

MSR TRAINING MODULE TUTORIAL

AFSAS TRAINING MODULE (MUSTT) TUTORIAL FOR MOTORCYCLE SAFETY REPRESENTATIVES

<u>This Tutorial replaces all previous MUSTT Tutorials</u> <u>As of 24 March 2017</u>



AFSAS Training Module:

The newly designed AFSAS Training Module is designed to be the one-stop location for documenting all safety-related training for Air Force personnel to include motorcycle demographics and associated training (formerly known as MUSTT).

The following slides will give a MSR the information needed to properly record and manage the motorcycle demographics and training for their unit.

After reading the entire tutorial, an MSR can refer to any section, by subject matter, to refresh their understanding of how to accomplish a particular task. A master INDEX of subjects is provided on slide 7.



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ACCESSING AFSAS TRAINING MODULE:

To access the module and the MUSTT portion of the training module, use the following link below. (If you don't have an AFSAS account this link will also take you through the registration process for an account.)



INDEX

Air Force personnel with a Common Access Card can access the AFSAS MUSTT Module at this web link: https://afsas.safety.af.mil/Home.do



NAVIGATIONAL NOTES:

- A. This tutorial will only focus on how an MSR uses the AFSAS Training module to manage a commander's Motorcycle Mishap Prevention Program.
- B. Items or text on a slide highlighted in **RED** were designed to add emphasis to the text and to correlate with procedures outlined in the text.
- C. This tutorial walks users through each of the "INDEX MENU" selection tabs and addresses some of the frequently required MSR tasks.
- D. Any field with **RED** text and an asterisk is a mandatory field.

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ACCESSING THE INDEX MENU AND ICONS

FSAS UNCLASSIFIED REPORTING ONLY Time: 16 APR 2015 1257(Z) LOGGED IN AS On the top bar of the AFSAS Home Page is a "Hamburger" ICON that allows the user to access the "INDEX S/GG - 13; ALBERT, ARTHUR A. USAF AFSEC/SEGT MENU." The "INDEX MENU" can also be accessed by sliding your cursor to the far left of all screens within AFSAS. U.S. AIR FORCE Q When you slide your cursor all the way to the left of the screen the "INDEX MENU" will slide in from the left portion TO DO LIST of the screen. PUBS & REFS ADMIN **M** Email Function Update Motorcycle Rider Information FEEDBACK HELP Download Contact Information VCard to Outlook Manage Training Records 2 Export file to Excel Account Data Viewer Ø Index Menu Shortcut to AFSAS Homepage ø Print All Data on this Page U.S. AIR FORCE Maximize AFSAS A user can use the Search Box on the AFSAS "INDEX MENU" to find a Calendar Q pending feedback. Type in in the feedback 2 Hover Help number or subject of feedback in the box. Indicates this field has a drop down menu to select from V LOGGED IN AS Clicking on your name in the "INDEX GS/GG - 13; ALBERT, ARTHUR Search Function A.; USAF AFSEC/SEGT MENU" will take you immediately to your Ω account. INDEX MENU



MSR TRAINING MODULE TUTORIAL

TRAINING HOMEPAGE MANAGEMENT

🗲 https://afsas-test.af.mil/?help.name=/training/CreateCourseCreditRequest.do - AFSAS Help Viewer - Internet Explorer

AFSAS Help Viewer: Module Terminology & Description

- Ba

Print This Page

<u> – – ×</u>

Module Purpose:

· Primary Purpose: Record and track the completion of safety training by all AF personnel throughout their career.

Course: A course is specific training course or class with established dates, times and locations for the in-person or automated delivery of course material to one or more students.

Actors: An individual performs pre-defined functions, like an actor, in the Training Module. An individual may perform the functions of two or more actors. The functions of every actor are briefly described below.

- Training Records Administrator -- This person has the ability to manage training records for any person in their organization, a subordinate organization, or assigned to their assigned base. They may view the Training Transcript for any person in their organization, a subordinate organization, or assigned to their assigned base. Permission Name: "Training: Records Administrator"
- User w/ a 'Basic' Account -- This person has the ability to request credit for training they have completed, but not logged into the system. They may view their Training Transcript, but not others. Role Name: "AFSAS Basic Account"

Credit Request -- A student-submitted request to obtain credit for a class previously completed. Requests are reviewed and approved/disapproved by Records Administrators.

Credit Request Status -- Credit Requests follow a defined process from creation to completion and each step is defined by a Credit Request Status as it flows through AFSAS.

- Awaiting Review Once a Credit Request has been submitted by a student, it is automatically routed to a Records Administrator and its status is "Awaiting Review."
- · Approved Once a Credit Request has been approved by a Records Administrator, its status changed to "Approved."
- Disapproved Once a Credit Request has been disapproved by a Records Administrator, its status changed to "Disapproved."

Training Record -- A Training Record details the student's relationship with a class after the course has been completed and the Credit Request has been submitted.

Training Transcript – A Training Transcript is a list of successfully completed safety training courses. For AFSAS to place them on the Training Transcript, courses must have been successfully completed, and credit granted, via a Credit Request, by a Records Administrator.

> This Help entry was created by GS/GG - 13; Ramos, Juan Carlos; USAF USAF/SEAC on 06 NOV 2014 2306(Z), and last updated by GS/GG - 14; Christensen, Denis; USAF AFSEC/SEAC on 15 FEB 2015 0414(Z).

> > 🔍 100% ,

Module Terminology & Description Icon is located on top of "Training Management Homepage"

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MENUS AVAILABLE UNDER EACH INDEX MENU TAB

To Do List Tab	Training Tab	Pubs & Ref	Admin	Feedback	Help
LOGGED IN AS GS/GG - 13; ALBERT, ARTHUR A; USAF AFSEC/SEGT	LOGGED IN AS GS/GG - 13; ALBERT, ARTHUR A.; USAF AFSEC/SEGT	LOGGED IN AS GS/GG - 13; ALBERT, ARTHUR A; USAF AFSEC/SEGT	Logged IN AS GS/GG - 13; ALBERT, ARTHUR A.; USAF AFSEC/SEGT	Logged in As GS/GG - 13; ALBERT, ARTHUR A.; USAF AFSEC/SEGT	LOGGED IN AS GS/GG - 13; ALBERT, ARTHUR A; USAF AFSEC/SEGT
TO DO LIST	TO DO LIST	TO DO LIST	TO DO LIST	TO DO LIST	TO DO LIST
TRAINING	TRAINING	TRAINING	TRAINING	TRAINING	TRAINING
PUBS & REFS	PUBS & REFS	PUBS & REFS	PUBS & REFS	PUBS & REFS	PUBS & REFS
ADMIN	ADMIN	ADMIN	ADMIN	ADMIN	ADMIN
FEEDBACK	FEEDBACK	FEEDBACK	FEEDBACK	FEEDBACK	FEEDBACK
HELP	HELP	HELP	HELP	HELP	HELP
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	CREATE TRAINING RECORD	HOMEPAGE	REQUEST COURSE CREDIT	New Feedbacks	HELP
	SEARCH STUDENT TRAINING RECORDS MUSTT HOMEPAGE ANNUAL/PRESEASON BRIEFING MASS UPPATE SEARCH MOTORCYCLE RIDERS	AF SAFETY PUBLICATIONS (EXTERNAL LINK TO THE E-PUBLISHING WEBSITE) FORCE RISK REDUCTION (FORMERLY DSES) (EXTERNAL LINK)	SEARCH ACCOUNTS EMAIL HOMEPAGE INBOX SEARCH INBOX FILE SHARING HOMEPAGE ADD NEW FILE COLLECTION	TOME AWAITING REVIEW TOME IN WORK READY TO IMPLEMENT ASSIGNED FEEDBACKS FAILED TESTING SUBMIT FEEDBACK SEARCH FEEDBACKS	GETTING HELP HELP FILES AND USER GUIDES AFSAS POLICIES

Only menu items highlighted in **RED boxes** are covered in this tutorial.

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<u>NOTE</u>: All menu selections are Hyperlinked to their corresponding page within this tutorial. Links are active in slide show mode only.



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CREATING AN AFSAS ACCOUNT

All Air Force motorcycle riders must have an AFSAS account. This section gives you step-by-step directions to create your Account. AFSAS includes the Motorcycle Unit Safety Tracking Tool (MUSTT) training module which maintains all motorcycle demographics and training records for on-street motorcycle riders. This internal tool satisfies record keeping requirements as outlined in AFI 91-207. If you already have an AFSAS account you will be taken to the home screen as shown on slide 14.

Log into a computer with a CAC reader. Insert CAC and log into https://afsas.safety.af.mil/Home.do

A screen, similar to the one below will appear.

NOTE: Username and Password is not required.

Click on the "Create AFSAS Account"

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	AFSAS Production AFSAS Training AFSAS Test	
	All active fields marked with an asterisk (*) in red fort are required before submitting this page.	
	AFSEC Web Page - Accessibility/Section 508 - Contact AFSAS Helo Desk	+AFSAS TI
https://afsas-test.af.mi/LoginAction.do		

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MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

When you click "create an account," you will see this screen. If you already have an account, your name will be listed and you can click on "Cancel Account Creation" and proceed to the login page. However, if your name is not on the list, then click "Continue Account Creation."

AFSAS DUPLICATE ACCOUNT CHECKER

WARNING: 4 Duplicate AFSAS Accounts Found!

The AFSAS account you are creating:

DoD ID	Name (Last, First)	Rank/Grade	Email	Organization	Base
1143174898	Albert, Arthur	GS/GG - 13	arthur.albert@us.af.mil	AFSEC	Kirtland AFB (KIKR)

appears to coincide with the following existing AFSAS accounts:

DoD ID	Name (Last, First)	Rank/Grade	Email	Organization	Base
	Albert, Arthur	GS/GG - 9	51560@afsas-test.af.mil	60 AMW	Travis AFB
	Albert, Arthur	GS/GG - 13	51560@afsas-test.af.mil	AFSEC	Kirtland AFB
	Albert, Arthur	GS/GG - 13	51560@afsas-test.af.mil	AFSEC	Kirtland AFB
	Albert, Arthur	GS/GG - 11	59187@afsas-test.af.mil	AFNWC	Kirtland AFB

NOTE: Accounts are considered duplicate if the first and last name or DoD ID or e-mail address match an existing primary AFSAS account.

Would you like to Cancel creating the account listed above, or Continue?

Cancel Account Creation	Continue Account Creation



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MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

On this screen, enter your personal information. Each of the 4 sections shown are addressed on the next 4 slides.

All information requested with title shaded in **RED** are mandatory fields.

