DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 5100.15
N35

17 JUN 2010

NAVSUPPACT NAPLES INSTRUCTION 5100.15

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: MOTORCYCLE MENTORSHIP PROGRAM (MMP)

Ref: (a) OPNAVINST 5100.12 (Series)
(b) Naval Safety Center Website (http://www.safetycenter.navy.mil/)

Encl: (1) Navy Traffic Safety Program NAVPERS 1070/13
(2) Motorcycle Mentorship Program Questionnaire (Mentored)
(3) Motorcycle Mentorship Program Questionnaire (Mentor)
(4) Motorcycle Mentorship Program Sign-up Procedures
(5) Motorcycle Mentorship Program Checklist

1. Purpose. Describe policy and provide guidance for the implementation of a Naval Support Activity (NAVSUPPACT), Naples, Italy Motorcycle Mentorship Program (MMP). This instruction shall be viewed in its entirety.

2. Objectives

a. To instill in all motorcycle riders the commitment to minimize risk while enhancing riding ability.

b. The Motorcycle Mentorship Program actively targets personnel who do not currently possess a valid stateside motorcycle endorsement as well as personal qualifications and experience.

c. To enhance training, improve morale, and increase motorcycle safety awareness with an end towards minimizing or eliminating negative behaviors while operating motorcycles.

d. To have an immediate and positive influence on inexperienced/unseasoned riders by providing the assistance of a seasoned rider from the command.

3. Discussion. The MMP establishes guidelines for leadership, mentors, and motorcycle riders. The MMP provides all hands with a better understanding of motorcycle safety issues. The first step

in making responsible decisions is to understand the high level of risk involved in motorcycling. Risk can be minimized through proper use of protective gear and by developing mental and physical strategies through training. Motorcycle touring, either solo or with a group, may be a rewarding experience if done safely.

4. Responsibilities. The Commanding Officer has the overall responsibility to the personnel under their charge to ensure they receive proper training and counseling prior to operating alternative modes of transportation such as motorcycle riding.

a. Commanding Officer

(1) Inherent responsibility to ensure safe motorcycle operations throughout the command.

(2) Enforce Personnel Protective Equipment requirements, both on and off base for motorcycle riders.

(3) Require all newly registered motorcycles and/or motorcycle riders be assigned a rider coach or seasoned motorcycle rider to assist in the safe indoctrination of the local road rules, customs, and idiosyncrasies.

b. Division Officers

(1) Identify motorcycle riders in the Division.

(2) Conduct one-on-one counseling/initial brief for all motorcycle riders in their division.

(a) Provide one-on-one counseling. Ask tough and pointed questions.

(b) What are the risks when riding a motorcycle over other modes of transportation?

(c) What experience do you have riding a motorcycle?

(d) How do you plan on getting experience?

(e) Do you have all the facts?

(3) Require motorcycle riders to complete enclosure (2) and identify novice riders.

(4) Route special request chit with copy of motor vehicle questionnaire, copy of current drivers license, motorcycle safety course completion certificate/card, and motorcycle registration if applicable to the Command Traffic Safety Officer (CTSO) for enrollment in the appropriate motorcycle safety course.

c. Command Traffic Safety Office (CTSO)

(1) Design and implement an initial (permit level) motorcycle training program offered monthly as a weekend course to expand the current Basic Rider Course and Experienced Riders Suite currently offered by NAVSUPPACT Naples. Successful completion of the course will be mandatory for all novice/unseasoned riders prior to enrollment in the Basic Rider Course.

(2) Structure the course to be classroom oriented, to include: 10 hours of Curriculum outlined in both Intersection and the Ride Straight programs offered by MSF, Italian traffic laws as they apply to motorcycles, basic rules on customs and courtesies of the local roads, culminate with a 30 question motorcycle operation/general knowledge test (to be replaced by an actual state permit test).

(3) Identify Novice/Unseasoned/Experienced Riders and schedule for the appropriate Motorcycle Safety Course.

(a) Novice Riders are those riders that are beginners, have no motorcycle endorsement and/or have limited experience, i.e. with less than three months riding experience and less than 1,500 miles. Riders who have not regularly operated a motorcycle for three or more years require evaluation.

(b) Unseasoned Riders, those who possess a current/valid stateside motorcycle endorsement and Motorcycle Safety Course card recognized by the DoD, have continuously ridden for the two years prior to arrival to Italy, less than 1,000 miles of riding in country.

(c) Experienced Rider has a valid/current motorcycle endorsement, has more than 1,000 miles of riding in Europe whose Motorcycle Safety Course is more than 2 years old.

(4) Ensure a Motorcycle Safety Foundation Rider Coach train each mentor that meets the following qualifications:

(a) Successfully completed the MSF Experienced Rider Course.

