



2021

# MSR Program Management Guide

AFSEC/SEGT

3/10/2021

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## **INITIAL MOTORCYCLE BRIEFING CHECKLIST**

**(Required when rider PCS's/changes duty stations (Not required for PCAs))**

**\* Entry of the Safety Brief into MUSTT also satisfies the Annual Pre-Season Brief requirement**

**Table A2.1. Unit's Initial Motorcycle Safety Briefing Checklist (Example)**

TOPICS	BRIEF FOLLOWING ITEMS	Yes	No
AFI 91-207 – The US Air Force Traffic Safety Program			
	Introduction to unit Motorcycle Safety Representative (MSR)		
	Tracking & training requirements – AFSAS Training Module-MUSTT		
	Training and scheduling procedures (Endorsement/Permit)		
	Verification of training completed (e.g. MSF card, Endorsement/License or Training cert.)		
	Unit motorcycle safety policy or requirements		
	Mentorship programs – (unit, installation, or private clubs)		
MAJCOM/Installation/Unit instructions			
	Requirements different from those already covered in previous instructions		
Licensing & registration requirements			
	State/Host nation requirements		
	Local ordinances regarding motorcycles (MC)		
	Hazards associated with loaning/borrowing motorcycles		
	Hazards associated with renting motorcycles		
Local driving conditions			
	Weather, High Hazard Areas, Local concerns		
	Requirement for AF Sponsored Training		
	MAJCOM/Installation/Unit DWI – DUI awareness programs and initiatives		
Unit mishap statistics			
	Brief unit mishap synopsis in past 3 years and top 3 Causal factors and how to mitigate		
	CC's policy regarding mishaps, mishap reporting, and mishap prevention		
Installation Motorcycle Safety Representative			
	Name/Phone/Email:		
<b>Rider's Name:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Briefer/Title:</b>			
<b>Signature:</b>		<b>Date:</b>	

## **MUSTT TUTORIAL**

MUSTT is designed to provide training and demographic data for Air Force Motorcycle riders. It fulfills requirements for monitoring AF riders.

This tutorial provides MSRs the information needed to manage their unit riders.

### **Navigational Notes:**

- A. This tutorial will focus on how an MSR uses MUSTT to manage unit commander's Motorcycle Mishap Prevention Program.
- B. Items highlighted in **RED** are used to show emphasis and correlate with subject matter addressed.
- C. Tutorial walks through each **"INDEX MENU"** selection tab and addresses frequently required MSR tasks.
- D. Fields with **RED** text and an **asterisk** are mandatory fields.

### **Creating an AFSAS Account**

If you have never had an AFSAS account, the screen shown will appear. Complete information and remember to click the "Yes" for "Motorcycle Rider" if you ride a street motorcycle. Once all fields are completed click on **"Create Account"**.


Selecting "Create Account" will take you to a page requiring you to complete your demographics information. Fill in all fields, those marked by a **RED \*** are mandatory.

The areas you will need to complete in your demographics profile include:

1. Personal Information
2. Contact Information
3. Job Function(s) in Current Position
4. Account information

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Create Basic Account



Your Common Access Card (CAC) is not associated with an existing account.

Please complete this short form to create a limited account for **ASAP Scoreboard access only** and click the "Continue Creating Limited Account for Scoreboard Access Only" button.

For a full account please click the "Create Account" button.

DoD ID \*

1 198

Last Name \*

First Name \*

Middle Name (optional)

A

Organization Tier 1 (optional)

US Air Force

Organization Tier 2 \*

Air Force Safety Center (AFSEC)

Office Symbol (optional)

SEGT e.g. SE, MXAA, SGPM

Base (optional)

Kirtland AFB (KIKR)

☐ Not located on a Government Installation

Email Address (optional)

Confirm Email Address

Motorcycle rider? \*

☒ Yes
 ☐ No

Continue Creating Limited Account for Scoreboard Access Only

Create Account

**Personal Information:** After completing the screen for establishing a full account most of this section, if not all will be complete. Review and move to **“CONTACT INFORMATION”** section.

PERSONAL INFORMATION

DoD ID: \*

Employment Status Tier 1: \*

US Air Force

Employment Status Tier 2: \*

Regular

Grade: \*

E7

Last Name: \*

First Name: \*

Middle Name: (optional)

A

Organization Tier 1: \*

US Air Force

Organization Tier 2: \*

Air Force Safety Center (AFSEC)

Office Symbol: \*

SEGT e.g. SE, MXAA, SGPM

We think you work at [AFSEC/SEGT] If this is incorrect, read the hover helps for Organization Tier 1 and Office Symbol.