CREATE AFSAS ACCOUNT
Applicant, User and User Administrator Responsibilities
Who Should Have a Secondary AFSAS Account?
- Personal Information
Employment Status Tier 1: * select employment status *
Last Name: *
First Name: *
Assigned Organization Tier 1: * 1 - select organization tier 1
Office Symbol: *
Base: * (e.g. Kirtland AFB, Phoenix Sky Harbor, Pentagon ADM) O
Motorcycle rider? * C Yes C No
- Contact Information
Phone * (At least one contact number is required)
USN: all COMBET STORE
International: ext.
Email Address: *
Confirm Email Address: * .mil or .gov if available
Official Mailing Address (optional)
Line 1:
Line 3:
City, State, Zip or Foreion Country
- JOD FUNCTION(5) III Current Position* 🐑 Check all that appy
Bigenvironmental Engineer Chief of Safety Chief of the Office of Record Fight Safety Non-Commissio Control of Control Control Safety Non-Commissio Control of Control Control Safety Non-Commissio
🗆 Ground Safety Technician 🔹 Human Factors Expert 🗖 Medical Provider 👘 Mishap Investigator
Motorcycle Program Manager Motorcycle Rider Coach Motorcycle Safety Representative Other (i.e., Motorcycle Rider/ Revorde Outprofile Site Member Site Member Site Member
🗆 Supervisor of Civilians 📄 Supervisor of Military 🗖 System Safety Program Manager 🗆 Unit Safety Representative
Weapons Safety Manager
Type of Account Requested: * U Basic 🖉 U Elevated 🖉
Applicant's Justification for AFSAS Access*
Please include the reason you require an AFSAS account as well as justification for any 2 AFSAS role you are requesting.
Your AFSAS account will be immediately created, however, your requested roles will be
reviewed by an AFSAS User Administrator in your organization (or above within your organization hierarchy) before they are granted/denied. Therefore, please be sure to
include all pertinent information in this sustification box.
4000 characters remaining on your input limit. (Word Count: 0)

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CREATING AN AFSAS ACCOUNT

Section One is your Personal Information.

NOTE: The initial screen you see will not have the Employment Status Tier 2 or Assigned Organization Tier 2. As you fill in Tier 1 data, the Tier 2 fields will appear, if needed.

As a minimum you must complete all fields in **RED**.

A <u>black arrow</u> located at the right corner of a field indicates there is a drop down menu. The user must select from the drop down menu. A sample of the drop down for "Employment Status Tier 1" is shown below.

> -- select employment status ---- select employment status --US Military and Coast Guard Civilian Foreign Military

1	-	Personal	I Information	1
_		- croonar	. Allo allo allo allo allo allo allo allo	2

Employment Status Tier 1: *	US Military and Coast Guard 💌 <
Employment Status Tier 2: *	USAF Regular
Grade: *	E4 💌
Last Name: *	Allen
First Name: *	Alfred
Middle Name: (optional)	Anthony
Assigned Organization Tier 1: * 👩	US Air Force
Assigned Organization Tier 2: * 👩	377 Maintenance Squadron (377 MXS)
Office Symbol: * 👩	MXAA e.g. SE, MXAA, SGPM
AFSAS thinks you work at:	[377 MXS/ MXAA] 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: *	Maintenance - Aircraft
AFSC/Job Series: *	Aircraft Structural Maintenance (2A7X3)
Skill Level: *	Journeyman (5)
Motorcycle rider? *	⊙ Yes ○ No

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MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

Section Two is your Contact Information.

The more information provided here will ensure your MSR or Commander will be able to contact unit riders should the need arise. It will also provide the AFSAS Training Module (MUSTT) contact information to keep you informed of any changes that may be made in the future to AFSAS Training Module (MUSTT).

 Contact Informatio 	n
Phone* (At least one DSN: (US Commercial:(International:	e contact number is required) 312 CONUS) 246 - 0000 ext. 505 846 - 0000 ext. ext.
Email Address: * Confirm Email Add	allen.alfred@us.af.mil ress: * allen.alfred@us.af.mil
Official Mailing Ad	dress (optional)
Line 1:	9700 "G" Avenue
Line 2:	Room 323C
Line 3:	
City, State, Zip	Kirtland AFB 87117
or Foreign Country:	

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CREATING AN AFSAS ACCOUNT

Section Three is information related to Job Functions.

Check the box(es) for job functions you currently hold. For most new riders, the only box that needs to be checked is "Other (i.e. Motorcycle Rider/..). However if you are an MSR be sure to check the block for MSR.

	<u> </u>		
Bioenvironmental Engineer Flight Safety Officer Ground Safety Technician	Chief of Safety Flight Surgeon Human Factors Expert	Chief of the Office of Record Functional Area Records Manager Medical Provider	Flight Safety Non-Commissio Ground Safety Manager Mishap Investigator
Public Health Supervisor of Civilians Weapons Safety Manager	Records Custodian Supervisor of Military	SIB Member System Safety Program Manager	Squadron Flight Safety Offic Unit Safety Representative

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MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

Ŀ	4 – Account Information*
t Information	Type of Account Requested: * Basic Elevated
asic" to	Applicant's Justification for AFSAS Access*
count for	I am an Air Force Motorcycle Rider
on for AFSAS Rider".	
ection four, o ensure all tions 1	3966 characters remaining on your input limit. (Word Count: 7)
essary. If all on "Submit	
	m Submit Application e Cancel

Section Four is your Account Information

Click on the circle next to "Basic" to establish an initial AFSAS account for new riders.

In the Applicant's Justification for AFSAS Access type in "Motorcycle Rider".

Once you have completed section four, go back and double check to ensure all information is correct in sections 1 through 4 and change if necessary. If all information is correct click on "Submit Application".

TEST

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CREATING AN AFSAS ACCOUNT

Once you submit your application a new window will appear which is the "USER AGREEMENT for the AIR FORCE SAFETY AUTOMATED SYSTEM (AFSAS)".

Read the agreement and then in the four boxes place a check mark by clicking on the box in front of the **RED** narrative of understanding. By clicking on the box you acknowledge you understand the rules pertaining to use of AFSAS.

Once you have read and acknowledged the restrictions click on the "Continue to AFSAS" button at the bottom left corner of the page.

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-	Name of Alexandromy
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	AIR FORCE SAFETY AUTOMATED SYSTEM (AFSAS)
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CREATING AN AFSAS ACCOUNT

This window will allow you to list your professional experiences.

Read each question in **RED** and click on the circle of the appropriate response.

If you answered "YES", to either question, you may enter dates of unavailability to assist in a safety investigation by clicking on "add New Period of Unavailability". This field is optional but is helpful for planning purposes if you have these specialized experiences.

Once all information is checked or entered, click on the "Save Professional Experience" button to proceed.

P	PROFESSIONAL EXPER	RIENCE		🖨 Print	– Size
	! WARNING Please ent Profession	ter/review your professional experience information and b al Experience' button at the bottom of the page.	pe sure to click on the 'Save		
	- Account Header				
	Account ID: 305967 DoD ID:	Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA ⊠ Base: Kirtland AFB	Last Updated: 12 FEB 2014 1635(Z) Expiration Date: 12 MAY 2014		
	Are you rated?* 👩 🔍 Yes Do you have Aircraft or Re	 No emotely Piloted Aircraft (RPA) airframe or engine main 	tenance experience?* 🗃 🔿 Yes 💽 No		
	– Period of Unavailabilit	ty for Investigations (optional) 🗐			
	No period of unavailal	bility has been entered			
	Add New Period of	Unavailability			
	Bave Professional Expe	rience			

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After leaving the professional experience page you will be taken to "Update Motorcycle Rider" window, if you indicated you are a motorcycle rider. From here you will need to advance through the screens and supply information needed until you get to "My Administrators" page. If you are not currently a rider, proceed to the AFSAS Home Page by opening the "INDEX MENU" and clicking on the AF logo, top left corner of the "INDEX MENU". Remember you may also open "INDEX MENU" by sliding cursor to far left of screen.

My administrators slide shows you the POCs for your unit when dealing with AFSAS related problems. This is an information page only and to leave the page you will need to activate the "INDEX MENU".

NOTE: Anytime you see + or - to the left of a title bar menu you can click on the + to expand the selection or - to minimize selection.

CREATING AN AFSAS ACCOUNT

– Accou	nt Head	ler					
Accou	nt ID:	431456 Name:	GS/GG - 13; Albert.	Arthur A.; USAF AFSF	C/SEGT	Last Updated: 16 APR 2015 1858(Z)	
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MSR TRAINING MODULE TUTORIAL

AFSAS HOME

The AFSAS Training Module has taken on a new look. When you login to the "AFSAS HOME" page window, images may change occasionally but functionality will remain the same.

From this page, you enter the "INDEX MENU" which is used to navigate your way through management of your rider's records.

You can access the "INDEX MENU" by sliding your cursor all the way to the left side of the "AFSAS HOME" page window, as shown or click on the "Hamburger" ICON upper left corner of screen.



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MSR TRAINING MODULE TUTORIAL

AFSAS HOME

When cursor reaches the left side of the "AFSAS HOME" page window, the menu appears on the left side of the page. The menu has six selection options: My To Do List, Training, Pubs & Refs, Admin, Feedback and Help. Within these selections are additional menus. This tutorial walks you through each selection and subsequent menus pertinent to MSRs.

To begin, select "My To Do List" from the menu.



To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **FIX** top right of page or on "INDEX MENU" LOGOUT at bottom of page.

END THIS SECTION

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MSR TRAINING MODULE TUTORIAL

MY TO DO LIST

The "AFSAS TO DO LIST" will provide MSRs with a quick overview of riders within their unit that are overdue for the required Commander's Briefing IAW AFI 91-207, Paragraph 1.3.3.4. Also shown on this page are organizations that may fall below your organization's hierarchy. Additionally, listed are riders overdue the Commander's briefing for your installation.

To view riders overdue Commander's briefing within your organization, click on the number to the right of "My Organization's Motorcycle Riders: Late Commander Briefing" in the Number column.

TO DO LIST		ē
Work Items Awaiting Review	+ show work items with zero counts	
II Aviation Ground Space	Weapons	
Module	Торіс	Numb
	You Do Not Have Any Work Items	
Near Late or Late Work Items	+ show work items with zero counts	
Aviation Ground Space	Weapons	
Aviation Ground Space Module	Weapons Topic	Name
II Aviation Ground Space Module MUSTT	Weapons Topic My Organization's Motorcycle Riders: Late Commander Briefing	N amb 1
NI Aviation Ground Space Module MUSTT MUSTT	Weapons Topic My Organization's Motorcycle Riders: Late Commander Briefing My Organization's (& below) Motorcycle Riders: Late Commander Briefing	1 2
III Aviation Ground Space Module MUSTT MUSTT MUSTT	Weapons Topic My Organization's Motorcycle Riders: Late Commander Briefing My Organization's (& below) Motorcycle Riders: Late Commander Briefing My Base's Motorcycle Riders: Late Commander Briefing	Normb 1 2 3

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MSR TRAINING MODULE TUTORIAL

MY TO DO LIST

In this window, riders within your organization overdue the Commander's Briefing will be visible.

Also, any motorcycle training due is listed. The rider illustrated below is due Initial training and was due on 20 Dec 2014.

Use the ICONs to navigate to another window for editing rider information. ICONs available include:

- A. Update Motorcycle Rider Information
- B. Manage Training Records
- C. Account Data Viewer.

