

# MSR Dashboard Playbook

## What about riders who missed prerequisite training?

This is the case when a rider has completed intermediate training but is missing the BRC. The BRC may be documented as completed with the same date as the intermediate class taken.

The MSR should upload/scan a memo with the intermediate-training completion card stating “The prerequisite was met based on completion of the intermediate training” (see Section 5, “Create a Class”). Use “Type Training” code 2522 when adding the “assumed” BRC.

## Some riders only ride on tracks — do they have to get trained?

Personnel who do not ride on the street, but are engaged in track or drag racing, should be encouraged to complete the required initial and intermediate training. Include them in ESAMS as an active rider if they complete the training. These riders may be highly skilled, but the military training provides specific information regarding the Navy’s philosophy on risk management, and provides documentation that the individual was informed of risk-management principles.

## Is “civilian source” training authorized?

Approved training completed through state or civilian organizations is acceptable and may be entered into ESAMS by the MSR (see Section 5, “Create a Class”).

## What if training isn’t available?



If any of the motorcycle classes that you require are not available on a nearby military installation or from the state, identify the rider and training needs and inform the chain of command. Navy regional and base safety managers can assist your command by helping identify sites for training.

Their contact information can be found at [www.cnic.navy.mil](http://www.cnic.navy.mil).

Email: [safe-ashorefdbk@navy.mil](mailto:safe-ashorefdbk@navy.mil)

Phone: 757-444-3520, ext. 7842

[http://www.public.navy.mil/navsafecen/pages/ashore/motor\\_vehicle/motorvehicle.aspx](http://www.public.navy.mil/navsafecen/pages/ashore/motor_vehicle/motorvehicle.aspx)

“In recent years, almost half of the Navy’s fatalities occurred on motorcycles. Most of those riders hadn’t completed the training.

Riders who are trained are four times less likely to become a fatality — that means Navy motorcycle training works.

As an MSR, you are key to saving the lives of the riders in your command. Thank you for your committed efforts to help your shipmates join our team.”

— RADM Brian Prindle,  
Commander, Naval Safety Center

## What do I do when a rider checks out of my command?

Access ESAMS from **Dashboard**, select *Existing/Enter New Personnel* leading to **Personnel Search** page, enter name and last four of SSN, to search for the individual. Record will appear on the **TRMS Employee Page**. “Deactivate” the individual.

## How do I “create a class”?

You may be required to create a class in ESAMS to add completed military or civilian training into an individual’s record.

The mandatory MSR Training slides (which can be easily found on the ESAMS home page on the *Motorcycle Safety* tab) include clear, step-by-step guidance to create a class.

You can also use the ESAMS MSR handbook for guidance. Use extreme caution when adding a class. A completion card, certificate or official Navy record must be scanned into ESAMS as proof of training or the individual must retake the classes.

## What are the responsibilities of the rider and the command?

Riders are responsible for completing the required motorcycle training. Commands are responsible for providing the opportunity for riders to complete the required training within the prescribed time. You represent the command as the MSR. Seek guidance through the chain of command, including the next senior command-level MSR at your ISIC.



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# Motorcycle Safety Representative (MSR) Dashboard Playbook



The Electronic Safety Applications Management System (ESAMS) **Dashboard** is used as the starting page to reach other links and pages. As you become familiar with ESAMS, you may find faster ways to navigate. Access the Dashboard from the homepage link.

In this document, **pages** are bolded, *links* are italicized.

## What are the duties of an MSR?

**MONTHLY:** Pull and review **Needed Training & Deficiency Report**. It provides outstanding/overdue training and will assist in projecting training needs. From the **Dashboard**, select *Individual Training Compliance and Needed Training*.

**QUARTERLY:** Review command **Dashboard** and provide a copy to the Chain of Command. This report is the command’s “Report Card,” providing an overall motorcycle status. From the **ESAMS Home Page**, select *Motorcycle Dashboard*, then select *Run Report*. **Command Dashboard** will appear based on your command UIC.

**QUARTERLY:** Pull and review **Motorcycle Rider Data Report**. This report provides a complete listing of all command riders, including “plan-to-own” riders. From **Dashboard** select *Motorcycle Rider Data Report*.

**QUARTERLY:** Update the status of “plan-to-own” riders (active/planned/remove).

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## What training do I need as an MSR?

Check with your local safety office to see if they provide MSR/ESAMS training and any location-specific requirements. If not, your chain of command can request it.

You must be familiar with OPNAVINST 5100.12 (series), Navy Traffic Safety Program. Know the requirements for training, motorcycle equipment and rider personal protective equipment (PPE).

Complete the required online training. It can be found on the ESAMS **Home Page**. Select *Motorcycle Safety*, select, *ESAMS Training-Motorcycle Coordinators*. This training will help you learn to use ESAMS to efficiently enroll, track, and deactivate riders as well as to learn how to pull various reports.

Completion of MSR training is documented in the MSR's training record with the training presentation by clicking on *Record Training* completion in the "Other Resources to Assist MSR" section.