Base: \*

Kirtland AFB (KIKR)

☐ Not located on a Government Installation

Functional Area: \*

Safety

AFSC/Job Series: \*

Safety (150X1)

Skill Level: \*

Superintendent (9)

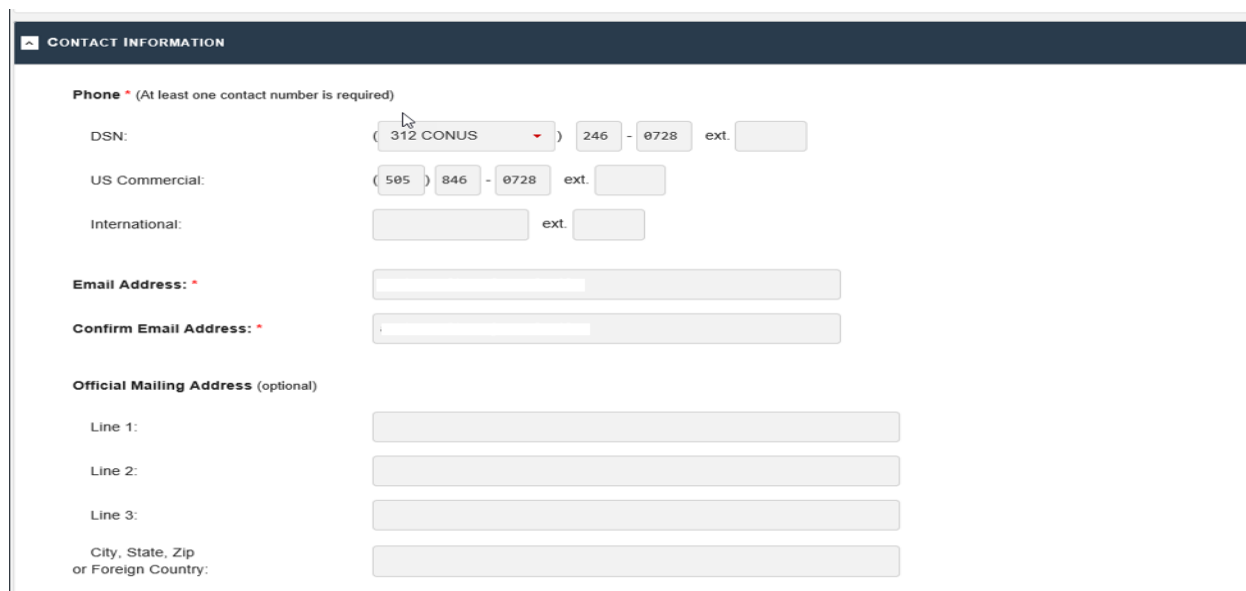
Motorcycle rider? \*

☒ Yes
 ☐ No

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**Contact Information:** Be sure and provide as much information here as possible to ensure you can be contacted about any special notices that may originate from your Commander, the AFSAS Requirements Group (ARG), Installation Safety Office, MAJCOM, or from HQ AFSEC.

Once complete move on to the **“JOB FUNCTIONS”** section.



The screenshot shows a web form titled "CONTACT INFORMATION". It includes fields for phone numbers (DSN, US Commercial, International), email addresses, and mailing addresses. The DSN field is pre-filled with "312 CONUS", "246", and "0728". The US Commercial field is pre-filled with "505", "846", and "0728". The International field is empty. The email fields are empty. The mailing address fields are empty.

**Job Functions:** Check **“Motorcycle Safety Representative”**. If you also ride a street motorcycle, put a check mark in the **“Other (i.e. Motorcycle Rider/Student, SPO Engineer)”** box. Once you have all checks in place move to the last section **“ACCOUNT INFORMATION”** section.

**Account Information:** Choose **“Elevated”** for “Type of Account Requested” toggle on “Elevated”.

**Roles:** MSR required “roles” for AFSAS:

1. AFSAS “Elevated” Account
2. MUSTT: Motorcycle Safety Representative
3. Workspace: US Air Force (and/or any other workspace needed)

**Possible Additional Roles:**

1. Training: Records Administrator:
2. Inspections: Safety Inspector

**NOTE:** These additional roles can be requested by an MSR. Use of these roles will be approved/disapproved at each Host Safety office (can be used for spot inspection tracking of MUSTT accounts).

In the justification box type in “Appointed MSR by Unit Commander”.

Once complete click on the **“Submit Application”** tab.

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ACCOUNT ROLES

Type of Account Requested: \*

☐ Basic
☒ **Elevated**

Hover Help-- click help icon to keep visible

An "Elevated Account" is for users who need access to modules to perform their Safety, Occupational Illness, DJRS(Dive or Jump) or Motorcycle Safety Representative (MSR) duties.

Selecting this option and submitting this form will immediately create your account and log you into it, however, it will be up to your administrator to grant or deny each role you request according to your job function and position.

You may request additional roles at any time by clicking "My Account Roles" under the "Account Info" menu.

Requested Roles \*

☐ DJRS: DJRS User
☒ **Inspections: Safety Inspector**
☐ Inspections: Supervisor Inspector
☐ MUSTT: Motorcycle Safety Representative
☐ OSHA: Event Investigator
☐ OSHA: Event Supervisor
☐ Occ Illness: Bioenvironmental Engineer
☐ Occ Illness: Data Viewer
☐ Occ Illness: Message (View Only)
☐ Occ Illness: Provider
☐ Occ Illness: Public Health
☐ Occ Illness: Supervisor Investigator
☐ Recommendation: Approval
☐ Recommendation: Coordination
☐ Recommendation: OCR Management
☐ Recommendation: Supervisor (Safety Only)
☐ Recommendation: Update (OPR/OCR)
☐ Recommendation: View Only
☒ **Training: Records Administrator**
☐ User Administrator

