

-----OFFICIAL INFORMATION DISPATCH FOLLOWS-----

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FM COMNAVRESFOR NORFOLK VA//NOOSA//

TO NAVRESFOR

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COMTACSUPPWING FORT WORTH TX

INFO CNO WASHINGTON DC//N095//

BT

UNCLAS//N003502//

NAVRESFOR 018/12//

MSGID/GENADMIN/COMNAVRESFOR NORFOLK VA//

SUBJ/MOTORCYCLE TRAINING GUIDANCE//

REF/A/DOC/OPNAVINST 5100.12H/25JUN08//

REF/B/MSG/CNO WASHINGTON DC/041845Z NOV08//

REF/C/MSG/COMNAVRESFOR/162059Z APR09//

REF/D/MSG/COMNAVRESFOR/051313Z JUN09//

REF/E/MSG/CNO WASHINGTON DC/271314Z APR10//

NARR/REF A IS CNO NAVY TRAFFIC SAFETY PROGRAM. REF B IS NAVADMIN 310/08, MOTORCYCLE AND MOTOR VEHICLE SAFETY.

REF C IS COMNAVRESFOR MOTORCYCLE SAFETY TRAINING GUIDANCE. REF D IS COMNAVRESFOR MOTORCYCLE TRAINING COURSE TUITION.

REF E IS NAVADMIN 147/10, MOTORCYCLE SAFETY MANAGEMENT TOOL.//

POC/C. DALEY/GS-13/COMNAVRESFORCOM N00SA/-/TEL: DSN 262-5676/TEL:

CML (757) 322-5676/E-MAIL: CECILIA.DALEY(AT)NAVY.MIL//

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RMKS/1. THIS NAVRESFOR PROVIDES ADDITIONAL GUIDANCE AND PROCEDURES IN OBTAINING REQUIRED MOTORCYCLE TRAINING. WE CANNOT OVER EMPHASIZE THE IMPORTANCE OF PROTECTING OUR PERSONNEL. COMMANDS ARE TO ENSURE MOTORCYCLE OPERATORS ARE IDENTIFIED, EDUCATED AND TRAINED IAW REFS A AND B. THIS NAVRESFOR SUPERSEDES REFS C AND D.

2. COMMANDER, NAVY RESERVE FORCE (COMNAVRESFOR) SAFETY HAS DEVELOPED AND DISTRIBUTED A PAGE 13, MOTORCYCLE SAFETY ACKNOWLEDGEMENT FORM AS A TOOL TO ASSIST COMMANDS IN IDENTIFYING AND EDUCATING PERSONNEL ON MOTORCYCLE OPERATOR TRAINING REQUIREMENTS. A COPY IS LOCATED AT:

HTTPS://PRIVATE.NAVYRESERVE.NAVY.MIL/CNRFCSPECIAL_ASSISTANTS/N00SA.

CLICK ON SAFETY PROGRAMS AND THEN TRAFFIC SAFETY.

3. TRAINING OPTIONS:

A. NAVY RESERVE PERSONNEL LOCATED ON/NEAR A NAVY INSTALLATION MAY OBTAIN THE NAVY MOTORCYCLE SAFETY TRAINING SCHEDULES VIA ENTERPRISE SAFETY APPLICATIONS MANAGEMENT SYSTEM (ESAMS). ENROLLMENT MUST BE OBTAINED THROUGH ESAMS AT:

HTTPS://ESAMS.CNIC.NAVY.MIL/ESAMS_GEN_2/LOGINESAMS.ASPX OR AT:

<HTTP://WWW.NAVYMOTORCYCLERIDER.COM/>. IF TRAINING IS NOT AVAILABLE

AT A NAVY INSTALLATION, COMMANDS SHOULD CONTACT THE NEAREST DEPARTMENT OF DEFENSE (DOD) INSTALLATION (USA, USAF, USCG, USMC, USN) WHICH OFFERS MOTORCYCLE TRAINING COURSES. EVERY ATTEMPT SHOULD BE MADE TO

OBTAIN TRAINING BY CONTACTING THE LOCAL DOD INSTALLATION'S SAFETY OFFICE FOR COURSE AVAILABILITY AND FOR COORDINATING QUOTA REQUEST.

