

# MUSTT SWITCHBOARD

From this SWITCHBOARD you will be able to select the area within MUSTT you want to preview or you can start at the beginning and work your way through the entire tutorial. On each slide there will be a “Return to Switchboard” button you can click to bring you back to the SWITCHBOARD located in the upper right corner of the slide. Also, available on each slide there may be a “Back” or “Next” page arrow located in the lower right corner of the slide. When you complete a section in the tutorial the slide will have an “End of this Section” located in the lower right corner of the slide.

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<a href="#"><u>Overview of MUSTT Homepage – Slide 5</u></a>	<a href="#"><u>Motorcycle Type Definitions – Slide 38</u></a>
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# Establishing a MUSTT Account

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**Step 1** – The Motorcycle Safety Representative (MSR) must be appointed in writing by the unit commander.

**Step 2** – Provide copy of letter of appointment to host installation safety office for their files and account justification.

**Step 3** – Go to <https://afsas.kirtland.af.mil/Home.do> (production account – live system) or <https://afsas-training.kirtland.af.mil/home.do> (training account - training) and click on the hyperlink “Request AFSAS Account”. MSRs need to apply for a production account. An AFSAS account is required to be given permissions to the MUSTT module within AFSAS.

**Step 4** – Fill out all of the information on the application and submit.

**Step 5** – You will receive an e-mail from your account administrator (installation host safety office) with your user name and password.

**Step 6** – Upon receipt of this email you can log on to AFSAS at the same website using the user name, password and your CAC card. AFSAS will associate your CAC card with your account so that your username and password will not be required in the future. NOTE: If you get a new CAC card, your user administrator will need to clear out the CAC card information on your account, so that you can associate your account with your new CAC card. Click ➡ to continue.

# Establishing a MUSTT Account

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**Step 7** – Once logged in you should see the “MUSTT Tab” on the top menu bar. Click on that tab and then select “MUSTT Homepage” from the drop down menu. You are now ready to begin managing you commander’s motorcycle safety program. Click ➡ to continue.

**AFSAS HOME**

**UNCLASSIFIED REPORTING ONLY** AFSAS Time: 08 DEC 2011 2229(Z)

ACCOUNT INFO | EMAIL | PUBS & REFS | **MUSTT** | FEEDBACKS | FILE SHARING | HELP

LOGGED IN AS: GS13; ALBERT, ARTHUR; USAF AFSC/SEGT

font size: | - | + | = |

**MY RECENTLY VIEWED**

- Feedbacks
- Current AFSAS Session

**KEYWORD SEARCH**

Feedbacks

GO

**NUMERIC SEARCH**

By Feedback ID

GO

Separate multiple entries by commas

**AFSAS Homepage** (+ Exp)

- **AFSAS Welcome**

Welcome to AFSAS. To quickly get started with the features in AFSAS, it's recommended you take a look at the AFSAS User Guide. This illustrated Word document explains many of the features and those users who investigate mishaps or the recommendations of the Occupational Illness Module and MUSTT.

- **AFSAS News**

New News Posted: 02 DEC 2011

Date	Headline	News Entry
02 DEC 2011	<a href="#">AFSAS Software Release - 1 Dec 2011 - MUSTT</a>	
28 OCT 2011	<a href="#">Aviation Guidance Clarification</a>	
26 AUG 2011	<a href="#">AFSAS Software Release 25 Aug 2011</a>	
12 AUG 2011	<a href="#">AFSAS Software Release - 11 Aug 2011</a>	
28 JUL 2011	<a href="#">AFSAS Software Release July 2011</a>	
16 JUN 2011	<a href="#">Safety Flash 11-01: OBOGS/MSOGS Malfunction and Safety Reporting</a>	
12 FEB 2010	<a href="#">Aviation Mishap Prevention Video</a>	
29 JUL 2009	<a href="#">AFSAS Software Release and Implementation of New Procedures</a>	
16 OCT 2008	AFSAS Unavailability During Weekly Maintenance	
01 OCT 2008	<a href="#">Answering AFSAS Account Requests for Flight Surgeons</a>	
09 OCT 2007	<a href="#">AFSAS Deleted My Account!</a>	

- **Work Items Awaiting Review**

[hide work items with zero counts](#)

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# Establishing a MUSTT Account

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## Assigning MSR's rights:

There are three rights available within the MUSTT module. Motorcycle Program Manager, Motorcycle Safety Representative and Training Rule Administrator. Below is a breakdown of how the permissions will be assigned.

- **Motorcycle Program Manager** – Assigned to MAJCOM and Installation Safety Personnel. Has full access to the MUSTT program to include assigning permissions and deleting riders. Will not be assigned to personnel below the host installation safety office. Will not have rights to change or edit training rules.
- **Motorcycle Safety Representative** – Assigned to MSRs. Has rights to add riders, put riders in and bring them out of Free Agent pool, and edit riders within their hierarchy of command. Does not have ability to assign rights to other personnel or ability to change or edit the training rules.
- **Training Rules Administrator** – Assigned to AFSC Personnel. Has the ability to change the training rules that apply to a rider from a particular MAJCOM or installation. In order to have rules changed for an installation or MAJCOM, a request along with source document requiring the training, should be sent to [arthur.albert@kirtland.af.mil](mailto:arthur.albert@kirtland.af.mil) or [mark.erpelding@kirtland.af.mil](mailto:mark.erpelding@kirtland.af.mil).

The screenshot shows a list of three roles on the left, each with a green checkmark icon. To the right of each role is a blue hover help box with white text. Red arrows point from the hover help boxes to the corresponding roles.

- MUSTT: Motorcycle Program Manager** [x]  
Hover Help -- click to stick  
This role grants the user administration right for the Motorcycle Unit Safety Tracking Tool (MUSTT) Module. Admin rights include deleting, editing, etc.
- MUSTT: Motorcycle Safety Representative** [x]  
Hover Help -- click to stick  
This role allows a user to manage the tracking of motorcycle riders at their organization and below.
- MUSTT: Training Rule Administrator** [x]  
Hover Help -- click to stick  
This role allows users access to Add/Update/Delete Motorcycle Training Rules

**End of this Section**

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# Overview MUSTT Homepage

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An overview of the MUSTT homepage will be broken into sections as identified on this page. Section 1 – Upper Menu Bar, Section 2 – Left Navigation Pane, Section 3 – Intro paragraph and commands and Section 4 – Organizational Motorcycle Rider information. We will start with Section 1 and end the overview with Section 4. Click ➡ to continue.

## Section 1



## Section 2

**MUSTT**

- MUSTT Homepage
- Motorcycle Rider Worksheet
- Create Motorcycle Rider
- Annual/Preseason Briefing Mass Update
- List My Organization's Riders
- List My Organization's (& below) Riders
- List My Base's Riders
- List My Organization's Riders at My Base
- Search Motorcycle Riders

**MY RECENTLY VIEWED**

- Feedbacks
- Current AFSAS Session

**KEYWORD SEARCH**

Feedbacks

**NUMERIC SEARCH**

By Feedback ID

separate multiple entries by commas

## UNCLASSIFIED REPORTING ONLY

ACCOUNT INFO EMAIL PUBS & REFS MUSTT FEEDBACKS FILE SHARING HELP

## Section 3

### Motorcycle Unit Safety Tracking Tool (MUSTT) Homepage

Motorcycle Unit Safety Tracking Tool (MUSTT) is a management tool for tracking unit motorcycle riders and their training. MUSTT will fulfill the commander's requirements outlined in AFI 91-207. Features include the tracking of unit riders, their motorcycles, training and required briefings. MUSTT is a one stop tool that allows management from MAJCOM and subordinate organizations. These organizations have instant access to rider populations and training needs.

#### Commander's responsibilities:

- Track all unit AF Military riders
- Track all unit AF civilian riders who operate a motorcycle in the performance of official duties
- Report rider demographics
- Conduct Initial Briefing within 30 days [Commander's Brief Outline Worksheet](#)
- Ensure riders attend annual/preseason brief

- [Create Motorcycle Rider](#)
- [Motorcycle Rider Worksheet](#)
- [Search Motorcycle Riders](#)
- [Annual/Preseason Briefing Mass Update](#)
- [Search Rider Training & Briefings](#)
- [Search Training Rules](#)
- [Search and Retrieve Free Agent Rider](#)
- [Motorcycle Type Definitions](#)
- [Email Users](#)

#### - My Organization's Motorcycle Riders

	Count
Riders With Incomplete Rider Information	1

## Section 4

	Count
Riders With Incomplete Rider Information	1
Total Number of Riders	17
Unit Commander's Brief, Due within 30 Days	0
Unit Commander's Brief, Overdue	1
Annual/Preseason Brief, Due within 30 Days	0
Annual/Preseason Brief, Overdue	0
Training Required, Due within 90 Days	0
Training Required, Due within 60 Days	0
Training Required, Due within 30 Days	0
Training Required, Overdue	1
Riders With no Unit Commander's Brief	1
Riders With no Annual/Preseason Brief	1
Riders With no Training Course Entered	2

#### - My Organization's (& below) Motorcycle Riders

	Count
Riders With Incomplete Rider Information	22188
Total Number of Riders	29805
Unit Commander's Brief, Due within 30 Days	53
Unit Commander's Brief, Overdue	398
Annual/Preseason Brief, Due within 30 Days	45
Annual/Preseason Brief, Overdue	433
Training Required, Due within 90 Days	33
Training Required, Due within 60 Days	21
Training Required, Due within 30 Days	22
Training Required, Overdue	391
Riders With no Unit Commander's Brief	598
Riders With no Annual/Preseason Brief	422
Riders With no Training Course Entered	1223

#### - My Base's Motorcycle Riders

	Count
Riders With Incomplete Rider Information	192
Total Number of Riders	474
Unit Commander's Brief, Due within 30 Days	3
Unit Commander's Brief, Overdue	5
Annual/Preseason Brief, Due within 30 Days	19
Annual/Preseason Brief, Overdue	60
Training Required, Due within 90 Days	1
Training Required, Due within 60 Days	1
Training Required, Due within 30 Days	1
Training Required, Overdue	13
Riders With no Unit Commander's Brief	8
Riders With no Annual/Preseason Brief	3
Riders With no Training Course Entered	17

#### - My Organization's Motorcycle Riders at My Base

Click to expand/collapse input area	Count
Riders With Incomplete Rider Information	1
Total Number of Riders	17
Unit Commander's Brief, Due within 30 Days	0
Unit Commander's Brief, Overdue	1
Annual/Preseason Brief, Due within 30 Days	0
Annual/Preseason Brief, Overdue	0
Training Required, Due within 90 Days	0
Training Required, Due within 60 Days	0
Training Required, Due within 30 Days	0
Training Required, Overdue	1
Riders With no Unit Commander's Brief	1
Riders With no Annual/Preseason Brief	1
Riders With no Training Course Entered	2

# Overview MUSTT Homepage

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## Homepage – Section 1: Top Menu Bar

[ACCOUNT INFO](#) [EMAIL](#) [PUBS & REFS](#) [MUSTT](#) [FEEDBACKS](#) [FILE SHARING](#) [HELP](#)

Below are the drop downs from each of the tabs on the Top Menu Bar. Primarily the only tab that will be used by the MSR will be the MUSTT tab. For that reason we will only be covering the menu items under the MUSTT tab throughout this tutorial. Click ➡ to continue

### Account Info

- My Account
- Request Secondary Account
- My Administrators
- View Organization Hierarchy
- Transfer Account
- Search Accounts

### Email Homepage

Email Homepage

### Pubs & Refs

AF Safety Publications (external link to the e-Publishing website)

### MUSTT

- MUSTT Homepage
- Motorcycle Rider Worksheet
- Create Motorcycle Rider
- Annual/Preseason Briefing Mass Update
- List My Organization's Riders
- List My Organization's (& below) Riders
- List My Base's Riders
- List My Organization's Riders at My Base
- Search Motorcycle Riders

### Feedbacks

- Feedback Homepage
- Sprint Issues
- List My Submitted Feedbacks
- List All New Feedbacks
- List All Awaiting Validation
- List All Awaiting Estimation
- List All Assigned Feedbacks
- List All Feedbacks Awaiting Quality Control Testing
- List All Feedbacks Awaiting User Acceptance Testing
- List All Feedbacks That Failed Testing
- Submit Feedback
- Search Feedbacks

### File Sharing

- File Sharing Homepage
- Add New File Collection

### Feedbacks

- File Sharing Homepage
- Add New File Collection

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# Overview MUSTT Homepage

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## Homepage – Section 2: Left Navigational Window

The left Navigational window has the same hyperlinks as the MUSTT tab has on the to menu bar. Later in this tutorial we will cover each hyperlink and its function. Click ➡ to continue.

