.

i. Operators are required to have the following when scheduling Level I, II, and III Motorcycle Riders Courses:

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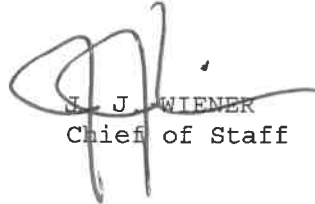
- (1) Valid license or permit
- (2) Valid registration
- (3) Proof of insurance
- (4) Military ID card
- (5) Certificate of Drivers' Improvement Course (if under 26 years of age)

j. Motorcycle Club Presidents shall ensure all riders' information is entered in the Enterprise Safety Applications Management System (ESAMS) in order to facilitate future training enrollment and updates.

6. Command and Signal

a. Command. The provisions of this Order are applicable to all 1st MLG service members who own or operate a motorcycle on or off base/station, or who possess a motorcycle license or endorsement.

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



N. J. WIENER
Chief of Staff

Distribution: A

(Unit Heading)

From: Commanding Officer

To:

Rank	Last Name	First	MI	EDIPI/MOS
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Subj: MOTORCYCLE OPERATOR STATEMENT OF UNDERSTANDING

Ref: (a) MCO 5100.29B
(b) MCO P5100.8
(c) MCO P5102.1B
(d) MCO 5100.19F
(e) MCO 3500.27C

1. Personnel owning or operating a motorcycle or in possession of a motorcycle endorsement on their state driver's license shall comply with the Marine Corps and 1st MLG policy regarding motorcycle safety. This policy applies to active duty and mobilized personnel who own or operate a motorcycle on or off base, and for civilian personnel operating on base.

2. The following are the general provisions outlined in the references:

a. In order to operate a motorcycle aboard DoD installations, a motorcycle operator must 1) possess a valid state driver's license with a motorcycle endorsement, 2) possess current registration, 3) pass state inspection (if required), 4) show proof of liability insurance, 5) attain base registration decal, 6) operate only a mechanically sound motorcycle, 7) don proper PPE, and 8) have completed an approved motorcycle safety course. Active duty and mobilized personnel are required to adhere to these provisions when driving off base.

b. Motorcycle training certification cards shall be carried by all personnel when riding on base and by all active duty and mobilized personnel when operating a motorcycle off base. Motorcycle safety course completion shall be reported on the Unit Diary and recorded on page 11 of the OQR and SRB for active duty personnel.

c. The following PPE is mandatory for all personnel operating or riding as a passenger on a motorcycle on DoD installations, and for all active duty and mobilized personnel operating or riding on a motorcycle off base, on or off road, in uniform or civilian clothing:

_____ (1) HELMET. Must be properly fastened under the chin and must
(Init) meet the standards of the Snell Memorial Foundation (SNELL), American National Standards Institute (ANSI), or the Department of Transportation (DOT). Thinly padded "novelty helmets" are not authorized. Active duty and mobilized personnel shall wear a proper helmet at all times on or off base.

_____ (2) EYE PROTECTION. Must be impact or shatter resistant goggles, or
(Init) full-faced shield attached to helmet. A windshield, eyeglasses, or fairing alone is considered inadequate eye protection.

_____ (3) FOOTWEAR. Leather boots or over the ankle shoes shall be worn.
(Init) Sandals, open-toe, or soft-shell athletic shoes are prohibited.

_____ (4) CLOTHING. Shall cover the arms and legs, to include full
(Init) finger gloves. Shorts, tank tops, etc. are prohibited. Sleeves on

Enclosure (1)

the MARPAT uniform in the summer time shall be rolled down. A protective jacket designed for motorcycle safety (may include impact resistant shoulder and elbow pads) and a high-visibility reflective vest are authorized for wear by Marines in uniform while operating or riding as passengers on a motorcycle, MOPED, motor scooter, or similar two or three-wheeled vehicle. **All gear shall be removed upon dismounting the motorcycle and all appropriate directives regarding the wear of the uniform shall be complied with prior to departing the immediate vicinity of the motorcycle.**

(Init) (5) The PPE for motorcycle operators during off-road operations should also include knee and shin guards, boots, and padded full-finger gloves.

