DEPARTMENT OF THE NAVY
NAVAL SPECIAL WARFARE COMMAND
2000 TRIDENT WAY
SAN DIEGO, CALIFORNIA 92155-5599

COMNAVSPECWARCOMINST 5100.2
N01FP
14 May 14

COMNAVSPECWARCOM INSTRUCTION 5100.2

Subj: COMMANDER, NAVAL SPECIAL WARFARE COMMAND MOTORCYCLE MENTORSHIP PROGRAM

Ref: (a) OPNAVINST 5100.12J

Encl: (1) Motorcycle Safety Program Tools
(2) NAVPERS 1070/613 Entry, Motorcycle Safety Program Acknowledgement Form
(3) Inexperienced Rider Unit Mentorship Training Plan
(4) Risk Management Worksheet
(5) T-CLOCK Inspection Checklist
(6) Sample Motorcycle Mentorship Ride Letter

1. Purpose. This instruction outlines Commander, Naval Special Warfare Command (COMNAVSPECWARCOM) policy and procedures for implementing the motorcycle mentorship program.

2. Discussion. Commander, United States Special Operations Command (USSOCOM) and COMNAVSPECWARCOM continue to experience personnel losses due to off-duty motorcycle accidents. The COMNAVSPECWARCOM motorcycle mentorship program is designed to address the lack of experience among new motorcycle riders. The intent is to provide inexperienced motorcycle riders the opportunity to gain valuable and potentially life-saving riding experience in controlled settings under the supervision and mentorship of experienced riders. For the purposes of this policy, an inexperienced rider is defined as a rider with little or no riding experience who is a graduate of a Motorcycle Safety Foundation (MSF) approved basic rider course (BRC), but not of an MSF approved basic rider course 2 (BRC2), advanced rider course (ARC), or military sportbike rider course (MSRC). An experienced rider is defined as a rider who is a graduate of BRC, BRC2, and ARC or MSRC.

3. Action

a. COMNAVSPECWARCOM will designate the COMNAVSPECWARCOM safety manager to serve as the COMNAVSPECWARCOM traffic safety program manager. The COMNAVSPECWARCOM traffic safety program manager will:

(1) Ensure the tools identified in enclosure (1) are provided on the NSW safety community portal Site.

(2) Collect and record service member information about "near misses" they have experienced. This would include where, when, what happened, what action the service member took, and what they learned from the experience.

(3) Inspect command traffic safety and motorcycle mentorship programs during tri-annual command inspections.

b. Commanding officers (COs) and officers-in-charge (OICs) will:

(1) Designate a command motorcycle safety representative (MSR) per reference (a). The MSR should be an experienced motorcycle rider.

(2) Designate an experienced motorcycle rider as the command motorcycle mentor. The MSR can double as the command Motorcycle Mentor if he/she is an experienced motorcycle rider.

(3) Ensure service members who are, or are planning to become, motorcycle riders comply with reference (a) and this instruction.

(4) Ensure service members are authorized to attend motorcycle training during normal working hours. It is the member's responsibility to coordinate with their chain of command to ensure that there is minimal impact to unit's scheduled activities. The command will make a reasonable effort to allow service members to attend the training as soon as practical. Such training includes, but is not limited to: MSF approved courses such as the BRC, BRC2, ARC, and MSRC, as well as other level III training courses per reference (a).

c. Command safety managers and collateral duty safety officers will include compliance with reference (a) and this instruction as part of each command annual safety and occupational health program self-assessment.

d. Command MSRs shall:

(1) Ensure all command riders have established Enterprise Safety Application Management System (ESAMS) accounts, are identified as motorcycle operators, and complete all identified training.

(2) Maintain completed and signed NAVPERS 1070/613 entries, motorcycle safety program acknowledgement forms for each rider (see enclosure (2)).

(3) Provide COs and OICs with a quarterly motorcycle safety training status report. This report will include the names of those individuals who are required to, but have not completed training, the reasons why they have not completed training, a projected training completion date and a list of individuals who were scheduled but failed to attend training (no show list).

e. The command motorcycle mentor will:

(1) Coordinate unit-level motorcycle training and mentoring events, assist in determining risk levels of motorcycle riders in their commands, develop and implement control measures where required, and coordinate mentorship as required by reference (a).