These ICONS will be used later in the tutorial.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on _ **5** top right of page or on "INDEX MENU" LOGOUT at bottom of page.

IUSTT SEARCH RESULTS - SEARCH PARAMETERS Values Homepage Link: My Organization's Motorcycle Riders: Unit Commander's Brief, Overdue Displaying Results: 1 out of 1 Search Refinement + Expand All - Collapse All - Organization Type: 0

Group	0
Squadron	0
- Assigned Organization:	
- Assigned Base:	
- Motorcycle Type:	
Adventure Series	0
Chopper	0
Cruiser	0
Enduro/Dual Sport	0
Naked	0
Off Road/Dirt	0
Scooter	0
Sport Style-Rented/Boworred (Do Not Own)	0
Sport Touring	0
Sport	0
Touring	0
 Include Riders With Rider Information: 	
Incomplete	1
Complete	0
- Employment Status:	
Military	1
Civilian	0
Phide facets with zero counts	

Criterion

Wing

Δ	ction R	G	ade	Name	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	Licensed	Years of Experience	Rider Status	Rider Category	Due Date
đ	. Mil.	ø i	94	AFSECRecApprover, Test A.	USAF	AFSEC	SEAC	Kirtland AFB			Initial	Street	20 DEC 2014
Displ	aying	Resul	ts 1	- 1 of 1 records.								Ex	port to: 🙀

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MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

Next we will go to the "TRAINING" tab from the left "INDEX MENU".

The training menu window contains several additional menu items.

The next several slides will focus on the functions of all the tabs under the "TRAINING" menu.



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MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

The "TRAINING' menu consists of two submenus: TRAINING & MUSTT.

Let's begin with the "TRAINING" portion of the menu. In the "TRAINING" area there are 3 functioning windows. Homepage, Create Training Records, Search Student Training Records.

In the "TRAINING" section, click on "HOMEPAGE"



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MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

On the Training Management Homepage, you will find three column headings with number of riders identified to the right of line headings. Column headings include; "My Organization", My Organization and Below" and "My Base". Line headings include; "Credit Requests Awaiting Approval", Credit Requests Approved (Last 60 Days), and Credit Requests Disapproved (Last 60 Days). Also shown is a number. This number is a "Hyperlink", when clicked, takes you to a search based on line headings.

Example: To the left is the result if you click on the number 1 at "Credit Requests Awaiting Approval" under the "My Organization" column. The search identifies one request for training approval pending. To work request use the Action ICONS.

INING MANAGEMENT HOMEPAGE			-	Ð
Madula Taminalanu & Description				
module remninology & Description				
Credit Requests				
	My Organizatio	n ^{My Organization} and Below	My Base	
Credit Requests Awaiting Approval	1	<u>3</u>	1	
Credit Requests Approved (Last 60 Days)	<u></u>	<u>17</u>	<u>15</u>	
Credit Requests Disapproved (Last 60 Days)	0	0	0	_
				_
All active fields marked with an astarisk (*) in red font are required before submitting this page.				
AFSEC Web Page · Accessibility/Section 508 · Submit Feedback			+AFSAS Trun	٦k
				_

PI		G TRA	INING CREDIT	REQUESTS FOR MY ORG					a n
		0 1101		negoeoro ron monto					
	Ac	tion	Grade	Name	Organizat	ion, Tier 1 Organiza	tion, Tier 2 Office Symbo	I Base	Course Count
	Q	ø	GS/GG - 14	Erpelding, Mark	USAF	AFSEC	SEGT	Kirtland AFB	1
	Displayi	ng Resul	Its 1 - 1 of 1 records.						Export to:

Click this ICON "All Accounts Associated with this DOD ID to view and approve or disapprove this riders training.

This allows you to view the rider's Training Transcript. Training Transcript is a view only page for informational purposes. No action can be taken from this window.

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MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

A. To approve or disapprove click on the "List all Associated Accounts with this DOD ID" ICON.

B. Then click on the "Manage Training" ICON to be advanced to the window for either approving or disapproving submitted training.

C. At this screen you will find three ICONS to choose from, I. "Review Course Credit Request", II. "View Training Record Data Viewer" or III. "Delete Training Record". Additionally you can create or enter new training using the IV. "Create Training Record" Button. From this window you can also navigate back to "Account Record Search Results" or once finished can move on by clicking "Done With Manage Training Records". We will start by saying you want to approve the training submitted. Click on "Review Course Credit Request".



B	SEARCH AFSAS ACCOUNTS RESULTS								ē	Ð
	- SEARCH PARAMETERS									
	Criterion Values Displaying Results: 1 out of 1									
	φ Modify Search ρ Start Over									
	Action Grade Name ↓	User Type	Organization, Tier 1	Organization, Tier 2	Base	Last Logged In	Phone Email	User A Admin?	Account Type	Status
	් යනී 📾 GS/GG - 14 Erpelding, Mark		USAF	AFSEC/SEGT	Kirtland AFB	02 APR 2015 2004(Z)	۲ 🗹		Basic	Active
	Displaying Results 1 - 1 of 1 records.							Ex	port to:	Da

	MESSAGE Your trainin	g requirements have all bee	n satisfied.					
-	Account Header							
	Account ID: 139602	7 Name: GS/	GG - 14: Erpelding, Mark: USAF AFSEC/SI	EGT M	Last U	pdated: 14 APR	2015 2041(Z)	
	DoD ID: 114347803	5 Base: Kirtla	and AEB		Status	Artica		
	2 Training Records							
ľ	I HenIII	Course Category	Course Name	Completion Date	Status	CEU Awarded	Requested On	Reviewed
	IAHonIII ⊮ ∂∎ Mo	Course Category prcycle and ATV Safety	Course Name MSRC / ARC/ DoD Approved Sport Bike	Completion Date 18 FEB 2015	Status Credit Awaiting Review	CEU Awarded	Requested On 24 FEB 2015	Reviewed (

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MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

Following the approval process, review the submitted training information. Person requesting approval should have attached supporting documentation for you to open and verify (certificate, class roster signed my instructor, or some means of verification). Read justification and based on the justification and the supporting documentation you will either "Approve or Disapprove" request for training approval.

To open attachment click on the hyperlink provided.

E AFSAS UNCLASSIFIED REPORTING ONLY	·		
REVIEW COURSE CREDIT R	EQUEST		
Course Credit Requested For: Erpelding	g, Mark on 24 FEB 2015 (<u>+ View Asso</u>	ociated AFSAS Account)	
Course Name:*	MSRC / ARC/ DoD Approv	ed Sport Bike	0
I completed the exact course above?	* • Yes () No		
Organization Providing Training:			
Completion Date:			
Based on the number of contact hours:	entered, you should receive 0.0 CE	Us.	
Number of CEUs:	0		
Course Completion Certificate Award	led?* 💿 Yes 🔿 No		
transcript, etc.) and any additional files. Credit requests will not be approved wit	supporting your credit request.	porting documentation.	
Attached File	File Size	Uploaded By	Uploaded On Status
MSF.gif	3.34 KBGS/GG	- 14; Erpelding, Mark; AFSE	C/SEGT24 FEB 2015 🗸
Acceptable File Formats: .doc, .docx .bmp, .gif, .jfif, .jpe, .jpeg, .jpg, .png, . Attach File: Please ensure that the file you are atte AFSAS scans attached files for viruses You may upload up to five files; attach evereds this limitation please contact	, pdf, .ppt, .ppt, .ppt, .txt, .xls, .xl tif, .tiff, .xfdl, .mov, Any empting to upload is not password p s. If a virus is detected, AFSAS will ment size is subject to local base re the AFSAS Hein Desk	isx, .m4a, .mp3, .mp4, .wav, .w vrotected. delete the file and notify you. estrictions; If you need to upload	na, .avi, .mpeg, .mpg, .wmv, a file that
IAW AFI 91-207			
<.			
Credit Decision:* O Approve O Dis	approve		



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MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

A. Click on hyperlink to view supporting A documentation.

B. Click on open attachment to view supporting documentation.

C. In this case the MSF logo represents an MSF completion certificate.

D. Once MSR verifies the certificate combined with justification from previous slide, training can now be "Approved" or "Disapproved" by MSR. **NOTE**: If marked "Disapprove" a required justification box will appear for comments. If marked "Approve" the same box will appear but comments are optional.

After marking "Approve" it is time to process the credit request by clicking "Process Credit Request".

Α		Attached File	File Size	Uploaded By	Uploaded On Status
			3.34 KBGS/GG	- 14; Erpelding, Mark; AFSE	C/SEGT24 FEB 2015 🗸
B	🖶 Process Credit Re	Do you want to open or save MSF.gif (3.33 KB)	from afsas-test.af.mil?		Open Save 🔻 Cancel ×
С	C: Users Albert	AA\AppData\Local\Wicrosoft\Windows\Temporary Internet Files\Co	ntent.IE5\33CF D	Review Course Credit Request 🥼 C: Users (AlbertAA)4	ppData X 💼 🏠 🛱
D	Credit Decision:* ● App	prove 🔿 Disapprove			
	🖶 Process Credit Requ	ø Cancel			
	Comments: (optional) 🗸 S	pell Check	C	mments: * 🗸 Spell Check	^
		Approved: Optional		Disapprove	d: Required
	4000 characters remaining or	n your input limit. (Word Count: 0)	40	00 characters remaining on your input limit. (Word Cou	int: 0)

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MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

TRAINING RECORD DATA VIEWER FOR ERPELDING, MARK

Once the approval/disapproval request is complete, the "Training Record Data Viewer for (Rider's Name)" appears. Once you verify changes where made as you intended then click on the "Done With Training Record Data Viewer" This takes you to "Training Records" to verify class is approved and is no longer pending approval.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **FEX** top right of page or on "INDEX MENU" LOGOUT at bottom of page.

MESSAGE Successful	cessfully Approved lested by Erpelding	Course Credit Request #121024 for the course titled 'MSRC / ARC/ DoD Approved Sport Bike' , Mark on 24 FEB 2015.	
- Account Head	ler		
Account ID:	139607	Name: GS/GG - 14; Erpelding, Mark; USAF AFSEC/SEGT 🖸	Last Updated: 17 APR 2015 1835(Z)
DoD ID: 1143	478935	Base: Kirtland AFB	Status: Active

+ Expand All - Collapse All

Credit Request Information	
Field	Value
Course Category:	Motorcycle and ATV Safety
Course Name:	MSRC / ARC/ DoD Approved Sport Bike
Course Description:	A one-day course that complements a rider's basic skills and helps with personal risk assessment. It includes a fast-paced classroom segment with several interactive activities to improve perception and hazard awareness. Range exercises enhance both basic skills and crash avoidance skills. Improving braking and cornering fincesse is emphasized. The course is beneficial for riders on any type of street motorcycle
Was this course facilitated by MSF	? Yes
Organization Providing Training:	-
Completion Date:	18 FEB 2015
Number of Contact Hours: 👩	0
Number of CEUs Requested:	0
Justification:	IAW AFI 91-207
Request Date:	24 FEB 2015

+ Course Credit Approved	
+ 1 Attached Supporting Documents	
Done With Training Record Data Viewer	
END THIS SECTION	2

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NEXT SLIDE



MSR TRAINING MODULE TUTORIAL

UPDATE MOTORCYCLE RIDER INFORMATION: TRAINING

Updating a rider's training starts from the AFSAS Home page. Open "INDEX MENU" as shown to the right and click on the "TRAINING" tab. First, we will update training as if a rider just came in and gave you a copy of training they attended.



