



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 5100.12C
N00SA
10 Oct 2024

COMNAVRESFORCOM INSTRUCTION 5100.12C

From: Commander, Navy Reserve Forces Command

Subj: COMMAND MOTORCYCLE MENTORSHIP PROGRAM

Ref: (a) OPNAV M-5100.23H

Encl: (1) Pre-Ride Inspection Checklist
(2) Highway/Group Ride Checklist
(3) Page 13 Motorcycle Safety Acknowledgement Form
(4) Page 13 Motorcycle Operator Status Change

1. Purpose. To assign responsibilities and establish policy for the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Motorcycle Mentorship Program (M2P).

2. Cancellation. COMNAVRESFORCOMINST 5100.12B.

3. Scope. This instruction applies to all motorcycle, off highway motorcycle (scooter), off road (dirt bike) and 3 wheeled (trike) operators and passengers for personnel located in building NH- 32, on or off duty, whether operating an owned, leased, borrowed or rented motorcycle for personal use or official business. Each motorcycle operator is encouraged to actively participate and support the objectives of the M2P by setting a positive example and promoting the safety and welfare of all participants.

4. Background. Historically, injuries and deaths have resulted from motorcycle mishaps significantly degrading Navy and Marine Corps readiness. In order to reduce mishaps, riders must embrace continuing education and skills development and maintain a high degree of hazard awareness. The M2P will provide a means for each motorcycle operator to enhance their knowledge and skills through informal instruction and mentorship.

5. Objectives.

a. The M2P seeks to improve rider knowledge, promote safety awareness and improve motorcycle operator skills.

b. Provide a means of mentorship for inexperienced riders or riders new to the Hampton Roads area and continuing education for all riders.

c. Pair inexperienced riders with experienced ones who ride similar motorcycles to help new riders gain experience and safe riding skills.

- d. Establish a means of communication for all command riders to exchange ideas.
- e. Promote and support safety recognition programs.
- f. Promote motorcycle safety awareness and training on and off base, through participation in safety promotional events.
- g. Promote the use of designated driver and other effective driving under the influence prevention programs with all organized M2P sponsored or attended events.
- h. Provide a forum where any safety policies, programs or motorcycle items of interest may be discussed freely.
- i. Maintain a high state of group morale, “esprit de corps”, and encourage the highest standards of safety, bearing and behavior.
- j. Provide a forum for guest speakers to discuss topics of interest with the members, with emphasis on safety, rider skills, community, and family service.

6. Qualification of Members. All members must have a current motorcycle endorsement on their license and maintain insurance as required by law. Military members must complete all safety training required by reference (a). Membership must consist of four categories as defined below:

- a. Active Member. An active member is any member that has completed level one and level two training requirements and has at least one full year of recent motorcycle operating experience with no serious Private Motor Vehicle (PMV) mishaps or traffic violations.
- b. Mentors. Will be selected from the active membership to observe and advise the new rider and novice rider for a period of six months. The mentor is selected by the M2P coordinator or assistant coordinator.
- c. New Rider Member. A new rider member is any member that has completed level one and level two training requirements and has at least six months but less than one year riding experience. After completion of the one year period, with mentor concurrence, new riders may be designated an active member.
- d. Novice Rider Member. A novice rider member is any member that has completed level one training and/or who has less than six months riding experience or a person who intends to purchase a motorcycle. Novice riders who have completed level one training must also have a confirmed level two course date. After completion of level two training and the six month period, with mentor concurrence, the novice rider may be designated a new rider.

7. Guidance. If this guidance is found to be in conflict with official Navy or Marine Corps directives or standards, the official Navy or Marine Corps directive or standard takes precedence. The M2P coordinator and assistant coordinator are voluntary collateral duty/positions who will serve for a period of at least one year following the approval of the Commander, Navy Reserve Force (COMNAVRESFOR) Safety Director N00SA.

a. M2P Coordinator must:

(1) Be a military or Department of Defense civilian motorcycle operator assigned to COMNAVRESFORCOM staff.