(2) Maintain a database of the command-designated experienced riders who have volunteered to serve as mentors to new and inexperienced motorcycle riders. At a minimum, these mentors will be graduates of an MSF approved BRC2, ARC, or MSRC. Mentor riders will use the COMNAVSPECWARCOM inexperienced rider unit mentorship training plan (see enclosure (3)) as the basis when teaching new and inexperienced motorcycle riders the skills needed to safely operate a motorcycle on public roadways.

(3) Conduct command-sponsored mentorship events

(a) These will be scheduled at least quarterly during duty hours, and will be the assigned place of duty for all NAVSPECWARCOM motorcycle riders. Leadership will task the command motorcycle mentors with the actual conduct of these events.

(b) Events will normally consist of classroom motorcycle safety training, followed by a mentor ride. Experienced mentor riders will be assigned to groups of inexperienced motorcycle riders. Groups should not exceed five riders. Each group will be led by an experienced rider (lead), and followed by an experienced motorcycle rider (sweep). Group leads and sweeps will remain leads and sweeps for the entire ride. The two-second following distance rule must also be enforced. Groups will be based on experience level and will conduct specific sessions of the COMNAVSPECWARCOM inexperienced

rider unit mentorship training plan. Prior to departing on the ride, mentors will complete and discuss the written COMNAVSPECWARCOM motorcycle risk assessment (enclosure (4)) with all the riders, guide riders in inspecting their bikes using the MSF T-CLOCK inspection checklist (enclosure (5)), inspect the personal protective equipment of their riders, and conduct a safety brief, including the route, rest plan, and contact plan for riders who become separated.

(c) Event plans will be documented using a motorcycle mentorship program ride letter (see enclosure (6)). This letter should include such things as a concept of operations for the ride, risk mitigation measures, safety equipment and protocols, command and control instructions, emergency response plans, and plans for final recovery and dismissal.

4. Risk Management. While the Department of Defense has made significant strides in recent years in reducing the number of on-duty mishaps, reducing off-duty mishaps remains a challenge. Encouraging a culture where COMNAVSPECWARCOM personnel apply safety principles in off-duty activities in the same manner as during on-duty training should reduce the number of off duty mishaps.

5. Program management and reporting responsibility for the NSW command motorcycle mentorship program falls under the NSW force programs officer. The NSW force safety officer serves as the force program manager.

B. L. LOSEY

Distribution:
COMNAVSPECWARCOMINST 5216.2M
Lists I and II
SIPRNet:
https://mdc.navsoc.socom.smil.mil/NSWC/Forms/AllItems.aspx

Motorcycle Safety Program Management Tools

Command traffic safety mangers will ensure the following tools are provided on the Naval Special Warfare safety community portal site in the motorcycle safety folder:

1. NAVPERS 1070/613 entry, motorcycle safety program acknowledgement form (enclosure 2).

2. COMNAVSPECWARCOM inexperienced rider unit mentorship training plan (enclosure (3)).

3. COMNAVSPECWARCOM motorcycle risk assessment (enclosure (4)).

4. Motorcycle Safety Foundation (MSF) T-CLOCK inspection checklist (enclosure (5)).

5. Sample motorcycle mentorship ride letter (enclosure (6)).

6. Sample mentor ride safety briefing.

7. Reference to the Naval Safety Center webpage: http://safetycenter.navy.mil/.

8. Reference to the MSF webpage: http://online2.msf-usa.org/msf/Default.aspx.

SHIP OR STATION

MOTORCYCLE SAFETY PROGRAM ACKNOWLEDGEMENT FORM

Date _____ **Printed Rank/Rate & Name** _____

For Personnel That Currently Do Not Plan to Own, or Do Not Own or Operate a Motorcycle

Initial 1. I do not own or operate a motorcycle at this time. I understand that if I decide to operate or plan to purchase a motorcycle, I am required to consult my command motorcycle safety representative (MSR) so that I can be counseled on the below responsibilities that come with owning and/or operating a motorcycle. I understand non-compliance with this is punishable under the UCMJ.

For Personnel Planning to Purchase or Operate a Motorcycle

Initial 1. I plan to purchase or operate a motorcycle. I have been counseled by my motorcycle safety representative (MSR) on the responsibilities of owning a motorcycle. I understand that I am not to ride a motorcycle until I have completed the Basic Rider Course (BRC), and that non-compliance with this is punishable under the UCMJ.