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MSR TRAINING MODULE TUTORIAL

UPDATE MOTORCYCLE RIDER INFORMATION: TRAINING

Once the tab is open you will now select "Create Training Record" from "INDEX MENU".

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MSR TRAINING MODULE TUTORIAL

UPDATE MOTORCYCLE RIDER INFORMATION: TRAINING

The "Create Training Record" window will now appear. Type in a portion of the rider's last name and a menu selection list should appear with the rider's name listed. Select the correct rider by clicking on the applicable name. Note: If rider doesn't appear they don't have an AFSAS account and need to establish an account before you can proceed..

Type in the course name, again there will be a selection menu with the course listed. Answer all questions in RED as they are required. When you click "YES" on the "Course Completion Certificate Awarded" the "BROWSE" selection button will show as seen on this screen shot. If you select "NO" the section highlighted in RED will not be visible. All certificates must be saved electronically to file to MUSTT. Once you complete the Justification block then click "Create Training Record".

Student Name:* GS/GG - 14; Erpelding, Mark; USAF AFSEC/SEGT Course Name:* Basic Rider Course or DoD Approved Initial Course - BRC I completed the exact course above?* • Yes < No Organization Providing Training: Completion Date:* 06 MAY 2014 Based on the number of contact hours 0 Based on the number of contact hours entered, you should receive 0.0 CEUs. Number of CEUs: 0 Course Completion Certificate Awarded?* • Yes < No Supporting documentation is essential to show that you completed this class. Upload supporting documents (i.e. a training certificate, transcript, etc.) and any additional files supporting your credit request. Cordit secured will be the course of the origination of contact files to documentian documentation.	
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Acceptable File Formats: .doc, .docx, .pdf, .ppt, .pptx, .rtf, .txt, .xls, .xlsx, .m4a, .mp3, .mp4, .wav, .wma, .avi, .mpeg, .mpg, .wmv, .bmp, .gif, .jfif, .jpe, .jpeg, .jpg, .png, .tif, .tiff, .xfdl, .mov, Any	
Attach File:" @ Browse	
Please ensure that the file you are attempting to upload is not password protected.	
AFSAS scans attached files for viruses. If a virus is detected, AFSAS will delete the file and notify you.	
You may upload up to five files; attachment size is subject to local base restrictions; If you need to upload a file that exceeds this limitation, please contact the <u>AFSAS Help Desk</u> .	
Justification:" Spell Check	
Justification is required in order to obtain credit for a course. Provide adequate justification that your class meets the requirements for the course credit that you request.	

LAST SLIDE VIEWED

PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

UPDATE MOTORCYCLE RIDER INFORMATION: TRAINING

END THIS SECTION

The "Training Record Data Viewer for (Rider's Name) should now appear. This is a verification screen. Verify the "Course Request Information" is correct. Also, you will be able to verify who updated the training and approved it. Remember if a section has a + or - sign in front of the title bar you can either expand or compress that area.

Click on the "Done With Training Record Data Viewer". You are taken to four windows in the following order. "Training Records", "Student Training Transcript", "Account Validation Results" and "Data Viewer". Click "Done With" on each of these windows to move to the training module.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **FIX** top right of page or on "INDEX MENU" LOGOUT at bottom of page.

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MSR TRAINING MODULE TUTORIAL

"Search Student Training Records" This selection allows MSRs to search for a particular record of a rider.

This feature allows MSRs to determine immediately if an identified rider within their unit has an AFSAS basic account. This is important because if the rider has an account the MSR can easily manage the record to include add/edit/approve training, add/edit motorcycle demographics, add/edit/approve briefings, etc.

Open the "INDEX MENU" by moving cursor to far left or clicking the "Hamburger" ICON top left of screen. Once opened, click on "TRAINING" and then "Search Student Training Records".

SEARCH RIDER TRAINING RECORDS

GS/GG 13: ALBERT AL			
A.; USAF AFSEC/SE	GT		- AFSAS NEWS (0)
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PREVIOUS SLIDE

MSR TRAINING MODULE TUTORIAL

The "Search Student Training Records" screen is displayed.

IR FORCE SAFETY CEN

A. On this page you can search for a rider based on name, unit of assignment or base.

B. You can search for how many of your riders attended a given training class during a specific period.

C. You can search for riders with approved training, awaiting to have training approved or disapproved training. This can be further refined by combining search with items A or B above.

SEARCH RIDER TRAINING RECORDS

AFSAS Unclassified Reporti	NG ONLY		Time: 20 APR 2015 1637
SEARCH STUDENT TRA	INING RECORDS		@ [
Student Name:		0	
Assigned Organization Tier 1:	select organization tier 1	A	
Base:		0	
Course Category:	Select Course Category 🔽	B	
Course Name:			
Training Status:	Approved Awaiting Approval Disapproved		
Course Completion Date:	DD MON YYYY		
Include Secondary Accounts:		D	
Results Per Page:	25 🔽		
Search Training Records	¢ Start Over		

D. Another search capability is to search by date range. You can also combine this search with information from A, B and C.

E. Additionally, you control the size of the output by changing the "Results by Page".

Once you have determined the purpose of your search and completed the appropriate field(s), click on the "Search Training Records" button.

LAST SLIDE VIEWED

PREVIOUS SLIDE

a b



MSR TRAINING MODULE TUTORIAL

Once you click "Search Training Records" the "Training Records Search Results" window appears. In this search example, searched for all riders in AFSEC that attended an ARC course between 1 Apr 2013 and 1 Apr 2015, whether the training was approved, disapproved or awaiting approval.

The result listed four riders fitting these parameters. Then select the appropriate Action ICON to the right of the name to continue working with the rider's record.

See the **ICON** page (Slide 4) for listing of ICONs and what they allow an MSR to accomplish.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **_** top right of page or on "INDEX MENU" LOGOUT at bottom of page.

SEARCH RIDER TRAINING RECORDS

TRAINING RECORDS SEARCH RESULTS

SEARCH PARAMETERS	
Criterion Assigned Organization Tier 1: Assigned Organization Tier 2: Include subordinate organizations: Course Category: Training Status: Include Secondary Accounts: Displaying Results:	Yalues US Air Force Air Force Safety Center (AFSEC) No Motorcycle and ATV Safety " Approved, Awaiting Approval, Disapproved" No 4 out of 4
Search Refinement + Expand All	- Collapse All
- Organization Type: HQ MAJCOM NAF Wing Group Squadron - Training Record Status: Credit Awaiting Review Credit Approved Credit Disapproved	
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	Over

To sort your search results, select the header you want to sort by

	Action		Grade	Name	Organization, Tier 1	Organization, Tier	2 Office Symbol	Base
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م	аŇ	ø	E7	Kuhlmann, Erik	USAF	AFSEC	SEH	Kirtland AFB
م	ងណី	ø	CTR	Andreev, Igor A.	USAF	AFSEC	SEAC	Kirtland AFB
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Displa	iying R	esults	a 1 - 4 of 4 records.					Export to:

LAST SLIDE VIEWED

PREVIOUS SLIDE

NEXT SLIDE



MSR TRAINING MODULE TUTORIAL

MUSTT HOMEPAGE

MUSTT Homepage will allow MSRs to gain a quick look at the training and briefing status for all unit motorcycle riders.

Click "Homepage" on the "INDEX MENU".

LOGGED IN AS			
LOGGED IN AS GS/GG - 13; ALBERT, ARTHUR A; USAF AF SEC/SEGT A JIR FORCH D MAIN MAIN AUNING CALININ	nd layout! ed to make more efficient use of the organization of all AFSAS components. Lich as mishaps, recommendations, tab ped within the new "Safety" menu. Also, erent sized screens and optimizes their new changes Next •		- AFSAS NEWS (0) You do not have any unread news at this time.
'DATE EARCH MOTORCYCLE RIDERS	+ show work items with zero counts e Weapons Work Item ications iting Approval At My Organization	Number 9	
	iting Approval At My Organization And Below iting Approval At My Base	3	
	hide work items with zero counts		
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LAST SLIDE VIEWED

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MSR TRAINING MODULE TUTORIAL

MUSTT HOMEPAGE

In the MUSTT Homepage window the MSR will be able to get a quick overview of training and briefings for riders within My Organization, Organization & Below, Base, and My Organization's Riders at My Base. Additionally, this window will show riders with incomplete rider information, due, overdue briefings and training as well as the total number of riders within the organization.

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

On the next slide is an expanded listing for Annual/Preseason Brief, Overdue for an organization by clicking on the number 3 in the count column.

MUSTT HOMEPAGE **d** D MUSTT will fulfill the commander's requirements outlined in AFI 91-207. **View Motorcycle Riders** My Organization's Riders My Organization's (& below) Riders My Base's Riders My Organization's Riders at My Base Count Riders With Incomplete Rider Information <u>3</u> Total Number of Riders 19 Unit Commander's Brief, Due within 30 Days 0 Unit Commander's Brief, Overdue <u>2</u> Annual/Preseason Brief, Due within 30 Days 0 <u>3</u> Annual/Preseason Brief, Overdue aining Required. Due within 90 Days Training Required, Due within 60 Days 0 0 Training Required, Due within 30 Days Training Required, Overdue 1

LAST SLIDE VIEWED

MUSTT SEARCH RESULTS

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PREVIOUS SLIDE

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MSR TRAINING MODULE TUTORIAL

MUSTT HOMEPAGE

From "MUSTT SEARCH RESULTS" window, three riders overdue a commander's briefing are displayed.

Using the appropriate Action ICON you can edit, add or delete information for a rider. In this case the MSR wants to update MSgt Adrian Secrist's record to show he received the unit commander's briefing on 20 Apr 2015.

Click on the "Update Motorcycle Rider Information" ICON.

