COMNAVRESFORCOM INSTRUCTION 5100.12A

From: Commander, Navy Reserve Forces Command

Subj: COMMAND MOTORCYCLE MENTORSHIP PROGRAM

Ref: (a) OPNAVINST 5100.12J
     (b) SECNAV M-5210.1, Department of the Navy Records Management Manual

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

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

2. **Cancellation.** COMNAVRESFORCOMINST 5100.12.

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

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

5. **Objective**

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

   b. Provide a means of mentorship for inexperienced riders or riders new to the Hampton Roads area and continuing education for all riders.
c. Pair inexperienced riders with experienced ones who ride similar motorcycles to help new riders gain experience and safe riding skills.

d. Establish a means of communication for all command riders to exchange ideas.

e. Promote and support safety recognition programs.

f. Promote motorcycle safety awareness and training on and off base, through participation in safety promotional events.

g. Promote the use of designated driver and other effective driving under the influence prevention programs with all organized M2P sponsored or attended events.

h. Provide a forum where any safety policies, programs or motorcycle items of interest may be discussed freely.

i. Maintain a high state of group morale and “esprit de corps” and encourage the highest standards of safety, bearing and behavior.

k. Provide a forum for guest speakers to discuss topics of interest with the members, with emphasis on safety, rider skills, community, and family service.

6. Qualification of Members. Participation in the M2P shall be strictly voluntary and without regard to race, color, religion, sex, national origin, age or handicap, and open to any motorcycle operator who is a federal employee, or military member assigned to COMNAVRESFORCOM. All members must have a current motorcycle endorsement on their license and maintain insurance as required by law. Military members must complete all safety training required by reference (a). Membership shall consist of 4 categories as defined below:

a. Active Member: An active member is 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 (PMV) mishaps or traffic violations.

b. Mentors: Will be selected from the active membership to observe and advise the new rider and novice rider for a period of 6 months. The mentor is selected by the M2P coordinator or assistant coordinator.

c. New Rider Member: A new rider member is any member that has completed level 1 and level 2 training requirements and has at least 6 months but less than 1 year riding experience. After completion of the 1 year period, with mentor concurrence, new riders may be designated an active member.

d. Novice Rider Member: A novice rider member is any member that has completed level 1 training and/or who has less than 6 months 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 date. After completion of level 2 training and the 6 month period, with mentor concurrence, the novice rider may be designated a new rider.

e. Honorary Member: Honorary membership can be bestowed to any individual with a simple majority vote of the active members present at any membership meeting. Honorary membership shall be restricted to individuals who have taken positive actions that support the Navy and Marine Corps’ motorcycle safety program or the M2P principles and objectives. Honorary members are not authorized to vote.

7. Guidance. If this guidance is found to be in conflict with official Navy or Marine Corps directives or standards, the official Navy or Marine Corps directive or standard takes precedence. The M2P coordinator and assistant coordinator are voluntary collateral duty/positions who will serve for a period of at least 1 year following the approval of the Commander, Navy Reserve Force (COMNAVRESFOR) Safety Director N00SA.

a. Officer Duties

(1) The M2P coordinator shall be a military or Department of Defense civilian motorcycle operator assigned to COMNAVRESFORCOM staff. The coordinator shall:

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

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

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

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

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

(f) Recommend active members to Commander, Navy Reserve Forces Safety (N00SA) to fill designated officer positions if there are 3 months or less remaining on the incumbent’s term or when the officer is unable to complete the current term.

(g) Act as M2P spokesperson.

(h) Distribute a tentative agenda for each membership meeting.
(i) Pair inexperienced operators with experienced ones who ride similar motorcycles to help new riders and novice riders gain experience and safe riding skills.

(j) Appoint M2P members i.e., lead road captains (L-CAP), road captains (R-CAP), sweepers, etc. to non-designated positions as needed, utilizing enclosure (1) for hand signals in group rides.

(2) M2P assistant coordinator

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

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

(c) Distribute the meeting minutes to all members, CMDCM and COMNAVRESFORCOM MSR N00SA no later than 7 calendar days after each meeting.

