



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002 KANEOHE BAY HAWAII 96863-3002

IN REPLY REFER TO:
BaseO 5100.22B
BSD
23 Jan 14

BASE ORDER 5100.22B

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: MOTORCYCLE REGULATIONS

Ref: (a) MCO 5100.19 Marine Corps Traffic Safety Program (DRIVE SAFE)
(b) CMC WASHINGTON DC 152222Z DEC 08 (MARADMIN 707/08)
(c) CMC WASHINGTON DC 191900Z JUL 05 (MARADMIN 322/05)
(d) MARFORPACO 5100.2, Motorcycle Mentorship Program
(e) CMC WASHINGTON DC 231845Z APR 08 (ALMAR 014/08)

1. Situation. Over the years, motorcycling has steadily gained in popularity due to more riders returning after a long absence and active individuals seeking new avenues of adventure, as well as individuals seeking better fuel economy. This heightened popularity, combined with an increasing number of crashes and fatalities, presents a challenge to the Marine Corps. In compliance with the references, this Order revises the existing policy for motorcycle registration and training aboard Marine Corps Base (MCB) Hawaii.

2. Cancellation. Base Order 5100.22A.

3. Mission. This Order establishes procedures for implementing the MCB Hawaii Motorcycle Safety Program for the purpose of protecting Marines and Sailors and preserving unit readiness.

4. Execution

a. Commander's Intent

(1) This Order will be the guiding influence for all motorcycle activities involving personnel assigned to MCB Hawaii.

(2) This Order will clarify the process for reducing motorcycle fatalities, injuries and property damage through use of education and enforcement.

b. Concept of Operations. In order to operate a motorcycle aboard MCB Hawaii, an operator must possess a valid motorcycle operator's license vehicle registration, safety inspection and insurance. Military personnel must also show proof of completion of the Department of Defense (DoD) approved Motorcycle Safety Foundation (MSF) or MSF-based state-approved curriculum taught by certified instructors.

c. Subordinate Element Missions

(1) Comply with content and intent of this Order.

(2) Commanders will ensure motorcycles are properly registered and riders trained.

d. Coordinating Instructions. Submit all recommendations concerning this Order to the Base Safety Directorate (BSD).

5. Administration and Logistics

a. The Director, BSD will administer and facilitate rider education programs.

b. The Provost Marshal's Office (PMO) will control registration of motorcycles and enforce this Order.

c. Battalion and squadron commanders of tenant activities and units will incorporate this Order into their traffic safety program procedures that support and complement this program.

d. Officers, Staff Noncommissioned Officers, Noncommissioned Officers, and managers at all levels will ensure strong emphasis is placed on prevention of motorcycle mishap.

6. Command and Signal

a. Command. This Order is applicable to MCB Hawaii, U. S. Marine Corps and U. S. Navy tenant commands, and base personnel aboard MCB Hawaii.

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



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UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002
KANEHOHE BAY HAWAII 96863-3002

IN REPLY REFER TO:
BaseO 5100.22B Ch 1
BSD

31 JAN 2017

BASE ORDER 5100.22B Ch 1

From: Commanding Officer
To: Distribution List

Subj: MOTORCYCLE REGULATIONS

Ref: (a) MCO 5100.19 Marine Corps Traffic Safety Program (DRIVE SAFE)
(b) CMC WASHINGTON DC 152222Z DEC 08 (MARADMIN 707/08)
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Encl: (1) New page inserts to Base Order 5100.22B

1. Situation. To transmit new page inserts to the base Order.
2. Cancellation. Base Order 5100.22B
3. Mission. To update information contained within the Base Order.
4. Execution. Remove page 1-1 and replace with corresponding page in the enclosure.
5. Summary of Changes. Current policy in Base Order 5100.22B does not authorize personnel awaiting the Basic Riders course to operate a motorcycle. This change identifies more clear and concise information to the base Order.
6. Administration and Logistics. This change transmittal will be filled in front of the Base Order.
7. Command and Signal
 - a. Command. This Order is applicable to the MCBH subordinate and tenant commands.
 - b. Signal. This Order is effective the date signed.


S. C. KILLEEN

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MOTORCYCLE REGULATIONS

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CHAPTER 1

3 1 JAN 2017

MOTORCYCLE TRAINING REQUIREMENTS

1. REQUIREMENTS

a. Motorcycle Training Requirements. All active duty/reserve personnel will not operate a motorcycle (including motor scooters and mopeds) unless they have received approved motorcycle training. Personnel awaiting the Basic Riders Course may operate a motorcycle provided they have registered their motorcycle with PMO in accordance with reference (a). This training must include an appropriate Motorcycle Safety Foundation (MSF) or MSF-based State approved curriculum taught by certified instructors. Training will be provided at no cost to military and DoD civilian personnel. Personnel will not be charged leave to attend training. The three levels of motorcycle are:

(1) Level 1: MSF Basic Rider Course (BRC I), State approved curriculum for motorcycle operators safety training, or any other "entry level" or "true novice" rider training course approved by the Commandant of the Marine Corps Safety Division (CMC (SD)) that provides the basic principles and skills of riding required to obtain a state motorcycle endorsement.