☐ Data Extraction Access: Events
☐ Data Extraction Access: Inspection
☐ Data Extraction Access: OSHA 300/300A
☐ Data Extraction Access: Occ Illness
☐ Data Extraction Access: Recommendations
☐ Event Tabs: Access Approval (Conv Auth Only)
☐ Event Tabs: View (JA Time Restricted)
☐ Event Tabs: View (Org & Time Restricted)
☐ Event Tabs: Waiver Coordination (Step 1)
☐ Event: ASAP Triage
☐ Event: Data Viewer
☐ Event: Investigator
☐ Event: Message (View Only)
☐ Event: Message Approval
☐ Event: Provider
☐ Event: Supervisor Investigator
☐ Event: Supervisor Reporting
☐ Inspections: Data Viewer

☐ Workflow: Explosive Site Plan Administrator
☐ Workflow: Explosive Site Plan Coordinator
☐ Workflow: Tasker Initiator
☐ Workflow: Tasker POC
☐ Workspace: Defense Commissary Agency
☐ Workspace: Defense Contract Management Agency
☐ Workspace: Defense Finance and Accounting Services
☐ Workspace: Defense Health Agency
☐ Workspace: Defense Intelligence Agency
☐ Workspace: Other DoD Agency
☒ **Workspace: US Air Force**
☐ Workspace: US Army
☐ Workspace: US Coast Guard
☐ Workspace: US Navy/Marines
☐ Workspace: US Space Force
☐ Workspace: Unified Command

Justification for a Secondary Account \*

Appointed MSR by Unit Commander

3469 characters remaining on your input limit. (Word Count: 5)

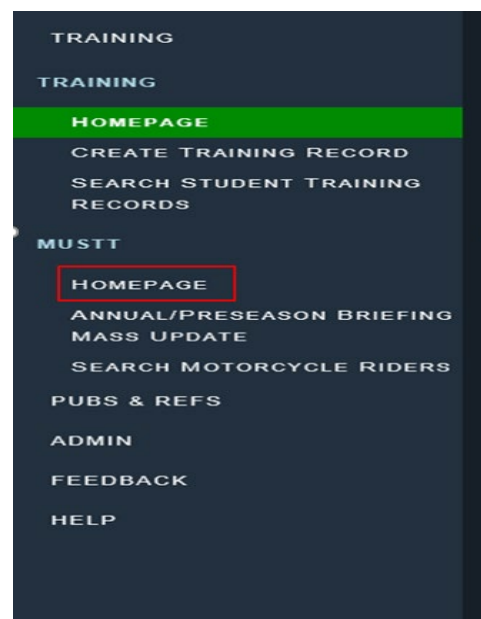
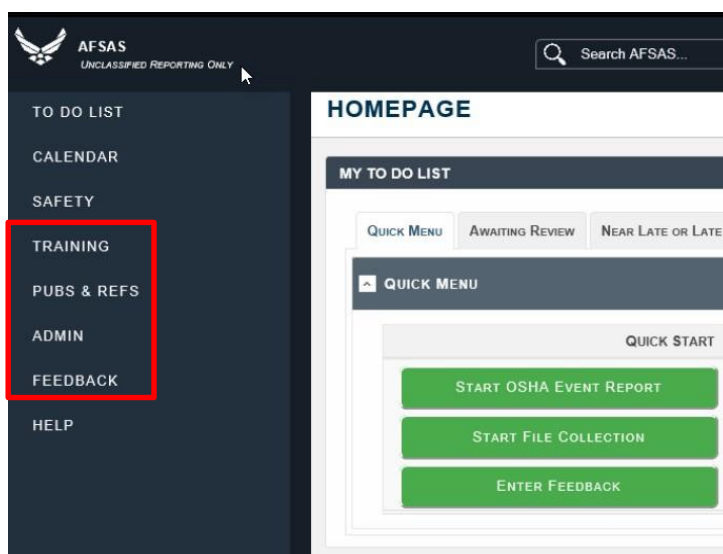
Once the application is submitted, a User Agreement for AFSAS will appear.

Read each area of the agreement and place a check mark in the box in front of each narrative.

Once complete click the **“Continue to AFSAS”** tab.

**NOTE:** If you are a motorcycle rider, when you click submit and the MUSTT Homepage comes up, an “Account Validation” warning may also pop up at the top of the screen showing you have not completed information as a rider. To correct, click on the top warning error and work your way through all the warnings until arriving at the validation results page again then click “Logout” on the bottom left of screen and then log in again to make sure all changes have been made.

Example of left navigation menu



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MSRs will only use "TRAINING", "PUBS & REFS", "ADMIN" and "FEEDBACK" pages, typically. A given MAJCOM/Wing Safety office may have an MSR load “Spot” inspections, which would require additional training/AFSAS Roles.

First, open the “TRAINING” page by clicking on “TRAINING”. This will open additional page selections, “TRAINING” and “MUSTT” page selection menus.

Each page selection have additional page selection menus. To access MUSTT click on the "HOMEPAGE" page menu tab.

### **Accessing the AFSAS Training Module:**

To access MUSTT portion of the AFSAS program, use the link below. (If you do not have an AFSAS account, this link will take you through the registration process for an account.)