(d) Maintain a complete file of M2P correspondence for at least 5 years.

(e) Maintain a M2P e-mail folder.

(3) Lead Road Captain

(a) Organize, coordinate and train personnel as R-CAPS as needed for events and special functions utilizing enclosure (1). R-CAPS may lead any M2P event.

(b) Lead M2P in formation riding or in parades. The L-CAP will provide riding instructions i.e., destination, scheduled stops, anticipated weather conditions and a review of hand signals to all riders prior to the start of a ride. Riders should be coached during the ride only as necessary to correct unsafe acts/conditions that could cause immediate danger to the group. Post ride debriefs/discussions shall be conducted and include to all riders. L-CAP shall ensure group rides are maintained at no more than 10 motorcycles per group. Sub groups shall be established when necessary.

(c) Enforce all rules of group riding.

(d) R-CAPS shall have the unchallenged right to terminate a member’s participation in a given ride or event for safety or any action that may bring discredit to the M2P.

(e) R-CAPS do not assume responsibility for individual riders. This position is organizational and its primary purpose is to provide pace setting and safety for the good order of the group during group rides. Each rider shall assume their own risk and make their own decisions while operating their motorcycle.
(4) Mentors

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

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

(c) The mentor will use available training and promotional resources to encourage safe, responsible riding techniques and skills, enclosures (1), (2) and (3) are available resources to assist in training.

(5) Photographer

(a) The photographer photographs M2P events and members participating in events. The photographer will coordinate M2P events with the COMNAVRESFOR Public Affairs Officer to help promote motorcycle safety and awareness throughout the Navy and Marine Corps.

(6) Motorcycle Safety Representative

(a) The command motorcycle safety representative N00SA is responsible for ensuring command motorcycle operators are identified, trained and meet requirements in accordance with reference (a). Enclosures (4) and (5) may be utilized as an additional tool by the MSR to document an operator's status (active or inactive) and to ensure operators are aware of the Navy's motorcycle safety training requirements.

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

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

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

b. Member duties and standards of conduct

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

(2) M2P members will conduct themselves at all times with the highest regard of the program principles. Unrestrained behavior, disrespect of fellow citizens or acts that may reflect poorly on the Navy and Marine Corps are unacceptable and shall not be tolerated.
(3) Each member serves as a safety officer. Each member is responsible for identifying and correcting any condition that threatens the welfare of other members or the general public. Any willful unsafe riding or act witnessed by a fellow member may result in suspension. Reports of misconduct will be adjudicated by fellow M2P members at the next member meeting.

(4) All M2P activities will be planned and conducted to encourage participation by all M2P members to the maximum extent possible, regardless of the type of motorcycle ridden.

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

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

8. Meetings of the M2P

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

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

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

9. Event participation

a. Individual Participation. COMNAVRESFORCOM approval must be obtained prior to any group event participation. Individuals participating in events solely on their own behalf and not representing the M2P, COMNAVRESFOR, COMNAVRESFORCOM or Commander, Naval Air Force Reserve do not require prior COMNAVRESFORCOM approval.

(1) Military members. All military members of the M2P are encouraged to participate in all events supporting and promoting motorcycle safety and awareness but not to interfere with operational or official commitments and duties. Members will not be charged leave for participation in approved events.

(2) Civilian Federal Employees. All civilian federal employee members of the M2P are highly encouraged to participate in all events supporting and promoting motorcycle safety and awareness within the geographical Tidewater area. Supervisors are encouraged to approve leave for civilians to attend events, workload permitting and if leave is available.
(3) **Guests.** COMNAVRESFORCOM approval must be obtained prior to any guest participation in any M2P event and guest must be sponsored/escorted by a M2P member. Guests must comply with all M2P rules, policies, and standards of conduct.

b. **Group Ride Standards.** The following standard operating procedures shall be adhered to for all group rides.

   (1) 1 R-CAP shall be assigned for sub-groups of up to 4 riders. No R-CAP is required for a single rider.

   (2) 2 R-CAPS shall be assigned for sub-groups of 5 to 9 riders.

   (3) The maximum number of riders per sub-group is 10. If more than 10 riders are participating in the group ride 2 or more sub-groups shall be utilized.