B. RESERVE PERSONNEL OUTSIDE A VIABLE AND SAFE DISTANCE OF A DOD INSTALLATION MAY SEEK TRAINING THROUGH A COMMERCIALY AVAILABLE OR STATE APPROVED MOTORCYCLE SAFETY FOUNDATION (MSF) COURSE. THIS IS PROVIDED AS AN APPROVED ALTERNATIVE AND SECONDARY MEASURE FOR OBTAINING MOTORCYCLE SAFETY TRAINING IF LOCAL DOD RESOURCES ARE NOT AVAILABLE. EVERY EFFORT MUST BE TAKEN TO ATTEND DOD SPONSORED COURSES WITHIN THE INDIVIDUAL MEMBER'S REGION.

C. RESERVE PERSONNEL MAY REQUEST ACTIVE DUTY FOR TRAINING ORDERS TO ATTEND MOTORCYCLE SAFETY TRAINING. SEE PARA 4 FOR SPECIFIC FUNDING INFO.

D. PER REF A, DOD CIVILIANS WHO OPERATE A MOTORCYCLE ON BASE ARE REQUIRED TO COMPLETE TRAINING, AND ARE AUTHORIZED MOTORCYCLE SAFETY TRAINING DURING NORMAL WORKING HOURS AT NO COST TO THE MEMBER. COMMANDS SHALL PROVIDE TRAVEL FUNDS IF NECESSARY.

4. TUITION ASSISTANCE IS AVAILABLE AND SHOULD BE OBTAINED BY SUBMITTING A REQUEST FOR TUITION VIA STANDARD FORM (SF) 182 AUTHORIZATION AGREEMENT AND CERTIFICATION OF TRAINING FORM.

5. TUITION SHOULD BE REQUESTED PRIOR TO COURSE CONVENING DATE THROUGH COMMANDER, NAVY RESERVE FORCES COMMAND (COMNAVRESFORCOM), N7. POC: GM1 KLINE AT TEL: DSN 262-6591/TEL: CML (757) 322-6591. TUITION WILL BE PAID DIRECTLY TO THE COURSE PROVIDER BY RESERVE COMPONENT COMMAND COMPTROLLER.

6. PERSONNEL WHO OBTAIN A MSF APPROVED COURSE ON THEIR OWN MAY SEEK REIMBURSEMENT, HOWEVER THIS IS NOT THE RECOMMENDED METHOD DUE TO BUDGET CONSTRAINTS AND AN INABILITY TO MANAGE FUNDS. PERSONNEL MUST SUBMIT A SF 1164 CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS AND IT MUST BE SUBMITTED WITHIN 60 DAYS OF COMPLETION OF COURSE. REIMBURSEMENT WILL NOT CROSS FISCAL YEAR FUNDING.

7. NAVY RESERVE UNITS ALIGNED TO ACTIVE COMPONENT COMMANDS VIA ESAMS SUCH AS NAVY EXPEDITIONARY COMBAT COMMAND, SHALL FOLLOW ABOVE METHODS, SUBMITTING REQUESTS VIA THEIR ACTIVE COMPONENT CHAIN OF COMMAND AND FORWARD TO THE APPROPRIATE NAVY OPERATIONAL SUPPORT CENTER FOR ROUTING TO COMNAVRESFORCOM N7 FOR APPROVAL.

8. OPERATIONAL RISK MANAGEMENT (ORM) SHOULD BE EXERCISED PRIOR TO ANY SAILOR DEPARTING FOR TRAINING.

9. UPON SUCCESSFUL COMPLETION OF REQUIRED MOTORCYCLE SAFETY TRAINING, ALL PERSONNEL ARE REQUIRED TO PROVIDE A COPY OF COMPLETION CERTIFICATE TO THEIR COMMAND MOTORCYCLE SAFETY REPRESENTATIVE (MSR). COMMAND AND UNIT MSRS WILL ENSURE COMPLETION OF TRAINING IS DOCUMENTED IN THE INDIVIDUALS RECORD VIA ESAMS PER REF E.

10. OUR GOAL IS TO PROTECT AND VALUE OUR PERSONNEL AND RESOURCES. SHARE THE ROAD!

11. RELEASED BY RADM L. S. LITTLE, DEPUTY COMMANDER, NAVY RESERVE FORCE.//

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#2523

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<DmdsReleaser>BRASWELL.MICHAEL.ANTHONY.1289488568</DmdsReleaser>

UNCLASSIFIED//