### Section 1 – MUSTT Tab

MUSTT Homepage
Motorcycle Rider Worksheet
Create Motorcycle Rider
Annual/Preseason Briefing Mass Update
List My Organization's Riders
List My Organization's (& below) Riders
List My Base's Riders
List My Organization's Riders at My Base
Search Motorcycle Riders

### Section 2 – Left Navigational Menu

<b>MUSTT</b>
MUSTT Homepage
Motorcycle Rider Worksheet
Create Motorcycle Rider
Annual/Preseason Briefing Mass Update
List My Organization's Riders
List My Organization's (& below) Riders
List My Base's Riders
List My Organization's Riders at My Base
Search Motorcycle Riders
<b>MY RECENTLY VIEWED</b>
Feedbacks
Current AFSAS Session
<b>KEYWORD SEARCH</b>
<input type="radio"/> Feedbacks
<input type="text"/> <input type="button" value="GO"/>
<b>NUMERIC SEARCH</b>
<input checked="" type="radio"/> By Feedback ID
<input type="text"/> <input type="button" value="GO"/>
<small>Separate multiple entries by commas</small>

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# Overview MUSTT Homepage

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## Homepage – Section 3: Intro Paragraph and Hyperlinks


The opening paragraph gives the purpose and authority for MUSTT. It also lists a Unit Commander's responsibility for tracking unit motorcycle riders. Additionally, several hyperlinks are included in Section 3. We will explore each area and provide information guidance for use. Click ➡ to continue.

## Motorcycle Unit Safety Tracking Tool (MUSTT) Homepage


**Motorcycle Unit Safety Tracking Tool (MUSTT) is a management tool for tracking unit motorcycle riders and their training. MUSTT will fulfill the commander's requirements outlined in AFI 91-207. Features include the tracking of unit riders, their motorcycles, training and required briefings. MUSTT is a one stop tool that allows management from MAJCOM and subordinate organizations. These organizations have instant access to rider populations and training needs.**

### Commander's responsibilities:

- Track all unit AF Military riders
- Track all unit AF civilian riders who operate a motorcycle in the performance of official duties
- Report rider demographics
- Conduct Initial Briefing within 30 days  [Commander's Brief Outline Worksheet](#)
- Ensure riders attend annual/preseason brief

 [Create Motorcycle Rider](#)

 [Search Motorcycle Riders](#)

 [Search Rider Training & Briefings](#)

 [Search and Retrieve Free Agent Rider](#)

 [Email Users](#)

 [Motorcycle Rider Worksheet](#)

 [Annual/Preseason Briefing Mass Update](#)

 [Search Training Rules](#)

 [Motorcycle Type Definitions](#)



# Overview MUSTT Homepage

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## - My Organization's Motorcycle Riders

	Count
Riders With Incomplete Rider Information	1
Total Number of Riders	17
Unit Commander's Brief, Due within 30 Days	0
Unit Commander's Brief, Overdue	1
Annual/Preseason Brief, Due within 30 Days	0
Annual/Preseason Brief, Overdue	0
Training Required, Due within 90 Days	0
Training Required, Due within 60 Days	0
Training Required, Due within 30 Days	0
Training Required, Overdue	1
Riders With no Unit Commander's Brief	1
Riders With no Annual/Preseason Brief	1
Riders With no Training Course Entered	2

Homepage **Section 4** – Organizational Motorcycle Rider information. We will discuss this section in more detail later in this tutorial.

## - My Organization's (& below) Motorcycle Riders

	Count
Riders With Incomplete Rider Information	22119
Total Number of Riders	29825
Unit Commander's Brief, Due within 30 Days	53
Unit Commander's Brief, Overdue	414
Annual/Preseason Brief, Due within 30 Days	46
Annual/Preseason Brief, Overdue	453
Training Required, Due within 90 Days	33
Training Required, Due within 60 Days	31
Training Required, Due within 30 Days	27
Training Required, Overdue	405
Riders With no Unit Commander's Brief	615
Riders With no Annual/Preseason Brief	436
Riders With no Training Course Entered	1234

## - My Base's Motorcycle Riders
















Click to expand/collapse input area	Count
Riders With Incomplete Rider Information	192
Total Number of Riders	474
Unit Commander's Brief, Due within 30 Days	3
Unit Commander's Brief, Overdue	5
Annual/Preseason Brief, Due within 30 Days	18
Annual/Preseason Brief, Overdue	60
Training Required, Due within 90 Days	1
Training Required, Due within 60 Days	1
Training Required, Due within 30 Days	1
Training Required, Overdue	13
Riders With no Unit Commander's Brief	8
Riders With no Annual/Preseason Brief	3
Riders With no Training Course Entered	17

## - My Organization's Motorcycle Riders at My Base

Click to expand/collapse input area	Count
Riders With Incomplete Rider Information	1
Total Number of Riders	17
Unit Commander's Brief, Due within 30 Days	0
Unit Commander's Brief, Overdue	1
Annual/Preseason Brief, Due within 30 Days	0
Annual/Preseason Brief, Overdue	0
Training Required, Due within 90 Days	0
Training Required, Due within 60 Days	0
Training Required, Due within 30 Days	0
Training Required, Overdue	1
Riders With no Unit Commander's Brief	1
Riders With no Annual/Preseason Brief	1
Riders With no Training Course Entered	2

# Action ICONS Used in MUSTT

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	This ICON alerts user that they are creating a record or data in MUSTT
	This ICON alerts user that they are creating a search function within MUSTT
	Indicates an email function
	This ICON indicates you are viewing or entering a briefing the rider has accomplished
	This indicates that hover help is available. To view, pause cursor on icon and a hover help box will appear
	This ICON allows you to manage the rider's training records
	Indicates user is opening a rider file for viewing – Data viewer
	ICON for removing, PCSing, or retiring rider in MUSTT
	ICON to add rider from the Free Agent Pool into unit records
	ICON for editing a rider's record
	ICON for saving or printing a report generated in Excel
	ICON for saving or printing a report generated in Word
	ICON for saving or printing a report generated as a PDF document
	ICON for adding files
	ICON for deleting files

# Reporting Errors and Suggestions in MUSTT

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To be properly logged and worked by IT, all errors or suggestions will be submitted via the MUSTT feedback channel. Calling the Safety Center or emailing a member on the Safety Center staff will not get your inputs for MUSTT worked. IT must have a “Feedback” to account for their time and to have a record of programming items worked.

Submitting a Feedback:

Step 1: Log onto MUSTT

Step 2: Click on the “Submit Feedback” link at the bottom of any page in MUSTT

Step 3: Fill in form. Remember the Reference Type will always be “Not Applicable” for MUSTT

Step 4: If needed, attach any supporting documents to further clarify error or suggestion

Step 5: Once they address your concerns, IT will send you an email explaining the fix or why it wasn't fixed

The screenshot shows a web browser window titled "Enter New Feedback - Microsoft Internet Explorer provided by KAFB Information Systems". The main content area is titled "Add Feedback/Error" and contains the following fields and options:

- Reference Type:** \* Radio buttons for Mishap, Recommendation, Illness, and Not Applicable (selected).
- Type of Feedback:** \* Radio buttons for Suggestion (selected), Error, and Organization Change.
- Feedback One-liner:** \* A text input field with a character count of 0.
- Description of Feedback/Error:** \* A large text area with a character count of 0. The text inside reads: "(i.e., 'What were you doing? What field were you on? What data were you entering?')"
- Attachments:** A section titled "You may attach files, such as screen shots, to assist your feedback." containing a "Browse" button and a "Submit Feedback" button.
- Buttons:** "Spell Check" and "Submit Feedback" buttons are located at the bottom of the form.

# Motorcycle Rider Worksheet

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**Step 1** – Located in section 3, on the MUSTT homepage, you will find a hyperlink entitled “Motorcycle Rider Worksheet”. To begin the process of generating a worksheet click the “Motorcycle Rider Worksheet” hyperlink. The hyperlink will turn red why the cursor is over it.

## Motorcycle Unit Safety Tracking Tool (MUSTT) Homepage

Motorcycle Unit Safety Tracking Tool (MUSTT) is a management tool for tracking unit motorcycle riders and their training. MUSTT will fulfill the commander's requirements outlined in AFI 91-207. Features include the tracking of unit riders, their motorcycles, training and required briefings. MUSTT is a one stop tool that allows management from MAJCOM and subordinate organizations. These organizations have instant access to rider populations and training needs.

### Commander's responsibilities:

- Track all unit AF Military riders
- Track all unit AF civilian riders who operate a motorcycle in the performance of official duties
- Report rider demographics
- Conduct Initial Briefing within 30 days [Commander's Brief Outline Worksheet](#)
- Ensure riders attend annual/preseason brief

[Create Motorcycle Rider](#) [Motorcycle Rider Worksheet](#)  
[Search Motorcycle Riders](#) [Annual/Preseason Briefing Mass Update](#)  
[Search Rider Training & Briefings](#) [Search Training Rules](#)  
[Search and Retrieve Free Agent Rider](#) [Motorcycle Type Definitions](#)  
[Email Users](#)

**Step 2** – When you click the “Motorcycle Rider Worksheet” hyperlink the screen shot to the left will appear. Here is were we define the type of worksheet we need to generate.

**IMPORTANT NOTE:** Worksheets are to used to assist in completing a riders record in MUSTT. Once record is entered into MUSTT the rider's worksheet will be destroyed.

The screenshot shows the MUSTT homepage with a green header bar containing "UNCLASSIFIED REPORTING ONLY" and "AFSAS Time: 08 DEC". Below the header are navigation tabs: ACCOUNT INFO, EMAIL, PUBS & REFS, MUSTT, FEEDBACKS, FILE SHARING, and HELP. A user is logged in as "GS13, ALBERT, ARTHUR, U". The "Motorcycle Rider Worksheet" form is displayed, featuring a text box with instructions: "Enter the requested information and a list of questions will be generated that need to be answered in order to enter a rider. Questions marked with an asterisk may appear depending upon the answers provided to prior questions." Below this is a dropdown menu for "Employment Status Tier 1:" with the text "-- select employment status --". At the bottom of the form are two buttons: "Generate Worksheet" and "Start Over".

# Motorcycle Rider Worksheet

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**Step 3** - To create a worksheet for a specific category or rider, i.e. US Military, Civilian, or Foreign Military, you will click on the ▼ on the Employment Status Tier 1. Then highlight the category of rider you want. For our sample we have chosen “US Military and Coast Guard”.

**Motorcycle Rider Worksheet**

Enter the requested information and a list of questions will be generated that need to be answered in order to enter a rider. Questions marked with an asterisk may appear depending upon the answers provided to prior questions.