For Personnel That Own a Motorcycle, But Do Not Ride (Failed to Meet Training Requirements, Motorcycle in Storage, or Non-Operable)

Initial 1. I own a motorcycle, but do not ride at this time. I understand that I am not to ride until I have completed the Basic Rider Course (BRC) and the applicable follow-on training described in 5.a and 5.b below), and that non-compliance with this is punishable under the UCMJ.

For Current Motorcycle Owners/Riders

Initial 1. I own/operate a motorcycle. Year/Make/Model: _____

Initial 2. I possess a valid motorcycle license. State: _____

Initial 3. I have and will maintain motorcycle insurance.

Initial 4. My motorcycle registration is current and will be maintained.

Initial 5. I understand the requirement to complete the following COMNAVSAFECEN approved motorcycle rider safety courses:

a) Standard/Cruiser riders are required to complete the Basic Rider Course (BRC), then the BRC2 or Advanced Rider Course (ARC) within 60 days of completing the BRC, then complete refresher training every three years thereafter (BRC, BRC2, or ARC).
b) Sport/Sport Touring riders are required to complete the BRC, then the ARC or Military Sportbike Rider Course (MSRC) within 60 days of completing the BRC, then complete refresher training every three years thereafter (BRC, ARC, or MSRC).

Initial 6. I understand the requirement for and have the following mandatory personal protective equipment (PPE) for motorcycle operation:

a) Basic Rider Course (BRC) before I ride a motorcycle on the street.
b) A helmet meeting DOT FMVSS 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005 shall be worn and properly fastened under the chin. Fake or novelty helmets are prohibited.
c) 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) shall be properly worn. A windshield or standard sunglasses or standard eye wear alone are not proper eye protection.
d) Sturdy over the ankle footwear that affords protection for the feet and ankles shall be worn.
e) Riders and passengers shall 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, fluorescent or reflective materials are highly recommended.

Initial 7. I understand the requirement to participate in my command's motorcycle mentorship program (MMP).

Initial 8. I understand that I am required to cease operating my motorcycle if I fail to achieve or maintain the required training, and that non-compliance with the above is punishable under the UCMJ.

Signature: _____

Command Motorcycle Safety Representative

Initial 1. Command Motorcycle Safety Representative (MSR) initials.

NAME: (Last, First, Middle)	SSN: (Last Four)	BRANCH AND CLASS: USN☐ USNR☐

Bacon, John A Mr CIV USSOCOM NSWG1 <John.Bacon@navsoc.socom.mil>; Hogwood, Ben L Mr CIV USSOCOM NSWG2 <Ben.Hogwood@navsoc.socom.mil>; Dungee, Darin CIV USSOCOM NSWG4 <Darin.Dungee@navsoc.socom.mil>; Iraheta, Juan P Mr Civ USSOCOM NSWCEN <Juan.Iraheta@navsoc.socom.mil>; Hucker, Douglas W Mr CIV USSOCOM NSWCEN <Douglas.Hucker@navsoc.socom.mil>; French, Walter H Mr CIV USSOCOM NSWG1 <Walter.French@navsoc.socom.mil>; King, Brent D Mr CIV USSOCOM NSWG3 LOGSU-3 <Brent.King@navsoc.socom.mil>; Beasley, Robert D. Mr CIV USSOCOM NSWDG <robert.beasley@vb.socom.mil>; Haas, Valerie J Ms CIV USSOCOM NSWBTC <valerie.haas@navsoc.socom.mil>; Shaffer, Robert R Mr CIV USSOCOM NSWATC <Robert.Shaffer@navsoc.socom.mil>; Wegener, Michael S Mr CIV USSOCOM NSWTD1 <michael.wegener@navsoc.socom.mil>; Peterson, Capus L. Mr. CIV USSOCOM NSWDG <capus.peterson@vb.socom.mil>; Clement, Charles B Mr CIV USN CENSEALSWCC <Charles.Clement@navsoc.socom.mil>; Thibodeau, Ronald J Mr CIV USSOCOM NSWG2 <Ronald.Thibodeau@navsoc.socom.mil>; Dambach, Edward LCDR USSOCOM NSWG11 <Edward.Dambach@navsoc.socom.mil>; Inglis, Brian M CPO USN CENSEALSWCC <Brian.Inglis@navsoc.socom.mil>; Black, Tyler B CPO USSOCOM NSWST17 <tyler.black@navsoc.socom.mil>; Sinitiere, Andy LT USSOCOM NSWST18 <Andy.Sinitiere@navsoc.socom.mil>; Scroggins, Earnest R PO1 USSOCOM NSWST18 <Earnest.Scroggins@navsoc.socom.mil>

Inexperienced Rider Unit Mentorship Training Plan

1. This training plan does not replace the requirement for riders to complete a Motorcycle Safety Foundation (MSF) approved basic rider course (BRC). The new rider should complete the BRC prior to this training.

