



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

COMNAVRESFORCOMINST 5100.12D
N00SA
7 Jul 2026

COMNAVRESFORCOM INSTRUCTION 5100.12D

From: Commander, Navy Reserve Forces Command

Subj: COMMAND MOTORCYCLE MENTORSHIP PROGRAM

Ref: (a) OPNAV M-5100.23H

Encl: (1) Motorcycle Mentorship Program Pre-Ride Inspection Checklist
(2) Motorcycle Mentorship Checklist for Highway Riding Highway
(3) NAVPERS 1070/13 (10-2024) Motorcycle Safety Acknowledgement Form Sample
(4) NAVPERS 1070/13 (10-2024) Motorcycle Operator Status Change Sample

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

2. Cancellation. COMNAVRESFORCOMINST 5100.12C

3. Scope and Applicability. This instruction applies to all motorcycle, off highway motorcycle (scooters), off-road (dirt bikes), and 3-wheeler (trikes) 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 for official business. It is mandatory that each motorcycle operator actively participate in and support the objectives of the Motorcycle Mentorship Program 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. To reduce mishaps, riders must embrace continuing education and skills development and maintain a high degree of hazard awareness. The Motorcycle Mentorship Program will provide a means for each motorcycle operator to enhance their knowledge and skills through informal instruction and mentorship.

5. Objectives

- a. The Motorcycle Mentorship Program 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.

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- c. Pair inexperienced riders with those more experienced in motorcycle riding 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 motorcycle safety awareness and training on and off base through participation in safety promotional events.
- f. Promote the use of designated drivers and other effective “Driving Under the Influence” prevention programs with all organized Motorcycle Mentorship Program sponsored or attended events.
- g. Provide a forum where any safety policies, programs, or motorcycle items of interest may be discussed freely.
- h. Maintain a high state of group morale, “esprit de corps”, and encourage the highest standards of safety, bearing, and behavior.
- i. Provide a forum for guest speakers to discuss topics of interest with the members, adding an emphasis on safety, rider skills, community, and family service.

6. Qualification of Members. Participation is mandatory for all riders. 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 per reference (a). Membership must consist of the four categories listed in paragraphs 6a through 6d:

- a. Active Member. Any member that has completed level 1 and level 2 training requirements and has at least 1 full year of recent motorcycle operating experience with no serious private motor vehicle mishaps or traffic violations.
- b. Mentors. Will be selected from the active membership to observe and advise a new rider and novice rider for a period of 6 months. The mentor is selected by either the Motorcycle Mentorship Program coordinator or the assistant coordinator.
- c. New Rider. Any member that has completed level 1 and level 2 training requirements and has at least 6 months, but less than 1 year of riding experience. After completion of the 1 year period, with mentor concurrence, new riders may be designated as an active member.
- d. Novice Rider. Any member that has completed level 1 training or who has less than 6 months of riding experience, or a person who intends to purchase a motorcycle. Novice riders who have completed level 1 training must also have a confirmed level 2 course start date. After completion of level 2 training and the 6 month period, with mentor concurrence, the novice rider may be designated as a new rider.

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7. Guidance. If this guidance conflicts with official Navy or Marine Corps directives or standards, the official Navy or Marine Corps directive or standard will take precedence. The Motorcycle Mentorship Program coordinator and assistant coordinator are voluntary collateral duty positions for a period of at least 1 year pending the approval of COMNAVRESFORCOM Safety (N00SA).

a. Motorcycle Mentorship Program Coordinator Must

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

(2) Ensure that the COMNAVRESFORCOM Command Master Chief (CMDCM) and COMNAVRESFORCOM motorcycle safety representatives are informed of the results of all meetings, upcoming events, and the overall status of the mentorship program.

(3) Obtain COMNAVRESFORCOM approval prior to Motorcycle Mentorship Program 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 month, e-mail, or other media.

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

(7) Act as the Motorcycle Mentorship Program spokesperson.

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

(9) Pair inexperienced operators with more experienced riders to help new riders and novice riders gain experience and safe riding skills.

b. Motorcycle Mentorship Program Assistant Coordinator Must

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

(2) Record the minutes of membership meetings to include membership attendance.

(3) Distribute the meeting minutes to all members, the CMDCM, the COMNAVRESFORCOM motorcycle safety representative, and COMNAVRESFORCOM N00SA, no later than 7 calendar days after each meeting.

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(4) Maintain a complete file of Motorcycle Mentorship Program correspondence for at least 5 years.

(5) Maintain a Motorcycle Mentorship Program 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 provides guidance to another person.

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

(3) The mentor will use available training and promotional resources to encourage safe and responsible riding techniques and skills. Enclosures (1) and (2) are available resources to assist with the 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 is responsible for ensuring command motorcycle operators are identified, trained, and meet requirements per reference (a). Enclosures (3) and (4) may be utilized as an additional tool by the motorcycle safety representative to document an operator’s status (active or inactive), and to ensure operators are aware of the Navy’s motorcycle safety training requirements.