**Employment Status Tier 1: \*** -- select employment status -- ▼

Generate Worksheet S -- select employment status --

- US Military and Coast Guard
- Civilian
- Foreign Military

Please select Employment Status, Tier 1...

**Step 4** - Once selected another field will appear asking for Employment Status Tier 2. Here we have selected “USAF Regular”. Once both tiers have been selected your now ready to generate a worksheet. Click ➡ to continue.

**Motorcycle Rider Worksheet**

Enter the requested information and a list of questions will be generated that need to be answered in order to enter a rider. Questions marked with an asterisk may appear depending upon the answers provided to prior questions.

**Employment Status Tier 1: \*** US Military and Coast Guard ▼

**Employment Status Tier 2: \*** -- select employment status -- ▼

Generate Worksheet S -- select employment status --

- USAF Regular
- USAF Air National Guard
- USAF Reserve
- US Army
- US Navy
- US Marines
- US Coast Guard
- Nonappropriated Funds Military

# Motorcycle Rider Worksheet

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**Step 5** - Verify in both Tier 1 and Tier 2 fields that you have the right information for the worksheet you are wanting to generate and then click the “Generate Worksheet” button.

**Motorcycle Rider Worksheet**

Enter the requested information and a list of questions will be generated that need to be answered in order to enter a rider. Questions marked with an asterisk may appear depending upon the answers provided to prior questions.

Employment Status Tier 1: \* US Military and Coast Guard ▾

Employment Status Tier 2: \* USAF Regular ▾




**Step 6** - This will generate a custom worksheet as partially shown here. Now you have the options of downloading this worksheet as an Excel, Word or PDF worksheet. Just click on the appropriate ICON and follow any on screen prompts that may appear for printing or downloading a file.

**Motorcycle Rider Worksheet**

Enter the requested information and a list of questions will be generated that need to be answered in order to enter a rider. Questions marked with an asterisk may appear depending upon the answers provided to prior questions.

Employment Status Tier 1: \* US Military and Coast Guard ▾

Employment Status Tier 2: \* USAF Regular ▾

Export to:   

Question	Answer
<b>Rider</b>	
Last Name:	
First Name:	
Middle Initial:	
Employment Status, Tier 1:	
Employment Status, Tier 2:	
Grade:	
Assigned Organization, Tier 1:	



# Create Motorcycle Rider

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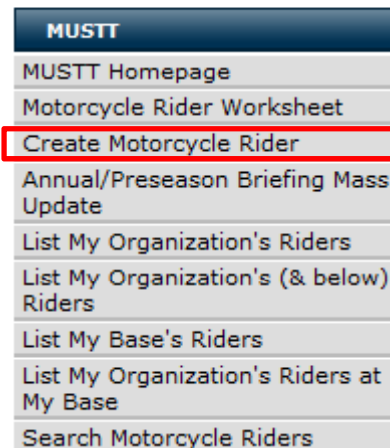
We will now look at creating a motorcycle rider's record in MUSTT.

**Step 1:** You start by clicking on the button or hyperlink "Create Motorcycle Rider" found on the Homepage in MUSTT. You will be able to find this button or hyperlink in sections 1, 2 and 3, as identified below. Click ➡ to continue.

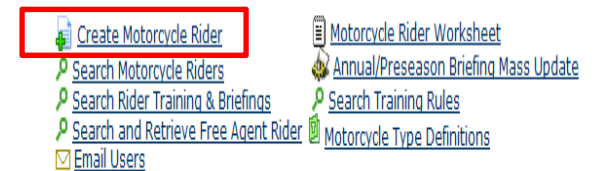
A. Upper Menu Bar under MUSTT Tab – Homepage (section 1)



B. Left Navigational Window – Homepage (section 2)



C. Intro Paragraph and Commands – Homepage (section 3)



# Create a Motorcycle Rider

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**Step 2** – After selecting “Create Motorcycle Rider” the window to the right will appear. Here we are adding a rider named: Test, One T.. Fill in all fields. Remember all fields highlighted in red are required.

**NOTE:** Any field with a ▼ has a drop down menu you select from.

**Step 3** – Once all informational fields are completed click the “Save Motorcycle Rider”. When saved a new window will appear. Click ➡ to continue.

### Add Motorcycle Rider

[Motorcycle Riders Required to be Entered in MUSTT](#)

**Last Name: \***

**First Name: \***

**Middle Initial: \***

**Employment Status Tier 1: \***

**Employment Status Tier 2: \***

**Grade: \***

**Assigned Organization Tier 1: \***

**Assigned Organization Tier 2: \***

**Assigned Base: \***

# Create a Motorcycle Rider

[Return to Switchboard](#)

**Update Motorcycle Rider**

Rider Name: Test, One T.      Organization: AFSC      Base: Kirtland AFB

Motorcycle Riders Required to be Entered in MUSTT

Last Name: \*      Test  
First Name: \*      One  
Middle Initial: \*      T  
Employment Status Tier 1: \*      US Military and Coast Guard  
Employment Status Tier 2: \*      USAF Regular  
Grade:      E7  
Assigned Organization Tier 1: \*      US Air Force  
Assigned Organization Tier 2: \*      Air Force Safety Center  
Assigned Office Symbol:        
Date Arrived at Organization:      DD MON YYYY  
Date Eligible for Return from Overseas (DEROS) (OCONUS Only): (optional)      Month -- choose month --      Year  
Assigned Base: \*      Kirtland AFB  
Date of Birth:      Year  
Gender:       Male       Female  
E-mail:        
Licensed?:       Yes       No  
Category of Rider?      -- Select Rider Type --  
Approximate Date Started Riding Motorcycles:      Month -- choose month --      Year  
Average Miles Ridden Per Year:        
Comments: (optional)      **Spell Check**  
  
4000 characters remaining on your input limit. (Word Count: 0)  
Date Separated from DOD/Military Service: (optional)      DD MON YYYY  
**List of mishaps motorcycle rider has been involved in**  
**This motorcycle rider has not been involved in any mishaps.**  
**Save Motorcycle Rider**      **Cancel**

**Step 4** – The initial entry window will now expand and you will need to fill in any and all optional information you have for this rider. Once you have accomplished this click the “Save Motorcycle Rider” at the bottom of the electronic entry form. Remember all fields with a ▼ has a drop down menu to select from. Once you click “Save” an error check for the initial entry form will be run automatically. Click ➡ to continue.

**Special Note:** Upon entering this page from the previous initial entry screen the “Left Navigational Window” (section 2), adds an additional selection menu “Current Rider”. This section is designed to assist you in editing the current riders records. At the end of this section on creating a rider we have included a slide to show you this new menu and explain how it is to be used to assist you in managing a rider’s records.

# Create a Motorcycle Rider

[Return to Switchboard](#)

## Motorcycle Rider Error Check

Rider Name: Test, One T.

Organization:

### Found 0 Errors And 3 Warnings

No Error



Rider (0 errors, 0 warnings)

Error or warning



+ Motorcycle (0 errors, 1 warnings)





+ Formal Training (0 errors, 1 warnings)



+ Unit/Base Briefings (0 errors, 1 warnings)

[Done With Error Check](#)

 [Clear Error Check Results](#)

**Step 5** – Error check shows initial entry form on rider information has no errors. If an error was shown you go back to the page to repair the error by double clicking on the line item the error is in. Example: if an error was shown on the “Rider” page you would put your cursor on the “Rider” and double click. This would take you back to the page to repair error. If no errors click on “Done with Error Check” to proceed entering record. Click  to continue.

# Create a Motorcycle Rider

[Return to Switchboard](#)

**Step 6** – Once you complete the error check the screen to the right will appear. Now is time to enter data about the motorcycles the rider has. To start adding cycles click the “Add a Motorcycle” link.

**Step 7** – After clicking the “Add a Motorcycle” link this window will appear. Here is where we add information about the rider’s motorcycle. Remember anytime you see a field with a ▼ you have a drop down with menu choices to select from.

- TYPE: Cruiser - NOTE: a picture and definition will appear once you enter type.
- YEAR: 2000
- MAKE: Honda
- MODEL: Shadow
- ENGINE SIZE: 751-1000cc
- HORSEPOWER (optional): 38
- APPROXIMATE DATE FIRST RODE THIS MOTORCYCLE: May 2000 (approximate date)
- Riding Status: Currently Ridden - See Hover Help to determine riding status.

Once you have completed entering information on this motorcycle click the “Save Motorcycle” and continue to next slide. Click ➡ to continue.

## Manage Motorcycles

Rider Name: Test, One T. Organization: AFSC/SEG Base: Kirtland AFB Status: Sustainment 

No Motorcycles Entered; Please enter all motorcycles rider currently rides or has previous experience with.

 [Add a Motorcycle](#)

[Done with Motorcycles](#)

### Add Motorcycle

Rider Name: Test, One T. Organization: AFSC/SEG Base: Kirtland AFB Status: Sustainment 

Type: \* Cruiser ▼

Year: \* 2000


Make: \* Honda ▼

Model: \* Shadow

Engine Size: \* 751-1000CC ▼

Horsepower: (optional) 43

Approximate Date First Rode this Motorcycle: \*  
Month MAY ▼ Year 2000

Riding Status: \*   Currently Ridden  Previously Ridden

Years experience with this Motorcycle: 11.6

Save Motorcycle

Cancel





#### Cruisers:

Cruisers are low and long motorcycles including many motorcycles in the Harley-Davidson lineup. They tend to be big and heavy but usually have a pretty powerful engine to match.




# Create a Motorcycle Rider

[Return to Switchboard](#)

**Step 8** – This screen confirms you have entered a motorcycle for the rider. You now have two action ICONS, you can edit the information you just entered by clicking on the  or you can delete the motorcycle by clicking on the . If no changes are needed you now can enter another motorcycle for this rider by clicking the “Add a Motorcycle” or if done with adding motorcycles click “Done with Motorcycles”.



**Step 9** – Once completed and you clicked “Done with Motorcycles” you will be taken to the screen to enter a riders training as shown here. There are 3 Hyperlinks on this page.

1. “List of Formal Training Courses” – Brings up a list of training courses.
2. “Display Rider’s Applicable Training Rules” – Brings up listing of required training for this rider, includes AF, MAJCOM and Installation requirements.
3. “Add Formal Training Course” – Were you add this riders training. Click  to continue

## Manage Motorcycles

Rider Name: Test, One T.      Organization: AFSC/SEG      Base: Kirtland AFB      Status: Sustainment 

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

Action	Type	Year	Make	Model	Engine Size	Dates Rode
 	Cruiser	2000	Honda	Shadow	751-1000CC	05/2000 to Present

Displaying Results 1 - 1 of 1 records. Ex

 [Add a Motorcycle](#)

## Done with Motorcycles

**WARNING** If training course is a repeat (recurring) requirement, please add a new formal training course each time the rider completes the course.

## Manage Motorcycle Training Courses

Rider Name: Test, One T.      Organization: AFSC/SEG      Base: Kirtland AFB      Status: Sustainment

[List of Formal Training Courses](#)

[Display Rider's Applicable Training Rules](#)

### List of Training Courses Attended

No Training Courses Entered

 [Add Formal Training Course](#)

### List of Training Courses Certified To Instruct

No Training Courses Certified To Instruct

[Done with Formal Training](#)



# Create a Motorcycle Rider

[Return to Switchboard](#)

**Step 10** – Click on “Add Formal Training Course” to begin adding this rider’s training.

**Step 11** – After clicking on “Add Formal Training Course” the screen to the right will pop up. Fill in required information. ▼ Indicates a drop down menu for selecting data for this field. Once you have completed information on this form click “Save Training”. Once you “Save Training” you will be taken back to the screen above but now it will list the course you just entered for the rider with the options of editing the information of deleting it. If this is the only course the rider has taken click “Done with Formal Course” if there are additional courses click “Add Formal Course”. Click ➡ to continue.