2. Mentors are appointed by the commander based upon their motorcycle rider training, their riding experience, level of maturity, and desire to impart their motorcycle riding knowledge and experience to others in order to improve the unit's motorcycle safety program.

3. Mentors must apply composite risk management prior to every training ride. An initial rider interview and post session debriefs will allow the mentor to determine whether the training sessions, duration, and pre-planned routes are appropriate or should be changed. Simple routes will prevent task saturation.

4. Prior to each session the mentor will brief the session route; lead rider/trail rider responsibilities and position (to prevent inadvertent rider collisions); session hazards; and the pre-accident plan (if different from the previous session). MSF has a "group ride tips" brochure which can aid in the briefing process and is available as a free download at http://www.msf-usa.org/downloads/Group_Ride.pdf

5. Training plan:

a. Session 1: Residential area riding.

(1) Purpose. To become familiar with road conditions in a low speed residential environment.

(2) Duration and Sequence. Mentor led 20 minute session, 10 minute debrief/break, 20 minute new rider led session, 10 min
debrief.

(3) Course Criterion. The neighborhood should have wide streets and low traffic volume. The route should require multiple starts, shifting, and stops. Ensure safety margins are maintained.

b. Session 2: Intermediate road and business area riding.

(1) Purpose. To become familiar with road conditions

at intermediate and low speed environments.

(2) Duration and Sequence. Mentor led 30 minute session,10 minute debrief/break, 30 minute new rider led session, 10 minute debrief.

(3) Course Criterion. Maximum speed should not exceed 45 miles per hour. Intermediate roads should be frontage roads or any road with medium traffic volume. Session should include entering business parking lots, returning to roadway, lane changes and controlled and uncontrolled intersections. Emphasize student safety, safety margins and riding single file.

c. Exercise 3: Highways/Interstate Riding

(1) Purpose. To become familiar with road conditions in a high speed environment with limited entry and exit roadways.

(2) Duration and Sequence. Mentor led 20 minute session, 10 minute debrief/break, 20 minute new rider led session, 10 minute debrief.

(3) Course Criterion. Attempt to select a route with turns and hills, and ride at time with no heavier than medium traffic flow. Ensure students maintain pre-briefed safety margins. If group riding ensure new riders maintain plenty of distance between all riders.

6. Important: Mentors will debrief the new rider's commander and provide recommendations regarding further training, risk level of the rider, etc.

RISK ASSESSMENT WORKSHEET

Activity: **MENTORSHIP RIDE** Date Worksheet Prepared:

STEP 1	STEP 2			STEP 3			
Identify Hazards	Hazard Severity	Mishap Probability	Initial RAC	Develop Controls	Residual Severity	Residual Probability	Residual RAC
Reduced visibility and traction due to inclement weather	II	C	H	Check weather along entire route; make weather decision prior to departure; Continue to monitor weather during the ride, updating risk assessment/decision as conditions change	III	D	L
Mechanical failure, tires worn or improperly inflated, inadequate or non- functioning signal devices	II	C	H	Inspect all bikes using T-CLOCS checklist prior to departure to ensure proper mechanical functioning and condition	II	D	M
Other vehicles not seeing motorcycles, leading to collision	I	C	H	Obey all traffic laws; Do not speed; Brightly colored outer garment not obscured by backpack; Headlights on at all times; Position motorcycle in lane to facilitate being seen;	I	E	M
				Stay out of other vehicles' blind spots; Look over shoulder before turning or changing lanes; Use hand and arm signals and turn signals; Double check mirrors and blind spots;			
				When following a car or truck, double the 2-second rule; Anticipate what could happen and have an evasion plan; Ride in a group; Slow down and look for hazards at intersections			
Riders not adequately trained or licensed	II	B	H	Ensure all riders licensed; Ensure MSF training IAW OPNAVINST 5100.12J; Ensure NAVSPECWARCOM Commander's Motorcycle Rider Agreement Form completed.	II	E	L

OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED:
RISK ACCEPTANCE:
(Base on most serious remaining residual risk level)

☐ LOW ☐ MODERATE ☐ HIGH ☐ EXTREMELY HIGH

RISK DECISION AUTHORITY

LAST NAME: RANK: DUTY POSITION: SIGNATURE:

Directions for using Risk Assessment Worksheet. The Risk Assessment Worksheet will take you through the first three steps of the five step ORM process: 1. Identify Hazards 2. Assess Hazards 3. Make Risk Decisions 4. Implement Controls 5. Supervise. While you will develop controls in Step 3 (Make Risk Decisions), you will not implement them until Step 4, after the Risk Decision has been made.

