DO YOU KNOW WHO YOUR RIDERS ARE?
ARE THEY FULLY TRAINED?
Motorcycle fatalities have been a primary concern for many years. In 2008 the Navy had its worst year ever. 88% of the fatalities were sport bikes with over 74% untrained.

As you can see above after a significant decrease in fatalities we are again on the rise.
Prior to the inception of military motorcycle rider training requirements it was found that greater than 74% of Sport Bike riders who were involved in fatal accidents were un-trained. Additionally Sport Bike fatalities have, on the average, accounted for greater than 79% of the total motorcycle fatalities, invariably with no training.

The requirement for Motorcycle Training and the development of the MSRC course of instruction for Sport Bike riders was implemented in 2008 and has significantly impacted the original decrease in Fatal mishaps. Having said that we have an upward trend in fatalities with over 60% NON COMPLIANT with training.

The number of Navy personnel riding motorcycles fluctuates on a monthly basis however, historical information shows that approximately 10-12% of Active Duty Navy personnel own or plan to own a motorcycle.
Privacy

Motorcycle Safety Representatives will have access to personal and private information via the ESAMS program. It is imperative that all users be aware that they are responsible to ensure that any information disseminated is done so appropriately and with the proper precautions.
The goal of this training is to provide the basic knowledge and tools that a command motorcycle representative will require to manage their motorcycle safety program. This information will include Policy; Training Requirements; Data/Administrative and the utilization of the Enterprise Safety Application Management System (ESAMS). ESAMS is the ONLY authorized program for tracking all motorcycle riders and their training.

This module is presented in Four Sections;

Section One- Policy and Requirements

Section Two - Data and Administrative Process

Section Three - Training Module

Section Four - Reports

Section Five – Resources
Section One
Policy & Requirements

- Navy Motorcycle Safety Policy
- The Command Motorcycle Safety Representative (MSR)
- Sport vs. Non Sport
- Training Requirements
The policy directive for Navy Traffic Safety is

**OPNAVINST 5100.12J (26 June 2012).**

*This directive is a major revision and must be read in its entirety to ensure that all requirements are met.*

This version of the directive combines all previous ALNAV/ALSAFE’s regarding the assignment of a command MSR, Duties, Responsibilities, Reporting, etc for the individual command and chain of command.

A successful Motorcycle Safety Program combines Administrative, Leadership, Mentorship efforts and continuous Training to ensure personnel have the skills and assistance they need not only to be a successful rider but a **SAFE** Rider.

**Civilian Motorcycle Operator Training.**

All civilian motorcycle operators who have a current State motorcycle operator license, endorsement or permit **ARE NOT REQUIRED** to complete motorcycle safety training. In addition, Non Military Riders are **NOT** to be designated as riders in ESAMS. This does not however, preclude them from scheduling training.
MSR Assignment
Who should be the Motorcycle Safety Representative (MSR)?

Although there is no specific requirements for the assignment of an MSR, it is recommended that the following be considered when assigning a command MSR:

- Is the individual a senior enlisted/officer with motorcycle riding experience?
- The MSR may be the Senior Mentor for the command motorcycle Mentorship program?
- The MSR is not just an administrator of the program. It is possible and recommended than an assistant be assigned to work with the command MSR with ESAMS.
- It is recommended that large commands assign junior MSR’s within the command to assist the senior MSR at the Department/Work Center level.
- The MSR may also be the Traffic Safety Coordinator (TSC)
The MSR is the key individual for the success of the motorcycle safety program and is an integral component of the overall command safety and rider mentorship program. The MSR is required to be designated in writing by the Commanding Officer. Depending on the size of the command (and the number of riders), it may be necessary to have more than one MSR.

The Motorcycle Safety Representative Chain of Command is no different than other areas of military responsibility. From the individual commands upwards for both fleet and shore commands there is an individual (or individuals) assigned at each level as an MSR for their immediate command and as the manager for their down line (subordinate) commands. It is imperative that the chain of command be aware of the scope of their responsibilities.

The graphic at the right provides an example of a standard chain of command. As you can see the scope narrows as it goes down line. Although each level has access to every subordinate command below them, they do not have access to other commands outside of their scope.
The MSR’s duties encompass administrative process, assistance with training delivery and may also include the management of the command motorcycle mentorship program. These responsibilities include but are not limited to:

- Identification of all military personnel who operate or plan on operating a motorcycle whether they drive on or off base.
- Maintain motorcycle rider ESAMS employee records.
- Maintain the individuals Motorcycle Questionnaire.
- Ensure 100% compliance with training and PPE requirements.
- Maintain rider records to include copies of their motorcycle license, training certificates, etc.
- Provide ongoing safety training for all riders and potential riders.
- Report motorcycle rider status to the chain of command.
- Be prepared to provide census and status information on an as needed basis.
- Assist the command safety department as needed for mishap investigations.
Motorcycle Safety Representative (MSR)
Responsibilities & The Chain of Command

**Parent Command:** A Parent Command is anyone in the chain of Command (ISIC/TYCOM) who has administrative/operational responsibilities towards subordinate commands.