(2) Level 2: Military Sportbike Rider Course, BRC II (Experienced Rider Course) or any other intermediate or mid-level rider training approved by CMC (SD) that is designed to provide sustainment training for licensed motorcycle riders.

(3) Level 3: California Superbike School, Advanced Motorcycle Operator School, Advanced Rider Track Day, Total Control, American Super Camp, or any other advanced rider training approved by CMC (SD) that provides motorcycle rider training that improved riding skills by providing skills practice at realistic speeds with street cornering scenarios and that simultaneously challenges the riders abilities in a controlled environment.

2. CIVILIAN PERSONNEL. Civilian visitors, or contracted laborers that are properly licensed to ride a motorcycle, motor scooter or moped will not be required to receive service sponsored training, or to prove they have taken other motorcycle training in order to operate a motorcycle on MCB Hawaii.

3. MANDATORY FOLLOW-ON TRAINING. Marines and Sailors must attend Level II training as soon as practical after attending the MSF Basic Rider Course, Level I. The intent is to train all riders 120 days after completion of the BRC as stated in reference (b).

4. REFRESHER TRAINING. The recurrent training requirement will be every three years. Refresher training may include any of the above levels of motorcycle training.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

a. Mandatory PPE. The following PPE is mandatory for all persons operating or riding as a passenger on a motorcycle on MCB Hawaii and for all military personnel operating or riding on a motorcycle off the installation, on and off road, in uniform or civilian attire.

(1) Helmet. A properly fastened (under the chin) protective helmet which meets the standards of Federal Motor Vehicle Safety Standard 218; Snell Memorial Foundation or Department of Transportation.

(2) Goggles. Impact, shatter resistant goggles, riding glasses or full-face shield attached to the helmet. A windshield, eyeglasses or fairing alone is not considered proper eye protection. Do not wear dark lenses or face shields after sundown.

(3) Footwear. Sturdy footwear will consist of above the ankle shoes or boots that provide support and traction when riding or when in transition of movement from a stop/starting position. Unacceptable foot wear is defined as any shoe or boot that has an open toe, open foot/heel design, extensive heel over two inches, or a total canvas or rubber material construction.

(4) Sleeves. Properly worn long-sleeved shirt or jacket. It is strongly recommended individuals wear abrasion protective outerwear and are encouraged to use fluorescent colors and retro-reflective material appropriate to riding conditions. Per reference (c), the wearing of a protective motorcycle safety jacket in uniform is authorized.

(5) Trousers. Long-legged trousers.

(6) Gloves. Full-fingered leather/textile riding gloves.

b. Disciplinary Action. Failure to wear required PPE while riding a motorcycle is punishable under the UCMJ and may also be considered misconduct during a line of duty determination.

6. ENROLLMENT REQUIREMENTS. The following criteria must be met in order to enroll in any of the rider education courses. All participants must have command approval to attend the training. A course enrollment form can be obtained from MCB Hawaii's BSD located in building 279, first deck or downloaded from the MCB Hawaii Website on the BSD's page. The enrollment form must be filled out completely and endorsed by the participant's Officer in Charge or Staff Noncommissioned Officer in Charge. This is a prerequisite to confirm a class seat.

a. Eligibility. Enrollment eligibility requires the individual to be an active duty member of any branch of service, DoD personnel (DoD dependents not eligible), active duty dependents (must be 18 or older), and any military ID card holder (i.e. retired personnel). Unless specified in a contract, contractors are not eligible to participate. Active duty/reserve Marines and Sailors stationed aboard MCB Hawaii have priority for all scheduled classes.

b. Record of Completion. A record of course completion will be in the form of a letter forwarded to the individual's command attesting to the date and location of the course completion. Each Marine or Sailor is responsible for ensuring the appropriate course completion codes are entered into their training records. It may be useful to include the number on the course completion card and name and number of the instructor.

c. Valid License. Participants must have a valid motorcycle operator's license with proper endorsement (all 50 states now have specific endorsement codes/classes). Participants with a valid state of Hawaii permit (Class 2) are also eligible to enroll in the rider education program. Motorcycle

permits from other state jurisdictions are not valid in the State of Hawaii and therefore not valid on MCB Hawaii.