   (4) 1 R-CAP will always ride point and set the pace. For groups exceeding 4 riders, the second R-CAP shall ride sweep to assure the safety of the group from behind and assist members with mechanical problems.

10. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

11. **Review and Effective Date.** Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

12. **Forms.** Records created by this instruction, regardless of media, will be managed in accordance with reference (b).

   

   L. D. STUFFLE
   Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, https://private.navyreserve.navy.mil
## COMNAVRESFORCOM M2P PRE-RIDE INSPECTION CHECKLIST

<table>
<thead>
<tr>
<th>Name</th>
<th>Rate</th>
<th>Command</th>
<th>Code</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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:**
# HIGHWAY/GROUP RIDE CHECKLIST

## Motorcycle Mentorship Checklist for Highway Riding

<table>
<thead>
<tr>
<th>Participants Printed Name:</th>
<th>Discussion Points/Comments</th>
<th>Discussion Points/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATTITUDE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear minded, safety conscious</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GROUP RIDING:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route, destination, designated stops, hazards, hand signals, safe driving distances, speed, fuel stops, anticipated return time</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TCLOCS Inspection Process:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refer to enclosure (1), COMNAVRESFORCOM M2P Pre-Ride Checklist for Motorcycle Operation/Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPEED:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain safe speed, adjust speed to conditions, throttle control</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CORNERING:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper Entry Speed, Maintain Steady Speed through turn, Emergent Braking Technique, Look through the turn.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INTERSECTIONS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipate hazards, i.e., vehicle turning into your path, inoperable traffic lights, fluids in the road, stay in first gear w/clutch engaged.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AVOIDING/APPROACHING OBSTACLES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decrease speed, approach @ 90 degrees (if safe to do so), Rise off seat(slightly) with feet firmly on pegs/footboards, utilize counter steering technique.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPERATIONAL RISK MANAGEMENT:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What makes a good motorcyclist? Attitude, Search, Evaluate, Execute. Playing the “What If” game (Anticipate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EMERGENCY PROCEDURES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nearest Medical Facilities, first aid kits, 911 caller, “ICE” phone numbers of group riders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PERSONAL EXPERIENCE DISCUSSION:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Talk about your riding experiences and situations. Any additional relevant information.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Member's Signature:**
- **Mentor's Signature:**
  - Evaluation: [ ] Novice [ ] Intermediate [ ] Advanced

CNRF CM2P Coordinator Signature:

Enclosure (2)
Motorcycling is primarily a solo activity, but for many, riding as a group -- whether with friends on a Sunday morning ride or with an organized motorcycle rally -- is the epitome of the motorcycling experience. Here are some tips to help ensure a fun and safe group ride:

**Arrive prepared.** Arrive on time with a full gas tank.

**Hold a riders' meeting.** Discuss things like the route, rest and fuel stops, and hand signals (see diagrams on next page). Assign a lead and sweep (tail) rider. Both should be experienced riders who are well-versed in group riding procedures. The leader should assess everyone's riding skills and the group's riding style.

**Keep the group to a manageable size,** ideally five to seven riders. If necessary, break the group into smaller sub-groups, each with a lead and sweep rider.

**Ride prepared.** At least one rider in each group should pack a cell phone, first-aid kit, and full tool kit, so the group is prepared for any problem that they might encounter.

**Ride in formation.** The staggered riding formation (see diagram below) allows a proper space cushion between motorcycles so that each rider has enough time and space to maneuver and to react to hazards. The leader rides in the left third of the lane, while the next rider stays at least one second behind in the right third of the lane; the rest of the group follows the same pattern. A single-file formation is preferred on a curvy road, under conditions of poor visibility or poor road surfaces, entering/leaving highways, or other situations where an increased space cushion or maneuvering room is needed.

**Avoid side-by-side formations,** as they reduce the space cushion. If you suddenly needed to swerve to avoid a hazard, you would not have room to do so. You don't want handlebars to get entangled.

