

MSF: BRC™

Motorcycle Safety Foundation™ Basic Riders Course™ (BRC™) (2 Day)

1. This is a basic rider course for personnel in the following categories:
 - a. All personnel who have never operated a motorcycle.
 - b. All personnel who have a motorcycle endorsement on either their military license or stateside license, but do not have a MSF™ BRC™ course completion card.
 - c. All personnel who have been previously trained through an MSF™ or equivalent course, but have no proof of completion; no (Motorcycle Safety Foundation—MSF™) completion card from either the MRC: RSS, BRC or equivalent course.
2. To check for course availability visit www.navymotorcyclerider.com, Traffic Safety, Region: Japan, Location: **North Dock**.
3. Course prerequisites:
 - a. Must be signed up via Enterprise Safety Applications Management System (ESAMS).
 - b. Must have a valid USFJ Form 4EJ Operators Permit (Privately owned motor vehicle license for Japan.) (International Licenses do not meet this requirement).
 - c. All personnel must have “Command Approval” to attend the course; Active Duty Personnel must have an approved training request (See page 5 for the “Training Request” form) signed by an E-7 or higher in their Chain of Command. Family Members must have the approved training request signed by their sponsor or their sponsors command representative E7 or higher. USCS, NAF and Contractors must have the approved training request signed by an immediate supervisor or higher. Commanding Officers, Directors or personnel who do not have a direct supervisor in the local area may sign their own requests.

NOTE: The “Training Request” will be collected at the beginning of the course. Any student who does not present a “Training Request” at this time will not be allowed to attend the course. No exceptions.

- d. Personnel must provide their own Personal Protective Equipment & Gear as required IAW OPNAVINST 5100.12 (Series), USFJINST 31-205, CNFJINST 5800.9 (Series), and Local Command Instructions/Policies. (Standard list of required PPE is provided in Paragraph "7".)

NOTE: Helmets and warm weather Riding Gloves are available for student use at the course, but due to limited quantities of different sizes, students are encouraged to bring their own. All other Personal Protective Equipment are the responsibility of each student.

4. Course Information:

- a. **COST:** The course is free for all SOFA Status Personnel.
- b. **DATES:** The classes are scheduled on a monthly basis. To check for course availability visit www.navymotorcyclerider.com, Traffic Safety, Region: Japan, Location: **North Dock**.
- c. **LOCATION:** U.S. Army Garrison, Yokohama North Dock, building 515. Directions are available in ESAMS during enrollment or upon request.
- d. **START TIME:** Class show time is 07:45 and class starts promptly at 08:00. Personnel who are late will not be allowed to enter the class and will be required to sign up on a space available basis only for 90 days
- e. **CLASS SIZE:** *Minimum* of 3 students required for the course to be conducted. *Maximum* of 12 students allowed per class. Depending upon Instructor availability classes may be restricted to 6 students.
- f. **PRIVATELY OWNED MOTORCYCLE:** Bring your own motorcycle. Must be properly registered with your installation and the Government of Japan with required liability and JCI insurances. Borrowed motorcycles are strictly prohibited. Rental motorcycles may be used.

**** Transporting your motorcycle to the course;**

It is the responsibility of the student to arrange for your motorcycle to be delivered/taken to the Yokohama North Dock training area. There are several options available;

1. Rent a van or truck from either on or off base sources.
2. Have a friend who has a van or truck deliver it to the training area and return it upon completion of the course.
3. Hire a private delivery service to transport it to and from the class.
4. With your commands approval, check out a government vehicle from NAVFAC transportation. (NOTE: Your command must pay for this and the appropriate vehicle requests signed by your commands transportation officer with billing account information and must be submitted to NAVFAC transportation.)

- g. **CHANGES:** Subject to mission requirements, instructor availability, and weather conditions.
- h. **CANCELLATIONS/NO SHOWS:** Cancellations shall be made at least 72 hours prior to scheduled class start time. No-Shows will not be permitted to enroll or attend any class for 90 days from the date of the missed class. All no shows and students who arrive late for a class shall be reported to CNRJ Region Safety Director and your Commanding Officer.)

5. Special circumstances: Students should be prepared to attend rain or shine in the summer months (APR-SEP). Check the weather forecast and dress appropriately. For example, dress in layers in the cold weather and wear/bring rain gear for rain. During the winter months (OCT-MAR) classes may be cancelled due to inclement weather such as "RAIN", Lightning, Thunder or ambient air temperatures or wind chill below 40 degrees Fahrenheit.

6. Cancellation of any class prior to its start will generally not be rescheduled provided that seats are available for all students in the next two regularly scheduled classes.

7. Personal Protective Equipment (PPE) requirements for the course and when operating a two wheeled motor vehicle at any time on or off base for SOFA status personnel are as follows IAW DODI 6055.4, DOD Traffic Safety Program; OPNAVINST 5100.12 (Series), U.S. Navy Traffic Safety Program; CNFJINST 5800.9 (Series), Traffic Safety Program; and your Local Command Instructions.