SEARCH PARAMETERS		
Criterion Values Homepage Link: My Organization's Motorcycle Riders: Annual, Displaying Results: 3 out of 3	/Preseason Brief, Overdue	
Search Refinement + Expand All - Collapse All		
- Organization Type:		
Wing	0	
Group	ō	
Squadron	0	
- Assigned Organization:		
- Assigned Base:		
- Motorcycle Type:		
Cruiser	1	
Sport Touring	1	
Sport	1	
Standard	1	
Adventure Series	0	
Chopper	0	
Enduro/Dual Sport	0	
Naked	0	
Off Road/Dirt	0	
Scooter	0	
Sport Style-Rented/Boworred (Do Not Own)	0	
Touring	0	
 Include Riders With Rider Information: 		
Incomplete	1	
Complete	2	
- Employment Status:		
Military	3	
Civilian	0	
P hide facets with zero counts		
★ Back to MUSTT Homepage		

	А	ction		Grade	Name	Assigned Organization Tier *	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	Licensed	Years of Experience	Rider Status	Rider Category	Due Date
୍ଷ	ф	аů	ø	04	AFSECRecApprover, Test A.	USAF	AFSEC	SEAC	Kirtland AFB	Y	15	Intermediate	Sport	08 APR 2016
đ	4 0	аŇ	ø	E7	Secrist, Adrian	USAF	AFSEC	SEWC	Kirtland AFB	Y	27	Refresher	Sport	26 APR 2018
đ	40	añ	ø	04	VanHouten, Neal A.	USAF	AFSEC	SEWN	Kirtland AFB	Y	22	Refresher	Street	03 MAR 2019
Displaying Results 1 - 3 of 3 records. Export to:									Export to:					

LAST SLIDE VIEWED

PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

MUSTT HOMEPAGE

•			
- Account Header			
Account ID: 148041	Name: E7; Secrist, Adrian; USAF AFSEC/SEWC 💟	Last Updated: 20 APR 2015 1842(Z)	
DoD ID: 1249047003	Base: Kirtland AFB	Status: Active	
Motorcycle rider? *	● Yes ◯ No		
Date Arrived at Organization:	02 APR 2012		
Year of Birth:	Year 1982		
Approximate Age:	33		
Gender:	Male Female Xue		
Category of Rider:	Street Only		
Approximate Date Started Riding Motorcy	vcles: * Month SEP Vear 1988		
Approximate Years of Experience:	26.6		
Average Miles Ridden Per Year:	1000		
Comments: (optional) 🗸 Spell Check			
	~		
	it (Mand County D)		
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"Update Motorcycle Rider" window will open. Open the "INDEX MENU" and click on "Training Records".

LAST SLIDE VIEWED

PREVIOUS SLIDE

NEXT SLIDE



MSR TRAINING MODULE TUTORIAL

MUSTT HOMEPAGE

RAINING RECORDS				e de la companya de la company
DMESSAGE You have 1 future training	ng requirement.			
ERROR You have 2 overdue train	ina requirements.			
- Account Header				
Account ID: 148041	Name: E7; Secrist, A	drian; USAF AFSEC/SEWC 🛛	Last Updated: 20 APR 2015	i 1842(Z)
DoD ID: 1249047003	Base: Kirtland AFB		Status: Active	
Course Ca	tegory	Annual/Preseason Briefing	01 APR 2014	
Motorcycle and ATV Safety		Annual/Preseason Briefing	01 APR 2014	2
Motorcycle and ATV Safety		Unit Commander Briefing	20 DEC 2014	Ø
+ 1 Future Training Requireme	nts			
+ 9 Training Records				
	_			
Create Training Record				
	-			

Done With Manage Training Records

REMINDER: + to left of title bar menu indicates area can be expanded.

- indicates area can be minimized.

If not expanded, expand "Training Records" to view. Select "Create Training Record" lower left of screen.

LAST SLIDE VIEWED



MSR TRAINING MODULE TUTORIAL

From "Create Training Record" window, fill in all required data. When you type in a field with a <u>o</u> this indicates this field has an automatic fill in list to select from once it recognize the text being typed. Select from the list.

Once all information is complete click the "Create Training Record" to update rider's record with training shown in the "Course Name" field.

Remember justification is required. For all motorcycle training and briefings use [Briefing/Training IAW AFI 91-207] as a minimum.

Once training or briefing is submitted by clicking the "Create Training Record", MSR will be taken to <u>"Training Record</u> <u>Data Viewer for (Rider) then to</u> <u>"Training Records" and "Student</u> <u>Training Transcript"</u> To move on from each of these windows click "Done with......" lower left of window. Once at validation screen rider's information has been updated.

MUSTT HOMEPAGE

Student Name:* E7: Secrist. Adrian: USAF AFSEC/SEWC Course Name:* Unit Commander Briefing - UCMBR Completed the exact course above?* • Yes No Crganization Providing Training: Completion Date:* 20 APR 2015 Sased on the number of contact Hours: OB3ased on the number of contact hours entered, you should receive 0.0 CEUs. Number of CEUs: OB3ased on the number of Cettificate Awarded?* Yes No No Number of CEUs: OB3ased on the number of Cettificate Awarded?* Yes No No Number of Yes Affeiting TaW Affeiting Yes	REATE TRAINING	RECORD	
Course Name:* Unit Commander Briefing - UCMBR completed the exact course above?* Yes Drganization Providing Training: Completion Date:* 20 APR 2015 Wumber of Contact Hours: 0 3ased on the number of contact hours entered, you should receive 0.0 CEUs. Number of CEUs: 0 Course Completion Certificate Awarded?* Providing Taiming: 10 Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: Providing Training: <th>Student Name:*</th> <th>E7; Secrist, Adrian; USAF AFSEC/SEWC</th> <th></th>	Student Name:*	E7; Secrist, Adrian; USAF AFSEC/SEWC	
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		~	

If finished with editing or changing records after the "Account Validation Screen" MSR can exit by clicking on the "Internet Explorer" or LOGOUT at bottom of the page.

CAccount Validation Results - Internet Explorer

If more changes are needed then proceed back to the "MUSTT Homepage" by opening the "Index Menu" and clicking on "Training". Then select applicable menu item.

LAST SLIDE VIEWED

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MSR TRAINING MODULE TUTORIAL

ANNUAL/PRESEASON BRIEFING MASS UPDATE

AFI 91-207, paragraph 1.3.4.5. requires all on-road motorcycle riders to attend an annual/preseason safety briefing. An example annual/preseason template is located in AFI 91-207, Atch 3 or in the AFSAS MSR's Toolkit, <u>slide 71</u> shows how to access AFSAS MSR's Toolkit.

Quite often this briefing will be held so several riders attend at the same time. To update these riders records, MSRs may want to use the "Annual/Preseason Mass Update" feature in the training module.

To use mass update feature, open the "Index Menu" select "TRAINING" and select "Annual/Preseason Briefing Mass Update" button under the MUSTT tab.



LAST SLIDE VIEWED

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MSR TRAINING MODULE TUTORIAL

ANNUAL/PRESEASON BRIEFING MASS UPDATE

Time: 23 APR 2015 1920(Z)

🖶 🗈

"Annual/Preseason Briefing Mass

Update" To update using the mass update feature, MSR enters the date of the briefing and clicks on the box to the left of the rider's name. This will create a check mark in the box. Once all riders participating have been identified, click on the "Save Briefing Data".

Once saved the "MUSTT HOMEPAGE" window will open. This will complete the mass update.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **FIN** top right of page or on "INDEX MENU" LOGOUT at the bottom of the page.

-	SEARCH PARAMETERS		
	<u>Criterion</u> Assigned Organization: Assigned Base: Displaying Results:	Values Air Force Safety Center (AFSEC) (remove criterion) Kirtland AFB (remove criterion) 25 out of 43	
	Search Refinement	+ Expand All - Collapse All	
	- Organization Typ	e:	
	Wing	2	
	Group	<u>2</u>	
	Squadron	<u>13</u>	
	 Assigned Organiz 	ation:	
	- Assigned Base:		
	Phide facets with zer	o counts	
		omepage	
nnı	ual / Pre-season Briefing Da	t * [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	
	04	AFSECRecApprover, Test A.	USAF	AFSEC	SEAC	Kirtland AFB	01 APR 2015	
	GS/GG - 13	Albert, Arthur	USAF	AFSEC	SEGT	Kirtland AFB	01 APR 2015	
	GS/GG - 13	Albert, Arthur A.	USAF	AFSEC	SEGT	Kirtland AFB	01 APR 2015	
	E5	Allen, Jesse	USAF	485 IS	F2531	Mainz-Kastel	01 APR 2015	
	CTR	Andreev, Igor A.	USAF	AFSEC	SEAC	Kirtland AFB	01 APR 2015	
	E4	Ayala Ramos, Paul G.	USAF	485 IS	LRF	Mainz-Kastel	01 APR 2015	
	03	Brownlow, Daniel L.	USAF	14 AF	A30	Vandenberg AFB	01 APR 2015	
	CTR	Kerr, David	USAF	AFSEC	SEAC	Kirtland AFB	01 APR 2015	
Displaying Results 1 - 25 of 43 records. Export to: Page: 1 2 Next Last								
B Save Briefing Data								
Results per Page: 25 50 100 200 AFSAS took 0.33 seconds to render these search results.							er these search results.	
Email all Riders Listed								

END THIS SECTION

LAST SLIDE VIEWED

PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

SEARCH MOTORCYCLE RIDER

To search for a motorcycle riders, open the "Index Menu" select "TRAINING" and select "Search Motorcycle Riders" under the MUSTT tab.

The search motorcycle riders selection goes to the "Search AFSAS Accounts". From this window, a MSR is able to find a rider's record or determine if the rider has an AFSAS account.

To use this feature, type in the member's last name, first name and any other information that as an MSR you feel will further narrow your search.

Once information is complete MSR will click on the "Search Accounts" button.

EARCH AFSAS ACCOUN	ΠS	ē 🖬
Search for accounts by entering a	search value for at least one of the fields below.	
Last Name:	Erpelding	
First Name:	Mark	
Account Type:	Primary Secondary Basic Elevated	
Module Access:	□ Mishap Investigation □ Occupational Illness □ Motorcycle Safety Representatives □ Recommendations □ User Administration ☑ Motorcycle Rider □ Smithsonian □ Hazard Investigation	
Assigned Organization Tier 1:		
Assigned Organization Tier 2:	Air Force Safety Center (AFSEC)	
	Include subordinate organizations	
Base:	(e.g. Kirtland AFB, Phoenix Sky Harbor, Pentagon ADM)	
Results Per Page:	25 💌	
P Search Accounts	Start Over	

LAST SLIDE VIEWED

PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

Once the search is submitted a new window will pop up. If the window that pops up is like the one to the right there was no member/rider found in AFSAS with name you identified or credentials you supplied. Check to ensure you spelled name right or remove some of the other search criteria to get a broader search for just the name. If after you do and still nothing shows, this member does not have an AFSAS account and there is nothing you can do for the member/rider until they establish an AFSAS account.

If window is like one to right then a member/rider or member's/rider's meeting your search criteria was found. You can use the Action ICONs to continue with this rider's records.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **LEX** top right of page or on "INDEX MENU" LOGOUT at the bottom of the page.

SEARCH MOTORCYCLE RIDER

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MSR TRAINING MODULE TUTORIAL

REMOVING RIDER OR MEMBER FROM MSR LISTING OF UNIT RIDERS

To remove a rider who PCS'd, PCA'd, Separated or Retired and rider failed to make changes to remove them from MSR listing open the "INDEX MENU", click on "TRAINING" and then click on "Search Motorcycle Riders".

