



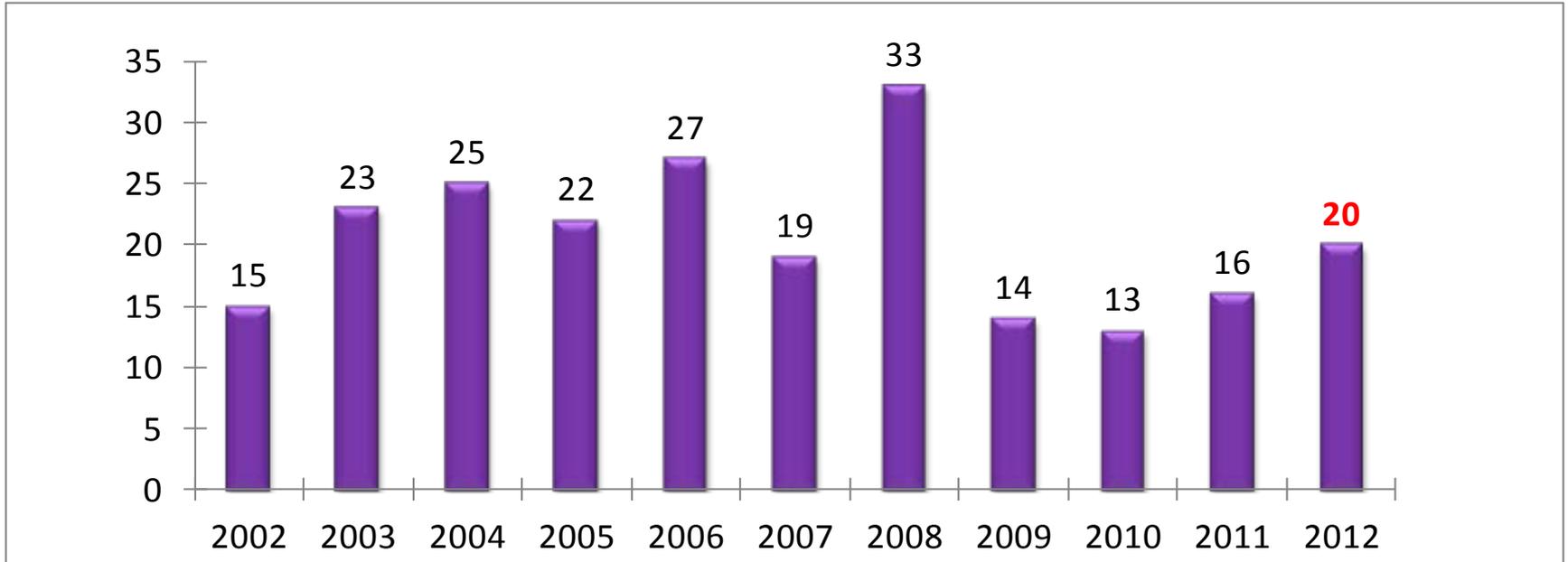
Motorcycle Safety Management Training





Why are We Concerned?

Navy PMV-2 Fatalities 2002-Current



Motorcycle fatalities have been a primary concern for many years. In 2008 the Navy had it's 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.



Background

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 decrease in Fatal mishaps.

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.





INTRODUCTION



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





Navy Motorcycle Safety Policy

The policy directive for Navy Traffic Safety is

OPNAVINST 5100.12 J (26 June 2012).

This directive is a major revision and must be read in it's 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.

The Commanding Officer has overall Responsibility for the Motorcycle Safety program!



Motorcycle Safety Representative

RESPECT
~ your ~
RIDE

Safer rides start here:

Motorcycle Safety Training





MSR Chain of Command

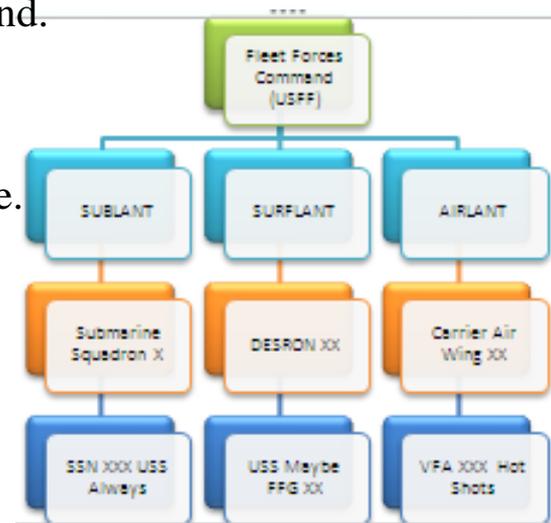
The Motorcycle Safety Representative Chain of Command is no different than other areas of military responsibility. At each level from the individual commands upwards for both the fleet and shore commands there is an individual (or individuals) assigned at each level, for their immediate command and as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

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, it may be necessary to have more than One MSR.

The graphic at the right provides an idea 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.





Motorcycle Safety Representative (MSR)

General Responsibilities:

The MSR's duties encompass administrative process, safety training delivery and motorcycle mentorship. 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.
- Assist the command motorcycle mentorship program.
- 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 Cont.

Parent Command:

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 subordinates 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.



MSR Assignment

As shown in the previous slide, duty task assignment with the appropriate access levels are critical to the success of the MSR.

A new addition to ESAMS is the capability to assign an MSR to multiple UIC's (Commands) by name. This is an important milestone in that one individual can now may be designated by name to manage those commands who, at present, do not have military riders or they have at most one or two riders.

This capability assists with defining the proper chain of command and responsibilities of the MSR. Management of this access level is the responsibility of the chain of command.



MSR Access Levels

The appropriate assignment of access levels and duty tasking is a critical element for the MSR to meet their obligations. Without the proper access they will not be able to properly manage their program.

Command Access Levels:

- Supervisor (2) – This allows the MSR to record training, view the supervisor reports, assign duties/tasks to their personnel and enroll their personnel training.
- TRMS – Allows the MSR to run reports on command data, add, edit, personnel records including the assignment of duty tasks.
- Multi-Command Assignment – This level allows for the assignment of an MSR by name to multiple commands. This process ensures that every command has an identified individual to manage the motorcycle safety program. Instructions for assigning this level is provided in separate instructions.

Duty Task:

Command Motorcycle/Traffic Coordinator (Command) – The MSR will only be able to see the data for their command.

Parent Access Levels:

- Supervisor (2) - See above for capability
- TRMS (+ Access Traffic & RODS) – Includes the above capabilities and also allows the user to assign access levels within their scope (Down line Chain of Command).

Duty Task:

Command Motorcycle/Safety Traffic Coordinator (Parent) – The MSR can see their own command and their subordinate commands data.

Assignment of Access Levels is the responsibility of the MSR chain of command.



Sport Bike vs. Non Sport Bike

Motorcycles are dangerous.

Motorcycles **IN UNTRAINED HANDS** are **DEADLY**



What is the Difference between a Sport Bike and a Non Sport Bike?

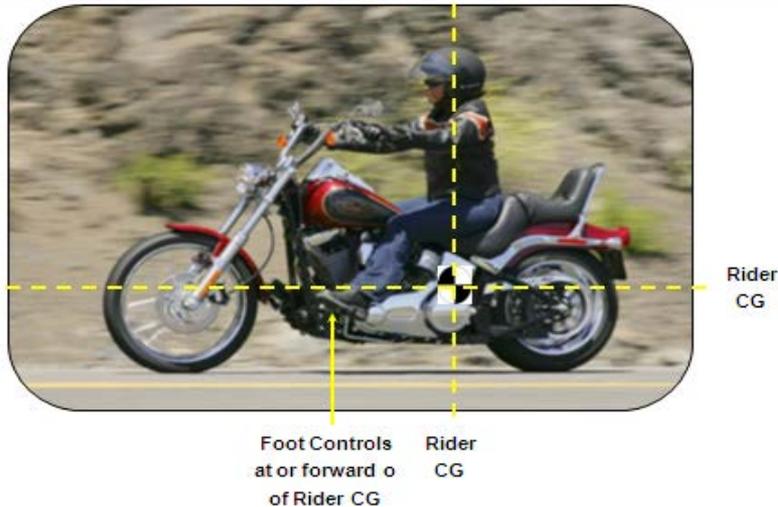
An accurate analogy for comparison of sport bikes to cruisers is a sport bike is like a fighter aircraft while a cruiser is like C-130.