d. Registration. Current State of Hawaii motorcycle registration or State of Hawaii vehicle permits must be in the participant's name. Borrowed or rented motorcycles are not permitted to participate in the MCB Hawaii rider education program. Powers of Attorney are also not accepted by the BSD.

e. Insurance. Motorcycles/Motor Scooters must be properly insured with the basic liability no fault insurance required by Hawaii State law.

f. Inspection. Motorcycles/Motor Scooters must have a current State of Hawaii Motor Vehicle Safety Inspection. In addition, the participant's motorcycle must pass an inspection of tires, controls, lights, oils and chassis (T-CLOC inspection) at the beginning of the course. The T-CLOC form is available at the BSD, building 279 or can be downloaded from the MCB Hawaii Website on the BSD's page. It is strongly recommended to conduct a self-inspection of the motorcycle to ensure the motorcycle meets safety standards required by the curriculum.

g. Identification. Valid military identification or DOD CAC.

h. Under Age 26. Participants under the age of 26 must also provide proof of completion of an American Automobile Association Driver Improvement Program or the National Safety Council Alive at 25 course or any driver training course that has been approved by the CMC Safety Division.

CHAPTER 2

MOTORCYCLE REGISTRATION

1. MOTORCYCLES/MOTOR SCOOTERS AND MOPEDS. The following items are required for motorcycle/motor scooter and moped temporary passes.
 - a. Identification. Active Duty/Retired Military or valid DoD ID.
 - b. License. Valid motorcycle operator's license or permit.
 - c. Registration. Vehicle registration or temporary registration (for newly purchased vehicles) or a notarized motorcycle bill of sale.
 - d. Inspection. Hawaii safety inspection (as required).
 - e. Insurance. Proof of Hawaii no fault insurance required for 30 days pass for motorcycles/motor scooters (out of state insurance holders will be issued a one-time one day pass).
 - f. Shipping document (if applicable).
2. BASE DECAL REQUIREMENTS FOR MOTORCYCLES/MOTOR SCOOTERS. In addition to eligibility requirements, personnel registering motorcycles/motor scooters must possess:
 - a. Identification. Valid Military ID Card or valid DoD ID.
 - b. Registration. Current Hawaii vehicle registration.
 - c. License. Valid motorcycle operator's license (usually appears as an endorsement on the driver's license). Permits are not acceptable.
 - d. MSF Card. Valid MSF Card or MSF-based State approved card for military personnel. Date of issuance must be clearly visible.
 - e. Insurance. Proof of Hawaii No Fault insurance card showing motorcycle/motor scooter policy start and end dates.
 - f. Inspection. Valid safety inspection.
3. BASE DECAL REQUIREMENTS FOR MOPEDS (LESS THAN 49 CC)
 - a. Identification. Valid Military ID card or valid DoD ID.
 - b. Registration. Current Hawaii vehicle registration. The State of Hawaii requires all owners to register their mopeds (mopeds are registered as bicycles). Registration decals are to be prominently displayed on the fenders. Contact the Hawaii Department of Motor Vehicles for more information.
 - c. Driver's License. You can operate a moped with any class of driver's license. If you do not have a license and desire only to ride a moped, a State of Hawaii Class 1 license is acceptable.
 - d. MSF Card. Valid MSF Card or MSF-base State approved card for military personnel. Date of issuance must be clearly visible.

e. Driver's Improvement Course. Required for all personnel under 26 years of age (regardless of rank) for motorcycles, motor scooters, and mopeds. Personnel in this category must have the decal request form signed by an E-8 or higher in rank.

f. Eligibility. All personnel must be assigned to MCB Hawaii, Camp H. M. Smith or reside on MCB Hawaii to be eligible for a base decal. Eligible DoD civilians are authorized no more than two decals. Contractor non-DoD card holders are not authorized to receive decals.

4. DECAL REMOVAL. DoD decals remain the property of the U.S. government when applied to privately-owned vehicles. Military police may remove a decal when determined to be necessary. Some reasons for removal are:

a. Compliance. The motorcycle no longer complies with this Base Order.

b. Ownership. The motorcycle ownership transferred.

c. Driving Privileges. The motorcycle owner's MCB Hawaii driving privileges are revoked or suspended.

d. Towed. The motorcycle was towed off MCB Hawaii, because it was illegally parked.

e. Search Refusal. The motorcycle owner/operator refuses to permit a search of the vehicle during an authorized vehicle inspection.

f. Used in a Crime. The motorcycle was used in the commission of an offense.

g. Altered or Damaged. The decal appears altered or deteriorated.

h. Insufficient Information. Fraudulent, inaccurate or incomplete application information, or the motorcycle owner's/operator's failure to provide updated information.

i. Unlawful Access to MCB Hawaii. Fraudulent use of a decal/pass to gain access to MCB Hawaii.

j. Drug Use. The motorcycle owner/operator has been identified by urinalysis as positive for illicit drug use.