**Periodically check the riders following in your rear view mirror.** If you see a rider falling behind, slow down so they may catch up. If all the riders in the group use this technique, the group should be able to maintain a fairly steady speed without pressure to ride too fast to catch up.

**If you're separated from the group,** don't panic. Your group should have a pre-planned procedure in place to regroup. Don't break the law or ride beyond your skills to catch up.
For mechanical or medical problems, use a cell phone to call for assistance as the situation warrants.

MSF’s Guide to Group Riding: Hand Signals

**Stop** - arm extended straight down, palm facing back

**Single File** - arm and index finger extended straight up

**Turn Signal On** - open and close hand with fingers and thumb extended

**Slow Down** - arm extended straight out, palm facing down

**Double File** - arm with index and middle finger extended straight up

**Fuel** - arm out to side pointing to tank with finger extended
**Speed Up** - arm extended straight out, palm facing up

**Hazard in Roadway** - on the right, point with right foot; on the left, point with left hand

**Refreshment Stop** - fingers closed, thumb to mouth

**You Lead/Cone** - arm extended upward 45 degrees, palm forward pointing with index finger, swing in arc from back to front

**Highbeam** - tap on top of helmet with open palm down

**Comfort Stop** - forearm extended, fist clenched with short up and down motion

**Follow Me** - arm extended straight up from shoulder, palm forward

**Pull Off** - arm positioned as for right turn, forearm swung toward shoulder
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 command of their motorcycle operator status. All sailors while on active duty, who plan to purchase or operate a motorcycle (regardless of their intent to ride on/off base) shall complete Level I training prior to operating these vehicles. (Level I training is a Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC) or a State approved Course). Operators are also required to complete Level II training within 60 days of completion of Level I training or upon changing the type of motorcycle operated. (Motorcycle Sport Bike Rider Course (MSRC) or Advanced Rider Course (ARC) are examples of Level II courses approved for sport bike riders. The ARC and BRC II are examples of the approved courses for non-sport bike riders). For Multi-Bike owners and/or operators, requirement is met by the MSRC or ARC which is considered the primary advanced training. All Operators must complete refresher training every 3 years thereafter. (Any approved Level I, II or III Course will satisfy the refresher requirement).
5. Training shall be provided to all Sailors within 30 days of the Sailor’s request for training and is at no cost to member. Member may not be charged leave to attend training. If the member is outside a reasonable distance to a Military Installation where training is offered, funding may be obtained for an approved commercial course through their Command.
6. SELRES personnel, while participating in this training, I am eligible for drill pay, and IDTT orders if the training is at a location that otherwise would entitle me to travel.
7. If I do not currently own a motorcycle, one may be provided for me, (if available and upon request) during the BRC. I understand my personal motorcycle or one I operate on a regular basis shall be used to complete Level II training,
8. While riding a motorcycle on a military installation, or while on active duty, I shall abide by the following:
   a. Wear a properly fastened helmet meeting Department of Transportation (DOT), Snell Memorial Foundation certification or host nation certification.
   b. Wear a long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle. Motorcycle jackets constructed of abrasion resistant materials such as leather, kevlar, and/or cordura and containing impact absorbing padding are highly recommended. To enhance the ability of other vehicle operators to see and avoid motorcyclists, outer garments constructed of brightly colored and reflective materials are highly recommended during daylight hours.
   c. Properly wear protective eye devices designed for motorcycle operators (impact or shatter resistant safety glasses, goggles, wrap around glasses sealing the eye, or face shield properly attached to the helmet). A windshield or standard sunglasses or standard eye wear alone are not proper eye protection.

Enclosure (4)
d. Wear sturdy, over the ankle footwear that affords protection for the feet and ankles.

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

Signature: ____________________ Date: ____________________

Revised 21 Jul 2017
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 ______________ until

Motorcycle is stored: reason ______________________________________ until

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

Other: _________________________________________________________

I acknowledge that, if I decide to become an active rider I will notify the Command Motorcycle Coordinator and adhere to all the 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 OPNAVINST 5100.12 (series) and Command Directives may be punishable under the UCMJ.

Signature of Member __________________________ DATE __________________

Witnessed By (Department Head/DLCPO) ______________________
DATE __________________________