Non Sport Bike Characteristics

NON-Sport Bike Characteristics

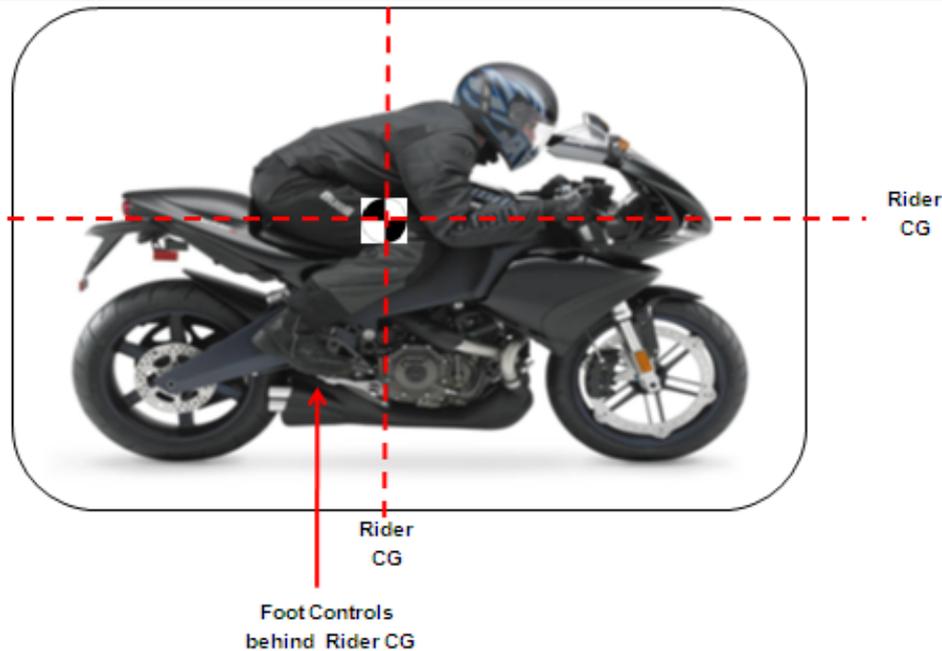


Cruisers are the classic American design, built for longer rides and comfort. They are inherently stable, with longer wheel bases and lower center of gravities. Since drag is not a important issue, the rider's posture is more upright with the feet forward of the torso, much like a cowboy. Cruiser power to weight ratios are much lower than sport bikes with the average 70-90 horsepower on much heavier 600-900 pound bikes



Sport Bike Characteristics

Sport Bike Characteristics



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





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.
 - 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.



Requirements

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.



Level I - Basic 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.





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) may take this course in lieu of the BRC II or MSRC as it will meet the 60 day requirement.

This course is for all types of motorcycle riders





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.





Level III – Refresher Training

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.





Reporting Requirements

To ensure that you meet all reporting requirement review the current OPNAVINST 5100.12J, the items below are provided as an overview.

- **Monthly:** Verify training and deficiency report, frequency may change depending on command population
 - For large Commands it is recommended that the Junior MSR's (departmental?) do the above and provide a report to the command MSR.

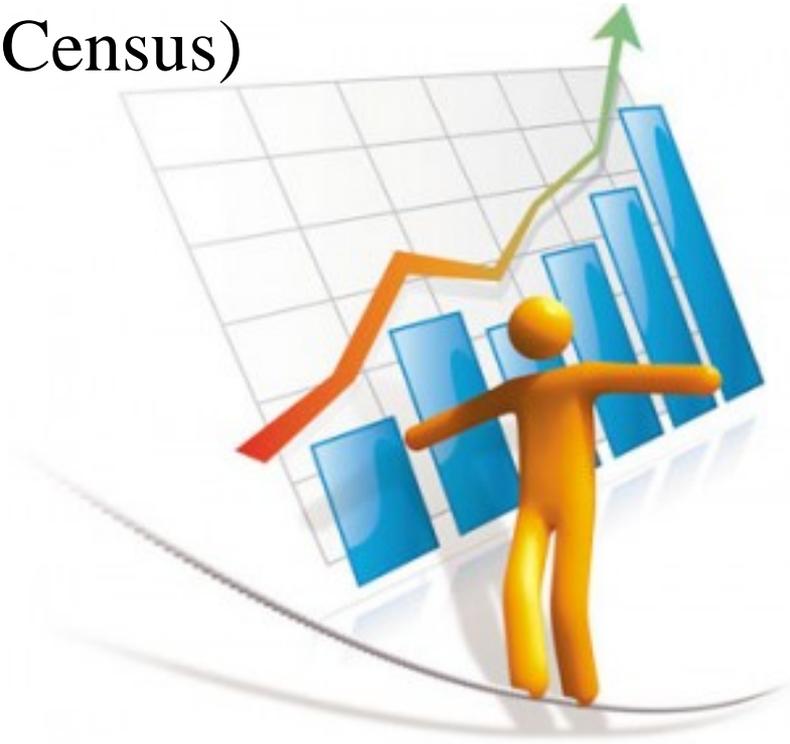
- **Quarterly:**
 - Review and counsel planned owners & update their status.
 - Change the date they plan on buying if applicable
 - If the plan to buy date is in excess of one year, go to their questionnaire and remove them as a rider
 - Provide this information to the COC
 - Recommend inserting the written counseling as a part of the individuals training record
 - Review and correct reports
 - Provide COC with the dashboard and status of Planned Owners & delinquent training requirements
 - Hold a motorcycle rider safety meeting to remind and update riders on safety requirements and training. Have plan-to-own riders attend so that they can meet their peers and can be paired up with an experienced rider as a mentor . These meetings should be managed via the command mentorship program and documented in the riders ESAMS record. ESAMS can be utilized to set up and schedule these trainings



Section Two

Data and Administrative Process

- Command Motorcycle Dashboard
- The ESAMS Employee Record
- The Motorcycle Questionnaire (Census)





Dashboard

What is the Command Dashboard?

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
- Training Status
- Planned Owners

At the same time there are links from the dashboard to the various modules required by the command MSR for specific information to rider lists, training deficiencies, etc.

The following slides provides a break out and explanation of each of the categories shown on the dashboard.



“How Do I Find My Dashboard?”

From Your Home Page

**From the Home Page
The MSR has quick
links to the main areas
they need to Access.**

To look at your command
Dashboard click on this box.



Dashboard

ESAMS[®] for CNRMA

ESAMS Main Reports Administrative Links Web Training Help Contact Help Desk

Current User: [redacted] Account Management Log Out

Motorcycle Coordinator Dashboard

Reset

Command: [input field] ▼ x

Include Downline Commands

Run Report

At this screen all that is necessary is to select (click on) Run report. The default is your UIC. If you are a Parent command, leave “Include Down line Commands” selected and enter the top command in the command line so that you can run the dashboard in a parent command view. If you do not want the down line commands in your dashboard de-select that box prior to selecting run report.



Dashboard

ESAMS® for CNRMA

ESAMS Main Reports Administrative Links Web Training Help Contact Help Desk

Current User: [Redacted]

Account Management Log Out

Motorcycle Coordinator Dashboard

Reset

Run Report

Command: [Redacted]

[Redacted] ▼ X

Include Downline Commands

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.

Command Filter - Microsoft Internet Explorer provided by NMCI

https://esams.cnic.navy.mil/ESAMS_GEN_2/CommonArea/HGW5selectListCommandFilter.:

Search Reset Close Popup

Short Name (contains): [Text Box]

Long Name (contains): [Text Box]

UIC (contains): [Text Box]

Parent Command: [Dropdown Menu]

Include Parent

Claimant: - None Assigned [Dropdown Menu]

Region: - None Assigned [Dropdown Menu]

When this screen pops up input the command UIC (ex: N03345) here and click on Search.

Dashboard

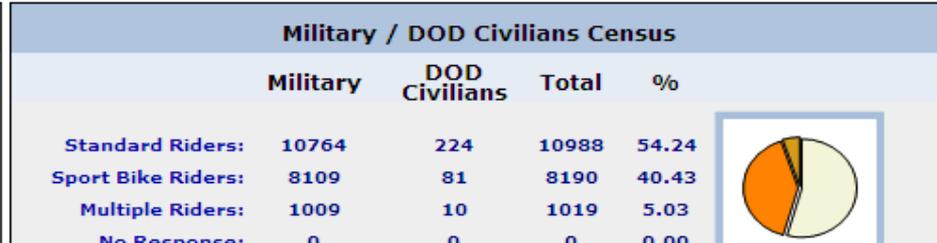
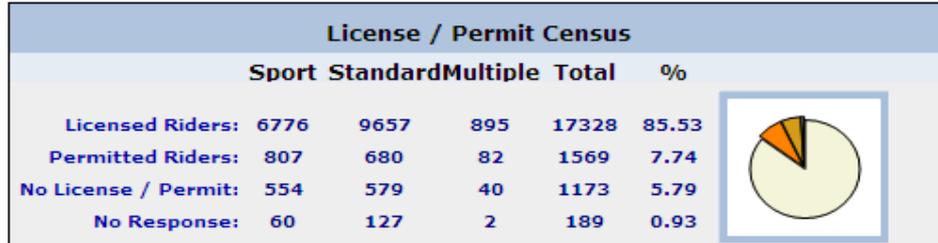
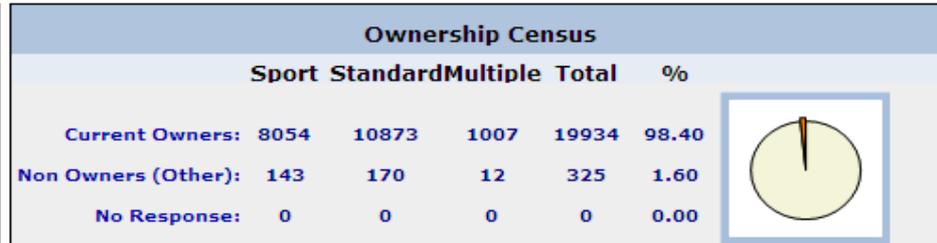
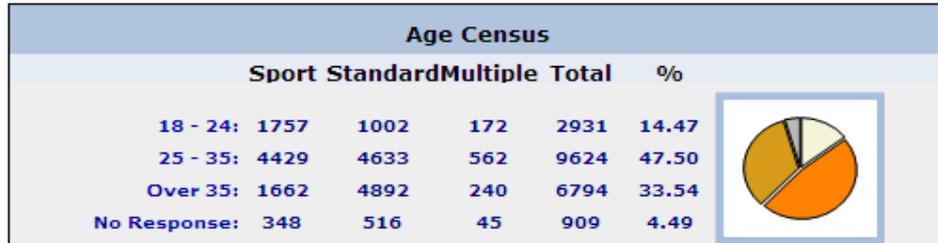
Command/Organization: Navy Parent Command