(b) Has a minimum of two years riding experience in Italy/Europe and possess a driving record that reflects safe motor vehicle operations.

(c) Approved by their Division Officer and, if applicable, recommended by their mentor.

(5) Maintain a database to track progress of all riders. Assign a rider coach or volunteer seasoned rider/mentor to each group (for the Novice group this will only be upon completion of the Basic Riders Course).

(6) Assist Novice riders that successfully complete the Basic Riders Course with applying for a Motorcycle Endorsement from his/her respective state.

(7) Notify the CO and Safety Officer of qualified mentors and the novices assigned to the mentors and provide a list of qualified protégés to the CO and Safety Officer monthly. Each mentor will have no more than three protégés.

d. Mentors

(1) "Lead by Example" by following all applicable instructions at all times.

(2) Update CTSO database to track progress of protégés assigned. The database will include:

(a) Copy of current MSF completion card.

(b) Copy of signed enclosure (1).

(c) Copy of any enclosure (4) from group rides.

(3) Each Experienced/Unseasoned rider will be assigned a MSF Rider Coach as a mentor, be required to pass the Rider's

Skill Test (R.S.T.), and complete two rides in heavy traffic, over uneven pavement, through traffic circles demonstrating safe and proper riding techniques.

(4) Mentors will be assigned a novice rider and begin the program after successful completion of the Basic Rider Course (BRC). Mentors will utilize the checklist to guide the novice rider to prepare them for solo riding in the European theater and future completion of the Experienced Rider Course (ERC). (Minimum requirements will be met by driving on base until the Novice rider receives their motorcycle endorsement. Observe the Protégé's turning, braking, shifting, and straight-line riding techniques. Once the endorsement is received riding in heavy traffic, group riding, riding on uneven pavement, and Semi-weekly observation is the minimum, more frequently is preferred). Mentors will make recommendations to the CTSO when the novice is ready to take the MOST.

(5) The mentor shall continue to provide frequent training and observe the protégé's riding skill a minimum of monthly for six months upon successful completion of the MOST.

e. Motorcycle Riders

(1) Motorcycle Safety. To ride a motorcycle while on active duty, on installation or off, you must:

(a) Complete an approved Motorcycle Safety Rider Course every two years.

(b) Ride with headlights turned on at all times.

(c) Wear personal protective equipment (WHICH AT A MINIMUM INCLUDES): A protective DOT/ECE approved helmet (properly fastened under the chin), (minimum of 5/8), properly worn eye protection (impact or shatter resistant goggles or full-face shield attached to helmet), properly worn long-sleeved shirt or jacket, long-legged trousers, full-fingered gloves or mittens designed for motorcycling, over the ankle sturdy footwear is mandatory (leather boots or over the ankle shoes are required), brightly colored upper outer garment worn during the day and a retro-reflective upper garment during the night. The outer upper garment shall be clearly visible and not covered. Military uniforms do not meet this requirement.

(d) Hold a current motorcycle driver's license.

(e) Have rear view mirrors mounted on each side of the handlebars or fairing.

5. Policy. This program comes under the cognizance of the Commanding Officer, to be managed by the Traffic Safety Coordinator.

6. Program Deliverables.

a. Initial command indoctrination motorcycle brief.

b. Annual motorcycle refresher briefing (Graphic).

c. Increased situational awareness.

d. Minimize injury and possible fatalities.

e. Educate inexperienced riders while creating and developing future mentors.

R. B. RABUSE

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NAVSUPPACT NAPLES INST 5216.4Y
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ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION

_____ On this date, member successfully completed motorcycle safety training conducted by a COMNAVSAFECEN recognized instructor ID number _____ The training consisted of the Motorcycle Safety Foundation's Basic Rider Course (BRC) and was 15 hours in duration (core curriculum). The training was conducted at _____ and hosted by _____ _____. Certificate of Completion Card Number _____ was issued.

Certified by:

Rider Coach
I.D. No.

ADVICE TO THE MEMBER

INIT.

_____ OPERATING A MOTORCYCLE OR SCOOTER IS AN INHERENTLY HIGH RISK ACTIVITY AND AS SUCH I WILL ABIDE BY ALL REGULATIONS AS OUTLINED IN OPNAVINST 5100.12