Step 1. Identify hazards. Identify conditions with the potential to cause injury or death.
List the hazards in Column 1.

Step 2. Assess hazards.

a. For each hazard identified, determine the Hazard Severity (I-IV). The Hazard Severity is defined as the worst credible consequence that could happen due to the hazard. Mark the corresponding Roman Numeral from the matrix below in Column 2.
b. For each hazard identified, determine the Probability (A- E) that the hazard will result in a mishap. Mark the corresponding letter from the matrix below in column 3.
c. The initial Risk Assessment Code (RAC - Low, Moderate, High, Extremely High) will be determined by the intersection of the severity and probability codes. Mark the RAC in column 4.

Hazard Severity		MISHAP PROBABILITY A Frequent	B Likely	C Occasional	D Seldom	E Unlikely
CATASTROPHIC	I	EH	EH	H	H	M
CRITICAL	II	EH	H	H	M	L
MODERATE	III	H	M	M	L	L
NEGLIGIBLE	IV	M	L	L	L	L

Step 3. Make Risk Decisions.

a. Develop controls that you could realistically implement that would possibly reduce the risk associated with each hazard. List those controls in Column 5.
b. Based on the assumption of the successful implementation of the controls, re-evaluate the severity and probability using the same matrix you used earlier and list them in Columns 6 and 7.
c. The Residual RAC will be determined using the same method you used for the initial RAC. List it in Column 8. Your overall risk will be the most serious remaining residual risk in Column 8 and used to determine your risk decision.

Steps 4 and 5. If the decision is made to accept the risk and proceed, implement your controls and continuously supervise their effects.

RISK ASSESSMENT WORKSHEET

Activity: Date Worksheet Prepared:

STEP 1	STEP 2			STEP 3			
Identify Hazards	Hazard Severity	Mishap Probability	Initial RAC	Develop Controls	Residual Severity	Residual Probability	Residual RAC

OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED:
RISK ACCEPTANCE:
(Base on most serious remaining residual risk level)

☐ LOW ☐ MODERATE ☐ HIGH ☐ EXTREMELY HIGH

RISK DECISION AUTHORITY

LAST NAME: RANK: DUTY POSITION: SIGNATURE:

Enclosure (4)

T-CLOCK INSPECTION - MOTORCYCLE INSPECTION CHECKLIST

Owners Name: _____ License Plate # & State: _____

Make: Model: Vehicle ID # (VIN):

T-CLOCK ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECK	- OFF
T – TIRES & WHEELS				
Tires	**Condition**	Tread depth, wear, weathering, evenly seated, bulges, imbedded object.	Front	Rear
	Air Pressure	Check when cold. Adjust to load/speed (list)	F/	R/
Wheels	**Spokes**	Bent, broken, missing, tension, check at top of wheel "ring" OK – "thud," loose spoke.	Front	Rear
	Cast	Cracks, dents.	Front	Rear
	Rims	Out of round/true = 5mm, Spin wheel, index against stationary pointer.	Front	Rear
	Bearings	Grab top and bottom of tire and flex: No free play (click) between hub and axle, no growl when spinning.	Front	Rear
	Seals	Cracked, cut or torn, excessive grease on outside, reddish-brown around outside.	Front	Rear
C–CONTROLS				
Levers	**Condition**	Broken, bent, cracked, mounts tight, ball ends on handlebar lever.	Front	Rear
	Pivots	Pulls hard, Lubricated.		
Cables	**Conditions**	Fraying, kinks, lubrication: ends and length.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, wire looms in place.		
Hoses	**Condition**	Cuts, cracks, leaks, bugles, chafing, deterioration.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, wire looms in place.		
Throttle	**Operation**	Moves freely, snaps closed, no revving		
L – LIGHTS				
Battery	**Condition**	Terminals, clean and tight, electrolyte level, held down securely.		
	Vent Tube	Not kinked, routed properly, not plugged		
Lenses/ Reflectors	**Condition**	Cracked, broken, securely mounted, excessive condensation.		
Wiring	**Condition**	Fraying, chafing, insulation.		
	Routing	Pinched, no interference or pulling at steering head or suspension, wire looms and ties in place, connectors tight, clean.		