Motorcycle Coordinator Links

- Find Existing / Enter New Personnel (Update personnel and Motorcycle Questionnaire)
- Record Previously Completed Training (Update Training)
- Individual Training Compliance and Needed Training
- Traffic Training Summary by Command/Organization
- Motorcycle Rider Data Report
- Command/Organization Motorcycle Coordinator Report
- Other Available Reports
- Motorcycle Training Enrollment
- Motorcycle Coordinator Training Manual

Additional Info

Total Questionnaire Responses: 28168
 Street Bike Completed Questionnaires: 26818



Other Data

	Total
Total Motorcycle Street Riders: (Used for Dashboard Calculations)	20259
Other Type (Dirt Bike, ATV, etc):	1350
Potential New Riders (Planned Owners):	6535
Riders Registered on Base:	13285
Reported Motorcycle Mishaps:	306

Motorcycle Training Compliance - As of 10/31/2012 6:00 AM

Standard Riders	Total	Compliance: 86.31%
Requiring Training:	12815	
Completed Training:	11060	
Sport Bike Riders	Total	Compliance: 86.52%
Requiring Training:	9609	
Completed Training:	8314	

Dashboard

Dashboard Breakout

Command: Navy Parent Command

Motorcycle Coordinator Links

- Find Existing / Enter New Personnel (Update personnel and Motorcycle Questionnaire)
- Record Previously Completed Training (Update Training)
- Individual Training Compliance and Needed Training
- Traffic Training Summary by Command
- Motorcycle Rider Data Report
- Command Motorcycle Coordinator Report
- Other Available Reports
- Motorcycle Training Enrollment
- Motorcycle Coordinator Training Manual

Additional Info

Total Questionnaire Responses: 28096
 Street Bike Completed Questionnaires: 26773

The top section of the dashboard provides quick links to specific modules to assist the MSR in managing their program

Age Census

	Sport	Standard	Multiple	Total	%
18 - 24:	1757	1002	172	2931	14.47
25 - 35:	4429	4633	562	9624	47.50
Over 35:	1662	4892	240	6794	33.54
No Response:	348	516	45	909	4.49



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

License / Permit Census

	Sport	Standard	Multiple	Total	%
Licensed Riders:	6776	9657	895	17328	85.53
Permitted Riders:	807	680	82	1569	7.74
No License / Permit:	554	579	40	1173	5.79
No Response:	60	127	2	189	0.93



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

Click on any of the courses shown for a list of who is scheduled for training



Dashboard

Dashboard Breakout

This box provides a total of riders who have indicated that they currently own a bike, and Non Owners (Rider NO Motorcycle).

Ownership Census					
	Sport	Standard	Multiple	Total	%
Current Owners:	8054	10873	1007	19934	98.40
Non Owners (Other):	143	170	12	325	1.60
No Response:	0	0	0	0	0.00



This box provides the total riders by motorcycle type, Standard/Cruiser Riders and Sport Bike riders. This information includes own and plan to own riders.

Military / DOD Civilians Census				
	Military	DOD Civilians	Total	%
Standard Riders:	10764	224	10988	54.24
Sport Bike Riders:	8109	81	8190	40.43
Multiple Riders:	1009	10	1019	5.03
No Response:	0	0	0	0.00



Dashboard

Dashboard Breakout

Motorcycle Training Compliance - As of 10/31/2012 6:00 AM

Standard Riders **Total**
Requiring Training: 12815
Completed Training: 11060

Sport Bike Riders **Total**
Requiring Training: 9609
Completed Training: 8314

Compliance:
86.31%

Compliance:
86.52%

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.

Note: With the exception of the Motorcycle Training Compliance Box, anywhere in the Dashboard where the Number is in **BOLD** text you can click on that number and get a rider listing. This will be explained in the reports module.

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.

Other Data

Total Motorcycle Street Riders: (Used for Dashboard Calculations)	Total 20259
Other Type (Dirt Bike, ATV, etc):	1350
Potential New Riders (Planned Owners):	6535
Riders Registered on Base:	13285
Reported Motorcycle Mishaps:	306



ESAMS Employee Record

- How do I add an employee?
- How do I pull an employee into my command?
- What does the employee record contain?
- How do I assign access levels and duty tasks?





Looking For An Employee Record

ESAMS Main Reports Administrative Links Web Training Help Contact Help Desk

Current User: []

Account Management Log Out

My Links

- Supervisor Links
- Ergonomic Checklist
- Record OJT
- Record Training ▾
- Report Mishap ▾
- Report Property Damage ▾
- Report Near Miss ▾
- Respirator Use Questionnaire
- Workplace Inspection Checklist

Motorcycle Safety

Links of Interest

Installations

Supervisor Tools

- View and Assign Direct Reports
- OSH Report Card
- Training Plan
- Training Plan With Down-Line
- PPE Requirements
- Monthly Safety Talks Report
- Respirator Workers
- Medical Surveillance Programs
- Duty/Task Report
- OJT Report
- Workplace Inspection Report

News and Events

ACTION DIRECTIVE FOR
IMDI IMPLEMENTING ENTERPRISE SAFETY

Administrative Links

- Training & Records Mgmt (TRMS)
- Data Change Request
- Inspections ▾
- JHA Admin
- Mishap Reporting ▾

Needed Training

Temporarily Unavailable

requirements.

Needed Training" to view your

Executive Safety Summary

Command Safety Summary

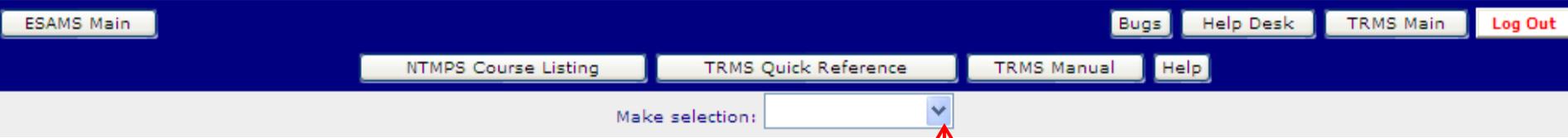
Motorcycle Dashboard

ESAMS Updates

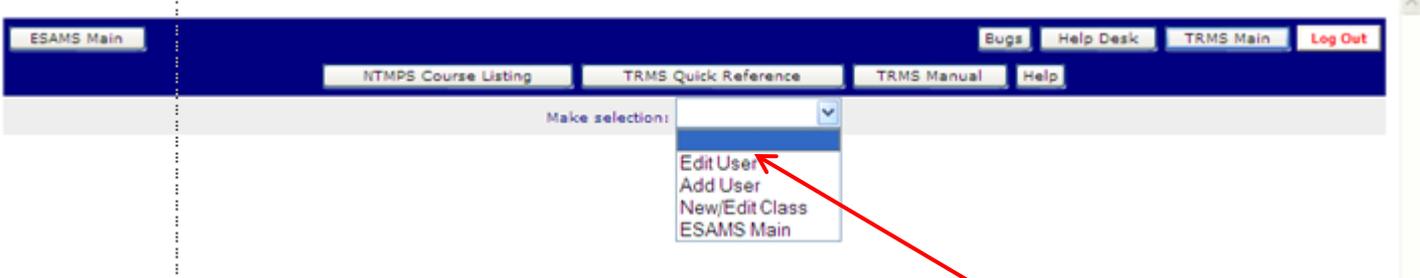
On the home page click on the Administrative Links & when the drop down menu shows click on Training & Records MGMT (TRMS)



Searching for a Record



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



At this screen click on the on the Edit User option to bring up an existing account. Click on Add User to add a new employee record.



Searching for a Record

Microsoft Internet Explorer provided by NMCI

ESAMS Filter Users - Microsoft Internet Explorer provided by NMCI

https://esams.cnic.navy.mil/ESAMS_Gen_2/CommonArea/EsamsUserFilterTF06.asp?thisApplication=19&bo

Search Reset Personnel Search Close Popup

If you want to search for all personnel, just click search you DO NOT NEED CRITERIA

Last Name
Starts With Range(A-Z): Begins With Letter To Letter

Last Name (starts with):

First Name (starts with):

TRMS ID:

SSN (Last Four):

All Users(Active & Inactive): Only Inactive: You get ONLY Active by default

Externally Added Users Only: [click here for info](#)

Command/UIC: Include all UICs

Department/Code:

Program:

Installation:

Notes (contains):

Application Access Level:

Access Level: - NOT - None Assigned

Duty/Task: - NOT - None Assigned

Rank/Grade:

Rate/Series:

Supervisor: No Supervisor Assigned:

Email (contains): No E-Mail:

Phone Number (contains):

Service and Status: None Assigned:

Done Internet 100%

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.

The ideal way to search for an individual is to utilize their last name and last 4 SSN. Additionally select the “All Users (Active & Inactive) box. This will ensure that if someone was deactivated you can pull up their record. Then hit the search button.