<https://afsas.safety.af.mil>

### **MUSTT Homepage:**

MUSTT Homepage displays a summary of training and briefings for unit riders.

The HOMEPAGE has additional tabs at the top indicating different display hierarchies. Unit MSRs will use “My Organization” tab. Other tabs are used by safety offices and higher headquarter motorcycle safety managers.

Click on “My Organization” tab if not already highlighted. On this page are ten prebuild searches shown on the left of the page and number of riders in the search on the right of the page.

The screenshot shows the MUSTT HOMEPAGE interface. On the left is a dark sidebar menu with options: TO DO LIST, CALENDAR, ANALYTICS, SAFETY, OCCUPATIONAL ILLNESS, TRAINING (selected), TRAINING, HOME PAGE, TRAINING RECORDS, CREATE TRAINING RECORD, SEARCH TRAINING RECORDS, MUSTT, HOME PAGE (selected), ANNUAL/PRESEASON, BRIEFING MASS UPDATE, SEARCH MOTORCYCLE RIDERS, PUBS & REFS, ADMIN, FEEDBACK, and HELP. The main content area is titled "MUSTT HOMEPAGE" and includes a "VIEW MILITARY MOTORCYCLE RIDERS" button. Below this is an information box stating: "INFORMATION: MUSTT will fulfill the commander's requirements outlined in AFI 91-207." There are four tabs: "MY ORGANIZATION'S MILITARY RIDERS" (selected), "MY ORGANIZATION'S (& BELOW) MILITARY RIDERS", "MY BASE'S MILITARY RIDERS", and "MY ORGANIZATION'S MILITARY RIDERS AT MY BASE". A table displays the following data:

	COUNT
RIDERS WITH INCOMPLETE RIDER INFORMATION	57
TOTAL NUMBER OF RIDERS	182
INITIAL MOTORCYCLE BRIEF, DUE WITHIN 30 DAYS	10
INITIAL MOTORCYCLE BRIEF, OVERDUE	150
ANNUAL/PRESEASON BRIEF, DUE WITHIN 30 DAYS	11
ANNUAL/PRESEASON BRIEF, OVERDUE	169
TRAINING REQUIRED, DUE WITHIN 90 DAYS	12
TRAINING REQUIRED, DUE WITHIN 60 DAYS	5
TRAINING REQUIRED, DUE WITHIN 30 DAYS	5
TRAINING REQUIRED, OVERDUE	115


At the bottom, a red note states: "All active fields marked with an asterisk (\*) in red font are required before submitting this page." The footer includes accessibility and version information.



To expand this listing and show rider information, click on the number under the “Count” Column that correlates to information you wish to view.

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By using the appropriate Action ICON, you can edit, and add or delete information for a rider.

 **Update Motorcycle Rider Information** – Clicking the ICON shown to the left of the rider will search only this rider’s record and will start by displaying the “Update Motorcycle Rider” page. “Save Motorcycle Rider”, will advance through the following screens, allowing updates as needed: “Manage Motorcycles”, “Manage Files”, “Training Records”, “Student Training Transcript”.

 **Manage Training Record** – On this screen, you can “Manage Training Record” which allows you to delete, change, or view a training entry made or change if needed.  “Account Data Viewer” allows you to view justification for a particular training class.

ACTION	GRADE	AGE	GENDER	NAME ↑	ASSIGNED MAJCOM	ASSIGNED WING	ASSIGNED ORGANIZATION TIER 1	ASSIGNED ORGANIZATION TIER 2	ASSIGNED OFFICE SYMBOL	ASSIGNED BASE	LICENSED	RIDER STATUS	RIDER CATEGORY	MOTORCYCLE TRAINING DUE DATE
  	O3	35	M		PACAF		USAF 	FS	FSO	Misawa AB	Y	Level II Sport	Sport	21 MAY 2019

Selecting “**Manage Training Records**” will give you access to update rider training and motorcycle ownership information.

 **“Delete Training Record”** Allows you delete a class that was entered erroneously. When deleting, a window will appear with the class and justification and will ask if want to delete. Deletions are final and cannot be recovered.

## **MUSTT Annual Pre-season Briefing Mass Update & Search for Motorcycle Rider Function**

Under the MUSTT tab, located under the TRAINING tab, there are also two (2) other tabs. The two (2) tabs are “Annual/Preseason Briefing Mass Update” tab and “Search Motorcycle Riders” tab.