_____ I FULLY UNDERSTAND THAT PERSONAL PROTECTIVE EQUIPMENT **(PPE)** IS MANDATORY AND MUST BE WORN WHILE OPERATING OR RIDING ON A MOTORCYCLE REGARDLESS OF LOCATION OR DUTY STATUS. PPE REQUIREMENTS ARE: A PROPERLY FASTENED PROTECTIVE HELMET **THAT MEETS U.S. DEPARTMENT OF TRANSPORTATION (DoT) STANDARD OR HOST NATION EQUIVALENT STANDARDS;** PROPERLY WORN IMPACT OR SHATTER-PROOF GOGGLES OR FULL-FACE SHIELD PROPERLY ATTACHED TO THE HELMET; PROPERLY WORN LONG-SLEEVED SHIRT OR JACKET, LONG LEGGED TROUSERS AND FULL FINGERED GLOVES OR MITTENS DESIGNED FOR USE ON A MOTORCYCLE; STURDY **OVER-THE-ANKLE** FOOTWEAR; BRIGHTLY COLORED OUTER **UPPER** GARMENT DURING THE DAY AND A REFLECTIVE UPPER GARMENT DURING THE NIGHT. THE OUTER UPPER GARMENT MUST BE CLEARLY VISIBLE.

_____ I FULLY UNDERSTAND THAT OPERATING A MOTORCYCLE OR SCOOTER IS A PERSONAL CHOICE AND I AM PERSONALLY ACCOUNTABLE FOR MY ACTIONS, SUCH AS RECKLESS DRIVING OR THE ABSENCE OF PPE. I UNDERSTAND THAT OPNAVINST 5100.12G IS A LAWFUL GENERAL ORDER AND VIOLATIONS OF IT ARE SUBJECT TO POTENTIAL DISCIPLINARY ACTION UNDER ARTICLE 92 OF THE UCMJ. ADDITIONALLY, VIOLATIONS OF OPNAVINST 5100.12G MAY BE CONSIDERED IN MAKING LINE OF DUTY/MISCONDUCT DETERMINATIONS FOR INJURIES RECEIVED ON OR OFF BASE.

Signature: _____

NAME *(Last, First, Middle)*	**SSN**	**BRANCH AND CLASS USN/ACDU**

MOTORCYCLE MENTORSHIP PROGRAM QUESTIONNAIRE (MENTORED)

Please take a moment to complete this short survey with your supervisor. You must first contact the Security Department/Traffic Court CPO at the front gate and receive a copy of your driver license abstract identifying and moving violations.

NAME: _____

Age: _____

Rank/Rate/Pay grade: _____

Command: _____

Please Circle:

Military or Civilian

Male or Female

I certify that I have conducted a local check of the above named individual who Does/Does Not have moving violations on record with NSA Naples. (*attach record*)

_____ Date_____
Traffic Court CPO

How long have you held your Motorcycle Endorsement: ___ yrs ___mo.

State where endorsement was issued: _____

Date of last Motorcycle Safety Course: _____

Motorcycle Safety Course Card Number: _____

Make/Style/Size of Motorcycle/Moped/Scooter: _____
(if you own or on planning to purchase (i.e., Yamaha/Sport/600).

Have you attended the AAA-Driver Improvement Course? _____ Date _____

How long have you been driving in Italy: _____

Have you inquired as to the cost if insurance? Yes/No

Have you had any collisions/crashes on a Motorcycle/Moped/Scooter:

_____

_____

_____

_____

_____

Have you had any collisions/crashes in a car:

_____

_____

_____

_____

_____

For any collisions/crashes you have been involved in what could you have done to prevent/change the outcome.

_____

_____

_____

_____

_____

_____

_____

ADDITIONAL COMMENTS: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Member Supervisor Signature
(I have interviewed the member and understand he/she will be enrolled in the Mentorship Program to obtain a Motorcycle Endorsement)

Thank you for completing this Questionnaire. We appreciate your input.

MOTORCYCLE MENTORSHIP PROGRAM QUESTIONNAIRE (MENTOR)

Please take a moment to complete this short survey with your supervisor. You must first contact the Security Department/Traffic Court CPO at the front gate and receive a copy of your driver license abstract identifying and moving violations.

NAME: _____

Age: _____

Rank/Rate/Pay grade: _____

Command: _____

Please Circle:

Military or Civilian

Male or Female

I certify that I have conducted a local check of the above named individual who Does/Does Not have moving violations on record with NSA Naples. (*attach record*)

_____ _____
Traffic Court CPO Date

How long have you held your Motorcycle Endorsement: ___ yrs ___ mo.

State where endorsement was issued: _____

Date of last Motorcycle Safety Course: _____

Motorcycle Safety Course Card Number: _____

Make/Style/Size of Motorcycle/Moped/Scooter: _____
(i.e., Yamaha/Sport/600)

Have you attended the AAA-Driver Improvement Course? _____ Date _____

How long have you been riding in Italy: _____

Have you had any collisions/crashes on a Motorcycle/Moped/Scooter:

Have you had any collisions/crashes in a car:

For any collisions/crashes you have been involved in what could you have done to prevent/change the outcome.