5. DECAL VALIDITY. A decal is valid only on the motorcycle for which it was issued, for up to three years. Decals become invalid upon separation from employment, permanent change of station, disposal or sale of the motorcycle for which issued or a revocation for cause by competent authority. When a decal becomes invalid, the person issued the decal must return to PMO for appropriate action. The subsequent owner of a motorcycle bearing a decal may not use that decal until the motorcycle is properly registered.

6. REPORTING CHANGES OF DATA. Report any change of personal information/status given in the application for the decal. Report to the MCB Hawaii Pass Office in building 1637 or at Camp H. M. Smith in building 601.

7. DECAL PLACEMENT AND RENEWAL. Decals are renewable as long as the motorcycle's owner maintains his/her eligibility. This includes completion of refresher training as outlined in Chapter 1 of this Order.

8. DEREGISTRATION. Any registered motorcycle owner who sells or ships their motorcycle off island or is discharged due to end of active service must deregister their motorcycle by surrendering the decal to the Pass Office.

9. VISITORS. PMO may issue a visitor's pass to individuals coming aboard MCB Hawaii for special events or to visit a member of the MCB Hawaii community. Visitors must be accompanied by an authorized sponsor and produce a valid motorcycle license, registration, proof of Hawaii safety inspection and Hawaii no-fault insurance. Proof of MSF rider education is not required.

CHAPTER 3

SAFETY STANDARDS

3001. Safety Standards and Equipment. All personnel operating or riding a motorcycle aboard MCB Hawaii will wear PPE as outlined in Chapter 1 of this Base Order. MCB Hawaii military personnel are required to wear PPE while operating or riding a motorcycle on and off the installation, on and off road, in uniform or while in civilian attire.

3002. Mirrors. Motorcycles shall be equipped with at least one (1) rear view mirror mounted on the handlebars or fairing.

3003. Seat and Footrests. Each operator and passenger will be provided with a regulation seat and footrests.

3004. Headlights. All motorcycles, scooters and mopeds shall have headlights turned on whenever being operated.

3005. Handlebars. Handlebars, original or aftermarket, must be positioned so that the operator's hands, while on the grips, are parallel to the deck, not extending above shoulder height when seated.

3006. License, Registration and Safety Card. Motorcycle operators must carry at all times a valid state driver's license with a motorcycle endorsement, proof of completion of DoD approved MSF motorcycle rider course and proof of registration. These items must be presented to MPD or another competent authority upon request. Additionally, moped operators must carry with them a valid state driver's license or Class 1 endorsement (for Hawaii).

3007. Riding Areas. All MCB Hawaii roadways not otherwise posted are open to motorcycle, moped and motor scooter traffic. There are no off-road areas authorized for motorcycles, mopeds or motor scooters on board MCB Hawaii.

3008. Children Passengers. Operators of two-wheeled vehicles other than bicycles will not carry passengers younger than seven years old on their vehicles.

CHAPTER 4

MOTORCYCLE MENTORSHIP PROGRAM

1. MENTORSHIP O-5 AND ABOVE. All O-5 and above level commands onboard MCB Hawaii will establish a mandatory Motorcycle Mentorship Program for motorcycle riders within their command. The purpose of the mentorship program is to identify and mentor inexperienced riders, foster respectful riding practices and ensure continuing education opportunities are available for all Marine Corps riders throughout their riding career.
2. MENTORSHIP BELOW O-5. Organizations commanded by officers below the grade of O-5, such as School of Infantry West, the Inspector-Instructor staff and 4th Force Reconnaissance Company, will coordinate with O-5 commands to provide a Mentorship Program for their Marines and Sailors.
3. MENTORSHIP PROGRAM ENCOURAGEMENT. Per reference (d), Motorcycle Mentorship Programs will encourage and promote ongoing rider education, skills development, increase safety awareness and establish esprit de corps with the goal to reduce potential motorcycle mishaps.
4. COMMANDER'S PARTICIPATION. Commanders shall provide a meeting place for monthly meetings and ensure records of meeting attendance are recorded and filed per local written standards.

CHAPTER 5

MOTORCYCLE OWNERSHIP

1. PRIOR TO OWNERSHIP. Motorcycle ownership is a significant responsibility. Prior to purchasing a motorcycle, all Marines and Sailors will consult with their leadership in advance to be certain they are aware of the responsibilities that come with ownership.

2. REPORTING OWNERSHIP. In accordance with reference (e), all Marines and Sailors who presently own or purchase a motorcycle, whether or not they intend to ride on base, will personally report their ownership to their Commanding Officers/Officers-in-Charge within 48 hours. Failure to report ownership is punishable under the Uniform Code of Military Justice (UCMJ).