Training completion is associated with the Command Motorcycle/Traffic Coordinator Duty/Task. Training compliance is visible to higher echelons, so complete this training as soon as possible.

## What do I do when a new rider checks in?

The MSR should be on the command check-in sheet. See personnel one-on-one at check-in and check-out.

Login to ESAMS at: [https://esams.cnic.navy.mil/esams\\_gen\\_2/loginesams.aspx](https://esams.cnic.navy.mil/esams_gen_2/loginesams.aspx). Enter your UIC or command and *Run Report*. This will take you to the dashboard.

From the **Dashboard**, select *Existing/Enter New Personnel* leading to **Personnel Search** page. Enter name and last four of SSN to search for the individual. Record will appear on the **TRMS Employee** page.

Once found, "Reactivate" rider and update the information. If not found, "Add" the rider. If a record already exists but you can't access it, the prior command did not "Deactivate" the individual. Contact the ESAMS help desk to correct (1-866-249-7314).

From the same page (**TRMS Employee Record**) select *Edit motorcycle info* and review/update **Questionnaire** data.

In the **TRMS Employee Record**, pay particular attention to military email address, phone



numbers, and correct "Duty Task." The "Duty Task" is critical and will determine the training track that your riders are assigned to. It is also used to calculate the **Dashboard** total population by motorcycle type and training compliance.

Choose one of the following:

1. "Motorcycle Operator" for riders of cruisers, standards, dual-sports, and scooters/moped (when scooter/moped engine size is greater than 49cc).
2. "Sport Bike Rider" for sport bike riders.
3. "Command Motorcycle/Traffic coordinator" for an MSR.

Select only one "Type of bike you currently own" per rider. For riders with more than one type of motorcycle, if one is a sport bike, select "sport bike."

In the **TRMS Employee Record**, select *Needed Training* and determine the rider's current training status.

## What about riders who need training?

Riders who require training should sign up for a class at [www.navymotorcyclerrider.com](http://www.navymotorcyclerrider.com) with the help of the MSR. If they sign up on their own, tell them to report back to you (the MSR). The MSR may enroll a rider from the **TRMS Employee Record**. Select *Enroll*. Caution: If an MSR enrolls the student, they cannot disenroll that student. The student or training provider must disenroll that student if necessary.

## Who has to take the BRC, BRC-2 and MSRC?

1. The BRC is required for all military riders and those DOD/DON civilians who ride on base (all motorcycle types and scooters/mopeds greater than 49cc). **The BRC training code is 244.**
2. The BRC-2 (formerly ERC) is required for all military riders and those DOD/DON civilians who ride on base (applies to standard, cruiser, dual-sport, and scooters/mopeds with engine sizes greater than 49cc). **The BRC-2 training code is 1254.**
3. The MSRC is required for military sport bike riders and those DOD/DON civilians who ride sport bikes. **The MSRC training code is 2359.**

## What is the story on the 3-year refresher training?

Three-year Refresher Training: BRC, ERC/BRC-2, MSRC or ARC may be taken as refresher training for all types of bikes. ARC is the Motorcycle Safety Foundation Advance Rider Course and may be used as a substitute for the BRC-2 or MSRC. Document refresher training by extending the expiration date of the highest level training (for example, MSRC, BRC-2).

## Are there prerequisites for training?

The BRC is required prior to completing all other training. The BRC does not expire as a prerequisite for intermediate courses.

## What kind of courses can be substituted for training?

The ARC is a suitable substitute for the ERC/BRC-2 and the MSRC where available. Since the ARC is not currently an option in ESAMS, document the training as the ERC/BRC-2 or MSRC, until ESAMS is updated. Team Oregon, Idaho Star and Lee Parks are authorized substitutes for the BRC and may be documented in ESAMS as the BRC. When entering the "type training" select "BRC Equivalent" (**code 2079**).

## What do I do about riders who deploy?

**Individuals who are deployed:** If rider training will not expire during the deployment, no changes are necessary. If the rider's training will expire during deployment, the "fleet best practice" is to change the **Employee Record** "motorcycle owner type" to "Plan-to-own." For the date of ownership, include the approximate return date of the individual. This practice will ensure an accurate reflection of training completion and riders in the command. On return, the individuals record will need to be updated to "owner." Help the rider obtain the necessary training.

**Commands deployed nine months or more:** MSRs review riders before and after deployment. Schedule training prior to deployment when possible or coordinate with their base safety office and schedule special classes for their riders on return. Ensure motorcycle training requirements are included in the Return to Homeport message. For riders who will have training expire during the deployment, follow the guidance above for "Individuals who are deployed." Before returning, and where possible, contact your TYCOM safety officer to request assistance with rider training coordination.

**New owners while deployed:** Identify, add and schedule training preferably before return. For large numbers of new owners needing training, contact the base safety office for special command classes. Ensure motorcycle training requirements are included in the Return to Homeport message. "Plan-to-own" riders: Schedule classes before they become owners whenever possible. Many base safety offices have "trainer motorcycles" available to potential owners. When scheduling a class, indicate the need for trainer motorcycles in ESAMS or when contacting the providers.

