

**Fort Huachuca Motorcycle Safety Course Attendance  
Request Form**

Soldiers Name: \_\_\_\_\_, Unit: \_\_\_\_\_ requests attendance to  
(Course): \_\_\_\_\_ on (Date): \_\_\_\_\_.

Service Member (SM) will go to <https://imc.army.mil/airs/> and sign up for the requested motorcycle safety course. In addition, SM and their commander will complete and submit this course attendance request. **POC for the course attendance request is the Commander.** Once the course attendance request is properly received by the Garrison Safety Office (GSO), SM will be enrolled and receive email confirmation. If this course attendance request is not received within 5 calendar days of class start date, the SM will be dropped from the course.

**Command is aware and Service Member has been counseled on the following:**

- a. Once the SM has signed up for the course, it will be the place of duty for the SM. Failure to be at the place of duty may result in adverse administrative action, non-judicial punishment (Article 15) or punishment under UCMJ.
- b. Commander approves SM's attendance to the motorcycle safety course.
- c. Commander will provide the SM the appropriate time to attend the course. SM cannot miss any portion of the course to include start times.
- d. Commander and the SM have read and understand the requirements, location and times for the requested course listed at <https://imc.army.mil/airs/>.
- e. If the SM cannot attend, the GSO will be notified by SM or Commander at least 24 hours prior to the start of the class. Inside of 24 hours, Commander must contact the GSO immediately or SM will be recorded as a No Show.
- f. All course 'No Shows' will be provided to USAICoE Chief of Staff and command channels.
- g. Upon completion of required Motorcycle training, SM must coordinate with appropriate unit Motorcycle Program Mentor to complete any additional Motorcycle training requirements, as required.

\_\_\_\_\_  
Service Member Name

\_\_\_\_\_  
Commanders Name

\_\_\_\_\_  
Service Member Signature

\_\_\_\_\_  
Commanders Signature

Garrison Safety Office Contact info- 520-678-3388 or 520-533-3697

## Steps to enroll in Motorcycle Safety Courses on Fort Huachuca

1. Go to <https://imc.army.mil/airs/>
  - a. Select courses.
  - b. Region: West
  - c. Garrison: Fort Huachuca
  - d. Courses: Select the course you wish to attend.( month and date)
    - i. If the date highlighted is red, course is full, if in blue seats are available
2. Coordinate with Commander for a class date
  - a. Sign up for desired class and submit **Motorcycle Safety Course Attendance Request**. POC must be Commander.
  - b. READ all instructions carefully and completely.
  - c. Primary correspondence will be email, ensure you use a good valid email that you check frequently.
3. Attend course. Recon the location, call for directions, show up early. DO NOT be late, you will not be allowed in the course once it begins. You will be considered a NO SHOW.

### PPE Requirements

- **Helmet**- DOT approved Helmet as a minimum. Helmets must be fastened under the chin.
- **Eye protection**- Must meet ANSI Z87.1 standards. Windshields or fairings do not constitute eye protection.
- **Foot protection**- Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn).
- **Protective clothing**. Protective clothing includes long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material. MC jackets and pants constructed of abrasion-resistant materials (such as leather, Kevlar®, or Cordura®) and containing impact-absorbing padding are strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.

### Army Progressive Motorcycle Program