Adding a New User to ESAMS/or importing a user to your Command

If you do not find the individual you are looking for use the Add User selection on the drop down menu . Having the service member with you at the time you do this function is the ideal. At a minimum you will need their full name, full SSN, DOB, military email address, duty phone number etc.

- Select the “[New/Edit User](#)” option from the pull-down menu.
- Click the “[Close Popup](#)” button in the top right corner of the Personnel Search screen. The TRMS User toolbar is now displayed.
- Click the “[Add New User](#)” button from the selection of buttons offered. The minimum information requirements are employee category, last name, and full social security number. More information is required for the second screen (see below).
- Enter the employee category, last name and full social security number in the appropriate boxes. You will be requested to enter the SSN in twice. [You MUST have a last name and their full SSN to enter someone in the system!](#)

<input type="button" value="Search"/>	<input type="button" value="Reset"/>	<input type="button" value="Close Window"/>
Please select Employee Category	<input type="text" value="U.S. Navy - Active"/>	▼
Last Name:	<input type="text" value="Smith"/>	
Full Social Security Number(no dashes):	<input type="text" value="123456789"/>	

The screens you see after this will be self explanatory.



Searching for a Record

If you are entering a new record at the name and SSN screen and then you see the “[Exact User ID Match Found](#)” message this means the person is already in the system.

Select the “[Click here to pick up person!](#)” link to add the personnel. If they have not been deactivated by their prior Command you will need to contact the ESAMS Help desk to have them deactivated and then you can pick them up.

Try Again New User Search Results Close Window

***** Exact User Match found *****

Employee Id	Name	Command	Terminated
1. 5427374	Smith,John	NAS JRB New Orleans LA	1/7/2009

Command: NAS JRB New Orleans LA Installation: NAS JRB New Orleans Dept:MWR - Arts and Craft
... Deactivated On: 1/7/2009

[Click here to pick up person!](#)



Employee Record

What is this telling me and what do I need to validate?

Section 1 - Employee Information Employee Contact List Transfer Edit Emails Help

Employee ID [REDACTED] Instructor Qualifications Additional Info

Command: Naval Safety Center - Naval Safety Center UIC: [REDACTED]

Department/Code: 40 - Shore Safety Programs Program: [REDACTED]

Parent Command: UIC: [REDACTED] Naval Operations Claimant: [REDACTED]

Installation: NAVSTA Norfolk Base, VA Building: SP-91 - SP-91 Room: [REDACTED]

Bldg: [REDACTED]

Name (Last, First, Middle, Suffix): Jones [REDACTED] [REDACTED] [REDACTED] [REDACTED] Badge No: [REDACTED]

SSN (last 4): [REDACTED] Sex: M: F: New User Flag:

Service and Status: U.S. Navy - U. S. Appropriated Civilian Rank/Grade: GS12 Rate/Series: 0343

NSC Job Title: Management and Program Analysis 343

HR Job Title (free form): NSC Traffic and RODS Program Analyst

Birth Date Month/Year: [REDACTED] Supervisor: [REDACTED] X

Email: [REDACTED] Phone/Extension: [REDACTED] example: 5552221111

Notes: [REDACTED]

Created:

Personal File Cabinet

Section 2 - Access Levels - In order for someone to show up on the list as a potential supervisor, the person must be assigned Supervisor Access(2)!!

Application	Scope	Top Level	User Rights	Region(s)	Subregion(s)	Installation(s)
Supervisor (2)	Supervisor		Supervisor			
IDATS	Parent-Command	Naval Safety Center	Admin			
Mishap	Parent-Command	Naval Safety Center	Admin, Reports and OSHA 300 Log			
JHA	Parent-Command	Naval Safety Center	Admin			
PRMS	Parent-Command	CNO	Executive Summary			
TRMS (+Access)	Parent-Command	NAVY	Admin			
Motorcycle Coordinator	Parent-Command	NAVY	Admin			

Section 3 - Duty/Task - When updating the duty/task list for a person, always remember to add the new duty/task first, then remove the old duty/task.

- Motorcycle Operator - Applies to all military personnel operate a motorcycle on/off base, and all DOD civilian personnel who operate a motorcycle on base or operate a motorcycle anywhere if in a duty status. Applicable personnel must complete a COMNAVSAFECEN approved motorcycle rider safety course prior to operating these vehicles. DOD-wide duty/task used by all commands. (1000871) X
- Command Motorcycle/Traffic Coordinator - For personnel who are designated by the Commanding Officer as the Command Motorcycle/Traffic Coordinator. (4003205) X



Employee Record Break Out

Section 1 - Employee Information			Employee Contact List	Transfer	Edit Emails	Help
Employee ID: 5414771			Instructor Qualifications		Additional Info	
Command:	<input type="button" value="View Upline"/>	Naval Safety Center - Naval Safety Center	UIC: <input type="text"/>		Program: <input type="text"/>	
Department/Code:		40 - Shore Safety Programs	UIC: <input type="text"/> of Naval Operations		Claimant: <input type="text"/>	
Parent Command:		NAVSTA Norfolk Base, VA	Building: SP-91 - SP-91 ▼		Room: <input type="text"/>	
Installation:						
Bldg:	<input type="text"/>					
Name (Last, First, Middle, Suffix):					Badge No: <input type="text"/>	
Jones	<input type="button" value="CHG"/>	<input type="text"/>				
SSN (last 4):	<input type="text"/>		Sex: M: <input checked="" type="checkbox"/> F: <input type="checkbox"/>		New User Flag: <input type="checkbox"/>	
Service and Status:		▼ U.S. Navy - U. S. Appropriated Civilian	Rank/Grade: ▼ GS12		Rate/Series: <input type="text" value="0343"/>	
NSC Job Title:		▼ Management and Program Analysis 343				
HR Job Title (free form):		<input type="text" value="NSC Traffic and RODS Program Analyst"/>				

This section of the record provides the individuals command/chain of command, name last 4 SSN (Only) gender, rank/rate etc. You cannot change the SSN. If you have an individual who has the wrong command listed, you can utilize the “Transfer” function to move them to correct command (UIC) so long as the command is within your scope. Updating the Rank/Grade, Service and Status, Job Title and rate/series is all that is available.



Break Out

Birth Date Month/Year:	<input type="text"/>	Supervisor:	<input type="text"/>
Email:	<input type="text"/>	Phone/Extension:	<input type="text"/> example: 5552221111
Cell Phone/Pager:	<input type="text"/>	DSN Phone:	<input type="text"/>
Motorcycle Operator Status: Operator		Fax:	<input type="text"/>
Date Deactivated:		<input type="button" value="Deactivate/Reactivate"/>	
Last Login (w/in last 2 years):		<input type="button" value="View or Reassign Direct Reports"/>	

If someone in your TRMS admin scope transfers to a command NOT within your scope, you should deactivate the person so that they are available to be picked up by the gaining command.

Ensure that there is a date of birth, current military email address and current phone number. Email and Phone Number are critical to proper communication with the service member. ***Do Not use a personal email address in the ESAMS record! If a personal email address is listed change it to a military address.***

The Supervisor block cannot be used unless the service members supervisor has an employee record and Supervisor (2) access has been granted to that individual.

Note the field “Motorcycle Operator Status”, this will tell you if the member shows as a rider or not.

This is also where you would deactivate/reactivate a members record.



Break Out

Created:

Personal File Cabinet

Section 2 - Access Levels - In order for someone to show up on the list as a potential supervisor, the person must be assigned Supervisor Access(2)!!

Application	Scope	Top Level	User Rights	Region(s)	Subregion(s)	Installation(s)
Supervisor (2)	Supervisor		Supervisor			
IDATS	Parent-Command	Naval Safety Center	Admin			
Mishap	Parent-Command	Naval Safety Center	Admin, Reports and OSHA 300 Log			
JHA	Parent-Command	Naval Safety Center	Admin			
PRMS	Parent-Command	CNO	Executive Summary			
TRMS (+Access)	Parent-Command	NAVY	Admin			
Motorcycle Coordinator	Parent-Command	NAVY	Admin			

Section 3 - Duty/Task - When updating the duty/task list for a person, always remember to add the new duty/task first, then remove the old duty/task.

- Motorcycle Operator - Applies to all military personnel operate a motorcycle on/off base, and all DOD civilian personnel who operate a motorcycle on base or operate a motorcycle anywhere if in a duty status. Applicable personnel must complete a COMNAVSAFECEN approved motorcycle rider safety course prior to operating these vehicles. DOD-wide duty/task used by all commands. (1000871) X
- Command Motorcycle/Traffic Coordinator - For personnel who are designated by the Commanding Officer as the Command Motorcycle/Traffic Coordinator. (4003205) X

This section of the employee record shows all the levels of access and duty task assignments. Motorcycle riders are assigned one of two Duty Tasks (Note: A rider that states in their census that they ride both type of bikes will have both Duty Tasks);

- Motorcycle Operator Cruiser/Standard
- Motorcycle Operator SportBike Rider



Motorcycle Questionnaire (Census)

Where do a find a members Motorcycle Questionnaire?