TO DO LIST

CALENDAR

ANALYTICS

SAFETY

OCCUPATIONAL ILLNESS

**TRAINING**

TRAINING

HOME PAGE

TRAINING RECORDS

CREATE TRAINING RECORD

SEARCH TRAINING RECORDS

**MUSTT**

HOME PAGE

**ANNUAL/PRESEASON BRIEFING MASS UPDATE**

SEARCH MOTORCYCLE RIDERS

PUBS & REFS

ADMIN

FEEDBACK

HELP

ANNUAL/PRESEASON BRIEFING MASS UPDATE

Time: 09 MAR 2021 2128(Z)

SEARCH PARAMETERS

Criterion

Assigned Organization: USAF (including subordinate organizations)

Assigned Base: Kirtland AFB

Displaying Results: 25 out of 210

SEARCH REFINEMENT

EXPAND ALL | COLLAPSE ALL | MORE ZEROS













0 ASSIGNED ORGANIZATION

Back to MUSTT Homepage

Annual / Pre-season Briefing Date: DD MON YYYY

Mark which riders attended the Annual / Pre-season Briefing

Check All | Clear All

ATTEND TRAINING?	GRADE	NAME ↑	ASSIGNED ORGANIZATION TIER 1	ASSIGNED ORGANIZATION TIER 2	ASSIGNED OFFICE SYMBOL	ASSIGNED BASE	LAST ANNUAL / PRE-SEASON BRIEFING DATE
<input type="checkbox"/>	O3		USAF 			McConnell AFB	Never Taken
<input type="checkbox"/>	E6		USAF 			Lackland AFB	Never Taken
<input type="checkbox"/>	O3		USAF 			Misawa AB	Never Taken
<input type="checkbox"/>	O2		USAF 			Eglin AFB	Never Taken
<input type="checkbox"/>	E8		USAF 			Barksdale AFB	13 MAY 2013
<input type="checkbox"/>	CTR		USAF 			Kirtland AFB	Never Taken
<input type="checkbox"/>	E6		USAF 			Lackland AFB	Never Taken
<input type="checkbox"/>	E6		USAF 			Joint Base Pearl Harbor-Hickam	Never Taken
<input type="checkbox"/>	O3		USAF 			Birmingham IAP	Never Taken
<input type="checkbox"/>	E5		USAF 			Incirlik AB	Never Taken
<input type="checkbox"/>	O4		USAF 			Edwards AFB	Never Taken
<input type="checkbox"/>	E7		USAF 			Francis S Gabreski IAP	Never Taken

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“Search Motorcycle Riders” tab. This tab (defaulted to “Search AFSAS Accounts”) will allow you to conduct a search for an individual rider by name, or search for number of riders at a Unit, Installation, or MAJCOM. It also allows you to checkmark additional search criteria such as only active records or only USAF records, etc.

OCCUPATIONAL ILLNESS

TRAINING

PUBS & REFS

ADMIN

ACCOUNT MANAGEMENT

My Account

ASSIGNED ROLES

PROFESSIONAL EXPERIENCE

USER ADMINISTRATORS

CREATE SECONDARY ACCOUNT

REQUEST COURSE CREDIT

SEARCH ACCOUNTS

EMAIL

Homepage

INBOX

SEARCH INBOX

FILE SHARING

Homepage

ADD NEW FILE

COLLECTION

USER ADMINISTRATION

Homepage

CREATE ACCOUNT

ELEVATED ROLE REQUESTS

LOGIN LOG SEARCH

WORKFLOW MANAGEMENT

Homepage

CREATE WORKFLOW

SEARCH WORKFLOWS

FEEDBACK

SEARCH AFSAS ACCOUNTS

Time: 09 MAR 2021 2322(Z)

SEARCH PARAMETERS

Last Name: (accepts name fragment)

First Name: (accepts name fragment)

Organization Tier 1: -- select organization tier 1 --

Base: Enter base name or ICAO code

ACCOUNT TYPE

☒ PRIMARY ☒ SECONDARY

☒ BASIC ☒ ELEVATED

☒ USAF ☐ Non-USAF ☐ USN ☐ Non-USN ☐ USMC ☐ Non-USMC ☐ USA ☐ Non-USA

☒ ACTIVE ☐ INACTIVE

MODULE ACCESS

☐ EVENT INVESTIGATION

☐ OCCUPATIONAL ILLNESS

☐ MOTORCYCLE SAFETY REPRESENTATIVES

☐ SAFETY INSPECTION

☐ USER ADMINISTRATION

☐ RECOMMENDATIONS

☐ OSHA EVENT

☒ MOTORCYCLE RIDER

☐ SMITHSONIAN

JOB FUNCTIONS

☐ BIOENVIRONMENTAL ENGINEER

☐ CHIEF OF SAFETY

☐ CHIEF OF THE OFFICE OF RECORD

☐ EVENT INVESTIGATOR

☐ FLIGHT SAFETY NON-COMMISSIONED OFFICER

☐ FLIGHT SAFETY OFFICER

☐ FLIGHT SURGEON

☐ FUNCTIONAL AREA RECORDS MANAGER

☐ HUMAN FACTORS EXPERT

☐ MEDICAL PROVIDER

☐ MOTORCYCLE PROGRAM MANAGER

☐ MOTORCYCLE RIDER COACH

☐ MOTORCYCLE SAFETY REPRESENTATIVE

☐ OCCUPATIONAL SAFETY MANAGER

☐ OCCUPATIONAL SAFETY TECHNICIAN

☐ OTHER (I.E., MOTORCYCLE RIDER/STUDENT, SPO ENGINEER)

☐ PUBLIC HEALTH

☐ RECORDS CUSTODIAN

☐ SIB MEMBER

☐ SQUADRON FLIGHT SAFETY OFFICER

☐ SUPERVISOR OF CIVILIANS

☐ SUPERVISOR OF MILITARY

☐ SYSTEM SAFETY PROGRAM MANAGER

☐ UNIT SAFETY REPRESENTATIVE

☐ WEAPONS SAFETY MANAGER

SECURITY ROLE

HOME

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LOGOUT

## **IN- AND OUT-PROCESSING RIDERS**

Managing riders in [MUSTT](#) can be a challenge. This Standard Operating Procedure (SOP) is how the Air Force Safety Center MSR manages assigned riders. This tool is for managing unit riders/records. SOP assumes MSRs have a full understanding of their roles and responsibilities. SOP is designed to be Step-By-Step guidance. (Must have a Common Access Card (CAC) to log into AFSAS MUSTT/Training Module).