In addition to the general responsibilities list the Parent command MSR;
- Ensures subordinate commands within their scope have an assigned MSR.
- Ensures their subordinate command MSR’s have the appropriate access level to meet their responsibilities.
- Review the training status on a quarterly basis for all commands within their scope.
- Act as the Point of Contact for up-line reporting.
- Provide training status reports to their commander for their immediate command and subordinate commands on a quarterly basis.
- Maintain a listing of all subordinate command MSR’s.

**Command:**
- Ensure all areas of the general responsibilities are met
- When being relieved of the MSR duties ensure that your parent MSR is made aware of your relief.
The following Access levels are **required for All** MSR’s:

- Supervisor (2)
- Motorcycle Coordinator
- Training Admin
- Personnel Admin

The level of access (Parent/Multi-Command) will depend upon where the individual is in the chain of command. The MSR in the Parent command (ISIC/TYCOM) up-line from the individual, is required to provide the proper access.

**NOTE:** You cannot have Parent access and Multi-command at the same time. Multi-command will only give you oversight of the commands that are listed in your account.
What is the Difference between a Sport Bike and a Non Sport Bike? An accurate analogy for comparison of sport bikes to cruisers is a sport bike is like a fighter aircraft while a cruiser is like C-130.
Cruisers are the classic American design, built for longer rides and comfort. They are inherently stable, with longer wheel bases and lower center of gravities. Since drag is not an important issue, the rider's posture is more upright with the feet forward of the torso, much like a cowboy. Cruiser power to weight ratios are much lower than sport bikes with the average 70-90 horsepower on much heavier 600-900 pound bikes.
Sport bikes are designed for racing, as such they are dynamically unstable with a higher center of gravity and a shorter wheel base. To increase maneuverability, the rider's posture is leaned forward, much like a jockey's, to reduce drag and these bikes have extraordinary power to weight ratios that average 150-180 horsepower on 350-500 pound bikes.
Motorcycle Types

**Sport Bikes**

- **Sport Touring** 1100-1800cc 450-650lb, High performance
- **Super Sport** 650-1100cc 290-350lb, High performance
- **Sport Unclad** 650-1100cc 290-350lb, High performance
- **Dual Sport** 250-1200cc NOT considered a sport bike if it has dirt (knobby) tires

**NON-Sport Bikes**

- **Touring** 1200, 2300cc 200-500lb
- **Dirt Bike / Enduro** 50-650cc High ground clearance, not road ready
- **Standard** 125-1800cc, 200-1200lb
- **Scooters** 50-650cc
Motorcycle Rider Training Requirements

Now that we know what the difference is between Sport Bikes and Non-Sport Bikes we get to the question, “What are the training requirements for motorcycle riders?”
Training

- Training:
  - As part of check in of new rider verify all training in the employee record. ENSURE that you are on the command check in sheet.
  - Enter training courses that were completed at non-military locations. Or any courses that were completed but not entered in ESAMS. Ex: SNM completed Level 2 training but does not show Level 1 (BRC).
  - Enroll riders in required training and remind riders of class date and ensure there are no conflicts.
  - Take action on upcoming/overdue requirements (schedule the training) and follow up.
  - Ensure all traffic safety and stand-down briefs contain motorcycle safety information.
  - Ensure a Traffic/Motorcycle Safety brief is included in the command indoctrination program.
  - Track and assist personnel who plan to own a motorcycle.
  - The MSR is an essential member of the command Motorcycle Mentorship program whether they are a rider or not.
For the MSR (whether a rider or not) it is important that you understand the different levels of training to ensure that the riders are scheduled properly.

There are 3 levels of motorcycle rider training:

- **Level I**.................Basic Training
- **Level II**.............Intermediate Training
- **Level III**..........Refresher Training

This encompasses Track Days and courses provided by Non Military sources. The training is usually equivalent or at a higher level of skills.

Each level of training provides skills for the rider as they put more and more miles on the bike. Much if not all of the skills are applicable to both types of motorcycles. Having said that remember that Sport Bikes can take turns and curves at a higher rate of speed than non sport bikes.

**Civilian Personnel are not required to complete training.**
BASIC RIDER COURSE (BRC)

This is the Initial class required prior to riding all motorcycle types, when possible within 30 days of obtaining a license/learners permit, obtaining/purchasing a bike or within 30 days of the rider request. No license or permit is required if the member utilizes the Trainer Bikes, where available.