3. I have read, understand, and shall comply with the Marine Corps and 1st MLG policy regarding motorcycle safety and the specific provisions contained in references (a) through (e). I understand that failure to comply with this policy can result in administrative action and loss of privileges; that for active duty and mobilized personnel, violations of the Marine Corps motorcycle safety policy are subject to disciplinary action under the UCMJ.

Rank/Printed Name

Signature/Date

4. The original copy of this signed statement shall be maintained by the Unit Motorcycle Safety President or Unit Safety Officer.

Enclosure (1)

MOTORCYCLE RIDERS CLUB WAIVER FORM

Rank	Last Name	First Name	MI	SSN (Last 4)
Year	Make	Model	State	Years Riding
Street Address		City	State	Phone Number

EVENT: _____

I, the undersigned, for and in consideration of the opportunity to participate in a "RIDE", "RALLY", "FIELD MEET RUN", or "ACTIVITY" (hereinafter "EVENT") sponsored and/or conducted by 1st MLG and subordinate commands, Group Safety Officer, or Motorcycle Club President, and all motorcycle club leaders in 1st MLG, MCB Camp Pendleton, the United States Marine Corps, the Department of the Navy, the United States Government, all agencies and instrumentalities thereof, its agents, officers, servants, and personnel (hereinafter, the "RELEASED PARTIES"), releases and holds harmless the "RELEASED PARTIES" from any and all claims, demands and actions, rights and causes of action of any kind whatsoever, which I now have or later may have against the "RELEASED PARTIES", in any way resulting from, arising out of, or in connection with the performance of their duties resulting from my involvement in this EVENT. This release includes all EVENT sponsors to include my civilian clubs, organizations, individuals, companies, entities, and their representatives. This release applies to myself, my heirs, personal representatives, successors, parents, spouse, children, guardian, executors, creditors, administrators, and assigns.

This release extends to any and all claims I have or later may have the "RELEASED PARTIES" resulting from, or arising out of the performance against their duties, whether or not such claims results from negligence (except willful neglect) on the part of any or all of the "RELEASED PARTIES" with the respect to the "EVENT" or with respect to the conditions, qualifications, instructions, rules, or procedures under which the "EVENT" is conducted or from any other cause. I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE ANY OR ALL OF THE "RELEASED PARTIES" FOR ANY INJURY RESULTING TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH THE PERFORMANCE OF THEIR DUTIES IN SPONSORING, PLANNING, OR CONDUCTING THE "EVENT".

I am experienced in and familiar with the operation of motorcycles and fully understand the risks and dangers inherent in motorcycling. Furthermore, I understand that the risks involved in this EVENT include, but are not limited to risks resulting from equipment, terrain, my personal physical condition, vehicles, and any other participants.

I am voluntarily participating in the "EVENT" and I expressly agree to assume the entire risk of any accidents or personal injury, including death, which I may sustain to my person and property as a result of my participation in the "EVENT", and any negligence (except willful neglect) on the part of any or all of the "RELEASED PARTIES" in performing their duties.

I hereby authorize emergency medical treatment in the event of injury or illness. I also authorize trained health care providers, including, but not limited to physicians, nurses, nurse practitioners, and Hospital Corpsmen, to administer routine and/or emergency medicines and treatments as needed.

WAIVER OF RIGHTS AND UNDER STATE STATUTES

I further agree to waive all benefits flowing from any statute, which would negate or limit the scope of this release and Identification Agreement, including, but not limited to section 1542 of the California Civil Code, which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing this release, which if known to him must have materially affected his settlement with the debtor."

By signing this release, I certify that I have read this and fully understood it and that I am not relying on any statements or representation made by the "RELEASED PARTIES".

THIS IS A RELEASE – READ BEFORE SIGNING

SIGNATURE	DATE	WITNESS SIGNATURE	DATE
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MOTORCYCLE OPERATOR RISK MANAGEMENT SHEET

Name: _____ Rank: _____ Date: _____

Command: _____

Instructions: Assign points for the following risk factors as they apply. Total points determine an individual's relative risk level.