(2) Ensure that the COMNAVRESFORCOM Command Master Chief (CMD CM) and COMNAVRESFORCOM Motorcycle Safety Representative (MSR) are informed of the results of all meetings, upcoming events, and status of the mentorship program.

(3) Obtain COMNAVRESFORCOM approval prior to M2P participation in any motorcycle related event, on or off-base.

(4) Set the dates for and preside over all membership and special meetings.

(5) Ensure all members are informed of upcoming meetings and events through entries in the Plan of the Week, e-mail or other media.

(6) Establish committees and appoint committee members if required or deemed necessary.

(7) Recommend active members to Commander, Navy Reserve Forces Safety (N00SA) to fill designated officer positions if there are three months or less remaining on the incumbent's term or when the officer is unable to complete the current term.

(8) Act as M2P spokesperson.

(9) Distribute a tentative agenda for each membership meeting.

(10) Pair inexperienced operators with experienced ones who ride similar motorcycles to help new riders and novice riders gain experience and safe riding skills.

b. M2P assistant coordinator must:

(1) Assume duties of the coordinator in his/her absence.

(2) Record the minutes of membership meetings and membership attendance.

(3) Distribute the meeting minutes to all members, CMD CM and COMNAVRESFORCOM MSR N00SA no later than seven calendar days after each meeting.

(4) Maintain a complete file of M2P correspondence for at least five years.

(5) Maintain a M2P e-mail folder.

c. Mentors

(1) A mentor is defined as “a trusted counselor or guide”. Mentoring, therefore, is a relationship in which a person with greater experience and wisdom guides another person.

(2) Will observe and assist new and novice riders; to include a check ride with the member to establish skill level.

(3) The mentor will use available training and promotional resources to encourage safe, responsible riding techniques and skills, enclosures (1) and (2) are available resources to assist in training. Motorcycle Safety Foundation Quick Tips can be found at <https://msf-usa.org/documents/library/t-clocs-pre-ride-inspection-checklist/> for additional guidance.

d. Motorcycle Safety Representative

(1) The command motorcycle safety representative N00SA is responsible for ensuring command motorcycle operators are identified, trained and meet requirements in accordance with reference (a). Enclosures (3) and (4) may be utilized as an additional tool by the MSR to document an operator’s status (active or inactive) and to ensure operators are aware of the Navy’s motorcycle safety training requirements.

(2) MSR will provide an updated roster of command motorcycle operators to the M2P officers prior to each meeting or upon request.

(3) The COMNAVRESFORCOM safety program manager and MSR designation is independent of the M2P.

(4) MSRs may hold M2P officer positions if properly trained and approved by COMNAVRESFORCOM.

e. Member duties and standards of conduct

(1) M2P members will uphold the basic program principles of safety, responsibility, respect, and support.

(2) M2P members will conduct themselves at all times with the highest regard of the program principles. Unrestrained behavior, disrespect of fellow citizens or acts that may reflect poorly on the Navy and Marine Corps are unacceptable and shall not be tolerated.

(3) Each member serves as a safety officer. Each member is responsible for identifying and correcting any condition that threatens the welfare of other members or the general public. Any willful unsafe riding or act witnessed by a fellow member may result in suspension. Reports of misconduct will be adjudicated by fellow M2P members at the next member meeting.

(4) All M2P activities will be planned and conducted to encourage participation by all

M2P members to the maximum extent possible, regardless of the type of motorcycle ridden.

(5) No member will operate his/her motorcycle while impaired or under the influence of drugs or alcohol.

(6) At all times members will foster an atmosphere of skill improvement, responsible riding, and respect. Aggressive, competitive, and potentially self-destructive riding behaviors will not be tolerated.