This course is exactly what it states. It deals with bike controls, movements, handling, rules of the road etc. The curriculum is designed to ensure that the rider has the proper skills and mind set to handle the motorcycle and know the rules of the road as they apply to motorcycles.
Level II – Intermediate Training

BRC II (Basic Rider Course II)

This course (formerly known as ERC) is a continuation of the skills learned in the BRC with additional range exercises and Risk Management components. It is done at a higher speeds than the level I course. The expectation is that the student has practiced the skill sets from the BRC and can utilize them at more of an instinctual level.

All riders are required to complete this course within 60 days of completing the BRC or the purchase of their motorcycle.

****NOTE: ESAMS Starts the 60 days for Level 2 Initial Training the date the member is identified as a rider. This is not per directive and we hope to have it changed in the future.
Level II – Intermediate Training (Cont)

MSRC (Military Sport Rider Course)

This course provides a high level of risk management instruction in the classroom. The range work is provided at a high rate of speed with exercises that provide the student with the skill sets needed to handle their high performance machines.

*The Rider is REQUIRED to complete this course within 60 Days of the completion of the BRC or from the date they Purchased the motorcycle.*

****NOTE: ESAMS Starts the 60 days for Level 2 Initial Training the date the member is identified as a rider. This is not per directive and we hope to have it changed in the future.****
Level II – Intermediate Training (Cont)

ARC (Advance Rider Course)

This course provides robust risk management and technical skills instruction as it applies to motorcycles and their unique capabilities. The range work is provided at a higher rate of speed with exercises that provide the student with the skill sets needed to handle motorcycles in a variety of scenarios. This course can be scheduled for both Sport Bike and Non Sport Bike riders. Additionally if a rider (no matter the type they ride) takes this course in lieu of the BRC II or MSRC will meet the 60 day requirement for all types of motorcycles.

This course is for all types of motorcycle riders
Refresher training is required every **3 Years** for all riders.

- ANY **Level I/II** or Civilian high level of training course may be taken to meet the refresher requirement.

- See the NSC website for a listing of approved courses. If the course you are considering is not listed contact the NSC Traffic Safety Division. Any approved course taken by a member in the civilian or Non Navy community must be entered into ESAMS utilizing the appropriate ESAMS equivalent course to ensure that the service member is given credit.
Section Two
Data and Administrative Process

- Motorcycle Dashboard
- The ESAMS Employee Record
- The Motorcycle Questionnaire (Census)
The Motorcycle Dashboard has been designed to provide leadership, at all levels of the chain of command, with a central point for managing the Navy Motorcycle Safety program. The Dashboard provides a visual representation of:

- Riders by Age Group
- Riders by type of motorcycle
- Command Training Status

There are also links from the dashboard to the various modules to assist the command MSR.

The following slides provide a break out and explanation of each of the categories shown on the dashboard.
“How Do I Find My Dashboard?”
From Your Home Page

To look at your command Dashboard click on this box.
Dashboard

At this screen select (click on) Run report. The default is your UIC. If you are a Parent command, leave “Include Down line Commands” selected and hit run report, your dashboard will include your subordinate commands. If you do not want the subordinate commands in your dashboard de-select that box prior to selecting run report.
For a parent command who wants to review one of their subordinate commands, de-select the include down line commands and click on the down arrow to the right of the blank box. When the screen shown here pops up, input the commands UIC and click on the Search button. Click on the command name. Clicking the Run Report button will pull up the dashboard for that command only.

When this screen pops up input the command UIC (ex: N03345) here and click on Search.
The top section of the dashboard provides quick links to specific modules to assist the MSR in managing their program.

This box provides a total of riders by motorcycle type in each age group.

This box provides the total number of individuals who indicated on their questionnaire whether or not they are licensed riders.

Note the No Response – If you click on the number it will provide you with a listing of personnel whose record is missing information.
This box provides a total of riders who have indicated that they currently own a bike, and Non Owners (Rider NO Motorcycle).

This box provides the total riders by motorcycle type, Standard/Cruiser Riders and Sport Bike riders. This information includes own and Non Owners (Other).

Notice the number for DOD Civilians in the above box. Civilians should **NOT** be identified in ESAMS as a rider. Not being identified as a rider does not preclude them from participating in training if available.
Training compliance is dependent upon the proper duty task assignment. By Directive all riders are Non Compliant if they have Not completed both the initial Level I and Level II training. Once a rider exceeds the 3 yr refresher requirement they are delinquent and are considered non compliant. The data shown DOES NOT include non military riders. If a rider has completed level 2 but does not have level 1 in their record they are non compliant.

The “Other Data” Box provides non compliance information for command utilization. The most important of these is the “Potential New Riders (Planned Owners).” This list should be reviewed and validated by the command MSR on a regular basis to ensure that personnel receive proper training, guidance and mentorship. In addition if a member is no longer planning on rider access their questionnaire select no longer a ride and ensure that there is no duty task in their record.