(2) The motorcycle safety representative will provide an updated roster of command motorcycle operators to the Motorcycle Mentorship Program coordinators prior to each meeting or upon request.

(3) The COMNAVRESFORCOM safety manager has approval authority to designate motorcycle safety representatives.

e. Member Duties and Standards of Conduct

(1) The Motorcycle Mentorship Program members will uphold the basic program principles of safety, responsibility, respect, and support.

(2) The Motorcycle Mentorship Program members will always conduct themselves 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 will not be tolerated.

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(3) All Motorcycle Mentorship Program activities will be planned and conducted to encourage participation by all Motorcycle Mentorship Program members to the maximum extent possible, regardless of the type of motorcycle.

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

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

8. Meetings with the Motorcycle Mentorship Program Coordinators

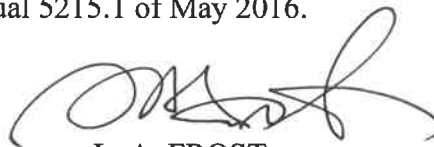
a. Regular membership meetings may be held monthly or at least quarterly for the purpose of conducting business and training. Training may include guest speakers, lectures, knowledge exams, practical skills application, etc.

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

c. Special meetings will be held, as deemed appropriate, by the Motorcycle Mentorship Program coordinator.

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

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N00SA will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of War, 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.



L. A. FROST

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>

MOTORCYCLE MENTORSHIP PROGRAM 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:

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MOTORCYCLE SAFETY ACKNOWLEDGEMENT FORM

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
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 Motorcycle Mentorship Program Pre-Ride Checklist for	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
Comments:	Comments:
Cornering:	Emergency Procedures
Proper Entry Speed, Maintain Steady Speed through turn, Emergent Braking Technique, Look through the	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 at 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
CNRFC Motorcycle Mentorship Program Coordinator Signature:	

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-2024)

SUPPORTING DIRECTIVE MILPERSMAN 1070-320

SHIP OR STATION:

COMNAVRESFOR/COMNAVRESFORCOM

SUBJECT:

Motorcycle Safety Acknowledgment Form

☐ PERMANENT

☐ TEMPORARY

AUTHORITY (IF PERMANENT):

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) will 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 or Advanced Rider Course 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 or operators, requirement is met by the Motorcycle Sport Bike Rider Course or the Advanced Rider Course 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 will be provided for all Sailors within 30 days of the Sailor's request for training and is at no cost to the member. Members 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 must be used to complete Level II training.
- ____ 8. While riding a motorcycle on a military installation, or while on active duty, I will abide by the following:
- a. Wear a properly fastened helmet that meets the Department of Transportation, 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 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: _____

NSIPS/ESR CERTIFICATION

SUBMIT THIS FORM TO THE NSIPS/ESR SUPERVISOR FOR ENTRY AND/OR VERIFICATION IN NSIPS. THE NSIPS SUPERVISOR MUST COMPLETE THE INFORMATION BELOW AND SUBMIT TO THE MEMBER'S OFFICIAL RECORD FOR PERMANENT ENTRIES. (NOT APPLICABLE TO NEW ACCESSION APPLICANTS)

ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:

VERIFYING OFFICIAL RANK OR GRADE/TITLE:

DATE:

SIGNATURE OF VERIFYING OFFICIAL:

SERVICE MEMBER INFORMATION

NAME (LAST, FIRST, MIDDLE):

SAILOR, IAM, T.

SOCIAL SECURITY NUMBER:

XXX-XX-XXXX

BRANCH AND CLASS:

USN

PREVIOUS EDITIONS ARE OBSOLETE

CUI - (when filled in)

Enclosure (3)

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-2024)

SUPPORTING DIRECTIVE MILPERSMAN 1070-320

SHIP OR STATION:

COMNAVRESFOR/COMNAVRESFORCOM

SUBJECT:

Motorcycle Operator Status Change

☐ PERMANENT

☐ TEMPORARY

AUTHORITY (IF PERMANENT):

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: _____ 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 (Department Head/DLCPO) _____

Date _____

NSIPS/ESR CERTIFICATION

SUBMIT THIS FORM TO THE NSIPS/ESR SUPERVISOR FOR ENTRY AND/OR VERIFICATION IN NSIPS. THE NSIPS SUPERVISOR MUST COMPLETE THE INFORMATION BELOW AND SUBMIT TO THE MEMBER'S OFFICIAL RECORD FOR PERMANENT ENTRIES. (NOT APPLICABLE TO NEW ACCESSION APPLICANTS)

ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:

VERIFYING OFFICIAL RANK OR GRADE/TITLE:

DATE:

SIGNATURE OF VERIFYING OFFICIAL:

SERVICE MEMBER INFORMATION

NAME (LAST, FIRST, MIDDLE):

SAILOR, IAM, T.

SOCIAL SECURITY NUMBER:

XXX-XX-XXXX

BRANCH AND CLASS:

USN

PREVIOUS EDITIONS ARE OBSOLETE

CUI - (when filled in)

Enclosure (4)