**NOTE:** MSR familiarity with AFSAS/MUSTT is critical. With few exceptions, the member/rider must create their own account. This is best done at in-processing or when first identified as a rider. Additionally, riders should be given a copy of the [MSR Program Management Guide](#) to create their account at a different time. It is preferable that you assist them, as this will ensure the account is created in a timely manner, properly, and all information is provided.

### **Member In-Processing:**

**Step 1:** Add MSR to unit in- and out-processing procedures/checklist.

Work with unit's Command Support Staff (CSS) to become a part of the in- and out- processing point of contacts for the unit. Without being a part of the processing checklist, managing the Commander's Motorcycle Safety Program will be difficult.

Justification to have CSS add a checklist reviewer is found in AFI 91-207, paragraph 1.3.4.3.

Additionally, periodically participate in unit commander's calls to remind members of the requirement to identify themselves if they start riding a motorcycle.

**Step 2: In-processing member:** Ask member if they ride a motorcycle.

**No?** Member is not a motorcycle rider.

Advise them if they decide to start riding, they are required to visit unit MSR prior to riding. Sign or initial on their in-processing checklist, you are finished.

**Note:** Most members fit into this category. Unless otherwise directed by your unit commander, you are not required to in-process DoD civilian personnel. Only civilians who have riding a street-legal motorcycle as part of their job description are required to be entered and tracked in MUSTT.

**Yes?** Member is a motorcycle rider.

Open [MUSTT](#) and see if they show up on your unit's roster.

**No?** (not on unit roster): Ask the rider if they have an account in AFSAS MUSTT/Training Module?

**Yes?** (they have an account): Log off your computer and have them log on and access their [MUSTT](#) account at <https://afsas.safety.af.mil/>


1. Have them change their previous unit of assignment to their current unit of assignment (MSR/MUSTT Guide is helpful here).
2. Review their data and have them make any demographic changes needed. If no changes are needed, have them logoff and now you can begin managing their account.

3. If time does not allow them to accomplish this while at your station, give them a copy of the [MSR Program Management Guide](#) and direct them to change their assigned unit in their account. Be sure and give them a suspense for completion.

**No?** (They do not have a MUSTT account) or they are not sure if they have an account.

1. Verify they either do or do not have a MUSTT account by logging into [MUSTT](#), clicking on the “My Account” tab along the top menu bar.
2. Scroll down to “Search Accounts” and then type in the member’s name. If they have an account, it will show here.
3. If they do have an account, even if it is inactive, log off your computer and follow steps above.
4. If they cannot be found in the “Search Accounts”, log off your computer. Now have the member log into AFSAS to create an account at <https://afsas.af.mil> this will save you time by not having to track them and continually urge them to get their account created.
5. Provide the new rider with the Integrated MSR/MUSTT Training Guide, if you don’t have time to assist them with this process and have them build an account, set a suspense for them to accomplish and be sure an follow up.


**Yes?** (on unit roster)

1. Click on the Data Viewer  icon located to the left of their name to review the records with the rider present.
2. If changes to the riders Personal Information are required, follow steps above.
3. After ensuring all information is correct, sign or initial their in-processing checklist and you are done.

## **Member Out-Processing**


**Step 1:** Member is not a rider: sign-off checklist and action is completed.

**Step 2:** **New rider or Member is a rider?**

1. **PCS or PCA:** Log off your computer and have member log into [MUSTT](#).
  - a. Have the rider change their unit of assignment to their new unit.
  - b. Have them log off your computer.
  - c. Sign off on the out-processing checklist and rider is now moved from your unit roster to the new unit of assignment roster.
2. **Member is Retiring or Separating?**
  - a. Inactivate the rider by pulling up the rider in [MUSTT](#).
  - b. Click on the Update Motorcycle Rider Information  icon and change the “Motorcycle Rider?” from “Yes” to “No”. This removes rider from unit roster.

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## RIDER SOLD MOTORCYCLE AND/OR IS NO LONGER RIDING?

**Step 1:** Log into the rider's record and click on "Update Motorcycle Rider"  icon.

**Step 2:** On the demographics page change "Motorcycle Rider" from "YES" to "NO".

**NOTE:** Additionally, remind the rider if they decide to start riding again they must log back into AFSAS and change the "Motorcycle Rider" from "NO" to "YES".