**WARNING** If training course is a repeat (recurring) requirement, please add a new formal training course each time the rider completes the course.

## Manage Motorcycle Training Courses

Rider Name: Test, One T.      Organization: AFSC/SEG      Base: Kirtland AFB      Status: Sustainment

[List of Formal Training Courses](#)

[Display Rider's Applicable Training Rules](#)

### List of Training Courses Attended

No Training Courses Entered


 [Add Formal Training Course](#)

### List of Training Courses Certified To Instruct

No Training Courses Certified To Instruct

[Done with Formal Training](#)


### Add Formal Training

Rider Name: Test, One T.      Organization: AFSC/SEG      Base: Kirtland AFB      Status: Sustainment 

[List of Formal Training Courses](#)

**Training Course: \***      -- Select Training Course -- ▼

MSF or Other Certification Number: (optional)

**Completion Date: \***      DD MON YYYY 

# Create a Motorcycle Rider

[Return to Switchboard](#)


**Step 12** – Once you have finished with training courses and clicked “Done with Formal Training” the window to the right for entering a rider’s briefings will appear. Here you have two hyperlinks.

1. Add Unit/Base Briefing
2. Done with Unit/Base Briefings

To enter briefings click the “Add Unit/Base Briefings”.

**Step 13** – Here you enter the type of briefing by selecting the item from the drop down menu signified by the ▼. Once you have entered required data click the “Save Unit/Base Briefing”. After clicking the “Save Unit/Base Briefing” you will be taken back to the screen on Step 12 above with the addition of a listing showing the training you just added. You will have options of editing or deleting what you just added. If no changes are needed now you can click “Add Unit/Base Briefing” to add another brief or you can click “Done with Unit/Base Briefings” to finish adding briefings. Click ➡ to continue

## Manage Unit/Base Briefings


Rider Name: Test, One T.      Organization: AFSC/SEG      Base: Kirtland AFB      Status: Sustainment 

No Unit/Base Briefings Entered

 [Add Unit/Base Briefing](#)

[Done with Unit/Base Briefings](#)

## Update Unit/Base Briefing

Rider Name: Test, One T.      Organization: AFSC/SEG      Base: Kirtland AFB      Status: Sustainment 

Briefing: \*     

Completion Date: \*       

[Save Unit/Base Briefing](#)

[Cancel](#)

[← Back](#)


[Next →](#)

# Create a Motorcycle Rider


[Return to Switchboard](#)

**Step 14** – Once finished with adding briefings you will be given another window for entering copies of a persons briefings or training certificates. Files can be saved as Word, Excel or a PDF. On this screen you will find 3 hyperlinks.

1. File Activity Log
2. Add Files
3. Done with Files

Add a file by clicking on "Add Files". When you do the window at the lower right will appear. To add a file you need to have saved the file electronically in one of the formats above then click the "Browse" button. go to the area on your computer you have the electronic copy saved, select it then click "Submit Upload" to place the file in the MUSTT electronic record for this rider. Once submitted you will see the screen in the upper right again, but this time it will show the upload you just accomplished. Now you can edit or delete the upload you just accomplished. If no changes are needed and you don't have additional files to upload click "Done with Files". Click  to continue.

## Manage Motorcycle File Attachments

Rider Name: Test, One T.      Organization: AFSC/SEG      Base: Kirtland AFB      Status: Sustainment 

Recommended items to store:

- CC's initial brief
- Training completion card or certificate
- Approval letter from CC for members exceeding 30 day training requirement
- Any letter or memo regarding members training

 [File Activity Log](#)


**This Motorcycle Rider has no files attached.**

 [Add Files](#)

[Done With Files](#)

**WARNING** Please ensure that the file you are attempting to upload is not password protected.

## Upload Files

Rider Name: Test, One T.      Organization: AFSC/SEG      Base: Kirtland AFB      Status: Sustainment 

Acceptable File Formats: Any

Attach Files

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 [AFSAS Help Desk](#).

# Create a Motorcycle Rider

[Return to Switchboard](#)

**Special Note:** After clicking “Save Motorcycle Rider” the left navigational window (Section 2) will add an additional section titled “Current Rider”. The buttons under “Current Rider” are used to edit, view and run error checks on the record you just created or the record you have active on the screen.

**Update Motorcycle Rider** - Clicking on this button will take you to the “Update Motorcycle Rider Screen” which allows for editing of the rider’s record that is active on the screen.

**Error Check** – Runs a check on the rider’s record that is active on the screen to verify all information is complete and in proper format.

**Motorcycles** – Will take you to the “Manage Motorcycles” screen to edit, add, or change riding status of motorcycle entered or being edited on screen

**Training Courses** - Will take you to the “Manage Motorcycles Training Courses” screen to edit, add, or change riding status of motorcycle entered or being edited on screen.

**Unit/Base Briefings** - Will take you to the “Manage Unit/Base Briefings” screen to edit, add, or change riding status of motorcycle entered or being edited on screen.

**Files** - Will take you to the “Manage Motorcycle File Attachments” screen to edit, add, or change riding status of motorcycle entered or being edited on screen.

**Data Viewer** - Will take you to the “Motorcycle Rider Data Viewer” screen to edit, add, or change riding status of motorcycle entered or being edited on screen.

**History Log** – Will take you to “Post to Motorcycle Rider History Log” where you can view all changes or actions taken in MUSTT to this rider’s records.



CURRENT RIDER
Update Motorcycle Rider
Error Check
Motorcycles
Training Courses
Unit/Base Briefings
Files
Data Viewer
History Log
MUSTT
MUSTT Homepage
Motorcycle Rider Worksheet
Create Motorcycle Rider
Annual/Preseason Briefing Mass Update
List My Organization's Riders
List My Organization's (& below) Riders
List My Base's Riders
List My Organization's Riders at My Base
Search Motorcycle Riders

**End of this Section**

[← Back](#)

[Next →](#)

# Search Motorcycle Riders

[Return to Switchboard](#)

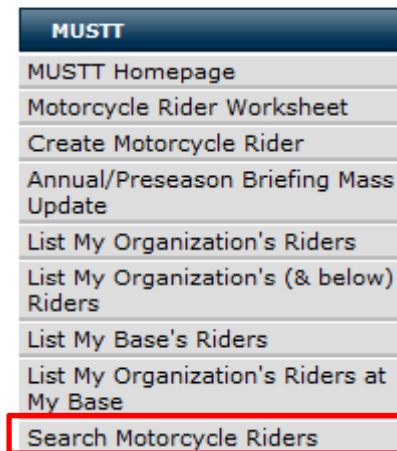
We will now look at how to Search Motorcycle Riders in MUSTT

**Step 1:** You start by clicking on the button or hyperlink "Search Motorcycle Riders" found on the Homepage in MUSTT. You will be able to find this button or hyperlink in sections 1, 2 and 3, as identified below. Click ➡ to continue.

A. Upper Menu Bar under MUSTT Tab – Homepage (section 1)



B. Left Navigational Window – Homepage (section 2)



C. Intro Paragraph and Commands – Homepage (section 3)



# Search Motorcycle Riders

[Return to Switchboard](#)

Searching for a unit rider without using the riders name or SSAN is somewhat a challenge. However, understanding how the search function works and being prepared will make searching for a rider easier and with a little practice, it is just as efficient as searching with a rider's name. DoD wide the services have been mandated to reduce or eliminate the need for Personal Identification Information (PII). The new search function within MUSTT allows for the end user to find rider information without requiring PII information.

**Step 2** –After you have clicked on the “Search Motorcycle Rider” button or hyperlink, the window to the right will appear.

**Step 3** – Fill in the information requested. Two reminders, the more information you are able to supply the more focused the filter will be, thus limiting the number of riders returned. Also, if the field has a ▼ symbol, that field has a drop down menu to choose from.

**Step 4** – Once completed filling in the information then click the “Search Motorcycle Riders” at the bottom left of this window. Click ➡ to continue.

**MESSAGE** MUSTT Search by rider name and SSN is not allowed at this time. Search for riders by the following fields.

## Search Motorcycle Riders

Assigned Organization Tier 1:	-- Select Organization Tier 1 -- ▼
Assigned Office Symbol:	<input type="text"/>
Assigned Base:	<input type="text"/>
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Rider Age Group:	<input type="text"/> through <input type="text"/>
Date Eligible for Return from Overseas (DEROS):	<input type="text"/> DD MON YYYY through <input type="text"/> DD MON YYYY
Motorcycle Type:	-- Select Type -- ▼
Completed Training Course:	-- Select Training Course -- ▼
Certified Instructor:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive
Training Course Certified to Instruct:	-- Select Training Course -- ▼
Motorcycle Rider Status:	<input type="checkbox"/> Initial Entry <input type="checkbox"/> Sustainment <input type="checkbox"/> Free Agent
Results Per Page:	25 ▼

Search Motorcycle Riders

[← Back](#)

[Next →](#)



# Search Motorcycle Riders

**Step 5** - This screen shows the results of the search conducted:

- Tier 1 and Tier 2 Organization
- Assigned base

In supplying this data we generated two riders that met the criteria provided. Now you would just select the rider you want to make changes to their records on, or select the action you want to take by clicking on the ICON to the left of the name. Remember ICONS and what they represent can be found in this presentation by clicking and going to the tutorial switchboard.

**Search Parameters**

Criterion	Values
Assigned Organization Tier 1:	US Air Force ( <a href="#">remove cri</a> )
Assigned Organization Tier 2:	Air Force Safety Center
Assigned Base:	Kirtland AFB ( <a href="#">remove cri</a> )
Motorcycle Type:	Sport ( <a href="#">remove criterion</a> )

**- Search Refinement** ( [+ Expand All](#) | [- Collapse All](#) )

[hide facets with zero counts](#)

- **Assigned Organization Tier 1:**  
us air force 2
- **Assigned Organization Tier 2:**  
afsc 2
- **Assigned Base:**  
kirtland afb 2
- + **Gender:**
- + **Motorcycle Type:**
- + **Completed Training Course:**
- + **Motorcycle Rider Status:**

([Modify Search](#) | [Start Over](#))

Action	Grade	Name	Age	Assigned Organization Tier 1	Assigned Organization Tier 2
    			43	USAF	AFSC
    			44	USAF	AFSC

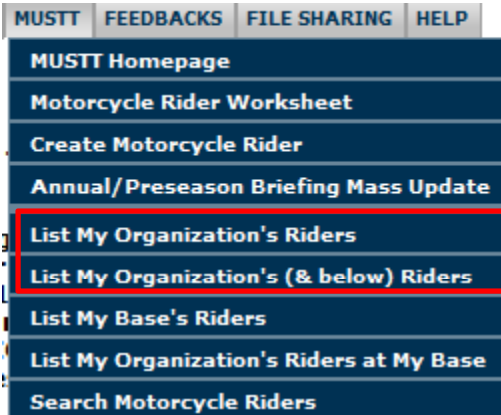
Displaying Results 1 - 2 of 2 records.

# Make Rider Free Agent-PCS/PCA-Retire-Terminate

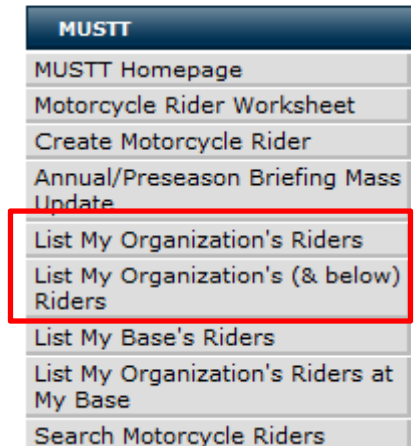
[Return to Switchboard](#)

**Step 1** – Start by opening the organizational menu by selecting either “List My Organization’s Riders or List My Organization’s (& below) Riders” from the Upper Menu Bar (section 1) or the Left Navigational Window (section 2), see below. Unit level MSRs would primarily want to use the “List My Organization’s Riders”. If selecting “List My Organization’s Riders” doesn’t produce the rider your looking for then try “List My Organization’s (& below) Riders”. Click ➡ to continue.

