

21st SPACE WING SAFETY OFFICE MOTORCYCLE TRAINING PACKET

Beginning October 1, 2009, the 21 SW Safety Office will no longer pay upfront for Motorcycle Safety Foundation Courses.

This package includes:

- These instructions
- Commander's Motorcycle Safety Interview Worksheet
- A copy of the PPE requirements from AFI91-207
- Motorcycle Safety Foundation (MSF) Training Vendor Contact & Course Information
- Standard Form 1164 (Claim for Reimbursement for Expenditures on Official Business).

With your supervisor, complete the Commander's Motorcycle Safety Interview Worksheet through number 12.

Prior to taking an MSF Course, you must make an appointment with your commander or their designee (Senior Enlisted Advisor (CMSGT, SGM, MCPO), or First Sergeant) for a motorcycle safety interview. Take the Commander's Motorcycle Safety Interview Worksheet provided in this packet to the interview. The form must be signed by the Commander, Senior Enlisted Advisor, or First Sergeant.

After the interview, sign up for and take the MSF Training Course at one of the vendors approved by the 21 SW Safety Office. Approved vendors are listed on the Motorcycle Safety Foundation (MSF) Training Vendor Contact & Course Information sheet (included)

- The 21 SW Safety Office will only pay for those required by AFI91-207 (e.g. Peterson/CMAFS based Active Duty to include Canadian Forces, Reserve, Guard, DOD Civilians);
- Should funds be available at the end of the fiscal year, the 21 SW Safety Office MAY pay for contractors and dependents

After completing your MSF Course complete the SF 1164 and return the SF 1164 (with receipt) along with your MSF Completion Card, (a copy of) the Commander's Motorcycle Interview Checklist to the 21 SW Safety Office. A member of the 21 SW Safety Office will sign the SF 1164 and enter you into the rider training database.

After being signed by the Safety Office staff, take the SF 1164 to the Finance Office for reimbursement.