## REQUESTING TRAINING OR BRIEFING CREDIT IN AFSAS

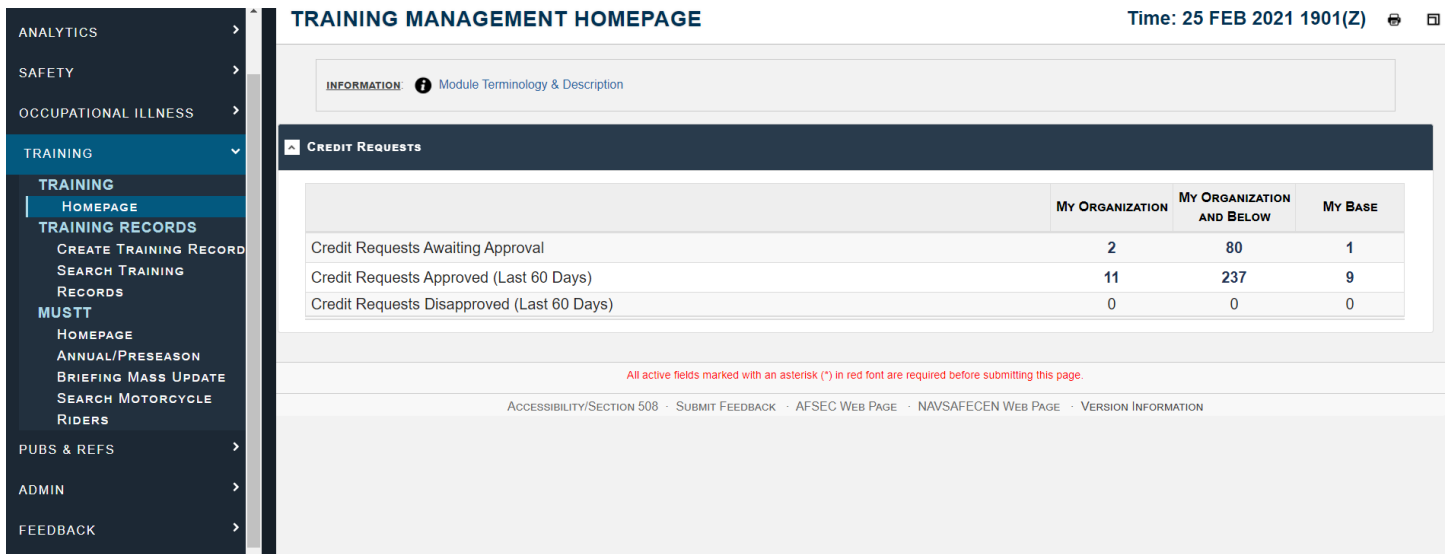
This tutorial is for riders with established MUSTT accounts. If you do not currently have a MUSTT account, you will need to create one.

With this tutorial, you will be able to add and request credit for motorcycle training or briefings you have successfully completed.

### Training Homepage

Start by logging into AFSAS at <https://afsas/safety.af.mil>

Click on "Training" in the left menu



The screenshot displays the "TRAINING MANAGEMENT HOMEPAGE" in the AFSAS system. The left sidebar menu includes options like ANALYTICS, SAFETY, OCCUPATIONAL ILLNESS, and TRAINING. The TRAINING section is expanded, showing sub-options like HOMEPAGE, TRAINING RECORDS, and MUSTT. The main content area features a table titled "CREDIT REQUESTS" with columns for "My ORGANIZATION", "My ORGANIZATION AND BELOW", and "My BASE". The table lists three categories: "Credit Requests Awaiting Approval", "Credit Requests Approved (Last 60 Days)", and "Credit Requests Disapproved (Last 60 Days)".

	My ORGANIZATION	My ORGANIZATION AND BELOW	My BASE
Credit Requests Awaiting Approval	2	80	1
Credit Requests Approved (Last 60 Days)	11	237	9
Credit Requests Disapproved (Last 60 Days)	0	0	0

At the bottom of the page, there is a footer with links for ACCESSIBILITY/SECTION 508, SUBMIT FEEDBACK, AFSEC Web Page, NAVSAFECEN Web Page, and VERSION INFORMATION. A red text warning states: "All active fields marked with an asterisk (\*) in red font are required before submitting this page."

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Select and create your training record request.

Once created, a Records Administrator or USR/MSR with appropriate Roles in your hierarchy will review and approve.

**NOTE:** Ensure you load all applicable training records (Certificates; training completion cards; etc.) Your records can be viewed in “Training Record Data Viewer”

Review your approval status (shown below).

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Account Information

- My Account
- Assigned Roles
- Professional Experience
- MOTORCYCLE RIDER INFORMATION**
  - Rider Information
  - Motorcycles
  - Files
- TRAINING INFORMATION
  - TRAINING RECORDS**
  - TRAINING TRANSCRIPT
- Validation
- Data Viewer
- User Administrators
- Organization Hierarchy
- Login History
- Page Access History
- Reset CAC Information
- Create Secondary Account

TO DO LIST

CALENDAR

ANALYTICS

SAFETY

OCCUPATIONAL ILLNESS

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

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## TRAINING RECORDS

Time: 02 MAR 2021 2224(Z)

**MESSAGE** You have 1 future training requirement.

**ACCOUNT HEADER**

Account ID: 98700483 Name: GS/GO - 13, Brandt, David R., AFSEC/SEGT  
DoD ID: 1039140027 Base: Kirtland AFB  
Last Updated: 02 MAR 2021 0930(Z)  
Status: Active