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MSR TRAINING MODULE TUTORIAL

REMOVING RIDER OR MEMBER FROM MSR LISTING OF UNIT RIDERS

Type in the riders name you are wanting to remove and click "Search Accounts".

A "Search AFSAS Accounts Results" window will appear with the rider MSR is wishing to remove. Click on the "Update Motorcycle Rider Information".

The "Update Motorcycle Rider" window will now be displayed. Change "Motorcycle rider" from Yes to No.

Last Name:	enarch value for at least one of the fields he	alow				
Luor Name.	Search value for at least one of the fields be	IVIT.				
First Name:	Mark	×				
Account Type:	Primary Secondary Basic	Elevated	ictive			
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Assigned Organization Tier 1	select organization tier 1					
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- SEARCH PARAMETERS						
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MSR TRAINING MODULE TUTORIAL

REMOVING RIDER OR MEMBER FROM MSR LISTING OF UNIT RIDERS

Once you click "NO" the information about the member riding will automatically disappear and just the question concerning rider will appear. At this point to finish removing rider click "Save Motorcycle Rider".

Now the "Account Validation Results" window will appear. If correct, click on "Done With Account Validation". When this is accomplished the "Data Viewer: Homepage" will appear. You have now successfully removed this member as a rider which will take him/her off your unit listing.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **FIX** top right of page or on "INDEX MENU" LOGOUT at the bottom of the page.

OPDATE MOTORCTCLE	RIDER		
- Account Header			
Account ID: 139607	Name: GS/GG - 14; Erpelding, Mark; USAF AFSEC/SEGT 🗹	Last Updated: 21 APR 2015 1353(Z)	
DoD ID: 1143478935	Base: Kirtland AFB	Status: Active	
Motorcycle rider? *		⊖ Yes 💽 No	
B Save Motorcycle Rider	ø Cancel		

COUNT VALIDATION RE	ESULTS	
MESSAGE Successfully Updat All Account Information	ted Motorcycle Rider ation has been validated.	
- Account Header		
Account ID: 139607	Name: GS/GG - 14; Erpelding, Mark; USAF AFSEC/SEGT 🗹	Last Updated: 24 APR 2015 1440(Z)
DoD ID: 1143478935	Base: Kirtland AFB	Status: Active
Account Informatio Account Roles	on	[0 issues, 0 warnings] [0 issues, 0 warnings]
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✓ Professional Exper	ience	[0 issues, 0 warnings]
φ Clear Account Validatio	n Results	
		Account Validation took 1.3 seconds to analyze this record.
Done With Account Validation		

END THIS SECTION



PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

Deleting information on a rider's motorcycle ownership demographics starts from the AFSAS Home page. Open "INDEX MENU" as shown to the right and click on the "TRAINING" tab.

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MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

This will automatically generate new "INDEX MENU" selections. Click on the "Homepage" in the MUSTT selection list.

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GS/GG - 13; ALBERT, ARTHUR	R		- AFSAS NEWS (0)	
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PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

In the MUSTT Homepage window to show names click on the number under the "Total Number of Riders" in the "Count" Column.

ТТ НОМЕРАGE	9
TT will fulfill the commander's requirements outlined in AFI 91-207.	
View Motorcycle Riders	
My Organization's Riders My Organization's (& below) Riders My Base's Riders My Organization's Riders at My Base	
	Count
Riders With Incomplete Rider Information	_3_
Total Number of Riders	<u>19</u>
Unit Commander's Brief, Due within 30 Days	<u>0</u>
Unit Commander's Brief, Overdue	<u>2</u>
Annual/Preseason Brief, Due within 30 Days	<u>0</u>
Annual/Preseason Brief, Overdue	3
Training Required, Due within 90 Days	<u>0</u>
Training Required, Due within 60 Days	<u>0</u>
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MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

You will now be taken to this window, the "MUSTT SEARCH RESULTS" window. In this window you will click on the "Update Motorcycle Rider Information" ICON for the applicable rider you wish to delete.

MUSTT SEARCH RESULTS

Criterion	Values	
Homepage Link:	My Organization's Motorcycle Riders: Total Number of Rider	s
Include Riders With Rider Information:	Incomplete, Complete (remove criterion)	
Displaying Results:	19 out of 19	
Search Refinement + Expand All - Coll	lapse Ali	1
+ Organization Type:		
Wing	0	
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+ Assigned Organization:		
+ Assigned Base:		
+ Motorcycle Type:		
+ Include Riders With Rider Info	ormation:	
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		Action		Grade	Name	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	Licensed	Years of Experience	Rider Status	Rider Category	Due Date
L	ాల	ងណី	ø	04	AFSECRecApprover, Test A.	USAF	AFSEC	SEAC	Kirtland AFB	Y	15	Intermediate	Sport	08 APR 2016
	්ත	аŇ	ø	03	Potter, Harry	USAF	AFSEC	SEA	Kirtland AFB	Y	5	Initial	Street	17 NOV 2013
	ేశం	аů	ø	E7	Secrist, Adrian	USAF	AFSEC	SEWC	Kirtland AFB	Y	27	Refresher	Sport	26 APR 2018
	প্ৰদৃষ্	аŇ	ø	E5	Test 3, MUSTT	USAF	AFSEC	SE	Kirtland AFB	Y	6	Refresher	Street	11 MAR 2020
	ৰ্গ ক	зů	ø	04	VanHouten, Neal A.	USAF	AFSEC	SEWN	Kirtland AFB	Y	22	Refresher	Street	03 MAR 2019
	া ৰ্শক	аŇ	ø	04	bernal, raymond	USAF	AFSEC	SEA	Kirtland AFB	Y	5	Intermediate	Sport	18 NOV 2015
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AFSAS took 0.18 seconds to render these search results.



PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

UPDATE MOTORCYCLE RIDER Account Header Account ID: 422160 Last Updated: 27 APR 2015 1420(Z) Name: CTR; Kerr, David; USAF AFSEC/SEAC 🗹 DoD ID: 1502214027 Base: Kirtland AFB Status: Active Motorcycle rider? * Yes O No Date Arrived at Organization: 15 JUL 2014 Year YYYY Year of Birth: (optional) Approximate Age: NaN Male
 Female Gender: Licensed for Motorcycle: (optional) ○ Yes ○ No Approximate Date Started Riding Motorcycles: * Month MAR Vear 2014 Approximate Years of Experience: 1.1 Average Miles Ridden Per Year: (optional) 4000 characters remaining on your input limit. (Word Count: 0) Save Motorcycle Rider
 Ø Cancel

Upon entering the "Update Motorcycle Rider Information" window the choices on the "INDEX MENU" will change. Open the "INDEX MENU" by sliding your cursor to the far left of the screen. Now select the menu item "Motorcycles".

This will take you to the "Update

Motorcycle Rider" window.

LOGGED IN AS GS/GG - 13; ALBERT, ARTHUR A.; USAF AFSEC/SEGT		
U.S. AIN FORGE		
		Last Lindated: 27 APR 2015 1420(7)
← MAIN	Name: CTR; Kerr, David; USAF AFSEC/SEAC 🔽	
UPDATE ACCOUNT: KERR, DAVID	Base: Kirtland AFB	Status: Active
- MOTORCYCLE RIDER INFORMATION		
RIDER INFORMATION		
MOTORCYCLES	15 JUL 2014	
FILES	Year	
- TRAINING INFORMATION	NaN	
TRAINING RECORDS	Male Female	
TRAINING TRANSCRIPT	○ Yes ○ No	
Dury Minute	les: * Month MAR Year 2014	
DATA VIEWER	1.1	
ORGANIZATION HIERARCHY		
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MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

From this window you are able to delete information on the rider's motorcycle(s).

To delete a motorcycle click on the "Delete Motorcycle" ICON. This takes you to "Delete Motorcycle" window. When deleting, the only required entry required, is "Was this motorcycle entered by mistake". If correct, click "Yes" and "Delete This Motorcycle" button.

If motorcycle wasn't entered by mistake and it is just the rider no longer owns or rides the motorcycle you can't delete it, Click "No" and "Cancel". Instead you must go into the "Update Motorcycle" (see Edit Motorcycle Demographics) window and change the riders status with the motorcycle from "Currently Ridden" to "Previously Ridden". When finished click "Done with Motorcycles"

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking **DEX** top right of page or **OD** "INDEX MENU" LOGOUT at the bottom of the page.

								1
- Account Header								
Account ID: 422160	Name: CTF	R; Kerr, David; USAF AFS	SEC/SEAC		Last U	odated: 27 APR 20	015 1420(Z)	
DoD ID: 1502214027	Base: Kirti	and AFB			Status	Active		
- 1 Motorcycle (Please enter all mot	torcycles rider current	tly rides or has previous experie	ence with.)					
Action Type	Year	Make	Model		Engine Size		Dates Rode	
🞦 🛍 Scooter 💠	1966 Cust	tom-Other	Vespa	50-250CC		01/2014 to Pre	esent	
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- Account Header Account ID: 422160	Name: CTR	1: Kerr, David: USAF AFS			Last Up	dated: 27 APR 20	015 1708(Z)	.
- Account Header Account ID: 422160 DoD ID: 1502214027	IRMATION Name: CTR Base: Kirtla	R; Kerr, David; USAF AFS and AFB	ec/seac 🖸		Last Up Status:	dated: 27 APR 20 Active	015 1708(Z)	.
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MSR TRAINING MODULE TUTORIAL

ADDING MOTORCYCLE DEMOGRAPHICS

Adding a motorcycle on a rider's motorcycle ownership demographics starts from the AFSAS Home page. Open "INDEX MENU" as shown to the right and click on the "TRAINING" tab.

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MSR TRAINING MODULE TUTORIAL

ADDING MOTORCYCLE DEMOGRAPHICS

This will automatically generate new "INDEX MENU" selections. Under the MUSTT selection list, click on the "Homepage" tab

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NEXT SLIDE



In the MUSTT Homepage window to

under the "Total Number of Riders"

show names click on the number

in the "Count" Column.

MSR TRAINING MODULE TUTORIAL

ADDING MOTORCYCLE DEMOGRAPHICS

MUSTT HOMEPAGE **a** D MUSTT will fulfill the commander's requirements outlined in AFI 91-207. **View Motorcycle Riders** My Organization's Riders My Organization's (& below) Riders My Base's Riders My Organization's Riders at My Base Count Riders With Incomplete Rider Information <u>19</u> Total Number of Riders 0 Unit Commander's Brief, Due within 30 Days Unit Commander's Brief, Overdue 2 Annual/Preseason Brief, Due within 30 Days 0 Annual/Preseason Brief, Overdue <u>3</u> Training Required, Due within 90 Days <u>0</u> Training Required, Due within 60 Days 0 Training Required, Due within 30 Days 0 Training Required, Overdue 1

LAST SLIDE VIEWED

PREVIOUS SLIDE

NEXT SLIDE



This takes you to the "MUSTT

"Update Motorcycle Rider

applicable rider.