Student's Signature: _____

Instructor's Signature: _____ Date: _____

T-CLOCK INSPECTION - MOTORCYCLE INSPECTION CHECKLIST

T-CLOCK ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECK - OFF
Headlamp	**Condition**	Cracks, reflector, mounting and adjustment system.	
	Aim	Height and right/left.	
O - OIL			
Levels	**Engine Oil**	Check warm on centerstand, dipstick, sight glass.	
	Hypoid Gear Oil	Transmission, rear driver, shaft.	
	Hydraulic Fluid	Brakes, clutch, reservoir or sight glass.	
	Coolant	Reservoir and/or recovery tank – cold only.	
	Fuel	Tank or gauge.	
Leaks	**Engine Oil**	Gaskets, housings, seals.	
	Hypoid Gear	Gaskets, seals, breathers.	
	Hydraulic Fluid	Hoses, master cylinders, calipers.	
	Coolant	Radiator, hoses, tanks, fittings, pipes.	
	Fuel	Lines, fuel taps, carbs.	
C – CHASSIS			
Frame	**Condition**	Cracks at gussets, accessory mounts, look for paint lifting.	
	Steering-Head Bearings	No detent or tight spots through full travel, raise front wheel, check for play by pulling/pushing forks.	
	Swing arm Bushings/Bearings	Raise rear wheel, check for play by pushing/pulling swing arm.	
Suspension	**Forks - Front**	Smooth travel, equal air pressure/damping anti-dive settings.	
	Shock(s) – Rear	Smooth travel, equal pre-load/air pressure/damping anti-dive settings, linkage moves freely and is lubricated.	
Chain or Belt	**Tension**	Check at the tightest point.	
	Lubrication	Side plates when hot. *Note:* Do not lubricate belts.	
	Sprockets	Teeth, missing bolts, nuts.	
Fasteners	**Treaded**	Tight, missing bolts, nuts.	
	Clips	Broken, missing.	
	Cotter pins	Broken, missing.	
K - KICKSTAND			
Centerstand	**Condition**	Cracks, bent.	
	Retention	Springs in place, tension to hold position.	
Sidestand	**Condition**	Cracks, bent (safety cut-out switch or pad if equipped).	
	Retention	Springs in place, tension to hold position.	

2-20-2004

5100
Ser XX/XXX
Date

From: Commanding Officer, SEAL Team XXXX
To: SEAL Team XXXX Motorcycle Mentor

Subj: SEAL TEAM XXXX MOTORCYCLE MENTORSHIP PROGRAM RIDE

Ref: (a) COMNAVSPECWARCOMINST 5100.2

Encl: (1) Ride Map Route
(2) Risk Assessment

1. Mission. SEAL Team XXXX will conduct a motorcycle mentorship ride on XX XXX XX from _____ to _____ back to _____ to maintain motorcycle skills and develop proficiency.

2. Intent. SEAL Team XXXX Quarterly Motorcycle Mentorship Ride

a. Expanded Purpose. To build cohesion between the command's motorcycle mentors and riders by addressing experience, especially among new motorcycle riders. The intent is to provide new and inexperienced motorcycle riders the opportunity to gain valuable and potentially life-saving riding experience in controlled settings.

b. Key Tasks

(1) Small Group Mentorship

(2) Address riding experiences

c. End-State. Experienced motorcyclist mentor inexperienced/new motorcycle riders, motorcycle rider proficiency sustained, experienced riders proficiency sustained, and all personnel and equipment returned safely.