Birth Date Month/Year: ▼ [REDACTED]	Supervisor: ▼ 0 X
Email: [REDACTED]	Phone/Extension: [REDACTED] example: 5552221111
Cell Phone/Pager: [REDACTED]	DSN Phone: [REDACTED]
Motorcycle Operator Status: Operator	Fax: [REDACTED]
If someone in your TRMS admin scope transfers to a command NOT within your scope, you should deactivate the person so that they are available to be picked up by the gaining command.	
Date Deactivated: [REDACTED]	Last Login (w/in last 2 years): 6/28/2012 9:01:55 AM (EST)

[Deactivate/Reactivate](#) [View or Reassign Direct Reports](#) [Edit Motorcycle Info](#) [Motorcycle Change Log](#)

To review and validate a members questionnaire click on Edit Motorcycle Info. This will open a new window.



Motorcycle Questionnaire (Census)

No Longer Motorcycle Operator

Clicking the button above will remove motorcycle operator from this record. Current information will be preserved.

Primary motorcycle type you operate (required):
Military Riders with multiple bikes should select all types of motorcycles owned. Civilian personnel need to only select motorcycle type operated on base.
 Cruiser

Type(s) of bikes you currently own (required):
(Note: for civilian personnel only list types of bikes ridden on base.)
 Cruiser Sport Bike Dirt Bike ATV

Date began riding (Do not include date trained.) (required):
If unsure of exact date, estimate day, month and year.
 Date may not be left blank
 2/12/1972

License or Permit w/ Motorcycle Endorsement (required):
 License

Gender (required):
 M F

All information below regards your Primary Bike

Frequency Of Use (required):
 Daily

Motorcycle Ownership Type (required):
 Own

Select type of riding or planned type of riding (Check all that apply) (required):
 Commuting Competitive/Circuit Cruising Occupational
 Off-road/Trail Recreational Stunt

Registered on Base (required):
 No Yes

Planned Purchase Date (required if you plan to purchase):
If unsure of exact date, estimate day, month and year.
 reset date

Approximate Actual Purchase Date (required if you own):
If unsure of exact date, estimate day, month and year.
 reset date
 8/22/2008

Most Recent Completion of Motorcycle Safety Foundation Training:
(This is automatically completed with training data entered into ESAMS)
 10/18/2011 - Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC-2)

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 actuates 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 there 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.



Motorcycle Questionnaire (Census)

No Longer Motorcycle Operator

Clicking the button above will remove motorcycle operator from this record. Current information will be preserved.

Primary motorcycle type you operate (required):
Military Riders with multiple bikes should select all types of motorcycles owned. Civilian personnel need to only select motorcycle type operated on base.

Type(s) of bikes you currently own (required):
(Note: for civilian personnel only list types of bikes ridden on base.)

Date began riding (Do not include date trained.) (required):
If unsure of exact date, estimate day, month and year.

License or Permit w/ Motorcycle Endorsement (required):

Gender (required)

All information below regards your Primary Bike

Frequency Of Use (required):

Motorcycle Ownership Type (required):

Select type of riding or planned type of riding (Check all that apply) (required):

Registered on Base (required)

Planned Purchase Date (required if you plan to purchase):
If unsure of exact date, estimate day, month and year.

Approximate Actual Purchase Date (required if you have purchased):
If unsure of exact date, estimate day, month and year.

Most Recent Completion of Motorcycle Safety Course (required):
(This is automatically completed with training data)

Primary motorcycle type you operate (required):	Cruiser	view motorcycle definitions
Type(s) of bikes you currently own (required):	<input checked="" type="checkbox"/> Cruiser <input type="checkbox"/> Sport Bike <input type="checkbox"/> Dirt Bike <input type="checkbox"/> ATV	
Date began riding (Do not include date trained.) (required):	Date may not be left blank 2/12/1972	
License or Permit w/ Motorcycle Endorsement (required):	License	
Gender (required)	<input checked="" type="radio"/> M <input type="radio"/> F	
Frequency Of Use (required):	Daily	
Motorcycle Ownership Type (required):	Own	
Select type of riding or planned type of riding (Check all that apply) (required):	<input checked="" type="checkbox"/> Commuting <input type="checkbox"/> Competitive/Circuit <input checked="" type="checkbox"/> Cruising <input type="checkbox"/> Occupational <input type="checkbox"/> Off-road/Trail <input checked="" type="checkbox"/> Recreational <input type="checkbox"/> Stunt	
Registered on Base (required)	<input type="radio"/> No <input checked="" type="radio"/> Yes	

The following fields are being added to the Motorcycle Questionnaire to assist command MSR's and members to meet the documentation requirements in the 5100.12J. The date of addition has not been provided as of yet.

- a. Drivers License (State and Number)
- b. Vehicle Registration (State and Number)
- c. DoD Decal number (if applicable)
- d. Insurance (Company and Policy Number)



Employee Record/Questionnaire

Validation and verification of the employee record and the motorcycle questionnaire is a critical component 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.





Section Three

Training module

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

This also provides instruction for the MSR to schedule command wide motorcycle safety stand downs and scheduling Motorcycle Mentorship Meetings





Scheduling a Rider For Training

ESAMS[®] for CNRMA ESAM

Current User: []

My Links

- Messages
- Abatements / Corrective Actions
- Classroom Training Schedule
- Data Change Request
- Inspections
- Job Hazard Analysis
- Report Near Miss
- Needed Training
- Profile
- Report Unsafe/Unhealthful
- Safety Survey

Supervisor Links

- Motorcycle Safety
- Links of Interest
- Installations

Supervisor Tools

- View and Assign Direct Reports
- OSH Report Card
- Training Plan
- Training Plan With Down-Line
- PPE Requirements
- Monthly Safety Talks Report
- Respirator Workers
- Medical Surveillance Programs
- Duty/Task Report
- OJT Report
- Workplace Inspection Report

News and Events

- ACTION DIRECTIVE FOR IMPLEMENTING ENTERPRISE SAFETY
- Checking The Wake Newsletter
- Critical Days of Summer
- CNIC Safety and Occupational Health

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”



ESAMS Main

Bugs

Help Desk

Log Out

Upcoming Classes

July August September October November December January February March April May June

Scheduled Today

July 2012 Schedule

Date	Time	Subject	Installation	Enrollment Info	Class Documents	Enrolled	Waiting	Record Training
1. 7/26/2012	800 - 1600	AAA Driving Improvement Program (DIP)	NAVSTA Newport, RI	View Info		8	0	Enroll Me Enroll Others
2. 7/26/2012	715 - 1600	Motorcycle Safety Foundation (MSF) Military Sportbike Rider Course (MSRC)	NAVSTA Norfolk Base, VA	View Info	View Documents	10	0	Enroll Me Enroll Others
3. 7/26/2012	715 - 1600	Motorcycle Safety Foundation (MSF) Military Sportbike Rider Course (MSRC)	JEB Little Creek, VA	View Info	View Documents	12 Max Enrolled!	0	Add Me To Waitlist Add Others To

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.



Filter Users - Microsoft Internet Explorer provided by NMCI

https://esams.cnrc.navy.mil/ESAMS_Gen_2/TRMS/TRMSEnrollFilter.asp?ID=6092438&Status=2

Search Reset Close PopUp

Last Name(starts with):

First Name (starts with):

Middle Name(contains):

SSN (Last Four):

Employee ID:

Command:

Installation/Base:

Department(dep Command):

Class ID:

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.



Final Screen

Search Again Enroll Search Results Close Window

Select the name(s) you were searching for then Click Enroll or Wait List as shown. Otherwise select the "Close Window" button to close the window or the "Search Again" button to continue your search.

Name/Assigned Supervisor	Command	Facility	Dept/Code
Select ALL: <input type="checkbox"/>			
1. <input type="checkbox"/> [Redacted Name] (details)		NAVSTA Norfolk Base, VA	40

Search Again Enroll

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 which requires no 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).



Motorcycle Courses

Course Id	Training Level	Course Title	Description
244	I	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	Per ref (a), each operator of a motorcycle shall successfully complete the Motorcycle Safety Foundation's Motorcycle Rider Course - Basic RiderCourse or other training approved by the Naval Safety Center. This instruction applies to all Navy military personnel at all times (on and off a naval station/base/facility). This instruction also applies to all Navy civilian personnel in a duty status (on and off a naval station).
1254	II	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC-2)	Experienced RiderCourses Use your own motorcycle and helmet Qualifies graduates for insurance premium discounts with some motorcycle insurers. May lead to license waiver for permit holders. Even if you've been riding for some time, there's always something new to learn. Increasing numbers of seasoned riders are flocking to the half-day Experienced RiderCourse to hone their skills and fine-tune the mental skills needed for survival in traffic.
2359	II	Motorcycle Safety Foundation (MSF) Military Sportbike Rider Course (MSRC)	The Military SportBike Rider Course (MSRC) is designed to perfect sportbike street riding skills in a safe and effective training environment. It is intended to facilitate the development of riders within each exercise and throughout the course. This is not a race track training course! Participants must have successfully completed the MSF basic rider course before attending this course.
4294	II	Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)	The ARC may be taken by riders using any type of motorcycle. It is a one-day course consisting of approximately 3 hours of classroom activities and 4 hours of riding. There are eight riding exercises. There is no formal skill test, but there is a knowledge test that may be self-scored.
4458	III	Safety Center Approved Advanced Motorcycle Rider (Level II / III) Training Course	This course represents the ability for recording completion of any Safety Center Approved Advanced Level II or Level III Course. The list of approved courses can be obtained from the Safety Center Web Site. Examples of approved courses are: Total Control Level 1, Skilled Rider Course, Advanced Motorcycle Operator School, Cornerspeed, STAR School. The actual course title must be annotated on the Class Record and Completion Certificate must be scanned and attached to the class record.
2290		Motorcycle Safety Stand Down	This course will cover items of interest to refresh motorcycle safety information.
3350		Motorcycle Meeting	Used for "Mentor" meetings / Town Halls.

