

# MANAGING RIDERS IN AFSAS MUSTT/TRAINING MODULE

Revised: 16 December 2016

Managing riders in the new [AFSAS MUSTT/Training Module](https://afsas.safety.af.mil/) -- <https://afsas.safety.af.mil/> can be a challenge. The new system is intended to facilitate easier management of riders in your unit and make the rider primarily responsible for their record. This Standard Operating Procedure is a sample of how the motorcycle safety representative manages their riders at the Safety Center. This SOP is being offered as a tool to assist MSR's in managing your unit's riders/records. This SOP was developed with the assumption that MSR's have a full understanding of the MSR's roles in the new [AFSAS MUSTT/Training Module](https://afsas.safety.af.mil/). The SOP is designed to be Step-By-Step guidance.

## **MEMBER IN-PROCESSING:**

**Step 1:** Unit MSR's ensure you are coordinating on your unit's in-processing checklist. This can be accomplished by working through your unit's Command Support Staff (CSS). This is a critical part in your motorcycle program management. Use AFI 91-207, paragraph 1.3.4.3., as source justification to coordinate on your unit's in-processing checklist. Additionally, periodically participate in unit commander's calls reminding members of the requirement to identify themselves if they start riding a motorcycle.

**Step 2:** When a member is in-processing, ask them if they ride a motorcycle. Based on their answer, follow the instructions below:

1. If **NO (they are not a rider)**, advise them if they decide to start riding, they are required to visit the unit MSR prior to riding. Sign your initials on their in-processing checklist and you are finished. The majority of all members fit into this category. Unless otherwise directed by your unit commander you are not required to in-process DoD civilian personnel. To expedite this process for DoD civilians, if the unit commander does not track civilians in MUSTT or require civilians to in-process through the MSR, the CSS can place a N/A on the checklist and the in-processing is complete for a DoD civilian employee. Otherwise, civilians will in-process through the MSR. Remember unless requirement by unit commander civilians, except those who have riding a motorcycle as part of their job description, does not go in MUSTT.

2. If **YES (they are a rider)**:

a) Open MUSTT and see if they show up on your unit's roster.

i) If **NO (they do not show up on the unit roster)**.

(1) Ask the rider if they have an account in AFSAS MUSTT/Training Module?


- If **YES (they have a MUSTT account)**. Log off your computer and have them log on and access their [AFSAS MUSTT/Training Module](https://afsas.safety.af.mil/) account at <https://afsas.safety.af.mil/> Change their previous unit of assignment to their current unit of assignment ([Rider Training Tutorial](#) is helpful here). Next, review their data and make any demographic changes needed. If no changes are needed, have them logoff and now you can begin managing their account. Having them accomplish this at your station will save you time by not having to track them and continually urge them to change information in their account. If time does not allow for them to accomplish this while at your station, give them a copy of the [Rider Tutorial](#) and direct them to change their assigned unit in their account. Be sure and give them a suspense for completion.
- If **NO (they do not have a MUSTT account or they are not sure if they have an account)**. Verify they either do or do not have an AFSAS MUSTT/Training Module account by logging into MUSTT, clicking on the "My Account" tab along the top menu

# MANAGING RIDERS IN AFSAS MUSTT/TRAINING MODULE

Revised: 16 December 2016

bar, scrolling down to “Search Accounts” and then type in the member’s name. If they have an account it will show here. If they do have an account, even if it is inactive, log off your computer and follow steps in 2a)i)(1) above. 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). Provide the new rider with the [Rider Tutorial](#) if you don’t have time to assist them with this process.

NOTE: MSR familiarity with AFSAS/MUSTT is critical for properly guiding new unit riders through this process. With few exceptions the member/rider must complete their own account. This can be accomplished at time of in-processing or being discovered to be a rider. Additionally, they may be given a copy of the tutorial for riders and may create their account at a different time. It is preferable that you assist them, as this will ensure the account is created and all information is provided.


ii) If **YES (they show up on the unit roster)**. Click on the Data Viewer ICON  located to the left of their name to review the records with the rider present. If changes to the riders Personal Information are required follow steps in 2a)i)(1) above.

- After ensuring all information is correct, you may sign their in-processing checklist and make necessary changes to all other areas in conjunction with [AFSAS MUSTT/Training Tutorial](#). However, if changes are needed to the personal demographics of the rider’s records, you will need to let the rider log into their record via your computer and make necessary changes. Once changes are complete the rider may log-out of your computer so you can log back in and continue to manage commander’s program.


## **MEMBER OUT-PROCESSING**

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

**Step 2:** Member is rider.

1. PCS or PCA: Log off your computer and have member log into [AFSAS, MUSTT/Training Module](#).
  - a) Have the rider change their unit of assignment to their new unit, then have them log off your computer. 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: Inactivate the rider by pulling up the rider in the [AFSAS, MUSTT/Training Module](#). Click on the  Update Motorcycle Rider Information ICON and change the “Motorcycle Rider?” from “Yes” to “No”. This will remove rider from your unit roster and allow the system to archive rider.
- 3.

## **THE RIDER HAS SOLD THEIR MOTORCYCLE AND IS NO LONGER RIDING**

Log into the rider’s record and click on  “Update Motorcycle Rider “ ICON. On the demographics page change “Motorcycle Rider” from “YES” to “NO”. Rider will now be archived and taken off your unit roster listing. 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”.