- a. **HELMETS**: Operator and any passenger must wear a properly fastened (under the chin) protective helmet that provides a minimum of 3/4 face coverage. Helmets must also meet, at a minimum, U.S. Department of Transportation (DOT) standards. Helmets may also meet other standards such as the Snell Memorial Foundation. Personnel may use host nation certified equivalent helmets. Japanese Bureau of Safety Standards (green and white "Safety Goods" sticker attached) approved helmets meet these standards. **Half helmets and imitation or novelty helmets are strictly prohibited.**
- b. **GOGGLES and FACE SHIELDS**: Operator and passenger must wear impact or shatter resistant goggles, or face shield, properly attached to the operator's helmet. A windshield or eyeglasses alone are not proper eye protection. Tinted face shields or goggles will not be worn at night.
- c. **GARMENT VISIBILITY**: Outer garments constructed of brightly colored and reflective materials are highly recommended during daylight hours. Reflective outer garments or vest shall be worn during the hours of darkness.
- d. **CLOTHING**: Operator and passenger shall wear long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle. Athletic pants do not meet this requirement.
- e. **FOOTWEAR**: Sturdy over the ankle footwear that affords protection for the feet and ankles shall be worn. (NAFATSUGIINST 5800.6 (Series) additionally states: Loafers, sneakers, Tennis, or deck shoes are not considered sturdy footwear.)

8. Students who do not meet all of the requirements will be dismissed from the class.

9. Please contact the CNRJ Region Traffic Safety & RODS Program Director, Mr. Douglas Knight at 243-2370, cell: 090-5998-7141 or douglas.knight@fe.navy.mil should you have further questions regarding motorcycle safety training.



DEPARTMENT OF THE NAVY
COMMANDER US NAVAL FORCES JAPAN
COMMANDER NAVY REGION JAPAN
PSC 473 BOX 12
FPO AP 96349-0001

MEMORANDUM

(DATE)

FROM: Commander Navy Region Japan, Traffic Safety Officer
TO: Authorizing official of below named personnel

SUBJECT: TRAINING REQUEST FOR MOTORCYCLE SAFETY

1. _____ from your organization requests permission to attend a motorcycle safety training course on _____. This course of instruction is required for motorcycle licensing and operation on DOD installations IAW OPNAVINST 5100.12 (Series), USFJINST 31-205, CNFJINST 5800.9 (Series), and Local Command Instructions/Policies.

2. Course enrollment is effective upon enrollment via **Enterprise Safety Applications Management System (ESAMS)** and attendance is **MANDATORY**. Cancellations shall be made at least 72 hours prior to scheduled class start time. No-Shows will not be permitted to enroll or attend any class for 90 days from the date of the missed class. All no shows and students who arrive late for a class shall be reported to the Commander Navy Region Japan (CNRJ) Region Safety Director, and SNM's Commanding Officer.

3. In the event of a No-Show, a letter, signed by the SNM Department Head or higher, must be provided to CNRJ Region Safety Director detailing circumstances causing the member to miss the scheduled class.

4. Approving Officials are responsible for ensuring that SNM reports to the course as scheduled as their appointed place of duty. Cancellations of less than 72 hours must be made to CNRJ Region Traffic Safety & RODS Program Director by the Approving Official or higher to ensure that SNM has a valid reason for canceling.

5. This "Training Request" will be collected and approved by the CNRJ Traffic Safety Representative at the beginning of the course. Any student who does not present a "Training Request" at this time will not be allowed to attend the course. No exceptions.

6. Active duty personnel must be counseled by their respective Motorcycle Safety Representatives (MSR) who must sign below prior to Approving Official signature ensuring that appropriate risk management counseling has been provided prior to course attendance.

7. Please contact the CNRJ Region Traffic Safety & RODS Program Director, Mr. Douglas Knight at 243-2370, cell: 090-5998-7141 or douglas.knight@fe.navy.mil should you have further questions regarding motorcycle safety training.

Approving Authority:

- a. Active Duty: E-7 or higher in their Chain of Command
- b. Family Member: Sponsor or their sponsors command representative E7 or higher.
- c. USCS, NAF and U.S. Contractors: Immediate supervisor or higher.
- d. Commanding Officers, Directors or personnel who do not have a direct supervisor in the local area may approve & sign their request.

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APPLICANT:

_____	_____	_____
Printed Name	Email Address	Cell Number
_____	_____	
Signature	Date Signed	

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APPLICANTS COMMAND MOTORCYCLE SAFETY REPRESENTATIVE: (for ACTIVE DUTY PERSONNEL ONLY)

Applicants BRC Card# & Date of Completion: _____

_____	_____	_____
Printed Name & Signature	Email Address	Date

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APPLICANTS APPROVING OFFICIAL: (Circle One)

APPROVED / **DISAPPROVED**

_____	_____	_____
Printed Name & Signature	Email Address	Date

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CNRJ TRAFFIC SAFETY REPRESENTATIVE: (Completed when Training Request is turned in at the beginning of the course.)

APPROVED / **DISAPPROVED**

_____	_____	_____
Printed Name & Signature	Email Address	Date