The above listed training courses are tied to Navy supplied training, MSF supplied training and any other venue that utilizes the MSF course curriculum. The member should provide a completion card or certificate to the MSR for verification.



Motorcycle Courses (Cont.)

<u>Course Id</u>	<u>Course Title</u>	<u>Description</u>
2290	Motorcycle Safety Stand Down	This course will cover items of interest to refresh motorcycle safety information.
3350	Motorcycle Meeting	Used for "Mentor" meetings / Town Halls.

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 should be utilized by the command Motorcycle Mentor to document meetings with all current riders and planned to own riders.



Creating a Training Class

ESAMS Main Reports Administrative Links Web Training Help Contact Help Desk

Training & Records Mgmt (TRMS) Account Management Log Out

Data Change Request

Inspections ▾

JHA Admin

Mishap Reporting ▾

Temporarily Unavailable

Needed Training" to view your requirements.

Bugs Help Desk TRMS Main Log Out

NTMPS Course Listing TRMS Quick Reference TRMS Manual Help

Make selection: ▾

Use the same menu option at the top of the page as you did searching for a service member.

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

ESAMS Main Bugs Help Desk TRMS Main Log Out

NTMPS Course Listing TRMS Quick Reference TRMS Manual Help

Make selection: ▾

- Edit User
- Add User
- New/Edit Class
- ESAMS Main

At this screen click on the on the New/Edit Class option.



Filter Classes - Microsoft Internet Explorer provided by NMCI

https://esams.cnmc.navy.mil/ESAMS_Gen_2/TRMS/TRMSClassFilter.asp?Action=myclasses

Class Search Criteria

To create new classes, click the "Close Window" button on this page and then click the "Create Class" button on the 'TRMS Class Screen'

Search Again Print **Search Results** Close Window

Select the source you were searching for by clicking on it. Otherwise select the "Close Window" button to close the window or the "Search Again" button to continue your search.

Title(CourseID)(ClassID)	Class Date/Time	Location/Facility	Enrollment	Canceled?
No matching records found.				

When this screen pops up all that is necessary is to click on the Close Window button.



ESAMS Main

Bugs

Help Desk

TRMS Main

Log Out

TRMS Class Screen

-1 of 0 << <Prev Next> >> **Create Class** Save Search Help

Sorry, no matching CLASS records were found.

-1 of 0 << <Prev Next> >> Save Search Help

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.

Search Reset Close Window

Select a Class Date

Class Date: 07/31/2012

Select Course criteria then click search.

Course ID: 3350

Course Title:

Course Type: ALL



view Favorites Tools Help

New Class Filter - Microsoft Internet Explorer provided by NMCI

https://esams.cnmc.navy.mil/ESAMS_Gen_2/TRMS/TRMSClassNew.asp

Search Again Print Close Window

Select the course you were searching for by clicking on it. Otherwise select the "Exit" button to close the window or the "Search Again" button to continue your search.

No.	Title/(TRMS ID)	Module Number
1.	Motorcycle Meeting(3350)	

Search
found.

Internet 100%

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.

TRMS Class Screen

1 of 1 << <Prev >Next >> Create Class Save Search [] Help

Delete Enroll Students

Section 1 - Class Information Clone This Class

Class ID: 6171986 Course ID: 3350 Change Course ID: []

Title: Motorcycle Meeting / Module#:

Retrain Period: [0] Instructor: [] 0 - ID: 0

Class Size (default size: 100): [100] Wait List Size: [0]

Class Start Date: [7/31/2012] Class End Date: [7/31/2012]

Start Time: [0] End Time: [0]

Installation where the class is being taught: NAVSTA Norfolk Base, VA

Specific location within the installation. Please include building and room number. []

Class Cancelled: Written Exam: Length(Days): [1]

Section 2 - Class Enrollment Requirements

Check this box to allow class enrollment via EBAMS - Upcoming Training:

Enrollment Notes: Include information pertinent to class enrollment, forms required, passes required, material to bring to class, etc. []

Attachments for Students: Attach Documents

Section 3 - Class Administrators

Personnel listed below are the only administrators that have access to the class in TRMS. They have the ability to edit the class data, enroll students, and pass or fail students.

Class Administrator: Jones, Stanley Phone: []

Additional Class Admin: 0 Phone: Email: []

Additional Class Admin: 0 Phone: Email: []

Additional Class Admin: 0 Phone: Email: []

Command Providing Training: []

Send email notification to Administrator(s) for Enrollment/Waitlist changes:

Personal File Cabinet: Attach Document Change Log

Section 4 - Students

Instructions: All students enrolled in the class should be checked either Pass, Fail, or Absent in a timely manner.

Email Class Email Supervisors Sign In Sheet Enroll Students

Wait List Students Check ALL Passed:

Display Lists of Enrolled Students currently requesting Items.

Enrolled Students	Service Status	Mandatory Class Status	Grade	Certificate	Tran.
-------------------	----------------	------------------------	-------	-------------	-------



Section 1 – Class Information

TRMS Class Screen

1 of 1 << <Prev Next> >> Create Class Save Search [] Help

Enroll Students

Section 1 - Class Information [Clone This Class](#)

Class ID: 6172278 Course ID:3350 Change Course ID: ▼

Title: Motorcycle Meeting / Module#:

Retrain Period:	0	Instructor:	▼ 0 - ID: 0
Class Size (default size: 100):	<input type="text" value="100"/>	Wait List Size:	<input type="text" value="0"/>
Class Start Date:	<input type="text" value="7/31/2012"/> ▼	Class End Date:	<input type="text" value="7/31/2012"/> ▼
Start Time:	<input type="text" value="0"/>	End Time:	<input type="text" value="0"/>

Installation where the class is being taught: NAVSTA Norfolk Base, VA ▼

Specific location within the installation. Please include building and room number.

Class Cancelled: Written Exam: Length(Days): 1

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.



Section 2 – Class Enrollment Requirements

Section 2 - Class Enrollment Requirements

Check this box to allow class enrollment via ESAMS – Upcoming Training:

Enrollment Notes: Include information pertinent to class enrollment, forms required, passes required, material to bring to class, etc.

Attachments for Students:

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.



Section 3 – Class Administrators

Section 3 - Class Administrators

Personnel listed below are the only administrators that have access to the class in TRMS. They have the ability to edit the class data, enroll students, and pass or fail students.

Class Administrator: Jones, Stanley Phone: (Created By)

Additional Class Admin: 0 Phone: Email: ▼

Additional Class Admin: 0 Phone: Email: ▼

Additional Class Admin: 0 Phone: Email: ▼

Command Providing Training: **Naval Safety Center** ▼

Send email notification to Administrator(s) for Enrollment/Waitlist changes :

Personal File Cabinet

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.



Section 4 – Students

Section 4 - Students

Instructions: All students enrolled in the class should be checked either Pass, Fail, or Absent in a timely manner.

Email Class Email Supervisors Sign In Sheet Enroll Students Check ALL Passed: Remove All

Wait List Students

Display Lists of Enrolled Students currently requesting Items.

Enrolled Students	Service Status	Mandatory	Class Status	Grade	Certificate	Tran.
1. [Redacted] X	U.S. Navy - U. S. Appropriated Civilian	No	Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent <input type="checkbox"/>			
2. [Redacted] X	U.S. Navy - U. S. Appropriated Civilian	No	Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent <input type="checkbox"/>			

1 of 1 << <Prev Next> >> Save Search [Dropdown] Help

This section is where you will enroll/Pass/Fail/Absent (No-Show) Students. To Enroll Students click on the Enroll Students button.



Section 4 – Student Search (1)

If you are doing this class for one individual the simplest way to find them is with there last name & last 4 SSN then click on the Search button at the top. If you are enrolling multiple students in your command, Click on the Down Arrow next to the Command option.

Filter Users - Microsoft Internet Explorer provided by NMCI

https://esams.cnic.navy.mil/ESAMS_Gen_2/TRMS/TRMSEnrollFilter.asp?ID=6171586&Status=2

Search Reset Close PopUp

Last Name (starts with):

First Name (starts with):

Middle Name (contains):

SSN (Last Four):

Employee ID:

Command: ▼

Installation/Base: ▼

Department (dep Command): ▼

Class ID:

Access Level: ▼

Duty/Task: ▼

Supervisor: ▼

Under the age of 26:
(Includes No Birthdates)

Service and Status: ▼

Done Internet 100%



Section 4 – Student Search (2)

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.

1

Command Filter - Microsoft Internet Explorer provided by NMCI
https://esams.cnrc.navy.mil/ESAMS_Gen_2/CommonArea/HGWSelectListCommandFilter.i

Search Reset Close Popup

This Search has a 1000 record limit. If you do not find the record you are trying to locate, please search again using more criteria.