8. Meetings of the M2P.

a. Regular membership meetings may be held monthly or at least quarterly for the purpose of conducting business and training. Training may include guest speakers, lectures, knowledge exams, practical skills application, etc.

b. The command motorcycle operator roster and training report shall be reviewed at each regular meeting.

c. Special meetings will be held, as deemed appropriate by the M2P coordinator.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N0IG will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. J. STEFFEN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>

COMNAVRESFORCOM M2P PRE-RIDE INSPECTION CHECKLIST

Name	Rate	Command	Code	Phone

☐ **T-Tires & Wheels**

- ☐ Air Pressure
- ☐ Tread
- ☐ Cracks, Flat Spots, Dents, Loose Spokes
- ☐ Bearings
- ☐ Brakes

☐ **C-Controls**

- ☐ Levers
- ☐ Switches
- ☐ Cables
- ☐ Hoses
- ☐ Throttle
- ☐ Clutch

☐ **L-Lights and Electrics**

- ☐ Headlights (High and Low beam)
- ☐ Brake Light
- ☐ Turn Signals (Front and Back)

☐ **O-Oil and other Fluids (Levels/Leaks)**

- ☐ Coolant
- ☐ Fuel
- ☐ Hydraulic
- ☐ Brake

☐ **C-Chassis**

- ☐ Suspension
- ☐ Drive Components (Chain/belt/Driveshaft)

☐ **S-Sidestand**

- ☐ Up Position-Locked
- ☐ Down position-Locked

Comments:

10 Oct 2024

HIGHWAY/GROUP RIDE CHECKLIST

Motorcycle Mentorship Checklist for Highway Riding			
Participants Printed Name:			
Discussion Points/Comments		Discussion Points/Comments	
Attitude:		Stopping:	
Clear minded, safety conscious		Use four fingers, use both brakes, understand the braking technique, and avoid wheel lock-up, head and eyes up.	
Comments:		Comments:	
Group Riding:		Environment:	
Route, destination, designated stops, hazards, hand signals, safe driving distances, speed, fuel stops, anticipated return time		Wash Out Areas, Rain, Temperature Change, Slick Surface, Sand/dirt in roadway, day and night, wind	
Comments:		Comments:	
TCLOCS Inspection Process		Changing Traffic/Roadway Conditions/Configurations:	
Refer to enclosure (1), COMNAVRESFORCOM M2P Pre-Ride Checklist for Motorcycle Operation/Maintenance		City, highway, rural, lane position. Hand signals for "split" vs "single-up" group riding.	
Comments:		Comments:	
Speed		Operational Risk Management:	
Maintain safe speed, adjust speed to conditions, throttle control		What makes a good motorcyclist? Attitude, Search, Evaluate, Execute. Playing the "What If" game (Anticipate)	
Comments:		Comments:	
Cornering:		Emergency Procedures	
Proper Entry Speed, Maintain Steady Speed through turn, Emergent Braking Technique, Look through the turn.		Nearest Medical Facilities, first aid kits, 911 caller, "ICE" phone numbers of group riders.	
Comments:		Comments:	
Intersections:		Personal Experience Discussion	
Anticipate hazards, i.e., vehicle turning into your path, inop traffic lights, fluids in the road, stay in first gear w/clutch engaged.		Talk about your riding experiences and situations. Any additional relevant information.	
Comments:		Comments:	
Avoiding/Approaching Obstacles:		Misc:	
Decrease speed, approach @ 90 degrees (if safe to do so), Rise off seat(slightly) with feet firmly on pegs/footboards, utilize counter steering technique.			
Comments:			
Member's Signature:		Mentor's signature:	
Evaluation:	Novice Intermediate	Advanced	
CNRF CM2P Coordinator Signature:			

PAGE 13 MOTORCYCLE SAFETY ACKNOWLEDGEMENT FORM

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV. 10-81)
SN 0106-LF-010-6991

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SHIP OR STATION
COMNAVRESFORCOM/COMNAVFORES

Initial to Acknowledge:

- _____ 1. I DO NOT own and/or operate or plan to own a motorcycle. (includes Dirt Bikes)
- _____ 2. I own and/or operate or plan to own a motorcycle. (Circle One) (Motorcycles w/sidecars or 3-wheeled M/C excluded)
- _____ 3. I possess valid insurance, registration and a motorcycle license/permit. State: _____
- _____ 4. IAW OPNAVINST 5100.12 series, all military are required to notify their command of their motorcycle operator status. All Sailors while on active duty, who plan to purchase or operate a motorcycle (regardless of their intent to ride on/off base) shall complete Level I training prior to operating these vehicles. (Level I training is a Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC) or a State approved Course). Operators are also required to complete Level II training within 60 days of completion of Level I training or upon changing the type of motorcycle operated. (Motorcycle Sport Bike Rider Course (MSRC) or Advanced Rider Course (ARC) are examples of Level II courses approved for sport bike riders. The ARC and BRC II are users of both road and bikes. For owners and/or operators, requirement is met by the MSRC or ARC which is considered the primary advanced training. All Operators must complete refresher training every 3 years thereafter. (Any approved Level I, II or III Course will satisfy the refresher requirement).
- _____ 5. Training shall be provided to all Sailors within 30 days of the Sailor's request for training and is at no cost to member. Member may not be charged leave to attend training. If the member is outside a reasonable distance to a Military Installation where training is offered, funding may be obtained for an approved commercial course through their Command.
- _____ 6. **SELRES PERSONNEL:** While participating in this training, I am eligible for drill pay, and IDTT orders if the training is at a location that otherwise would entitle me to travel.
- _____ 7. If I do not currently own a motorcycle, one may be provided for me, (if available and upon request) during the BRC. I understand my personal motorcycle or one I operate on a regular basis shall be used to complete Level II training,
- _____ 8. While riding a motorcycle on a military installation, or while on active duty, I shall abide by the following:
 - a. Wear a properly fastened helmet meeting Department of Transportation (DOT), Snell Memorial Foundation certification or host nation certification.
 - b. Wear a long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle. Motorcycle jackets constructed of abrasion resistant materials such as leather, kevlar, and/or cordura and containing impact absorbing padding are highly recommended. To enhance the ability of other vehicle operators to see and avoid motorcyclists, outer garments constructed of brightly colored and reflective materials are highly recommended during daylight hours.

- c. Properly wear protective eye devices designed for motorcycle operators (impact or shatter resistant safety glasses, goggles, wrap around glasses sealing the eye, or face shield properly attached to the helmet). A windshield or standard sunglasses or standard eye wear alone are not proper eye protection.
- d. Wear sturdy, over the ankle footwear that affords protection for the feet and ankles.

I hereby acknowledge that I have been briefed on the Navy's requirements for motorcycle safety training and understand that it is my responsibility to notify my command immediately if my motorcycle operator status should change. Non-compliance of above requirements is punishable under the UCMJ.

Signature: _____ Date: _____

Revised 12 Dec 2022

NAME (LAST, FIRST, MI)	SSN	BRANCH OF CLASS
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ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV. 10-81)
SN 0106-LF-010-6991

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SHIP OR STATION

COMNAVRESFORCOM

I hereby acknowledge that I have been placed in an inactive rider status and I will no longer operate any motorcycle, "trike", three wheeler, or scooter. I will not be operating any motorcycle due to the following reason:

PLACE "X" on reason that BEST describes your status.

I do not own a motorcycle

I sold or no longer own a motorcycle: date _____

Motorcycle is stored: reason _____ until _____

My motorcycle is not in the local area and I will not be riding it or any other motorcycle

Other: _____

I acknowledge that, if I decide to become an active rider I will notify the Command Motorcycle Coordinator and adhere to all requirements placed on me by the OPNAVINST 5100.12(series) and/or Command Directives.

I acknowledge that any violation of the above requirements placed on me by the OPNAV M-5100.23H and Command Directives may be punishable under the UCMJ.

Signature of Member _____ Date _____

Witnessed by (Departmental HEAD/DLCPO) _____

Date _____

NAME (LAST, FIRST, MI)

SSN

BRANCH OF CLASS

Enclosure (4)