3. Organization

a. SEAL Team XXXX Motorcycle Riders

b. Guest Motorcycle Riders on approval by Senior Mentor

4. Task Authority/Originator: Commanding Officer, SEAL Team XXXX

5. Timeline

TIME	ACTIVITY	LOCATION
0800 XX XXX XX	Mission Brief	ACOS Office
0830 XX XXX XX	Meet	Command Parking Lot
0830	Sign in/Weather Decision	
0900	Route Brief	
0915	T-CLOCS	
0930	Departure	
NLT 1130	Arrive _____	Museum Parking Lot
1330	Departure	Museum Parking Lot
1600	Arena Parking Lot	HD Parking Lot
1630	Debrief/Release	HD Parking Lot

Actual riding time	X.X hours
Lunch/	X.X hours
Sign In/ Brief/Inspection/Mentoring Stops/Debrief	2.5 hours
Total time	8 hours

6. Concept of the Operation

a. SEAL Team XXXX conducts command motorcycle mentorship ride XX XXX XX. This is a scheduled event and is the assigned place of duty for all assigned SEAL Team XXXX motorcycle riders. This operation will be conducted in three phases. Phase I, pre-execution, begins with riders sign in and ends when the first motorcycle rider begins the small group mentorship ride. Phase II, execution, begins when the first motorcycle rider departs the command parking lot and ends when the last motorcycle rider arrives back at the command parking lot. Phase III, recovery, begins when the last motorcycle rider arrives at the command parking lot and ends when all motorcycle riders have completed rider debrief and released for the weekend.

(1) Phase I (Pre-Execution). SEAL Team XXXX Senior motorcycle mentor will conduct sign in and weather decision at 0830 at the command parking lot. Each motorcycle mentor will check personal protective equipment (PPE) and helmets. At approximately 0900, the ride point of contact will provide route in-brief and ride goals. A detailed strip map and course guidance will be provided for each small group leader. At 0915, each designated small group motorcycle mentor will lead his small group thru T-CLOCS on their motorcycles.

(2) Phase II (Execution): This is the decisive point of the operation and will be broken down into three sub-phases.

(a) The senior command motorcycle mentor will take charge of all motorcycle riders and divide riders into small riding groups of no more than five riders with each small group headed by a group motorcycle mentor.

(b) Small group mentors will take charge of their small groups and conduct T-CLOCS.

(c) Begin the mentorship ride (Main Effort) on the following designated route listed below and depicted in enclosure (1) (MMP Ride Route).

(1) From start point _____
(2) Follow _____
(3) Follow _____
(4) Follow _____
(5) Depart _____
(6) Follow _____
(7) Follow _____
(8) Continue _____
(9) Index at command parking lot

Note: Small group mentors will stop their small groups periodically for mentoring.

(3) Phase III (Recovery). After arrival in the parking lot, riders will check in for accountability and rider debrief at 1600. Upon completion of debrief all riders will be released for the weekend.

7. Overall Risk: Moderate (enclosure (2) Risk Assessment). This is the first group ride of the year. Route takes into account all roads types likely to be encountered in normal riding activities. Risk will be mitigated with a comprehensive route brief, individually mentored small riders groups, and ample time to meet phased objectives.

8. Budget. No command funding required for this mentorship ride. All participants are responsible for their personal lunch and motorcycle fuel funds.

9. Resource Requirement

a. Medical

(1) Medical issues during the ride will be handled by contacting the police.

(2) Small group mentor will notify the SEAL Team XXX SDO.

(3) There are emergency room hospitals in these towns along route of ride:

(a) _____
(b) _____
(c) _____
(d) _____

b. Transportation

(1) Riders provide their personal motorcycle for the ride.

(2) Chase vehicle will be provided by the SEAL Team XXXX senior mentor for any motorcycle that breaks down.

(a) Both rider and motorcycle will complete the ride route to the arena parking lot to allow chase vehicle to maintain coverage of route.

(b) Riders will be responsible to make arrangement for repairs.

c. Uniform and Equipment. Complete PPE. Note: Any missing parts of the required PPE the rider will not be allowed participate in the SEAL Team XXXX MMP ride and returned to his/her place of duty. The rider's department will be notified of his/her return and the reason.

10. Communications

a. Group riding hand and arms signals will be briefed prior to departure on the ride.

b. POC list for the Command ride:

(1) Senior Mentor	Cell XXX-XXX-XXXX
(2) Chase Vehicle:	Cell XXX-XXX-XXXX
(3) SEAL Team XXXX SDO:	XXX-XXX-XXXX
(4) Road/Weather:	XXX-XXX-XXXX
(6) Police:	XXX-XXX-XXXX

11. Environmental Assessment. No impact on the local environment.

12. Safety: All riders will abide by all the state driving laws during the ride. All small group motorcycle mentors will control their small group's speed of travel during the ride and make required stops to mentor riders.

13. Force Protection Plan: N/A

14. Legal Review: N/A

15. POC for this action is the _____ (Senior Mentor) at XXX-XXX-XXXX.

I. M. COMMANDING