A. Upper Menu Bar under MUSTT Tab – Homepage (section 1)



B. Left Navigational Window – Homepage (section 2)



# Make Rider Free Agent-PCS/PCA-Retire-Terminate




[Return to Switchboard](#)

















































## Motorcycle Riders Search Results

**Search Parameters**

<u>Criterion</u>	<u>Values</u>
Homepage Link:	My Organization's Motorcycle Riders: Total Number of Riders

[\(Back to MUSTT Homepage | Search Motorcycle Riders\)](#)

**Step 2** – On this page find the rider you are wanting to remove, PCS/PCA, retire/separate, etc. Click on the   ICON to remove rider. After clicking the ICON the window on the next slide will appear. Click  to continue.

Action	Grade	Name	Age	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	DEROS	Rider Status	Licensed?	Years of Experience	Instructor?	Courses Certified to Instruct	Training Completed	Motorcycles Owned
    			48	USAF	AFSC	SEMI	Kirtland AFB		Sustainment	Y	30.4	Y			
    			57	USAF	AFSC	SEH	Kirtland AFB		Sustainment		31.8	N			
    			60	USAF	AFSC	SEFQ	Kirtland AFB		Sustainment		46.0	N			
    			64	USAF	AFSC	SEMI	Kirtland AFB		Sustainment		50.7	N			
    			52	USAF	AFSC	SEW	Kirtland AFB		Sustainment	Y	11.6	N			
    			33	USAF	AFSC	SEH	Kirtland AFB		Sustainment	Y	20.0	N			

# Make Rider Free Agent-PCS/PCA-Retire-Terminate

[Return to Switchboard](#)


**Step 3** – Now mark the selection button to the left of the reason for removing the rider for your listing

**Step 4** – After selecting reason for removing the rider click on the “Remove Rider” button to finish transaction.

### Remove Motorcycle Rider Confirmation

Rider Name: Gann, Michael S.      Organization: AFSC/SEMI      Base: Kirtland AFB

You are about to remove a rider from your organization listing or from a subordinate organization listing. This rider will be placed into pool where they will reside for 180 days. During this time period, motorcycle safety representatives (MSR) can retrieve riders and add them to their organizational listing, thereby negating the need to reenter all the relevant data. After 180 day has expired, the rider will be archived.

Select Reason for Removing this Rider: \* 

- Rider PCS/PCA
- Rider Retired/Separated
- Rider No Longer Licensed
- Rider No Longer Rides
- Rider Deceased
- Rider no longer meets requirements to be

Rationale for Removing Rider: (optional)

4000 characters remaining on your input limit

**NOTE:** Hover Help Expanded to show selection status.

Hover Help -- click to stick

Reasons for removing a rider from your organization and placing into Free Agent pool (Motorcycle Rider's Status = 'Free Agent') are listed below:

**Rider PCS/PCA:**

- Rider has a Permanent Change of Station/ Permanent Change of Assignment
- Rider is placed into the 'Free Agent Pool' for 180 days

**Rider Retired/Separated:**

- USAF Military Rider retires or separates from the USAF
- Rider is placed into the 'Free Agent Pool' for 180 days

**Rider No Longer Licensed:**

- USAF Military, Non-USAF Military or Civilian Rider lets license expire
- Rider is placed into the 'Free Agent Pool' for 180 days

**Rider No Longer Rides:**

- Rider no longer rides and no longer has a license
- Rider is placed into the 'Free Agent Pool' for 180 days

**Rider Deceased:**

- Rider dies
- Rider is placed into the archive

# Search & Retrieve a Free Agent Rider

[Return to Switchboard](#)










**Step 1** – You have a new rider to the unit and the rider states he/she is already in MUSTT. To bring them onto your unit roster you need to open the window that allows you to search for a Free Agent. This is accomplished by clicking on the hyperlink found in section 3 on the MUSTT homepage (see below). Click ➡ to continue

## Motorcycle Unit Safety Tracking Tool (MUSTT) Homepage

**Motorcycle Unit Safety Tracking Tool (MUSTT) is a management tool for tracking unit motorcycle riders and their training. MUSTT will fulfill the commander's requirements outlined in AFI 91-207. Features include the tracking of unit riders, their motorcycles, training and required briefings. MUSTT is a one stop tool that allows management from MAJCOM and subordinate organizations. These organizations have instant access to rider populations and training needs.**

### Commander's responsibilities:

- Track all unit AF Military riders
- Track all unit AF civilian riders who operate a motorcycle in the performance of official duties
- Report rider demographics
- Conduct Initial Briefing within 30 days  [Commander's Brief Outline Worksheet](#)
- Ensure riders attend annual/preseason brief

- |   |   |
|---|---|
|  <a href="#">Create Motorcycle Rider</a>               |  <a href="#">Motorcycle Rider Worksheet</a>            |
|  <a href="#">Search Motorcycle Riders</a>              |  <a href="#">Annual/Preseason Briefing Mass Update</a> |
|  <a href="#">Search Rider Training &amp; Briefings</a> |  <a href="#">Search Training Rules</a>                 |
|  <a href="#">Search and Retrieve Free Agent Rider</a>  |  <a href="#">Motorcycle Type Definitions</a>           |
|  <a href="#">Email Users</a>                           |   |

# Search & Retrieve a Free Agent Rider

[Return to Switchboard](#)

**Step 2** – After clicking the search function on the homepage this window pop up will appear. Using the “Search and Retrieve Free Agent Rider” is similar to “Searching Rider”. Fill in all the filter fields you can to narrow your return. Remember any time you see a small black arrow ▼, that field has a drop down menu to select from. I have filled in all fields that I have information on. In this case we are looking for a rider in the Free Agent Pool that is in the AF and came from the Air Force Safety Center, Kirtland AFB, and rides a Sport Bike. See next slide for results of this search. Click ➡ to continue.

**MESSAGE** MUSTT Search by rider name and SSN is not allowed at this time. Search for riders by the following fields.

### Search and Retrieve Free Agent Rider

Former Assigned Organization Tier 1:

Former Assigned Organization Tier 2:

Former Assigned Office Symbol:

Former Assigned Base:

Gender:  Male  Female

Rider Age Group:  through

Motorcycle Type:

Certified Instructor:  Active  Inactive


Motorcycle Rider Status:  Initial Entry  Sustainment  Free Agent  Archive

Results Per Page:



# Search & Retrieve a Free Agent Rider

[Return to Switchboard](#)

**Step 3** - Notice that the search for a “Free Agent” brought back one rider meeting the criteria specified on the search page. But looking at the “Rider Status” column of the returned results, only one is a “Free Agent”. You can also determine a free agent by the ICON in front of the riders name. If you see this ICON  this rider is available to pickup and place in another unit.

**Search Parameters**

Criterion	Values
Assigned Organization Tier 1:	US Air Force <a href="#">(remove criterion)</a>
Assigned Organization Tier 2:	Air Force Safety Center (AFSC) <a href="#">(remove criterion)</a>
Assigned Base:	Kirtland AFB <a href="#">(remove criterion)</a>
Motorcycle Rider Status:	Free Agent <a href="#">(remove criterion)</a>

**- Search Refinement** ( [+ Expand All](#) | [- Collapse All](#) )

[hide facets with zero counts](#)


- **Assigned Organization Tier 1:**  
us air force 1
- **Assigned Organization Tier 2:**  
afsc 1
- **Assigned Base:**  
kirtland afb 1
- + **Gender:**
- + **Motorcycle Type:**
- + **Completed Training Course:**
- + **Motorcycle Rider Status:**

[\(Modify Search | Start Over\)](#)

Action	Grade	Name	Age	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	DEROS	Rider Status	Licensed	Years of Experience
  	GS12	[REDACTED]	57	USAF	AFSC		Kirtland AFB		Free Agent		39.3
Displaying Results 1 - 1 of 1 records.											

# Search & Retrieve a Free Agent Rider

[Return to Switchboard](#)

**Step 4** – Once you click on the  this pop up will appear. Verify this is the right rider you are wanting to pickup and then click “Add Rider” at the bottom left of the screen. When you click “Add Rider” you will be taken to the “Update Motorcycle Rider” screen and you will need to complete the import of this rider’s records by filling in all data needed.

## Add Rider to My Organization

Rider Name: Test, One T.

Organization: AFSC/SEG

You are about to add this motorcycle rider:

**Grade:** Master Sergeant  
**Last Name:** Test  
**First Name:** One  
**Middle Initial:** T  
**Age:** 29  
**Former Assigned Organization Tier 1:** USAF  
**Former Assigned Organization Tier 2:** Air Force Safety Center  
**Former Assigned Office Symbol:** SEG  
**Former Assigned Base:** Kirtland AFB

### Motorcycle(s):

Type	Year	Make	Model	Engine Size	Dates Rode
Cruiser	2000	Honda	Shadow	751-1000CC	05/2000 to Present

Selecting the "Add Rider" button below, will navigate you to the "Update Motorcycle Rider" page and allow you to enter the rider's assigned organization tier1 and tier 2, assigned office symbol, and assigned base. This rider will also be required to attend a new commander briefing within 30 days.

If you do not want to add this rider, select the "Cancel" button.

Add Rider

Cancel

# Viewing and Editing Unit Rider Record [Return to Switchboard](#)

**Step 1:** In section 4 on the MUSTT homepage you will find information about the number of riders within a MSR's hierarchy of authority that do or don't meet predefined search criteria. By clicking on the number found under the count column you will bring up the data on riders meeting or failing to meet the criteria listed. In this section I want to view and edit a riders record in "My Organization's Motorcycle Riders" so I would click on the number "16" in the Count column, under "My Organization's Motorcycle Riders". Clicking on the number will bring up the information on the next slide. Click ➡ to continue.