Note the new entry “Total With Duty/Task: This is a listing of members who are no longer riders but still have a rider duty task assigned. MSR’s need to access their record and validate whether or not the person is no longer a rider if so deleted the duty task.
ESAMS Employee Record
OPNAVINST 5100.12J (26 Jun 2012) Requires a quarterly training report be provided to the Commanding Officer/OIC on Traffic Safety Training which includes the status of motorcycle rider training. This is an important tool for the command to ensure that their riders are meeting requirements. The accuracy of this report is dependent upon up to date and accurate personnel records in ESAMS.

Validation and verification of the employee record, training completion and an up to date motorcycle questionnaire are critical components for proper documentation, data collection, communication and training. A regularly scheduled review of all motorcycle rider records will ensure that they are up to date and provide the command with the proper information to manage their program. Doing the review on a quarterly basis (at a minimum) also provides the information needed to report to the command leadership.
The TRMS (Training and Records Management System) application has been split into two new applications: Personnel Administration (PA) and Training Administration (TA). This document will briefly discuss the PA application (more detailed information can be found in the PA Manual). While the changes may seem significant, users will retain much of the same functionality as before and may find new ways to access information.

ESAMS has moved away from the use of Social Security Numbers (SSNs) as a personal identifier. Administrators will now add/enter personnel using the person’s EDI-PI (Electronic Data Interchange Personal Identifier) / DoD ID. Users will have an additional option to use SSN to verify a user account, but the DoD ID will be required for all personnel entered into ESAMS. Administrators are advised to have their personnel associate their DoD IDs with the ESAMS user record. This can be done by the user logging in with their DoD ID (PKI/CAC) inserted in the card reader, or by the user going to their Profile and selecting the “Edit Profile” button.
Searching for a Record

The search screen provides filtering for multiple search options depending on the scope of your search. You can search for an individual or a group of individuals at a specific command.

Utilization of a member's DoD ID number would be the ideal way to search. If you do not have access to this utilize last and first name.

When searching ensure that you select both Active & Inactive in case a member's record has been de-activated.

As you scroll down the search page there are many other ways to search for an individual.
The Personnel Edit User page (sometimes known as Employee Page, Personnel Record, etc) is used to record personnel information. The look of this page has changed, but administrators will retain the same functionality as before. The largest change is that the personnel record has been split into multiple tabs. These tabs are displayed near the top of the record. Clicking on a tab opens that tab for editing.
Personnel Edit User Page
Personnel Info

Note the Deactivate option at the top of the page. When a member transfers, is discharge or retired, it is the MSR’s responsibility to Deactivate the member. This is critical for a gaining command to pull the member into the new command.

The information in this tab contains personal information on the service member. Only the boxes in white can be modified/edited. This is the tab where you and the member will ensure everything is up to date. Rank/Rate; DOB; email; phone number etc. This information is crucial for proper notification and communication. In addition please note the “Deploy” button below the email box.
When you click on the Deploy button (shown above) the screen to the right pops up. All that is necessary is to enter the start date of the deployment and the estimated return from deployment. This is NOT to be used to remove some one as a rider. This is a temporary measure for deployable units or deployed individuals to mitigate temporarily their motorcycle training requirements.
This page contains the individuals Duty Task assignments access to their Training History and if needed training required. This is also where you would add/edit duty tasks.

To add a duty task click on the “Add New Duty/Task” button at the top.

You remove a Duty/Task by clicking on the x under Remove.

You cannot remove a Motorcycle Rider Duty Task unless the Questionnaire has been update to no longer a rider.
Add a Duty/Task

The simplest way to find the appropriate duty/task is to put motorcycle in the description box and click on search. As you can see there are other categories that may be used but this is the simplest.
Add a Duty/Task (Cont)

This is what you will see, select (Click in the box) the appropriate item and hit save. This will add all of the selected to the individuals record. This is used for both MSR’s and Motorcycle Riders.
Access Level

This page is where an MSR’s access would be added. It is important that an MSR have the appropriate access levels.

Supervisor; Motorcycle Coordinator; Training Admin; Personnel Admin are the required Duty Tasks for an MSR.

When adding an access ensure that the scope of the MSR is correctly entered. Whether at a Parent level or Multi-command access.

Clicking on the Add Access button and you will see the available access levels for selection.

You Cannot Have Parent and Multi-Command Access at the same time, it must be one or the other.
To See the Duty task listing click on the down area where you see application. This will provide you with a drop down listing.

When selecting Scope again use the down arrow to see the drop down menu.

This is where you would assign an individual as Command Only/Parent/Or Multi-Command. The Multi-Command option will require you to select commands the individual will have review and responsibility for.

**You Cannot Have Parent and Multi-Command Access at the same time, it must be one or the other.**
This page designates an individual's status as a motorcycle rider.

Note the selectable “Update Census Status” at the bottom of the page under motorcycle rider.

Clicking on this will bring up the motorcycle census page to be filled out and/or updated.

The member **AND** the MSR can update/edit the questionnaire.
Motorcycle Questionnaire

The questionnaire is self explanatory and user friendly.