Short Name (contains):
Long Name (contains):
UIC (contains):
Parent Command:
Include Parent
Claimant:
Installation:

2

Command Filter - Microsoft Internet Explorer provided by NMCI
https://esams.cnrc.navy.mil/ESAMS_Gen_2/CommonArea/HGWSelectListCommandFilter.i

SAVE Close Popup

Back to Filter

Check the desired values below. (1 records found)

Select All Records

	Short Description	Command UIC	Claimant	Service Branch
1.				United States Navy

3

Filter Users - Microsoft Internet Explorer provided by NMCI
https://esams.cnrc.navy.mil/ESAMS_Gen_2/TRMS/TRMSEnrollFilter.asp?ID=6171586&Status=2

Search Reset Close PopUp

Last Name (starts with):
First Name (starts with):
Middle Name (contains):
SSN (Last Four):
Employee ID:
Command: Naval Safety Center
Installation/Base:



Section 4 – Student Search (3)

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.

Select the name(s) you were searching for then Click Enroll or Wait List as shown. Otherwise select the "Close Window" button to close the window or the "Search Again" button to continue your search.

Name/Assigned Supervisor	Command	Facility	Dept/Code
1. <input type="checkbox"/> (detail)	Naval Safety Center	NAVSTA Norfolk Base, VA	30
2. <input type="checkbox"/> (detail) Johnso	Naval Safety Center	NAVSTA Norfolk Base, VA	40
3. <input type="checkbox"/> (detail)	Naval Safety Center	NAVSTA Norfolk Base, VA	10
4. <input type="checkbox"/> (detail)	Naval Safety Center	NAVSTA Norfolk Base, VA	30
5. <input type="checkbox"/> (detail)	Naval Safety Center	NAVSTA Norfolk Base, VA	40
6. <input type="checkbox"/> (detail)	Naval Safety Center	NAVSTA Norfolk Base, VA	40
7. <input type="checkbox"/>	Naval Safety Center	NAVSTA Norfolk Base, VA	WESS
8. <input type="checkbox"/>	Naval Safety Center	NAVSTA Norfolk Base, VA	30
9. <input type="checkbox"/> (detail)	Naval Safety Center	NAVSTA Norfolk Base, VA	10
10. <input type="checkbox"/>	Naval Safety Center	NAVSTA Norfolk Base, VA	30

Done Internet 100%



Class Messages

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.

From: ESAMS Mail [ESAMS_Mail@esams.cnic.navy.mil]
To: [REDACTED]
Cc: [REDACTED]
Subject: TRMS Enroll Executed: Jul 23 2012 2:06PM

[REDACTED] in the following class:

Course: Motorcycle Meeting
Class Date: 07/31/2012
Start Time: 0
Location: NAVSTA Norfolk Base, VA,

Current Enrollment: 4
Maximum Class Size: 100

Message ID:1256

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.
If you need assistance, you may e-mail ESAMS_Mail@hgwllc.com

From: ESAMS Mail [ESAMS_Mail@esams.cnic.navy.mil]
To: [REDACTED]
Cc: [REDACTED]
Subject: TRMS UnEnroll Executed:7/23/2012 2:06:59 PM

Sent: Mon 7/23/2012 2:06:59 PM

Jones, [REDACTED] class:

Course: Motorcycle Meeting
Class Date: 7/31/2012
Start Time: 0
Location: NAVSTA Norfolk Base, VA,

Current Enrollment: 4
Maximum Class Size: 100

Message ID:1250

Privacy Act Note: This email communication may contain information subject to the provisions of the Privacy Act (P.L. 93-579). This personal data is intended only for the use of the individual(s) addressed above and is to be treated in a confidential manner. If you have received this email in error, please immediately notify the sender by return email and delete this message.

Message Created & Sent from (esams.cnic.navy.mil) Mail Server.
THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.
If you need assistance, you may e-mail ESAMS_Mail@hgwllc.com



Section 4 – Students Other Options

Section 4 - Students

Instructions: All students enrolled in the class should be checked either Pass, Fail, or Absent in a timely manner.

Email Class Email Supervisors Sign In Sheet Enroll Students **Check ALL Passed:** Remove All

Wait List Students

Display Lists of Enrolled Students currently requesting Items.

Enrolled Students	Service Status	Mandatory	Class Status	Grade	Certificate	Tran.
1.	U.S. Navy - U. S. Appropriated Civilian	No	Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent <input type="checkbox"/>			↻
2.	U.S. Navy - U. S. Appropriated Civilian	No	Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent <input type="checkbox"/>			↻
3.	U.S. Navy - U. S. Appropriated Civilian	No	Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent <input type="checkbox"/>			↻
4.	U.S. Navy - U. S. Appropriated Civilian	No	Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent <input type="checkbox"/>			↻

1 of 1 << <Prev Next> >> Save Search Help

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.



Sign In Sheet Example

Print Close Window

Should be printed in Landscape

Motorcycle Meeting Sign-In Sheet

Class ID: 6172278 Current as of: (7/24/2012 08:55 EST)

Class Date: 7/31/2012 End Date: 7/31/2012 Start Time: 0 End Time: 0

Instructor:					Signature:				
	Name	(E)nrolled/ (W)aitlisted	Last 4 SSN	Command	Dept	Rate	Phone	Job Title/Email	Signature
1.	[REDACTED]	E		Naval Safety Center	40	0018	[REDACTED]		
2.	[REDACTED]	E		Naval Safety Center	40	0343	[REDACTED]		
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									



Class Close Out

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.

Class Search Criteria

To create new classes, click the "Close Window" button on this page and then click the "Create Class" button on the 'TRMS Class Screen'

Search Again		Print	Search Results		Close Window
Select the source you were searching for by clicking on it. Otherwise select the "Close Window" button to close the window or the "Search Again" button to continue your search.					
Title(CourseID)(ClassID)	Class Date/Time	Location/Facility	Enrollment	Canceled?	
Motorcycle Meeting (3350) (6172278)	7/31/2012	Naval Station Norfolk Base, VA	2		



Section Four Reporting





ESAMS Reports Overview

Among the duties and responsibilities of the MSR is the requirement to provide the commander or commanding officer with a quarterly motorcycle safety training status report. Communicating this information to the Chain of Command is essential to ensure that all personnel complete their required training.

This report will include;

- The names of those individuals who are required but have not completed training.
- The reasons they have not completed training and a projected (Or Scheduled) training completion date .
- A list of individuals who were scheduled for but failed to attend training (no show list) and the reasons why they did not attend.
- Either an electronic copy or hard copy of the current Dashboard.
- Any other information required by the Commander or higher.

The following slides provides information for pulling one of the many available reports in ESAMS. This specific report will provide a complete listing of current and potential motorcycle riders in the command.



Rider Listings from the Dashboard

A significant change to the dashboard is the capability to see who you riders are any 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.

Ownership Census					
	Sport	Standard	Multiple	Total	%
Current Owners:	8054	10873	1007	19934	98.40
Non Owners (Other):	143	170	12	325	1.60
No Response:	0	0	0	0	0.00



Dashboard Rider List Example

Ownership Census						
	Employee	Cmd/Org	Installation	Dept/Code	Email	Phone
1		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		7577706467
2		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		2404211036
3		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		9165313419
4		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		
5		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		
6		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		
7		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		4137171077
8		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		
9		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		
10		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		
11		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		
12		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		7574441349
13		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		
14		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		
15		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		5122296157
16		USS Wasp LHD 1	Naval Station Norfolk Base, VA	DEPT NOT SPECIFIED		7574332279



Reports Break Out

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. Both will be discussed.

The quickest way to pull reports is from the Dashboard.

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.

Command: Navy Parent Command

Motorcycle Coordinator Links

- Find Existing / Enter New Personnel (Update personnel and Motorcycle Questionnaire Responses)
- Record Previously Completed Training (Update Training)
- Individual Training Compliance and Needed Training
- Traffic Training Summary by Command
- Motorcycle Rider Data Report
- Command Motorcycle Coordinator Report
- Other Available Reports
- Motorcycle Training Enrollment
- Motorcycle Coordinator Training Manual

Additional Info

Questionnaire Responses: 28096
Completed Questionnaires: 26773

Click on Motorcycle
Rider Data Report



Reports Breakout Motorcycle Data Report

ESAMS® for CNRMA

ESAMS Main Reports Administrative Links Web Training Help Contact Help Desk

Current User: []

Account Management Log Out

Motorcycle Data Report

Bugs Help Desk Reports Main

Results will only include those personnel who have been identified as a motorcycle rider Excel Browser

Personnel Selection Criteria:
NOTE: Report output is limited to 5000 records regardless of number of personnel meeting search criteria

Primary Motorcycle Type: []

Frequency Of Use: []

Ownership Type: []

Began Riding Date (on or after): []

Age Group: []
Note: Age calculation is based on whether or not employees selected for this report have a DoB entered in the system.