## - My Organization's Motorcycle Riders

	Count
Riders With Incomplete Rider Information	<u>1</u>
Total Number of Riders	<u>16</u>
Unit Commander's Brief Due within 30 Days	0

## - My Organization's (& below) Motorcycle Riders

	Count
Riders With Incomplete Rider Information	<u>21762</u>
Total Number of Riders	<u>29862</u>
Unit Commander's Brief Due within 30 Days	58









## - My Base's Motorcycle Riders



	Count
Riders With Incomplete Rider Information	<u>192</u>
Total Number of Riders	<u>475</u>
Unit Commander's Brief Due within 30 Days	2

## - My Organization's Motorcycle Riders at My Base

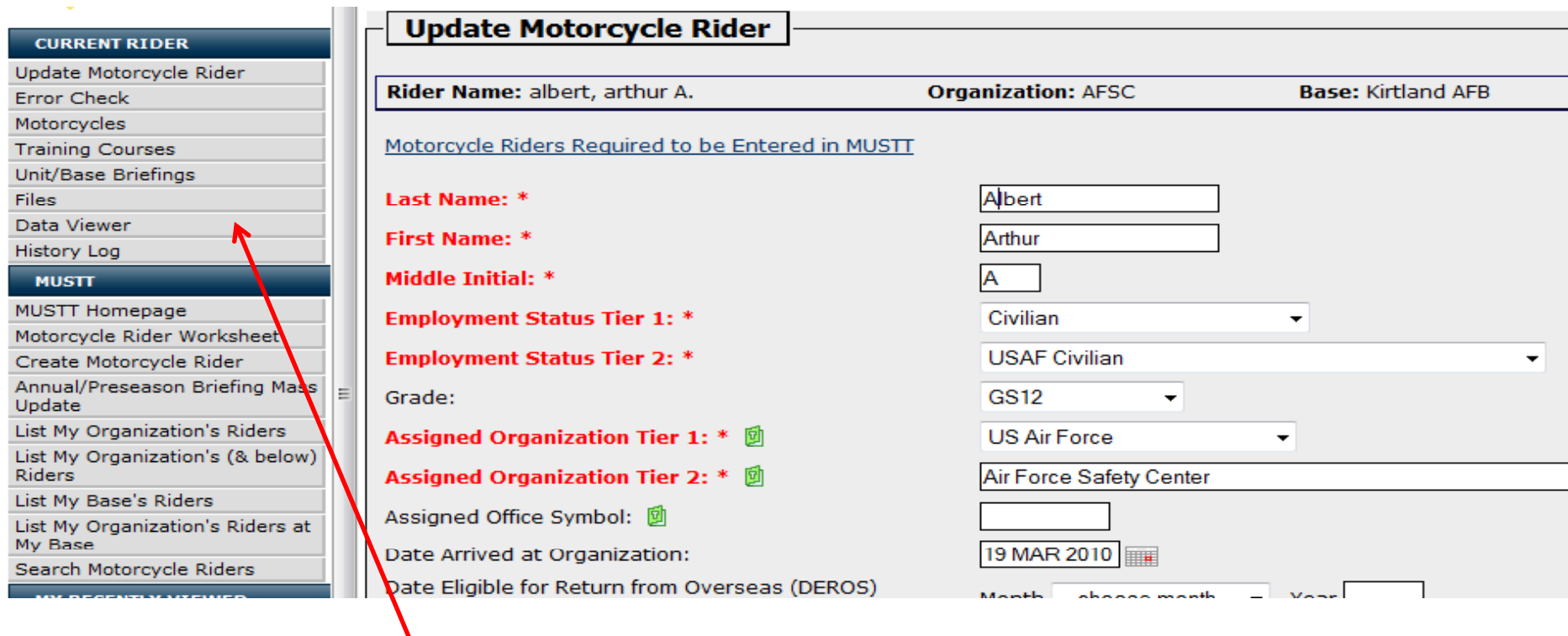
	Count
Riders With Incomplete Rider Information	<u>1</u>
Total Number of Riders	<u>16</u>
Unit Commander's Brief Due within 30 Days	0





# Viewing and Editing Unit Rider Record [Return to Switchboard](#)

Action	Grade	Name	Age	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	DEROS	Rider Status	Licensed?	Years of Experience
   			16	USAF	AFSC	SEH	Kirtland AFB		Sustainment	Y	17.8
   			48	USAF	AFSC	SEMI	Kirtland AFB		Sustainment	Y	30.5
   			57	USAF	AFSC	SEH	Kirtland AFB		Sustainment		31.9
   			60	USAF	AFSC	SEFQ	Kirtland AFB		Sustainment		46.1
   			64	USAF	AFSC	SEMI	Kirtland AFB		Sustainment		50.8
   			52	USAF	AFSC	SEW	Kirtland AFB		Sustainment	Y	11.7
   			33	USAF	AFSC	SEH	Kirtland AFB		Sustainment	Y	20.1
   	GS12	albert, arthur A.	57	USAF	AFSC		Kirtland AFB		Sustainment		39.3

**Step 2:** To edit information about Mr. Albert's Record click on the appropriate ICON to the left of riders records. You can review the ICON definitions and illustrations on slide 5. To edit Mr. Albert's record click on "" and Mr. Albert's record will appear with a new menu in the left navigational window for editing this rider's record. Click  to continue.

# Viewing and Editing Unit Rider Record [Return to Switchboard](#)



Update Motorcycle Rider		
<b>Rider Name:</b> albert, arthur A.	<b>Organization:</b> AFSC	<b>Base:</b> Kirtland AFB
<a href="#">Motorcycle Riders Required to be Entered in MUSTT</a>		
<b>Last Name: *</b>	<input type="text" value="Albert"/>	
<b>First Name: *</b>	<input type="text" value="Arthur"/>	
<b>Middle Initial: *</b>	<input type="text" value="A"/>	
<b>Employment Status Tier 1: *</b>	Civilian	
<b>Employment Status Tier 2: *</b>	USAF Civilian	
<b>Grade:</b>	GS12	
<b>Assigned Organization Tier 1: *</b> 	US Air Force	
<b>Assigned Organization Tier 2: *</b> 	Air Force Safety Center	
<b>Assigned Office Symbol:</b> 	<input type="text"/>	
<b>Date Arrived at Organization:</b>	<input type="text" value="19 MAR 2010"/> 	
<b>Date Eligible for Return from Overseas (DEROS)</b>	Month <input type="text" value="choose month"/> - Year <input type="text"/>	


**Step 3:** To edit information about Mr. Albert choose the appropriate link in the left navigational window “Current Rider”. When you click on the link you will be given a page for editing information requested. If you wanted to edit information on training, click on “Training Courses”, if you just wanted to view the riders entire record click on “Data Viewer”, if you need to update information click on “Update Motorcycle Rider” etc.



# Motorcycle Definitions

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The hyperlink “Motorcycle Type Definitions” was placed on the MUSTT Homepage, section 3, to assist MSRs with determining the style of motorcycle a rider owns. You can access the motorcycle definitions by clicking on the “Motorcycle Type Definitions” and then when visible you can lock the scrolling window by clicking on the motorcycle picture. Complete listing of all motorcycle definitions can be found on the next couple of slides.










By hovering your cursor on “Motorcycle Type Definitions” you will get a pop of what the cycle looks like along with a narrative definition. Click  to continue.

## Motorcycle Unit Safety Tracking Tool (MUSTT) Homepage

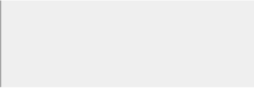


Motorcycle Unit Safety Tracking Tool (MUSTT) is a management tool for tracking unit motorcycle riders and their training. MUSTT will fulfill the commander's requirements outlined in AFI 91-207. Features include the tracking of unit riders, their motorcycles, training and required briefings. MUSTT is a one stop tool that allows management from MAJCOM and subordinate organizations. These organizations have instant access to rider populations and training needs.

### Commander's responsibilities:

- Track all unit AF Military riders
- Track all unit AF civilian riders who operate a motorcycle in the performance of official duties
- Report rider demographics
- Conduct Initial Briefing within 30 days  [Commander's Brief Outline Worksheet](#)
- Ensure riders attend annual/preseason brief

-  [Create Motorcycle Rider](#)
-  [Motorcycle Rider Worksheet](#)
-  [Search Motorcycle Riders](#)
-  [Annual/Preseason Briefing Mass Update](#)
-  [Search Rider Training & Briefings](#)
-  [Search Training Rules](#)
-  [Search and Retrieve Free Agent Rider](#)
-  [Motorcycle Type Definitions](#)
-  [Email Users](#)

[Motorcycle Type Definitions](#)

		converter kit made of a metal structure as well as a pair of auxiliary wheels aligned with the rear wheel axis of the motorcycle is also considered a three-wheeled motorcycle.
		<b>Choppers:</b> A motorcycle that has an extended front end with a greater angle than standard bikes. The term originates from the fact that early riders would cut away, or chop, unnecessary portions of the bike and frame to reduce weight. The raked front end makes for a motorcycle that is stable but not agile. Recently, these bikes have gain attention through the popularity of Jesse James of Wes Coast Choppers and the Tuttle family's Orange County Choppers, featured on the Discovery Channel.
		<b>Standard Motorcycles:</b> A classic styled motorcycle with an upright riding position. These motorcycles have little to no fairing and tend to be less powerful than sport bikes but more powerful than cruisers.



# Motorcycle Definitions

[Return to Switchboard](#)



## Cruisers:

Cruisers are low and long motorcycles including many motorcycles in the Harley-Davidson lineup. They tend to be big and heavy but usually have a pretty powerful engine to match.



## Touring Motorcycles:

Touring bikes are large and heavy motorcycles designed for comfort on long rides and not for break neck speed. Usually, these motorcycles have spacious hard case luggage to give the rider room to pack for a trip. BMW makes a number of popular touring bikes. This style is most popular with older, conservative riders.



## Sport Bikes:

A term applied to light weight, high horsepower motorcycles with designed with emphasis on acceleration, cornering and stopping power. Sport Bikes have an aggressive riding position with the rider's belly to the gas tank. Their weight makes them easy to handle but the sensitive and powerful accelerator can get an inexperienced rider into trouble. These bikes are very popular with young riders.



## Sport-Touring Bikes:

These motorcycles are not quite as big as true touring bikes and have scaled down luggage. This results in better handling than with touring motorcycles but many other attributes remain the same. Generally, these bikes are still designed more for comfort than speed and performance.



## Standard Motorcycle:

A classic styled motorcycle with an upright riding position. These motorcycles have little to no fairing and tend to be less powerful than sport bikes but more powerful than cruisers.



## 3-Wheeled Motorcycle (Trike, Spyder, etc.)

Any motorcycle that is not equipped with a sidecar and meets all the following criteria:

- designed so that the three wheels remain in contact with the ground when operated;
- designed so that the wheels remain perpendicular to the road surface when turning;
- has seating on which all occupants must sit astride;
- whose frame does not partially or completely enclose the driver and passenger, other than the part of the vehicle in front of the driver and the seat backrest.

Any two-wheeled motorcycle on which is mounted a converter kit made of a metal structure as well as a pair of auxiliary wheels aligned with the rear wheel axis of the motorcycle is also considered a three-wheeled motorcycle.

## Chopper:




A motorcycle that has an extended front end with a greater angle than standard bikes. The term originates from the fact that early riders would cut away, or chop, unnecessary portions of the bike and frame to reduce weight. The raked front end makes for a motorcycle that is stable but not agile. Recently, these bikes have gain attention through the popularity of Jesse James of West Coast Choppers and the Tuttle family's Orange County Choppers, featured on the Discovery Channel.



## Off-Road:

These motorcycles include dirt bikes have big knobby tires and can tackle mud, sand, grass and just about anything else. Off-road bikes lack basic safety features such as headlights and turn signals so they are not street legal.

Click  to continue.

# Motorcycle Definitions

[Return to Switchboard](#)



## Dual-Sport Motorcycles:

These bikes are designed for use both on-road and off-road use. These motorcycles cover a large spectrum from basically dirt bikes with headlights and turn signals to a more traditional road bike with a suspension designed to soak up the bumps off road use has to offer. Dual Sport motorcycles tend to be tall, with a high center of gravity. The term Enduro can also be used to describe these motorcycles, though the expression has lost popularity in recent years.



## Naked Bikes:

The term naked bike started out as slang term that has gained mainstream acceptance over the years. It generally refers to a motorcycle that has little, if any, fairing and wind protection. The lack of body panels can lead to a very dramatic styling. With no windscreen and a totally exposed frame, the Ducati Monster is a prime example of a naked bike.



**Mopeds** : a motorbike that can be pedaled or driven (pedals no longer exist on most mopeds today) by a gasoline engine. Most are step-through designs (of both kinds, having either large or small wheels) and step-over designs similar to a regular motorcycle. Mopeds can range in size from less than 50cc all the way up to 250cc or larger. Mopeds are normally a bit smaller and slower than motor scooters. **Not required to be placed in MUSTT if engine displacement is 49cc or less.**



A scooter is a style of two-wheeled motor vehicle traditionally defined by characteristics such as a step-through frame, wheels less than 16" in diameter, and an engine located below the rider and to the rear. These bikes are most commonly available from manufacturers in three typical engine capacities: 50cc, 150cc, and 250cc. Certain motor scooter manufacturers produce alternative engine sizes such as interval sizes of 125cc or models more powerful than 250cc (maxi-scoots). The bigger the engine size, the faster you will be able to go.