- Correct Primary Motorcycle selected (Sport Bike, etc) – This ties to the duty task and must match. Dual Riders should have Sport Bike as the Primary Motorcycle type.

- Correct start date of riding which equates to long term experience.

- Correct date of purchase of current type motorcycle: Riders may switch or also have both types of motorcycles. This date shows when the rider bought their current type of motorcycle. And equates to their experience with this type.

It is the Service Member and the MSR’s responsibility to ensure that this information is kept current.
Section Four
Training Module

- Introduction
- Scheduling A rider for Training
- Update Rider Training Information
- Creating a Training Class for Individuals
Introduction

The following slides will provide information on the process for scheduling a rider for training and how to manually add a training class for riders.

This includes instructions for scheduling command wide motorcycle safety stand downs and Motorcycle Mentorship Meetings.
Scheduling a Rider For Training

The command MSR can schedule a service member for any required training. This capability allows the command to ensure compliance. When you log in ESAMS click on the My Links header on the left of your screen. You would then click on “Classroom Training Schedule”

The command MSR can schedule a service member for any required training. This capability allows the command to ensure compliance. When you log in ESAMS click on the My Links header on the left of your screen. You would then click on “Classroom Training Schedule”
When this screen comes up, look to the right of the course you want to schedule. There are two choices, Enroll Me (Yourself) and Enroll Others. Select “Enroll Others”. Note the months at the top of the page. You will see today’s schedule and the current month. To look at other months just click on that month and the schedule will come up.
After selecting Enroll Others, you will see this screen. As shown before you have multiple options. If you are going to schedule multiple individuals follow previous instructions, if a single individual input their name and click on the search button at the top.
Once your list of personnel appear select the individual or individuals you are scheduling by clicking in the box next to their name and Click on the “Enroll” Button at the top of the page. The individual(s) will be automatically enrolled in the course and the system will send them an email with the class information.
Updating Rider Training Information

When a service member attends training at a Navy Training Site, scheduled via ESAMS, the training site will complete the training in ESAMS, there is no required action on the MSR’s part.

There will be times that a member will participate in training at Non Navy sites. This could be at another Services site or directly via MSF or the state they are licensed or want to be, licensed in. When this occurs the MSR will be required to add this training to the members record. There are basically two types of scenarios to be considered:

- Any non military MSF training.
- Non MSF State or Advanced training supplied by a civilian company (example Keith Code, etc.). There are also states that provide advanced training for the rider (ex: NC).

NOTE: To see a listing of approved Motorcycle Training Courses go to the NSC website on the Ashore/Motor Vehicle page and click on the training box at the bottom. There you will find the latest Supplemental to the Traffic Instruction that provides a listing of approved courses.
Motorcycle Courses

<table>
<thead>
<tr>
<th>Course Id</th>
<th>Training Level</th>
<th>Course Title</th>
<th>NSC Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>244</td>
<td>1</td>
<td>Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)</td>
<td>This is for ALL riders, there has to be documentation of completion of this course in every riders ESAMS record.</td>
</tr>
<tr>
<td>1254</td>
<td>2/3</td>
<td>Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC-2)</td>
<td>This is the initial training for all NON Sport Bike Riders ONLY.</td>
</tr>
<tr>
<td>2359</td>
<td>2/3</td>
<td>Motorcycle Safety Foundation (MSF) Military SportBike Rider Course (MSRC)</td>
<td>This course is initial level 2 training for sport bikes only. It can be used for the 3 year refresher training for all types of bikes.</td>
</tr>
<tr>
<td>4294</td>
<td>2/3</td>
<td>Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)</td>
<td>This course is initial level 2 and 3 yr refresher training for all types of bikes.</td>
</tr>
<tr>
<td>4458</td>
<td>2/3</td>
<td>Safety Center Approved Advanced Motorcycle Rider (Level II / III) Training Course</td>
<td>Utilize this for any non navy course documented on the list of approved courses located on the NSC Website.</td>
</tr>
</tbody>
</table>

The above listed training courses are tied to Navy supplied training, MSF supplied training and any other venue that utilizes the MSF (or NSC Approved) course curriculum.

To document training from the approved listing of non standard MSR courses utilize ID: **4458**. The member should provide a completion card or certificate to the MSR for verification/validation. When building a course/class the MSR can upload an electronic copy of any certificate supplied by the rider.
Motorcycle Courses (Cont.)

<table>
<thead>
<tr>
<th>Course Id</th>
<th>Training Level</th>
<th>Course Title</th>
<th>NSC Notes</th>
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</thead>
<tbody>
<tr>
<td>2290</td>
<td>N/A</td>
<td>Motorcycle Safety Stand Down</td>
<td>Command use to document required safety meetings with riders.</td>
</tr>
<tr>
<td>3350</td>
<td>N/A</td>
<td>Motorcycle Meeting</td>
<td>Utilized by the command Mentor for required mentorship meetings</td>
</tr>
</tbody>
</table>

ID# 2290 – Motorcycle Safety Stand down is an excellent way to document required general motorcycle safety training/stand downs not only for current riders but also all hands.