Information" ICON to left of

SEARCH RESULTS" window. In

this window you will click on the

MSR TRAINING MODULE TUTORIAL

ADDING MOTORCYCLE DEMOGRAPHICS

MUSTT SEARCH RESULTS ē 🖬 - SEARCH PARAMETERS **Criterion** <u>Values</u> Homepage Link: My Organization's Motorcycle Riders: Total Number of Riders Include Riders With Rider Information: Incomplete , Complete (remove criterion) Displaying Results: 19 out of 19 Search Refinement + Expand All - Collapse All + Organization Type: Wing 0 Group 0 Squadron 0 + Assigned Organization: + Assigned Base: + Motorcycle Type: + Include Riders With Rider Information: + Employment Status: hide facets with zero counts ★ Back to MUSTT Homepage Assigned Assigned Assigned Assigned Licensed Vears of Experience Action Grade Name **Rider Status Rider Category** Due Date Tier 2 Symbol

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Results per Page: 25 50 100 200

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MSR TRAINING MODULE TUTORIAL

This takes you to the "Update Motorcycle Rider" window.

Upon entering the "Update Motorcycle Rider Information" window the choices on the "INDEX MENU" will change. Open the "INDEX MENU" by sliding your cursor to the far left of the screen. Now select the menu item "Motorcycles".

ADDING MOTORCYCLE DEMOGRAPHICS

PDATE MOTORCYCLE RIDER			- E
- Account Header			
Account ID: 422160 DoD ID: 1502214027	Name: CTR; Kerr, David; USAF AFSEC/SEAC ☑ Base: Kirtland AFB	Last Updated: 27 APR 2015 1420(Z) Status: Active	
Motorcycle rider? * Date Arrived at Organization: Year of Birth: (optional) Approximate Age: Gender: Licensed for Motorcycle: (optional) Approximate Pears of Experience: Average Miles Ridden Per Year: (optional) Comments: (optional) Comments: (optional)	(Word Count: 0)		

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- TRAINING INFORMATION	NaN	
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LAST SLIDE VIEWED

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MSR TRAINING MODULE TUTORIAL

ADDING MOTORCYCLE DEMOGRAPHICS

Adding from the "Manage Motorcycles" window, MSR selects the "Add a Motorcycle", bottom left of screen.

From "Update Motorcycle" window fill in all required information, remembering that the black down arrow to right of field indicates a drop down menu is available to make selection from. Once information is complete, click on the "Save Motorcycle" bottom lower left of screen. MSR returns to window "Manage Motorcycles" if finished click "Done with Motorcycles" on "Manage Motorcycles" page.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **EX** top right of page or on "INDEX MENU" LOGOUT at the bottom of the page.





PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

EDITING MOTORCYCLE DEMOGRAPHICS

Editing information on a rider's motorcycle ownership demographics starts from the AFSAS Home page. Open "INDEX MENU" as shown to the right and click on the "TRAINING" tab.

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MSR TRAINING MODULE TUTORIAL

EDITING MOTORCYCLE DEMOGRAPHICS

This will automatically generate new "INDEX MENU" selections. Click on the "Homepage" tab under the MUSTT selection list.

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NEXT SLIDE



In the MUSTT Homepage window to

under the "Total Number of Riders"

show names click on the number

in the "Count" Column.

MSR TRAINING MODULE TUTORIAL

EDITING MOTORCYCLE DEMOGRAPHICS

MUSTT HOMEPAGE **a** D MUSTT will fulfill the commander's requirements outlined in AFI 91-207. **View Motorcycle Riders** My Organization's Riders My Organization's (& below) Riders My Base's Riders My Organization's Riders at My Base Count Riders With Incomplete Rider Information <u>19</u> Total Number of Riders 0 Unit Commander's Brief, Due within 30 Days Unit Commander's Brief, Overdue 2 Annual/Preseason Brief, Due within 30 Days 0 Annual/Preseason Brief, Overdue <u>3</u> Training Required, Due within 90 Days <u>0</u> Training Required, Due within 60 Days 0 Training Required, Due within 30 Days 0 Training Required, Overdue 1

LAST SLIDE VIEWED

PREVIOUS SLIDE

NEXT SLIDE



rider.

This takes you to the "MUSTT

"Update Motorcycle Rider

SEARCH RESULTS" window. In

this window you will click on the

Information" ICON on applicable

MSR TRAINING MODULE TUTORIAL

EDITING MOTORCYCLE DEMOGRAPHICS

MUSTT SEARCH RESULTS 🖶 🗖 - SEARCH PARAMETERS **Criterion** <u>Values</u> Homepage Link: My Organization's Motorcycle Riders: Total Number of Riders Include Riders With Rider Information: Incomplete , Complete (remove criterion) Displaying Results: 19 out of 19 Search Refinement + Expand All - Collapse All + Organization Type: Wing 0 Group 0 Squadron 0 + Assigned Organization: + Assigned Base: + Motorcycle Type: + Include Riders With Rider Information: + Employment Status: hide facets with zero counts ★ Back to MUSTT Homepage Assigned Assigned Assigned Licensed Experience Assigned Organization Tier 1 Organization Office Action Grade Name **Rider Status Rider Category** Due Date Tier 2 Symbol

Displaying Results 1 - 19 of 19 records. Export to:											Export to:		
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Results per Page: 25 50 100 200

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MSR TRAINING MODULE TUTORIAL

This takes you to the "Update Motorcycle Rider" window. Here you can edit information on rider and change rider to non-rider.

To edit information about the motorcycle demographics upon entering the "Update Motorcycle Rider Information" window the choices on the "INDEX MENU" will change. Open the "INDEX MENU" by sliding your cursor to the far left of the screen. Now select the menu item "Motorcycles".

EDITING MOTORCYCLE DEMOGRAPHICS

- Account Header		
Account ID: 422160 Name: CTR DoD ID: 1502214027 Base: Kirtla lotorcycle rider? * ate Arrived at Urganization:	; Kerr, David; USAF AFSEC/SEAC and AFB	Last Updated: 27 APR 2015 1420(Z) Status: Active
(ear of Birth: (optional) Approximate Age: Sender: Jeensed for Motorcycle: (optional) Approximate Pars of Experience: Average Miles Ridden Per Year: (optional) Comments: (optional) Comments: (optional) Comments: (optional) Comments: (optional)	Year VYYY NaN NaN Yes No Month MAR Year 2014 1.1	To remove a rider from unit listing in the "Update Motorcycle Rider" window change the "Motorcycle Rider" question answer from "Yes" to "No". and save.
Save Motorcycle Rider o Cancel LoggeD IN AS		<u> </u>





PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

From this window you are able to edit information on the rider's motorcycle.

To edit a motorcycle click on the "Update Motorcycle" ICON to the left of the motorcycle you are editing. This will take you to "Update Motorcycle" window.

On the "Update Motorcycle" window, you can change information demographics on the motorcycle. When finished click "Save Motorcycle". MSR will be taken back to the "Manage Motorcycle" window. Return to "INDEX MENU" to continue working with files.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on top right of page or on "INDEX MENU" LOGOUT at the bottom of the page.

EDITING MOTORCYCLE DEMOGRAPHICS

END THIS SECTION

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Account ID: 42216	0 Name	: CTR; Kerr, David; USA	AF AFSEC/SEAC 🗹	Last	Updated: 27 APR 2015 1	1420(Z)
DoD ID: 15022140	27 Base:	Kirtland AFB		Stat	us: Active	
1 Motorcycle (Please	enter all motorcycles rider	currently rides or has previous	s experience with.)			
Action Ty	rpe Year	Make	Model	Engine Size	c.	Dates Rode
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PREVIOUS SLIDE

NEXT SLIDE



MSR TRAINING MODULE TUTORIAL

To use MSR email, open AFSAS and then open the "INDEX MENU" by sliding cursor to far left of screen. From the "INDEX MENU" select "ADMIN" and then from "ADMIN" select "Homepage" under the "Email" Heading.

EMAILING RIDERS



LAST SLIDE VIEWED



MSR TRAINING MODULE TUTORIAL

From the "Email Homepage", to email a single rider or all riders within MSR Organization, click on the number in the "Motorcycle Riders" column.

This opens the "Email AFSAS Users" window. To email an individual click on the "Email" envelope ICON. You may have to click on the To: + to expand email list. To email all riders, continue to fill out information in "Subject:" and "Message" block. When complete at the bottom left of the window click on the "Send Email" button.

Once message is sent MSR will be taken back to "Email Homepage".

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **LEX** top right of page or on "INDEX MENU" LOGOUT at the bottom of the page.

EMAILING RIDERS

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M	v Organization	and Below				104	43	61
M	y Base					61	21	40
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	# Grade	Name	Organization	Installation	Email			
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	2 04	bernal, raymond	AFSEC	Kirtland AFB				
	3 06	Duranceau, Steven	AFSEC	Kirtland AFB				
	4 E7	Secrist, Adrian	AFSEC	Kirtland AFB				
	5 E7	Kuhlmann, Erik	AFSEC	Kirtland AFB				
	6 04	VanHouten, Neal A.	AFSEC	Kirtland AFB				
Subject:	Preseason/	Annual Briefing						
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т	he following common	file extensions are allowed by me	ost email filters:					
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MSR TRAINING MODULE TUTORIAL

To check emails in AFSAS, open the "INDEX MENU" by sliding cursor to far left of screen. Select "ADMIN", then select "Inbox" under the "Email" Heading.

CHECKING AFSAS EMAIL

	THUR		
A.; USAF AF SEC/SEC	T		- UNREAD AFSAS NEWS (0)
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► MAIN	+ show work it	ems with zero counts	You do not have any unread news at this time.
ADMIN	a Waynang		View All AFSAS Publications
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CREATE SECONDARY ACCOUNT	iting Approval At My Organization And Pelow	2	-
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	Riders at My Base: Near Late Commander Briefing	Q	

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MSR TRAINING MODULE TUTORIAL

CHECKING AFSAS EMAIL

The window "Search Email Inbox Results" is visible. To read an email click "Magnifying Glass" ICON. This will open the email for reading once finished use the back arrow to return to the "Search Email Inbox".

To continue to work in the Training
Module go to the "INDEX MENU". If
finished close page by clicking on
top right of page or on "INDEX MENU"
LOGOUT at the bottom of the page.

EAR	CH EMAIL INE	SOX RESULTS							9	
- s	EARCH PARAME	TERS								
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	Select All	Select None	Mark as Read	X Delete						
Select	t View	From			Subject	Status	Sent Date	Size	RecipientsCo	omments
	rmail Users ک		Checking Email Use			Unread	28 APR 2015 1444(Z) 2.86 KE	3 17	8
	P Course Cred	it Request Respon	seSafety Training Clas	s; Credit Request /	Approval	Unread	21 APR 2015 1353(Z) 2.80 KE	3 1	2
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	₽ _{Course Cred}	it Request Respon	seSafety Training Clas	s; Credit Request /	Approval	Unread	16 APR 2015 1735(Z) 2.82 KE	3 1	2
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	P Email Feedb	ack Originator	Feedback ID# 3656 Approximate date s	9 Was Closed with tarted riding	Diagnosis 'New Feature Request'; Under	Unread	10 JUN 2014 1434(Z) 9.79 KE	3 1	B
	₽ Email Feedb	ack Originator	Feedback ID# 3637	9 Was Closed with	Diagnosis 'Other'; New Style Motorcycle	Unread	08 MAY 2014 2142(Z	.)9.46 KE	3 1	2
	P Email Feedb	ack Originator	Feedback ID# 3626 Map naked standard	6 Was Closed with d motorcycle types	Diagnosis 'Business Rule Change/Clarific to naked motorcycle type.	ation'; Unread	29 APR 2014 2134(Z) 9.46 KE	3 1	2
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MSR TRAINING MODULE TUTORIAL

To use MSR Toolkit, open "INDEX MENU" by sliding cursor to far left of screen. From the "INDEX MENU" select "PUBS & REFS" and then from "PUBS & REFS" select "Homepage".