# Commander's Briefing Template

[Return to Switchboard](#)

**Step 1** – To open the Commander's Brief Outline Worksheet go to section 3 on the MUSTT homepage and click on the hyperlink titled "Commander's Brief Outline Worksheet" as shown in red. Note, when you place your cursor on the hyperlink the font color will turn red.

## Motorcycle Unit Safety Tracking Tool (MUSTT) Homepage

Motorcycle Unit Safety Tracking Tool (MUSTT) is a management tool for tracking unit motorcycle riders and their training. MUSTT will fulfill the commander's requirements outlined in AFI 91-207. Features include the tracking of unit riders, their motorcycles, training and required briefings. MUSTT is a one stop tool that allows management from MAJCOM and subordinate organizations. These organizations have instant access to rider populations and training needs.

### Commander's responsibilities:

- Track all unit AF Military riders
- Track all unit AF civilian riders who operate a motorcycle in the performance of official duties
- Report rider demographics
- Conduct Initial Briefing within 30 days [Commander's Brief Outline Worksheet](#)
- Ensure riders attend annual/preseason brief

- [Create Motorcycle Rider](#)
- [Search Motorcycle Riders](#)
- [Search Rider Training & Briefings](#)
- [Search and Retrieve Free Agent Rider](#)
- [Email Users](#)
- [Motorcycle Rider Worksheet](#)
- [Annual/Preseason Briefing Mass Update](#)
- [Search Training Rules](#)
- [Motorcycle Type Definitions](#)

TOPIC	SUB-TOPIC	RECOMMENDED-DISCUSSION-TOPICS	YES	NO
Instructions				
	DODI 6055.04 – DOD Traffic Safety Program			
		➤ Governing instruction for all AF PMV2 requirements		
	AFI 91-207, The US Air Force Traffic Safety Program			
		➤ Introduction to unit Motorcycle Safety Representative (MSR)		
		➤ Training Requirements		
		➤ Training Scheduling Procedures		
		➤ Verification of Training Completed (i.e. MSF Proof of Training)		
		➤ Unit Motorcycle Safety Procedural requirements		
		➤ Mentorship Programs – (Unit, Installation, or Private clubs)		
	MAJCOM/Installation Unit Instructions			
		➤ Requirements different from those already covered above		
	Licensing/Registration Requirements			
		➤ State, Host Nation requirements		
		➤ Local City ordinances regarding motorcycles (MC)		
		➤ Policies on loaning/borrowing/renting MC		
	Local Driving Conditions			
		➤ Weather conditions as it applies to MC riding		
		➤ High hazard intersections/roads in local area		
		➤ MAJCOM/Installation Unit DWI/DUI awareness programs and initiatives		
	Unit Mishap Statistics			
		➤ Number Class A, B, C mishaps in Unit		
		➤ Brief PMV2 mishap synopsis in past 5 years and top 3 root causes		
		➤ CC's policy regarding mishap prevention		
	Host Installation Traffic Safety Manager			
		➤ Name		
		➤ Phone		
		➤ Email		

**Step 2** – Once you click on "Commander's Brief Outline Worksheet" the template to the left will appear. This worksheet outline is not all inclusive and should be modified to suit local riding requirements.

# Annual/Preseason Briefing Mass Update

[Return to Switchboard](#)

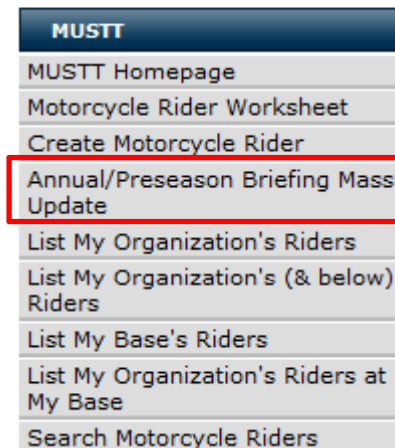
We will now look at how to accomplish a mass update of rider briefings in MUSTT.

**Step 1:** You start by clicking on the button or hyperlink “Annual/Preseason Briefing Mass Update” found on the Homepage in MUSTT. You will be able to find this button or hyperlink in sections 1, 2 and 3, as identified below. Click ➡ to continue.

## A. Upper Menu Bar under MUSTT Tab – Homepage (section 1)



## B. Left Navigational Window – Homepage (section 2)



## C. Intro Paragraph and Commands – Homepage (section 3)



# Annual/Preseason Briefing Mass Update

[Return to Switchboard](#)

**Step 2** – Once the mass briefing update window, as shown here, appears. Set the Date of Briefing.

**Step 3** – Click box next to riders that attended and your wanting to update or click on the “Check All” at top of update sheet.

**Step 4** – Click “Save Briefing Data” at bottom of update sheet to save.

## Set Annual Riders Briefing Training

Annual / Preseason Briefing Date:

List of Motorcycle Riders (mark which riders attended the Annual / Preseason Briefing)

[Check All](#) | [Clear All](#)

Attend Training?	Grade	Name	Organization	Last Annual / Preseason Briefing Date
<input type="checkbox"/>			4 Logistics Readiness Squadron	Never Taken
<input type="checkbox"/>			1 Special Operations Support Squadron	21 APR 2011
<input type="checkbox"/>			1 Special Operations Support Squadron	04 APR 2011
<input type="checkbox"/>			1 Special Operations Support Squadron	04 MAY 2011
<input type="checkbox"/>			1 Special Operations Support Squadron	21 APR 2011
<input type="checkbox"/>			Air Force Intelligence, Surveillance, and Reconnaissance Age	Never Taken
<input type="checkbox"/>			97 Training Squadron	03 MAY 2011
<input type="checkbox"/>			20 Maintenance Operations Squadron	08 APR 2011
<input type="checkbox"/>			309 Support Squadron	30 SEP 2010
<input type="checkbox"/>			26 Operations Support Squadron	Never Taken
<input type="checkbox"/>			436 Logistics Readiness Squadron	06 MAY 2011

Displaying Results 1 - 25 of 30006 records.

[Export to:](#)

[Save Briefing Data](#)

**NOTE:** You can also save or print the file you have just updated. Prior to saving, click “Export to: “ to print your updates on an Excel worksheet or save to your electronic files.

**End of this Section**

[← Back](#)

[Next →](#)



# Search Rider Training & Briefings


[Return to Switchboard](#)


To begin you will need to select the hyperlink “Search Rider Training & Briefings” located on the MUSTT homepage in section 3. Find the hyperlink and click on it. Click ➡ to continue.

## Motorcycle Unit Safety Tracking Tool (MUSTT) Homepage

Motorcycle Unit Safety Tracking Tool (MUSTT) is a management tool for tracking unit motorcycle riders and their training. MUSTT will fulfill the commander’s requirements outlined in AFI 91-207. Features include the tracking of unit riders, their motorcycles, training and required briefings. MUSTT is a one stop tool that allows management from MAJCOM and subordinate organizations. These organizations have instant access to rider populations and training needs.


### Commander’s responsibilities:


- Track all unit AF Military riders
- Track all unit AF civilian riders who operate a motorcycle in the performance of official duties
- Report rider demographics
- Conduct Initial Briefing within 30 days  [Commander’s Brief Outline Worksheet](#)
- Ensure riders attend annual/preseason brief

 [Create Motorcycle Rider](#)

 [Motorcycle Rider Worksheet](#)

 [Search Motorcycle Riders](#)

 [Annual/Preseason Briefing Mass Update](#)

 [Search Rider Training & Briefings](#)

 [Search Training Rules](#)

 [Search and Retrieve Free Agent Rider](#)  [Motorcycle Type Definitions](#)

 [Email Users](#)



# Search Rider Training & Briefings

[Return to Switchboard](#)

**Step 1 – Fill in as much information as available to narrow the search for training and briefings.**

**Step 2 – Check boxes for the training or briefing you are wanting to search. In this search I am looking for all riders in AFSC, SEWN that have completed their Commander's Brief.**

**Step 3 – Click the "Search Training & Briefings" to generate your report with the search criteria you entered. Report will show you all the riders within your organization that meet the filters you specified in the search. Click ➡ to continue.**

**Search Rider Training & Briefings**

Organization Tier 1:

Organization Tier 2:

Include Subordinate Organizations

Assigned Office Symbol:

Due Date:  through

**Class Required to Meet Training Rule:** [Check All](#) [Clear All](#)

- Basic Rider Course (BRC)
- Basic Rider Course 2 - Skills Practice (BRC2-SP) [formerly ERC Suite]
- Military SportBike Rider Course (MSRC)
- Airlift Mobility Command SportBike Training (AMC-ST)
- Advanced Rider Course (ARC) [formerly ARC-ST]
- RiderCoach Preparation (RCP)
- RiderCoach Preparation Training (RCPT)
- Military Sportbike Riders Course (MSRC) Certification (Instructor Course)
- Advanced Rider Course Certification (ARC) [Instructor Course]
- Airlift Mobility Command SportBike Training (AMC-ST) Instructor Course
- Basic Rider Course 2 - License Waiver (BRC2-LW) [formerly ERC Suite]
- Street Rider Course 1 (SRC1)
- Street Rider Course 2 (SRC2)
- Returning Rider Basic Rider Course (RRBRC)
- 3-Wheel Basic Rider Course (3WBRC)
- ATV Rider Course
- DirtBike School: DirtBike Basic Rider Course (DBS:CRE)
- DirtBike School: Trail Riding Rider Course (DBS:ITR)

**Briefings:** [Check All](#) [Clear All](#)

- Unit Commander Briefing
- Annual/Preseason Briefing
- Other, Describe

Results Per Page:







# Search Rider Training & Briefings


[Return to Switchboard](#)

## Rider Training & Briefing Search Results

Search Parameters	
<b>Criterion</b>	<b>Values</b>
Organization Tier 1:	US Air Force
Organization Tier 2:	Air Force Safety Center (AFSC) [and all subordinate organizations]
Office Symbol:	SEWN
Briefing:	Unit Commander Briefing
<a href="#">(Modify Search)</a>   <a href="#">Start Over</a>	

**Step 4** – In this example 3 riders were found that meet the criteria specified. Now I just use the ICONS to the left of the rider whose records I need to modify.

Action	Grade	Name	Organization	Base	Training Rule Name/Briefing Name	Due Date	Training Rule Details
 			AFSC	Kirtland AFB	Unit Commander Briefing	Completed	
 			AFSC	Kirtland AFB	Unit Commander Briefing	Completed	
 			AFSC	Kirtland AFB	Unit Commander Briefing	Completed	

Displaying Results 1 - 3 of 3 records. Export to: 

# Emailing Using MUSTT

[Return to Switchboard](#)

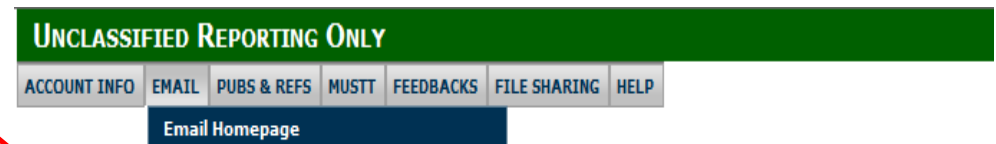
**Step 1** - To email you must first be logged into MUSTT.

**Step 2** – In section 1, “Upper top Menu Bar” you will see a tab labeled “EMAIL”. Click this tab to reveal the drop down menu as shown here.

**Step 3** – Once you have located the proper menu and displayed its drop down, select the appropriate section from the drop down.