ID# 3350 – Motorcycle Meeting should be utilized by the command Motorcycle Mentor to document meetings with all current riders and planned to own riders.

An MSR may see motorcycle courses with the ID of 4454 and 4455, these **CANNOT** be used to document training or build a training class, as they are used in the program as a generic pointer for the two motorcycle types and to allow for proper documentation of training.
Creating a Training Class

At the screen click on the down arrow to bring up the drop down menu.

Under Administrative links at the top of the page, select Training Administration (TA).

At this screen click on the New/Edit Class option.
When this screen pops up all that is necessary is to click on the Close Window button.
When the top screen appears select Create a Class. When the screen to the right appears, you will select a class date and utilizing the course id list select the class you are creating. The screen will look like below.
At this screen click on the title of the class.
This is your class information. There are several areas that you will need to fill in the fields and enroll students. The following screens will explain each Section.
Section 1 provides class size, start/end date and start/end time of the class. In addition you can enter in the specific location where the class will be held. One thing to remember is that the class size of 100 is a default, you can change it at this screen to the actual number that you will enroll.
In this section you would provide any information for the students that they may require, special instructions etc. Additionally you can upload documents (see previous instructions for uploading files) that the student may require. This section will ONLY be utilized if there is open enrollment. Do not check the box (Red Encircled) to allow class enrollment via ESAMS unless you want personnel from other commands enrolling in your class, as this would publish this class to the ESAMS class scheduling site.
This section is strictly for the administrators of the class. When you create the class you are already an administrator. If you want other individuals to assist with the management you can add them here.
This section is where you will enroll/Pass/Fail/Absent (No-Show) Students. To Enroll Students click on the Enroll Students button.
If you are doing this class for one individual the simplest way to find them is with their last and first name then Search button at the top. If you are enrolling multiple students in your command, Click on the Down Arrow next to the Command option. Enter the command UIC and hit search. Once it shows you the command select it and when it returns to this screen hit Search. This will bring up a complete listing of all personnel in the command with an Active ESAMS record. Then all that is necessary is to select the individuals who will be attending the training.
You will have 3 Screens

1. Enter your command UIC and click on the Search button.

2. Select your command and click on the Save button.

3. When this screen returns click on the Search button.
When a list of personnel are shown, select each of the individuals who will be attending the class by clicking in the box next to their name. Once you have selected all attendees click on the Enroll button at the top of the page.
Once you have enrolled a student, they will receive an email confirmation that they are scheduled. It is important that all individuals records have the correct email address.

If you un-enroll a student this will also generate an email confirmation to the student.
There are several other options available for the class administrator.
- Prior to the class a sign in sheet can be generated (see example next slide) to ensure documentation of participation. This sign in sheet can also be used to document attendees who were not originally enrolled but can be added after the fact.
- This is also where you would Pass/Fail/Absent (No-Show) an attendee. You can either pass all at once or individually.
## Motorcycle Meeting

**Sign-In Sheet**

<table>
<thead>
<tr>
<th>Class ID:</th>
<th>6549235</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Date:</td>
<td>End Date:</td>
</tr>
<tr>
<td>Instructor:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Enrolled/Waitlisted</th>
<th>PAID</th>
<th>Command/Organization</th>
<th>Dept/Code</th>
<th>Rate</th>
<th>Phone</th>
<th>Job Title/Email</th>
<th>Signature</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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**Disclaimer:** Contains info subject to the Privacy Act of 1974 as amended. Failure to provide this information may result in non-credit for attendance.
After the completion of the class you will need to Pass/Fail etc the students who attended or did not. Follow the process indicated in prior slides to edit/create a class. When you click on that option the class search criteria screen will show any outstanding classes that need to be closed out. Click on the appropriate class and complete the appropriate status of the student. At this point you may also add any non scheduled attendees.
Motorcycle Mentorship/Motorcycle Safety Stand Down:

- OPNAVINST 5100.12J requires a command to have a motorcycle mentorship program. This program is required to incorporate all military riders. Members who are plan to own should also be included in meetings and training to assist them in making proper decisions and assist with the assigning of mentors prior to and once they have purchased a motorcycle.

- It is recommended that the command mentor have quarterly meetings with their riders and potential riders. This will assist with a number of areas;
  - Assure that the command is interacting with all riders.
  - Provide documented updates concerning motorcycle safety and training.
  - Provide a face to face venue to ensure personnel who have difficulty attending required training receive assistance.
  - Ensure that the command MSR is brought up to date on any changes with the riders that may require documentation or changes in ESAMS.