USING MSR TOOLKIT IN AFSAS



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MSR TRAINING MODULE TUTORIAL

From the "Publications Homepage" if "Motorcycle Safety Representative Toolkit" tab isn't expanded, click on the + to left of title.

Once expanded, open toolkit by clicking on "View this Publication". This will display all posted documents.

USING MSR TOOLKIT IN AFSAS

IBLICATIONS HOMEPAGE	∂ □
- AFSAS News Archive: Policy Pubs	
Frequency: As Required 👸 View This Publication	
AFSAS News Archive: Policy Pubs	
This publication has 29 subscribers.	
You are not subscribed to this publication	
+ AFSAS Release Notes	Last Published 19 NOV 2013
ANG	
Blue Four News	
Help Files and User Guides	Last Published 30 MAY 2013
+ Mishap Prevention Videos	
+ Motorcycle Safety Representative Toolkit	Last Published 11 DEC 2012
+ Proactive Safety	
+ SIB Go Package / Formal Report Guidance	Last Published 09 JUL 2013
+ Safety Evaluation Program	Last Published 13 JUN 2013
+ Safety Flash Messages	

PUBLICATIONS HOMEPAGE	9 8
+ AFSAS News Archive: Policy Pubs	
+ AFSAS Release Notes	Last Published 19 NOV 2013
+ ANG	
+ Blue Four News	
+ Help Files and User Guides	Last Published 30 MAY 2013
+ Mishap Prevention Videos	
- Motorcycle Safety Representative Toolkit	Last Published 11 DEC 2012
Frequency: As Required 🖉 <u>View This Publication</u>	
Reference documentation and sample files for Motorcycle Safety Representatives.	
This publication has 18 subscribers.	
You are not subscribed to this publication f Subscribe to This Publication	


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MSR TRAINING MODULE TUTORIAL

USING MSR TOOLKIT IN AFSAS

To review or download a document in the toolkit, click on the "View this File" ICON, then follow direction on screen to "Save" or "Open".

VIEW PUBL	ICATION: "MOTORCYCLE SAFETY REPRESENTATIVE TO	OLKIT"	ē 🗉
Motorcycle Sa	fety Representative Toolkit		
Actions	File Name	Published Date	
C.	Commander_initial_MC_Brief.doc	11 DEC 2012	
Displaying R	lesults 1 - 1 of 1 records.		
This publication	n has 19 subscribers.		
Done wit	h Publication		

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **FEX** top right of page or on "INDEX MENU" LOGOUT at the bottom of the page.

LAST SLIDE VIEWED

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MSR TRAINING MODULE TUTORIAL

CREATE RIDER FROM MEMBER HAVING WITH AN AFSAS ACCOUNT

To identify a unit member as a rider in MUSTT having an AFSAS account, open the "INDEX MENU" and click on the "Admin" tab.

CRICC 12 ALORE ADD			
A.; USAF AFSEC/SEGT	ĸ		- UNREAD AFSAS NEWS (0)
>	+ show work item	is with zero counts	You do not have any unread news at this tim
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	Riders: Late Commander Briefing	Q	the second s
	Motorcycle Riders: Near Late Commander Briefing	1	and the second
	Motorcycle Riders: Late Commander Briefing	8	
	Near Late Commander Briefing	Q	
	Late Commander Briefing	2	and the second se
		0	
	Riders at My Base: Near Late Commander Briefing	- X-	

LAST SLIDE VIEWED

PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

CREATE RIDER FROM MEMBER HAVING WITH AFSAS ACCOUNT

From the "Admin" menu select "Search Accounts".

In "Search AFSAS Accounts" window fill in members Last Name and First Name and then click on the "Search Accounts" button. Bottom left of screen.



LAST SLIDE VIEWED



MSR TRAINING MODULE TUTORIAL

CREATE RIDER FROM MEMBER HAVING WITH AFSAS ACCOUNT

From "Search AFSAS Accounts Results" window click on the "Update Motorcycle Rider Information" ICON.

In the "Update Motorcycle Rider" window change answer to "Motorcycle Rider" from "NO" to "Yes" and complete all required information on the "Update Motorcycle Rider" window and then click the "Save Motorcycle Rider" button, bottom left of screen. You will then be taken to the "Manage Motorcycle" where you add or remove motorcycles, "Manage Files" where you would add electronic files of training or briefings. On all these windows will be a "Done with". Either click this the Done with button to advance or return to the "INDEX MENU" by sliding cursor to left side of screen.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **FIX** top right of page or on "INDEX MENU" LOGOUT at the bottom of the page.

SEARCH AFSAS ACCOUNTS RESUL	TS								ι.	
- SEARCH PARAMETERS								_	_	
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	lver									
Action Grade	Name ↓	User Type	Organization, Tier 1	Organization, Tier 2	Base	Last Logged In	Phone Ema	il User Admin?	Account Type	Status
🏟 🏰 💷 GS/GG - 12 Cervante:	s, Diana	e To	USAF	AFSEC/SEAR	Kirtland AFB	28 APR 2015 1506(Z)	۷. 🗹		Elevated	Active
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- Account Header										
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DoD ID: 1231450170 Base	: Kirtland AFB					Status: Active				
Motorcycle rider? *				⊖ Yes €) No					
Save Motorcycle Rider Ø Cancel										

NOTE: To create a rider for a member with no AFSAS account you must first have member establish an account and then follow instructions for creating a rider for a member with an account.

END THIS SECTION

LAST SLIDE VIEWED

PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

RECORDING RIDER TRAINING OR BRIEFING ATTENDANCE

To record a rider's motorcycle training or briefing with an AFSAS account, open the "INDEX MENU" and click on the "Admin" tab.

	and the second		
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	Motorcycle Riders: Late Commander Briefing	8	
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	Late Commander Briefing	2	and the second division of the second divisio
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LAST SLIDE VIEWED

Module Access:

Base:

Results Per Page:

Search Accounts

Assigned Organization Tier 1:

PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

Mishap Investigation Occupational Illness Motorcycle Safety Representatives

Hazard Investigation

(e.g. Kirtland AFB, Phoenix Sky Harbor, Pentagon ADM)

~

User Administration Motorcycle Rider

RECORDING RIDER TRAINING OR BRIEFING ATTENDANCE

Recommendations

-- select organization tier 1 --

Smithsonian

25 🗸

From the "Admin" menu, under "Account Management", select "Search Accounts".

In "Search AFSAS Accounts" window fill in members Last Name and First Name and then click on the "Search Accounts" button. Bottom left of screen.



LAST SLIDE VIEWED

PREVIOUS SLIDE

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MSR TRAINING MODULE TUTORIAL

RECORDING RIDER TRAINING OR BRIEFING ATTENDANCE

From the "Search AFSAS Accounts Results" window, select the "Manage Training" ICON.

This will take MSR to the "Training Records" window. Here select "Create a Training Record" bottom left of window.

SEARCH PAR	AMETERS											
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PREVIOUS SLIDE

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MSR TRAINING MODULE TUTORIAL

RECORDING RIDER TRAINING OR BRIEFING ATTENDANCE

From "Create Training Record" window complete all information required and then click on the "Create Training Record" tab lower left of screen. Briefing or Training record will have been created and saved.

After advancing to the "Training Record Data Viewer for (Rider's Name) you have completed entering information for either a briefing or training.

Student Name:*	O4; VanHouten, Neal A.; USAF AFSEC/SEWN	
Course Name:*	• •	
completed the exact course al	ove?* () Yes () No	
Organization Providing Training:		
Completion Date:*	DD MON YYYY	
Number of Contact Hours: Based on the number of contact h Number of CEUs: Course Completion Certificate /	uurs entered, you should receive 0.0 CEUs.	
Number of Contact Hours: Based on the number of contact h Number of CEUs: Course Completion Certificate , Justification:* ✓ Spell Check Justification 15 require adequate justification 15 require adequate justification 10 require	use sentered, you should receive 0.0 CEUs. warded?* Yes No d in order to obtain credit for a course. Provid hat your class meets the requirements for the equest.	

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on **LEX** top right of page or on "INDEX MENU" LOGOUT at the bottom of the page.

LAST SLIDE VIEWED

The Fee mishap

- Fee

PREVIOUS SLIDE



MSR TRAINING MODULE TUTORIAL

SUBMITTING A FEEDBACK

As you work with the AFSAS Training Module (MUSTT) and if you discover an error or have a suggestion for making things better please submit a "Feedback". This is accomplished from any window.

At the bottom of the window page is a "Submit Feedback" button. To submit a Feedback click on this button and a new window will appear. Complete information required and submit by clicking on the "Submit Feedback" button, bottom left of window.

NOTE: When you discover any problems with the AFSAS Training Module, please submit a feedback. Calling SEGT will not expedite the process, but may only slow it down. Feedbacks are required for all suspected or real issues.

All active fields marked with an asterisk (*) in red font are required before submitting this page.	
AFSEC Web Page · Accessibility/Section 508 Submit Feedback	+AFSAS Trunk
edback Module was developed to provide users an avenue to submit Suggestions, Errors, and Organizational changes directly to the AFSAS Requirements modifications or deletions, please contact the AFSAS Help Desk (COMM: 505-853-8200; DSN: 263-8200; AFSAS AFSEC@us.af.mil).	Group(ARG). For User assistance, or to reques
edback Information	
Feedback One-liner: *	
80 characters remaining on your input limit. (Word Count: 0)	
Description of Feedback/Error * Mat field were you on? What data were you entering?")	
4000 characters remaining on your input limit. (Word Count: 0)	

- You may attach files, such as screen shots, to assist your feedback.

Acceptable File Formats: Any Attach File: Please ensure that the file you are attempting to upload is not password protected. AFSAS scans attached files for viruses. If a virus is detected, AFSAS will delete the file and notify you. You may upload up to five files; attachment size is subject to local base restrictions; If you need to upload a file that exceeds this limitation, please contact the <u>AFSAS Help Desk</u>.



MSR TRAINING MODULE TUTORIAL



This tutorial was designed and formulated by HQ AFSEC/SEGT Any errors or suggestions for improvement of this tutorial should be submitted to email below. Thank You

SEGT.AFSC@us.af.mil