ADDITIONAL COMMENTS:

_____

_____

_____

_____

_____

_____

_____
Member

_____
Mentor Supervisor Signature
(I have interviewed the member and understand he/she will be a Mentor for the Motorcycle Mentorship Program)

Thank you for completing this Questionnaire. We appreciate your input.

17 JUN 2010

MOTORCYCLE MENTORSHIP PROGRAM

(Date)

MEMORANDUM

From: Safety Office, U.S. Naval Support Activity, Naples, Italy
To: Member

Subj: MOTORCYCLE MENTORSHIP PROGRAM SIGN-UP PROCEDURES

Ref: (a) NAVSUPPACT NAPLES INST 5100.15

1. In order to be scheduled for an upcoming Motorcycle Safety Foundation course you must first complete the Motorcycle Mentorship Program of Instruction. The Mentorship Class will take place on _____ in the Safety Classroom on the ground Floor of Admin II, Room G53. You and your supervisor must sign this letter and return it to the Safety Office 1st Floor Admin III, Room 153.

2. Course description and enrollment requirements are:

a. **Abstract/Supervisor-Member Motorcycle Safety Questionnaire:** Each prospective Motorcyclist must have Security/Traffic Court CPO sign the questionnaire and annotate any motor vehicle moving violations. The supervisor and prospective motorcycle rider will then complete the Safety Questionnaire. This questionnaire will be used to examine the driving background and any previous motorcycle riding knowledge/skills or concerns.

b. **Motorcycle Mentorship Program (MMP):** The MMP is a 12 hour class aimed at beginning riders of all ages. This course is solely classroom instruction based on Curriculum outlined in the Intersection, Ride Straight and Street Smart Perception programs offered by MSF; Military/Italian traffic laws as they apply to motorcycles; basic rules customs and courtesies of the local roads. I n the classroom, you'll learn how to operate a motorcycle safely, with a lot of emphasis on the special skills and mental attitude necessary for dealing with traffic, straight-line riding, turning, shifting and stopping. You'll cover the different types of motorcycles, their controls, and how they operate. You'll find out how alcohol and other drugs affect your ability to ride safely. A very important segment of the course will show you how to create your own strategy for riding in traffic, and dealing with critical situations. The course concludes with a 30 question motorcycle operation/general knowledge test. Upon successful completion of classroom instruction you will be registered in a Basic Riders Course.

Subj: MOTORCYCLE MENTORSHIP PROGRAM SIGN-UP PROCEDURES

3. Supervisors are reminded that this classroom instruction is mandatory for prospective motorcyclists whom do not possess a Motorcycle Endorsement prior to attending the MSF Basic Riders Course which most states will accept to obtain the Motorcycle Endorsement from their respective licensing state. Per DODINST 6055.4 and OPNAVINST 5100.12G completion of an Approved Motorcycle Safety Course is mandatory prior to registration/operation of a motorcycle/moped/scooter. Active Duty Military and Civilian Personnel will not be charged leave to attend this training.

4. Course participants and their supervisor will sign below and the participant will return this signed letter to the Safety Office. At such time, the participant will be formally signed up to attend. As signed letters are returned, class slots are filled; delays in returning this letter may mean no slots will be available.

Please Print Clearly

Last, First, MI	Rank	Unit	Phone #

I am scheduled to attend the Motorcycle Mentorship Classroom Instruction on _____. I understand the above requirements and that I must not operate a motorcycle until I have successfully completed the MSF Basic Rider Course and have fulfilled all the other licensing, legal, and base requirements for operating a motorcycle.

_____ _____

Student's Signature *Date*

As the student's supervisor, I have reviewed the individual's work schedule. He/She is released on the above dates to attend the course.

_____ _____

Supervisor's Signature *Date*

MOTORCYCLE MENTORSHIP PROGRAM CHECKLIST

STUDENT _____ MENTOR _____

	ACTIVITY	DATE COMPLETED
	Motorcycle Mentorship Questionnaire	
	Traffic Safety Program NAVPERS 170/13	
	Drivers License Abstract	
	Memorandum Motorcycle Mentorship Program Sign-up Procedures	
	Choosing The Right Bike For You	
	The Borrowed Motorcycle Brief	
	What You Should Know About Motorcycle Helmets	
	Personal Protective Gear Requirements	
	Basic Vehicle Control	
	MSF Intersection	
	Crash Avoidance	
	Handling Dangerous Surfaces	
	MSF Street Smart Perception	
	2 Hours on SMART	
	MSF Ride Straight	
	Group Riding	
	Mentorship Knowledge Test	
	BRC Completion	
	Mentor Assignment	
	Basic Skills In On Base Traffic	
	Rural Route	
	Autostrade Ride (3)	
	Tangenziale (3)	
	Night Ride (3)	
	Downtown Naples/Pozzouli (3)	
	RST	