An aggressively run motorcycle mentorship program will ensure that motorcycle riders are kept up to date on training and requirements and specifically assist both experienced and new riders with Risk Management and skills development.
Section Four
Reporting
ESAMS Reports Overview

There are two separate distinct processes involving reports and the MSR.

1. As required by the directive the quarterly report to the Commander.
   1. There is no specific format for the quarterly report. However, we have included a recommended format that may be used by MSR’s.

2. ESAMS data reports and the information needed by the MSR.

There are several basic reports in ESAMS that will provide the information required by the MSR to track riders and provide information to the Commander. What the MSR needs to be remember the report you pull is dependent upon the information you are looking for. Reports with percentages will not match from report to report. The reports capability provided by ESAMS does not provide a simple straight forward format for pulling information. As such it is important that the MSR spend some time working with the dashboard and the reports generator.
Recommended Elements for the Commander’s Quarterly Report

- Screen Shot of the Current Command Dashboard
- List of all Current and Plan to Own Riders with:
  - Training Status of each current owner
  - Status of Plan to Own Riders: When they plan to purchase, training and counseling status
  - List of training No-Shows and reason for not attending.
  - If applicable, recommendations for mitigation of training no-shows.
  - Recommendations to ensure training compliance.
  - If applicable status of Plan to Own riders and mentorship assignment

The above are basic elements that are recommended for inclusion, each Commander may want a different format or information provided.
Rider listing From dashboard:
A listing of riders by type can be provided by clicking on the highlighted number shown on the dashboard. This list however, does not provide any other information except the name of the rider (training dates, etc). These are good checks against other listing though.

ESAMS Reports Module:
The best reports for use by the MSR is in the reports module of ESAMS. The following slides provide information in several of these reports. It is HIGHLY recommended that the MSR spend time with the reports section to familiarize themselves with the capabilities. How you pull a report depends on the information you receive.
A significant change to the dashboard is the capability to see who your riders are in any category. By selecting the number in bold text you can get a complete listing of riders for that motorcycle type or as you can see a list of all riders. Training status is not included.
There are two separate paths to Reports in ESAMS, from the Dashboard and from the Reports Menu option at the top of the Home Page. Select reports at the top of your home page and it will take you directly to a listing.

Who are my motorcycle riders? The Motorcycle Rider Data Report will provide you with a complete listing by UIC, of all the personnel in your command who is designated as a Motorcycle Operator.
Once this screen appears you need to identify the personnel that you are searching for. Click on the down arrow indicated above for the search criteria screen.
At this screen select the down arrow as shown. To select your command.
When your command shows, select it by clicking in the box, and click on SAVE.
Once the Personnel Search screen returns click on Search
The program will return you to your starting screen and you will have a number in the field you started with. This number is all of the personnel in your command who have an ESAMS employee record not just motorcycle riders.

At the bottom of this screen are boxes for selecting output. This example shows the minimum that you will require to track your riders and to report to your chain of command.

To assist the command mentorship program select the box Experience to provide the command motorcycle mentor a guideline on the experience level of all riders. This is an excellent way to match up riders within the mentorship program.
The above screen shot shows the data elements to be selected when pulling a motorcycle Data Report. These items are a necessity for the MSR to properly track their riders. In addition if an individual has incorrect information (e.g. wrong or missing email address) this can be seen for correction.

The addition of Ownership and Planned Purchase Date will list plan to own riders for counseling and updating. If a member is no longer a plan to own, their questionnaire and account should be changed to reflect this. If a member is now an owner the account should be changed to reflect the current status.
Once you have made your selections, click on the Excel radial button above (default is Browser-On your Screen) and then select Run Report at the top right.
After you select run report and the system finds the information this screen will pop up. You can just open the file or save it to a location on your computer. Recommend that you Save the spreadsheet to a folder of your choice.
Motorcycle Data Report Example

<table>
<thead>
<tr>
<th>Name</th>
<th>Deployed</th>
<th>Questionnaire Data</th>
<th>Dept/Code</th>
<th>UIC</th>
<th>Service Status</th>
<th>Grade/Rank</th>
<th>Age</th>
<th>Gender</th>
<th>Email</th>
<th>Registered On-base</th>
<th>License Status</th>
<th>Primary Motorcycle</th>
<th>Other Motorcycle Types Owned</th>
<th>Experien (Months)</th>
<th>Ownership</th>
<th>Planned Purchase Date</th>
<th>Actual Purchase Date</th>
<th>MSF Training Date</th>
<th>MSF Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command/Organization: Naval Safety Center</td>
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<tr>
<td>Yes</td>
<td>10</td>
<td>N63393</td>
<td>U.S. Navy - Active</td>
<td>W3</td>
<td>M</td>
<td>yes</td>
<td>License</td>
<td>Cruiser</td>
<td>Cruiser</td>
<td>94</td>
<td>Own</td>
<td>7/1/2007</td>
<td>3/15/2012</td>
<td>Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>30</td>
<td>N63393</td>
<td>U.S. Navy - Active</td>
<td>E07</td>
<td>M</td>
<td>NO</td>
<td>License</td>
<td>Other</td>
<td>ATV</td>
<td>247</td>
<td>Other (Rent, Borrow, Etc.)</td>
<td>8/11/2006</td>
<td>7/26/2005</td>
<td>Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above is an example of a motorcycle rider data report. You will not be able to see any personal information outside of the name and age (e.g. DOB, SSN, Rate/Rank). This is where you would see your Planned Owners for tracking and counseling review.
This report is crucial for the MSR to be able to identify current and future safety training needs. This can be utilized at all levels of the chain of command. The report provides you a spreadsheet by name, course ID, Course Title, whether or not they are already scheduled, and when they are or were due for training. The following slides provide the process for pulling your data.
After selecting this report this screen will pop up. Select the down arrow next to “Retrain Due Date:” and a calendar screen will pop up.