Display grouping options: Command Installation Sub Region Region Department

Select Output: Select All (Results will only display Name and Motorcycle Rider fields if none selected)

<input type="checkbox"/> Installation	<input type="checkbox"/> Command	<input type="checkbox"/> Sub Region	<input type="checkbox"/> Region	<input type="checkbox"/> Department
<input type="checkbox"/> UIC	<input type="checkbox"/> Age	<input type="checkbox"/> Gender	<input type="checkbox"/> Registered On-base	<input type="checkbox"/> License Status
<input type="checkbox"/> Primary Motorcycle	<input type="checkbox"/> Other Motorcycle Types Owned	<input type="checkbox"/> Date Began Riding	<input type="checkbox"/> Experience (Months)	<input type="checkbox"/> Frequency
<input type="checkbox"/> Ownership	<input type="checkbox"/> Has Affiliations	<input type="checkbox"/> Affiliations	<input type="checkbox"/> Planned Purchase Date	<input type="checkbox"/> Actual Purchase Date
<input type="checkbox"/> MSF Training Date	<input type="checkbox"/> MSF Cou			

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.



nic.navy.mil/ESAMS_GEN_2/Reports/Personnel/MotorcycleReport.aspx

ESAMS Filter Users - Microsoft Internet Explorer provided by NMCI

https://esams.cnic.navy.mil/ESAMS_GEN_2/CommonArea/EsamsUserFilterTF06.asp?this

Personnel Search Search Reset Close Popup

If you want to search for all personnel, just click search you DO NOT NEED CRITERIA

Last Name Starts With Range Begins With Letter To Letter (A-J):

Last Name (starts with):

First Name (starts with):

TRMS ID:

SSN (Last Four):

All Users(Active & Inactive): Only Inactive: **You get ONLY Active by default**

Externally Added Users Only: [click here for info](#)

Command/UIC: Include all

UICs

Department/Code:

Program:

Installation:

Notes (contains):

Internet 100%

At this screen select the down arrow as shown. To select your command.



Command Filter - Microsoft Internet Explorer provided by NMCI

https://esams.cnrc.navy.mil/ESAMS_Gen_2/CommonArea/HGWSelectListCommandFilter.aspx?thisApplication=

SAVE Back to Filter Close Popup

Search

Check the desired values below. (1 records found)

Select All Records

		Short Description	Command UIC	Claimant	Service Branch
1.	<input checked="" type="checkbox"/>	Naval Safety Center			United States Navy

HGW

MSF Training Date MSF Course

Internet 100%

When your command shows, select it by clicking in the box, and click on SAVE.



ESAMS Filter Users - Microsoft Internet Explorer provided by NMCI

https://esams.cnrc.navy.mil/ESAMS_GEN_2//CommonArea/EsamsUserFilterTF06.asp?this

Personnel Search

Search Reset Close Popup

If you want to search for all personnel, just click search you DO NOT NEED CRITERIA

Last Name Starts With Range Begins With Letter To Letter (A-J):

Last Name (starts with):

First Name (starts with):

TRMS ID:

SSN (Last Four):

All Users(Active & Inactive): Only Inactive: You get **ONLY Active by default**

Externally Added Users Only: [click here for info](#)

Command/UCI: Include all

UIC:

Application Access Level: ▼

Access Level: ▼ - NOT - None

Assigned

Done Internet 100%

Once the Personnel Search screen returns click on Search



Results will only include those personnel who have been identified as a motorcycle rider

Personnel Selection Criteria:
NOTE: Report output is limited to 5000 records regardless of number of personnel meeting search criteria

Primary Motorcycle Type: ▼

Number of personnel meeting search criteria: ▼

Excel Browser

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.

Select Output: Select All (Results will only display Name and Motorcycle Rider fields if none selected)

<input type="checkbox"/> Installation	<input type="checkbox"/> Command	<input type="checkbox"/> Sub Region	<input type="checkbox"/> Region	<input checked="" type="checkbox"/> Department
<input checked="" type="checkbox"/> UIC	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Registered On-base	<input checked="" type="checkbox"/> License Status
<input checked="" type="checkbox"/> Primary Motorcycle	<input type="checkbox"/> Other Motorcycle Types Owned	<input checked="" type="checkbox"/> Date Began Riding	<input type="checkbox"/> Experience (Months)	<input type="checkbox"/> Frequency
<input checked="" type="checkbox"/> Ownership	<input type="checkbox"/> Has Affiliations	<input type="checkbox"/> Affiliations	<input checked="" type="checkbox"/> Planned Purchase Date	<input checked="" type="checkbox"/> Actual Purchase Date
<input checked="" type="checkbox"/> MSF Training Date	<input checked="" type="checkbox"/> MSF Course	<input type="checkbox"/> Types of Riding		

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.



Reset

Bugs Help Desk Reports Main

Run Report

Excel Browser

Results will only include those personnel who have been identified as a motorcycle rider

Personnel Selection Criteria:
NOTE: Report output is limited to 5000 records regardless of number of personnel meeting search criteria

Primary Motorcycle Type: []

Frequency Of Use: []

Ownership Type: []

Began Riding Date (on or after): []

Age Group: []
Note: Age calculation is based on whether or not employees selected for this report have a DoB entered in the system.

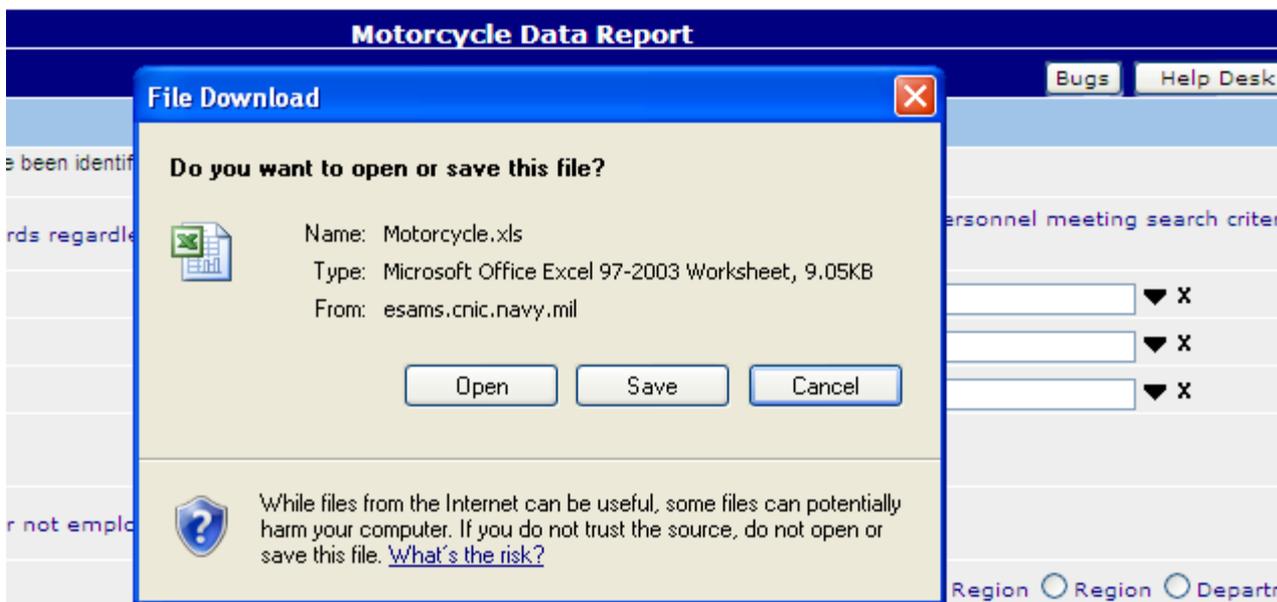
Display grouping options:
 Command Installation Sub Region Region Department

41 Number of personnel meeting search criteria

Select Output: Select All (Results will only display Name and Motorcycle Rider fields if none selected)

<input type="checkbox"/> Installation	<input type="checkbox"/> Command	<input type="checkbox"/> Sub Region	<input type="checkbox"/> Region	<input checked="" type="checkbox"/> Department
<input checked="" type="checkbox"/> UIC	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Registered On-base	<input checked="" type="checkbox"/> License Status
<input checked="" type="checkbox"/> Primary Motorcycle Type	<input type="checkbox"/> Other Motorcycle Type	<input checked="" type="checkbox"/> Date Began Riding	<input type="checkbox"/> Frequency (Months)	<input type="checkbox"/> Frequency
<input checked="" type="checkbox"/> Ownership Type				
<input checked="" type="checkbox"/> MSF				

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 find the information this screen will pop up. You can just open the file or save it to a location on your computer.



Motorcycle Data Report Example

These fields represent the **LAST** Course the Member completed.

Name	Questionnaire Data	Department	UIC	Age	Gender	License Status	Primary Motorcycle	Date Began Riding	Ownership	Planned Purchase Date	Actual Purchase Date	MSF Training Date	MSF Course
	Yes	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	License	Cruiser	8/1/2005	Own		7/1/2007	3/15/2012	Motorcycle Safety Foundation (MSF) Experienced Rider Course (ERC/BRC-2)
	Yes					License	Other	11/12/1992	Other (Rent, Barrow, Etc.)		8/1/2006	7/26/2005	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)
	Yes					License	Sport	8/1/1972	Own		9/27/2007	12/2/2010	Motorcycle Safety Foundation (MSF) Military Sportbike Rider Course (MSRC)
	Yes					License	Cruiser	2/1/2007	Own		3/9/2009	6/8/2012	Motorcycle Safety Foundation (MSF) Experienced Rider Course (ERC/BRC-2)
	Yes					License	Cruiser	1/1/2007	Own		3/1/2005	8/27/2009	Motorcycle Safety Foundation (MSF) Experienced Rider Course (ERC/BRC-2)
	Yes					License	Cruiser	7/1/2011	Own		6/30/2011	7/11/2011	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)

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.



Reports Closeout

There are other reports within ESAMS that can be of assistance depending on the needs of the MSR and the Mentorship program. The downloadable Motorcycle Coordinator guide provides specific directions to pull these reports.





Section Five

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
 - OCONUSDial 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.





Closeout

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.