Directions for use of this form: The Motorcycle Safety Leader will discuss completed form results with interviewee and may discuss results with the chain of command for the purpose of the individual's welfare. A record may be used for counseling. Information or statements made to the supervisor concerning items on this form **cannot** be used in any adverse proceeding, administrative or criminal.

Complete the following questions:	POINTS
1. What is your current age? _____	_____
2. Pay grade? _____	_____
3. Gender? _____	_____
4. Do you have a: Motorcycle license? Y/N Learners permit? Y/N	_____
5. DMV Record: Number of moving violations in the last 12 months. _____	_____
6. Time since deployment (months). _____	_____
7. Riding experience: (amount of consecutive riding time) _____	_____
8. Frequency of riding (circle one): Daily/Weekend	_____
9. Type of motorcycle: (dirt bike, sport, sport cafe, cruiser, or touring)	_____
10. Have you ever been involved in an accident or laid your bike down? Y/N	_____
11. Number of incidents of alcohol abuse (DAPA Referral, DUI, ARI, etc). _____	_____
12. Personal Stressors (circle which applies): Relationship troubles Career decision looming Financial issues Other: _____	_____

13. Have you attended the Motorcycle Safety Basic Riders' Course? Y/N Date if attended: _____

Analysis:

Risk Assessment Key

1. Risk Factor: 34 years or older = 1 point
25 years or younger = 1 point
2. Risk Factor: E5 and below = 2 points
E6 and above = 0 points
3. Risk Factor: Male = 1 point
Female = 0 points
4. Risk Factor: No license = 25 points
5. Risk Factor: 1 point per violation
6. Risk Factor: Deployed over 30 days and home less than 30 days = 2 points
7. Risk Factor: Less than 1 year = 2 points
Greater than 1 year = 0 points
8. Risk Factor: Weekend riders = 2 points
Frequent / Daily riders = 0 points
9. Risk Factor: Dirt Bike = 3 points
Sport / Sport Cafe = 2 points
Cruiser = 1 point
Touring = 0 points
10. Risk Factor: Yes = 2 points
No = 0 points
11. Risk Factor: 4 points per incident
12. Risk Factor: 1 point for each
13. Risk Factor: Yes = 0 points
No = 2 points

Risk Assessments: 1 - 5 points = low risk
6 - 10 points = medium risk
11 and above = high risk

If the total points exceed 10, the individual has a greater average risk for a motorcycle mishap. The motorcycle Safety Program Manager shall work with the individual to reduce the risk factors (or the individual should rethink getting on a bike).

MOTORCYCLE INSPECTION CHECKLIST

Name: _____ Rank: _____ SSN: _____ DOB/Age: _____

Command/Squadron: _____ Work Phone: _____

Email Address: _____ Home Phone: _____

Driver's License/Permit #:	State:	License/Permit Exp. Date:	License Plate:
State Registration:	Registration Exp. Date:	Year/Make:	Model / CC:
Insurance Company:	Insurance Expiration:	How long on current MIC:	Total Riding Experience:

ITEMS	SAT	UNSAT	COMMENTS
Handle Bars			
Mirrors			
Clutch / Brake Levers			
Cables			
Throttle (Smooth Operation)			
Fuel System (Leak)			
Frame / Seat			
Fenders			
Chain Guard			
Wheels / Tires			
Headlights			
Tail / License Light			
Brake Lights (Front / Rear)			
Turn Signals (Front / Rear)			
Horns			
Brakes			
Speedometer / Tachometer			

INSTRUCTOR WILL INSPECT THE FOLLOWING DURING MODULE ON PPE

Helmet (No damage) (DOT)			
Eye Protection (ANSI)			
Gloves (Not torn-Full fingers)			
Shoes (Over Ankle-Sturdy)			

INITIAL INSPECTION DATE:	[] SAT	[] UNSAT	Comments:
INSPECTOR'S NAME/SIGNATURE:			OWNER'S NAME/SIGNATURE:

RE-INSPECTION DATE:	[] SAT	[] UNSAT	Comments:
INSPECTOR'S NAME/SIGNATURE:			OWNER'S NAME SIGNATURE:

Enclosure (4)