Select the current date for current information or select a future date to project out what training will be required.
Once you have your Retrain Due Date, you will need to select the course or courses that you need information on. Select the down area next to the Course: box, the below screen will pop up. Type in motorcycle in the Title (contains) box and click on the search button.
When this screen pops up you will select three (ONLY) courses:

- 4454: This will equate to any level 2 training for Non Sport Bike Riders.

- 4455: This will equate to any level 2 training for Sport Bike Riders

The purpose of selecting the above instead of BRC 2 or ERC specifically is so that you show any riders who may have taken the ARC instead which is used for both types of motorcycles.

- 244: This is the BRC which is required for all riders no matter what type of bike they ride.
After selecting your courses you will need to identify personnel who will meet the criteria. Back at the filter screen select the down arrow for the “Personnel Search Criteria”. When this screen pops up go to the Cmd/Org selection using the down arrow and search for your command. Once you have done this click on the Search button at the top of the screen.
These are the only filters that you need. Once complete click on the Run Report button at the top right of your screen.
After you select run report and the system finds the information this screen will pop up. You can just open the file or save it to a location on your computer. Recommend that you Save the spreadsheet to a folder of your choice.
### Needed Training and Deficiency Report

#### Example

<table>
<thead>
<tr>
<th>Name(Last,First)</th>
<th>Course Id</th>
<th>Course Title</th>
<th>Scheduled Date</th>
<th>Enrollment Status</th>
<th>Required By Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Sport Bike</td>
<td>244</td>
<td>Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)</td>
<td>7/22/2013</td>
<td>Scheduled</td>
<td>6/28/2013</td>
</tr>
<tr>
<td>Rider who either</td>
<td>244</td>
<td>Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)</td>
<td>Not Scheduled</td>
<td></td>
<td>6/26/2013</td>
</tr>
<tr>
<td>has no Level 2</td>
<td>244</td>
<td>Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)</td>
<td>Not Scheduled</td>
<td></td>
<td>4/21/2013</td>
</tr>
<tr>
<td>Training or</td>
<td>4454</td>
<td>Motorcycle Operator (Cruiser/Standard) Continuation Training</td>
<td>Not Scheduled</td>
<td></td>
<td>3/17/2013</td>
</tr>
<tr>
<td>requires 3 yr</td>
<td></td>
<td>(MSF Equivalent Courses (ARC/BRC-2))</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>refresher.</td>
<td>4455</td>
<td>Motorcycle Operator Military SportBike Continuation Training</td>
<td>Not Scheduled</td>
<td></td>
<td>5/3/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(MSF Equivalent Courses (ARC/MSRC))</td>
<td></td>
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</tbody>
</table>

- **Non Sport Bike Rider** who either has no Level 2 Training or requires 3 yr refresher.
- **Sport Bike Rider** who either has no Level 2 training or requires 3 yr refresher.
- **Rider (any type bike)** who has not completed Basic Rider training.
- This rider is scheduled for BRC Training.
Resources

- Navy Traffic Safety Program OPNAVINST 5100.12J (26 June 2012)
- Parent MSR – ISIC/TYCOM or Echelon II: Know who your POC is up the chain of command.
- ESAMS Help Desk 0800-1500 ET:
  - CONUS-1-866-249-7314
  - OCONUS
  Dial 809-4-OFF-DSN (809-463-3376) from a DSN enabled phone.
  - You will receive a second dial tone.
  - Dial the toll-free number (1-866-249-7314) , including the "1".

- Naval Safety Center web site for safety presentations and other downloads.
- NSC Traffic Division – 757-444-3520 x7842
- Motorcycle Coordinator Manual – Can be downloaded from ESAMS.
A robust and comprehensive management and leadership program is an essential part of Motorcycle Safety. Knowing who your riders are, and who wants to ride is critical to ensuring that they complete the appropriate training and are provided with any assistance needed to improve their skills.

RESPECT ~ your ~ RIDE

Safer rides start here: MotorcycleSafety