**1 FUTURE TRAINING REQUIREMENTS**

COURSE CATEGORY	COURSE FULFILLMENT	DUE DATE
Core Training	DoD Information Assurance Awareness (IAA) CyberAwareness Challenge	15 JAN 2022

**2 TRAINING RECORDS**

ACTION	COURSE CATEGORY	COURSE NAME	COMPLETION DATE	STATUS	CEU AWARDED	REQUESTED ON	REVIEWED ON
	Motorcycle and ATV Safety Training	Basic Rider Course 2 Updated (LW or SP)	02 MAR 2021	Credit Approved	0.8	02 MAR 2021	02 MAR 2021
	Core Training	DoD Information Assurance Awareness (IAA) CyberAwareness Challenge	15 JAN 2021	Credit Approved	0	21 JAN 2021	25 JAN 2021

**TRAINING RULES CALCULATION LOG**

Create Training Record

Done With Manage Training Records

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## ADDING/REMOVING MOTORCYCLES IN AFSAS MUSTT

“Add a Motorcycle”

**NOTE:** Riders are only to delete motorcycles when they have been entered in error. Motorcycles should remain entered to show a riding history. This information is helpful when conducting mishap investigations.

Account Information

- My Account
- Assigned Roles
- Professional Experience
- MOTORCYCLE RIDER INFORMATION**
  - Rider Information
  - MOTORCYCLES**
  - Files
- TRAINING INFORMATION
  - TRAINING RECORDS
  - TRAINING TRANSCRIPT
- Validation
- Data Viewer
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- Create Secondary Account

TO DO LIST

CALENDAR

ANALYTICS

SAFETY

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## MANAGE MOTORCYCLES

Time: 02 MAR 2021 2330(Z)

**ACCOUNT HEADER**

Account ID: Name  
DoD ID: Base  
Last Updated: 02 MAR 2021 2223(Z)  
Status: Active

**3 MOTORCYCLES**

**INSTRUCTIONS:** Please enter all motorcycles rider currently rides or has previous experience with.

ACTION	TYPE	YEAR	MAKE	MODEL	ENGINE SIZE	DATES RODE
	Cruiser/Street Bike	2020	Ducati	Scrambler Cafe Racer	751-1000CC	11/2019 to Present
	Cruiser/Street Bike	2012	Suzuki	SV650S	501-750CC	04/2007 to 04/2010
	Cruiser/Street Bike	1995	Kawasaki	Ninja 250	50-250CC	06/1999 to 04/2004

DISPLAYING RESULTS 1 - 3 OF 3 RECORDS

EXPORT TO:

Add a Motorcycle

Done with Motorcycles

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Hover help will guide what to input.

Update Account: [redacted] Time: 25 FEB 2021 1950(Z)

**UPDATE MOTORCYCLE**

**ACCOUNT HEADER**

Account ID: 135228 Name: Last Updated: 25 FEB 2021 0930(Z)  
DoD ID: -- Base: Status: Active

**Motorcycle Type**

Hover Help-- click help icon to keep visible

**Sport:**  
A motorcycle optimized for speed, acceleration, braking, and cornering on paved roads. Some sport bikes have been redesigned to encompass the performance characteristics with long distance capabilities and comfort of a touring bike.  
The following motorcycle styles for the purpose of defining training requirements as outlined in AFI 91-207 includes: Sport, Sport Touring, Adventure Series and Naked motorcycles.

**Cruiser/Street Bike:**  
A style of motorcycle where the riding position usually places the feet forward and slightly hands up, with the spine erect or leaning back slightly.  
The following motorcycle styles for the purpose of defining training requirements as outlined in AFI 91-207 includes: Cruiser, Chopper, Standard, Enduro, Dual Sport, Scooter/Moped >49cc, Touring Scooter.

**Other:**  
Any two wheel or three-wheel cycle not meeting the classification of Cruiser/Street Bike or Sport Bike.  
The Other style are riders who are not required by AFI 91-207 to be placed in MUSTT and riders of this style motorcycle require no training: Dirt Bike, Off-Road Motorcycle, Scooter/Moped <49cc, Three-Wheel motorcycles, Pocket Bikes, etc.

☐ Currently Ridden ☐ Previously Ridden

Years experience with this Motorcycle: 0

[Save Motorcycle Information](#) [Cancel](#)

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**NOTE:** If a rider fails to update their profile and remains “on your books” after they PCS, the Host Safety office can be contacted to assist in updating the rider’s account.

## SUBMITTING FEEDBACKS

See an area for improvement? Help us help you!

When encountering an error or you have a recommendation to improve how MUSTT operates, submit a feedback to the AFSAS Requirements Group (ARG).

To submit a feedback in AFSAS/MUSTT, use the menu shown at the bottom of each page. Click on “Submit Feedback”, then fill in information requested and submit.

**NOTE:** Phone calls to ARG or AFSEC SEG will not open a work order within MUSTT. Only submitting a feedback will generate a work order and trigger a suspense reply to the person creating the feedback.

All active fields marked with an asterisk (\*) in red font are required before submitting this page.

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