



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
FORT SILL OK 73503-5600

REPLY TO ATTENTION OF

ATSF-W

16 September 2014

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Letter #29, Motorcycle Rider and Prospective Rider Information.

1. Soldiers will not ride their Privately Owned Motorcycle while assigned as a student to the NCOA.
2. All Permanent Party Personnel assigned to the NCOA will in-process through the Motorcycle Mentor or Alternate Motorcycle Mentor.
 - a. If a Soldier owns a motorcycle, they will turn in all documentation to be maintained on file by the Motorcycle Mentor until they are reassigned from the Academy or sell their motorcycle. School Chiefs will conduct a Commander's Evaluation of each rider with the Motorcycle Mentor or Alternate present to assess the rider's qualification to operate their motorcycle. If it is deemed that the Soldier is not capable of riding their motorcycle, the School Chief will counsel the Soldier on what they need to do to gain the skills necessary to ride on their own. The Soldier will not be able to ride without the Motorcycle Mentor present. Once the Soldier is deemed able to ride, they will undergo a follow up evaluation by the School Chief and Motorcycle Mentor to authorize them to ride their motorcycle.
 - b. If a Soldier does not own a motorcycle, they will be briefed on Post requirements and must see the Motorcycle Mentor or Alternate prior to purchasing a motorcycle for advice and mentorship to ensure they purchase the appropriate motorcycle within their riding capabilities.
3. Motorcycle Mentor will maintain on file the following documentation:
 - a. Appointment Orders signed by the Commandant
 - b. NCOA Motorcycle rider tracker
 - c. Current CG Policy Memorandum for Motorcycle Safety Program
 - d. Driver's License with Motorcycle endorsement
 - e. Motorcycle Safety Foundation Basic and Expert Rider Cards
 - f. Sport Bike Rider Cards (if applicable)
 - g. Current Insurance and Registration for Motorcycle
 - h. Motorcycle Operator Information Sheet
 - i. Commander's Evaluation Sheet
 - j. Rider's Safety Contract
 - k. Quarterly Training Memorandums for all riders

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4. Motorcycle Mentors or their alternates will conduct Quarterly Training and maintain training files for one year. Annual training will include an NCOA ride where the Motorcycle Mentor will inspect Personal Protective Equipment and assess riding capabilities of each individual rider. Motorcycle Mentor and Alternate will conduct a T-CLOCS inspection of each rider prior to each NCOA sponsored ride.

5. Soldiers who intend to purchase a motorcycle while assigned to the NCOA (Prospective Riders) will refer to the Motorcycle Mentor or Alternate for safety requirements and will include their Chain of Command in the process of their purchase. Prospective Riders will schedule their Basic Rider Course prior to the purchase of their motorcycle. If they cannot be accomplish this due to the scheduling constraints, they will not be authorized to ride their motorcycle until completion of the course. They will be authorized to ride their motorcycle to the training the day of the course. The Prospective Rider will be authorized to ride their motorcycle once they have all required documentation and it is cleared through their Chain of Command and the Motorcycle Mentor.

6. Motorcycle Riders must inform the Motorcycle Mentor or Alternate and their Chain of Command when they intend to sell their motorcycle so that records current and up to date. All Motorcycle Riders will out-process the Motorcycle Mentor.

7. The Points of Contact for this Memorandum are the Motorcycle Mentor, Alternate Motorcycle Mentor and School Chiefs.

A handwritten signature in black ink, appearing to read 'Philip J. Brunwald', with a stylized flourish at the end.

PHILIP J. BRUNWALD
CSM, USA
Commandant