



CGD13INST 5100.1  
8 AUGUST, 2012

THIRTEENTH DISTRICT INSTRUCTION 5100.1

Subj: THIRTEENTH COAST GUARD DISTRICT MOTORCYCLE SAFETY PROGRAM

Ref: Motor Vehicle and Recreational Off-Duty Safety Manual, COMDTINST M5100.5

1. PURPOSE. This instruction establishes the policies and procedures governing the Motorcycle Safety Program within District Thirteen.
2. ACTION. Commanding officers shall ensure that the guidelines set forth in this instruction are followed and that personnel who ride motorcycles are familiar with the requirements as set forth in this instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. Motorcycle mishaps account for the majority of motor vehicle fatalities every year even though only a small number of our members ride. However, fatality rates have declined due to the collective efforts of experienced riders acting as motorcycle mentors, increased access to motorcycle training, enforcement of policies and laws, better education and awareness, and focused support from leadership and the safety community. Organizational influence and climate is considered an underlying contributing factor to motorcycle mishaps.
5. PROCEDURES.
  - a. A District Thirteen collateral duty Motorcycle Safety Officer (MSO) shall be designated in writing. The MSO shall be a current motorcyclist who has completed a Motorcycle Safety Foundation (MSF) Basic Rider Course and have a minimum of five years riding experience. Preference will be given to a rider who has also completed an Experienced/Advanced Rider Course and/or is a certified MSF Rider Coach. The MSO shall :
    - (1) Advise the command on motorcycle safety issues;
    - (2) Serve as the primary liaison for all motorcycle safety related issues within District Thirteen;
    - (3) Identify and maintain a roster of all District Thirteen staff members who own or ride motorcycles;
    - (4) Develop training activities, policy, and events to advocate safe motorcycle operation and promote motorcycle awareness by non-riders;

- (5) Develop and maintain a District Thirteen motorcycle safety website that includes the most current Coast Guard guidance, Motorcycle Safety Foundation (MSF) training information, links to websites of interest to motorcyclists and motorcycle related events, and;
  - (6) Coordinate with Motorcycle Safety Officers from area military bases for military-wide motorcycle safety initiatives.
- b. All District Thirteen units will appoint a Motorcycle Safety Representative (MSR). Units that do not have any motorcyclists at their unit will be exempt from appointing an MSR. Commands will designate MSRs in writing and provide copies to the District MSO. The MSR shall be a current motorcyclist and have completed a MSF Basic Rider Course. The MSR shall:
- (1) Act as a mentor for unit motorcyclists;
  - (2) Check-in with all newly reported members that ride motorcycles;
  - (3) Disseminate motorcycle safety information to riders within the command, and;
  - (4) Maintain a database of all current riders, track completion dates of MSF courses by members, and ensure documentation of completed motorcycle safety training is entered into individual's direct access record.
- c. Commanding Officers, as mission permits, are authorized and encouraged to allow military members to attend motorcycle safety training during normal business hours. Additionally, Commanding Officers are encouraged and authorized to allow members that are certified MSF instructors to teach at area MSF ranges that provide free MSF training to Coast Guard members. Furthermore, Commanding Officers are authorized to allow members to teach MSF courses during normal business hours, provided that the member is not receiving compensation for teaching the course and the course is open to Coast Guard members.
6. RECORDS MANAGEMENT CONSIDERATIONS. This instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) Requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and were determined to be not applicable.
8. FORMS AND REPORTS. The motorcycle vehicle safety officer will report on all motorcycle safety related issues quarterly through the District Thirteen Safety Officer.



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