**Step 4** – Once you click the “Email Homepage” tab the “Email Homepage” on the right will appear.

**Step 5** – From this window MSR's have two option tabs. The first is the “All” tab. From this tab the MSR can email all registered AFSAS users within their assigned organizational hierarchy. The second, and the one that will most often be used, is the “MUSTT” tab. From the “MUSTT” tab the MSR has the capability to email all or just individual riders within their assigned hierarchy. Click the button ➡ to see how you can use this function to keep your riders informed of events and notices of concern within your organizational hierarchy.



## Email Homepage

[Search Accounts](#)

### - Email Users

	All	Riders	Motorcycle Safety Representatives
My Organization	<a href="#">51</a>	<a href="#">15</a>	<a href="#">36</a>
My Organization and Below	<a href="#">34861</a>	<a href="#">31420</a>	<a href="#">3441</a>
My Base	<a href="#">592</a>	<a href="#">480</a>	<a href="#">112</a>

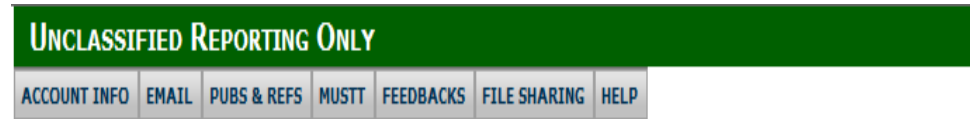
[← Back](#)

[Next →](#)

# Emailing Using MUSTT

[Return to Switchboard](#)

**Step 6** - When you click on the “Email Homepage” button the window to the right will pop up with two tabs as mentioned on the previous slide. To email the riders within your assigned hierarchy click on the “MUSTT” tab.



## Email Homepage

[Search Accounts](#)

- Email Users

	All	Riders	Motorcycle Safety Representatives
My Organization	<a href="#">51</a>	<b>15</b>	<a href="#">36</a>
My Organization and Below	<a href="#">34861</a>	<a href="#">31420</a>	<a href="#">3441</a>
My Base	<a href="#">592</a>	<a href="#">480</a>	<a href="#">112</a>

**Step 7** – From the “MUSTT” tab you will now want to click on the number in the column labeled “Riders” in the “My Organization” for riders in your immediate organization. NOTE: if you have sub organizations below you that you are responsible for and also want to notify those riders, you would click on the number in “My Organization and Below” column. From this illustration we will concentrate on “My Organization” riders only. Notice when you place your cursor over the number it will turn red. Now double click on this number and the pop-up window on the next slide will appear. Click ➡ to continue.

# Emailing Using MUSTT

[Return to Switchboard](#)



AFSAS HOME

**UNCLASSIFIED REPORTING ONLY**

ACCOUNT INFO | EMAIL | PUBS & REFS | MUSTT | FEEDBACKS | FILE SHARING | HELP

### Email My Users

To: + 15 MUSTT Riders at My Organization

Additional Recipients: (optional) (separate email addresses with a comma)

Subject: \*

Attach Files

(You may include up to 5 files; attachment size is subject to local base restrictions.)

Message: \*

**Step 8** – From this window you can now email all riders within your organization by following the guidance on this form. However you can also email just a single rider from here by clicking on the “+” symbol in the “To:” line. When you click on this symbol another pop-up will appear with the listing of all riders being emailed. From here just click on the “Email Icon” to the right of the rider you want to email and an email will be generated just for this rider. See below.

### Email My Users

To: - 15 MUSTT Riders at My Organization

9	GS12	[REDACTED]	AFSC	Kirtland AFB	<input type="checkbox"/>
10	GS12	[REDACTED]	AFSC	Kirtland AFB	<input type="checkbox"/>
11	E5	[REDACTED]	AFSC	Kirtland AFB	<input type="checkbox"/>
12	GS12	albert, arthur A.	AFSC	Kirtland AFB	<input type="checkbox"/>
13	E8	[REDACTED]	AFSC	Kirtland AFB	<input type="checkbox"/>
14	E8	[REDACTED]	AFSC	Kirtland AFB	<input type="checkbox"/>
15	O4	[REDACTED]	AFSC	Kirtland AFB	<input type="checkbox"/>

# Training Rules

[Return to Switchboard](#)

**Search Motorcycle Training Rules** – This hyperlink located on the MUSTT Homepage can be used to help MSRs identify the required training for a particular MAJCOM or installation. Just fill in the information requested and click the “Search Training Rules” at the bottom of the screen to accomplish this search. A new window will then popup showing the information requested.

### Search Motorcycle Training Rules

**Organization Tier 1:** -- Select Organization Tier 1 -- ▾

**Base:**

**Rule Name:** -- Select Training Rule Name -- ▾

**Requirement:**  One Time  Recurring

(+ [Expand All](#) | - [Collapse All](#))

- **Training Classes:** [Check All](#) [Clear All](#)

- Basic Rider Course (BRC)
- Basic Rider Course 2 - Skills Practice (BRC2-SP) [formerly ERC Suite]
- Military SportBike Rider Course (MSRC)
- Airlift Mobility Command SportBike Training (AMC-ST)
- Advanced Rider Course (ARC) [formerly ARC ST]






# Recording in the Rider's History Log

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**Riders History** – Each rider in your database has a rider's history log. Every action taken within the rider's record is documented and saved in this log. However, the log can also be used to help manage your program. If you have a rider who sold his/her bike and will be getting another one in the future you can document something to this effect to explain any overdue training or briefings: "Amn Snuffy isn't currently riding. He has been instructed to notify the MSR to catch up on his training and briefings should he get another motorcycle prior to riding again. Amn Snuffy acknowledged and signed accepting this acknowledgement, which is located in the rider's electronic file." Type up this statement have rider sign and date and file in electronics file.

**Rider's History** – To begin using the History Log first you need to pull up the rider's record. Follow instructions below:

**Step 1** – Open MUSTT and go to the Home Page. 

**Step 2** – Find rider to document to history log by going to the left navigational window and clicking on "List my Organizational Riders". (Click  to Continue) 

**Post to Motorcycle Rider History Log**

Rider Name: Albert, Arthur A.      Organization: AFSEC/SEGT      Base: Kirtland AFB

Subject \*

To \*  Motorcycle Rider History Log Only (no recipients)  
 Recipients and Motorcycle Rider History Log

Motorcycle History Log

```
13 FEB 2012 2238(Z) GS13; Albert, Arthur; USAF AFSC/SEGT; (312) 246-0728
- Updated Motorcycle Training Course:
  Completion Date: Changed '21 MAY 2009' to '21 May 2010'

13 FEB 2012 2237(Z) GS13; Albert, Arthur; USAF AFSC/SEGT; (312) 246-0728
- Completed Initial Entry:
  Status: Added 'Sustainment'
```

## Motorcycle Unit Safety Tracking Tool (MUSTT) Homepage

Motorcycle Unit Safety Tracking Tool (MUSTT) is a management tool for tracking unit motorcycle riders and their training. MUSTT will fulfill the commander's requirements outlined in AFI 91-207. Features include the tracking of unit riders, their motorcycles, training and required briefings. MUSTT is a one stop tool that allows management from MAJCOM and subordinate organizations. These organizations have instant access to rider populations and training needs.

**MUSTT**


- MUSTT Homepage
- Motorcycle Rider Worksheet
- Create Motorcycle Rider
- Annual/Preseason Briefing Mass Update
- Add Training Rule
- Search Training Rules
- List My Organization's Riders
- List My Organization's (& below) Riders
- List My Base's Riders
- List My Organization's Riders at My Base
- Search Rider Training & Briefings
- Search and Retrieve Free Agent Rider
- Search Motorcycle Riders


**Motorcycle Unit Safety Tracking**


Motorcycle Unit Safety Tracking Tool (MUSTT) unit motorcycle riders and their training. MU requirements outlined in AFI 91-207. Feature their motorcycles, training and required briefings allows management from MAJCOM and subordinate organizations have instant access to rider populations and training needs.

**Commander's responsibilities:**

- Track all unit AF Military riders
- Track all unit AF civilian riders who operate motorcycles
- Report rider demographics
- Conduct Initial Briefing within 30 days of assignment
- Ensure riders attend annual/preseason training

[Create Motorcycle Rider](#) 

[Search Motorcycle Riders](#) 

[Search Rider Training & Briefings](#) 

# Recording in the Rider's History Log

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**Step 3** – Now a screen showing all your riders will appear. Click on the “Update Motorcycle Rider” ICON (👤) to open the rider’s record you want to place an entry into their History Log.

**Motorcycle Riders Search Results**

Search Parameters	
Criterion	Values
Homepage Link:	My Organization's Motorcycle Ric

([Back to MUSTT Homepage](#) | [Search Motorcycle Riders](#))

Action	Grade	Name	Age	Assigned Organization Tier 1	Assigned Organization Tier 2	A	C	S
👤	E7	Fontenot, Joseph	39	USAF	AFSEC			S
👤	O5	West, Norman S.	46	USAF	AFSEC			S

**Step 4** – Now a screen showing the rider’s record will appear. To make an entry into the History log you need to click on “History Log” in the “Current Rider” menu, left navigational menu bar. Once you click on “History Log” a screen showing the rider’s History Log will appear. (Click ➡ to Continue)

**Update Motorcycle Rider**

Rider Name: Albert, Arthur A.      Organization: AFSEC/SEGT

[Motorcycle Riders Required to be Entered in MUSTT](#)

Last Name: *	<input type="text" value="Albert"/>
First Name: *	<input type="text" value="Arthur"/>
Middle Initial: *	<input type="text" value="A"/>
Employment Status Tier 1: *	<input type="text" value="Civilian"/>
Employment Status Tier 2: *	<input type="text" value="USAF Civilian"/>

# Recording in the Rider's History Log

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**Step 5** – First on this screen you need to give it a subject. i.e. rider sold bike.

**Step 6** – Decide if you want to send this to an individual or just report it in the “History Log”. Recommend as a minimum keeping the unit commander in the loop. Check appropriate toggle switch by clicking on it. “Motorcycle Rider History Log Only (no recipients)” or “Recipients and Motorcycle Rider History Log”

**Step 7** – Make an entry in the “Comment” box. i.e. “Member sold motorcycle but stated he may purchase another one in the near future. Advised rider he would need to contact his MSR as soon as he has a new motorcycle. Also typed up memo for record which the member signed and dated and I filed electronic version in member's electronic file in MUSTT.” This will give you written support should this rider's training go overdue.

**Step 8** – Now click on the “Submit Log Update” and the statement you just made will be saved to the rider's record History Log.

**Post to Motorcycle Rider History Log**

Rider Name: Albert, Arthur A.      Organization: AFSEC/SEGT      Base: Kirtland AFB

Subject \*

To \*  Motorcycle Rider History Log Only (no recipients)  
 Recipients and Motorcycle Rider History Log

Motorcycle History Log

13 FEB 2012 2238(2) GS13; Albert, Arthur; USAF AFSC/SEGT; (312) 246-0728  
- Updated Motorcycle Training Course:  
Completion Date: Changed '21 MAY 2009' to '21 May 2010'




13 FEB 2012 2237(2) GS13; Albert, Arthur; USAF AFSC/SEGT; (312) 246-0728  
- Completed Initial Entry:  
Status: Added 'Sustainment'


Comment \*

This field contains 0 characters with 0 words in 0 paragraphs.

# Printing

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Information can be printed about a rider by exporting that information to Word, Excel or a PDF file. Any page you view that has the export command ICONs,    may be printed. Click on the ICON you want to export the information to. Once exported then print the new file in Word, Excel, or as a PDF.

You can also print information about a rider if you have the print this page ICON on the page your viewing. Click on the  [Print this Data](#) to print data being viewed.