



DEPARTMENT OF THE NAVY  
NAVAL SAFETY CENTER  
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NORFOLK, VA 23511-4399

COMNAVSAFECENINST 5100.12A  
Code 40  
22 Mar 13

COMNAVSAFECENINST 5100.12A

Subj: MOTORCYCLE MENTORSHIP PROGRAM

Ref: (a) OPNAVINST 5100.12J Navy Traffic Safety Program

1. Purpose. Assign responsibility and publish policy for the Naval Safety Center Motorcycle Mentorship Program.

2. Cancellation. COMNAVSAFECENINST 5100.12 was cancelled 23 Apr 12. This revision is a complete rewrite and should be read in its entirety.

3. Scope and Authority. Per reference (a), the Naval Safety Center Motorcycle Mentorship Group (NSCM2G) is established. The NSCM2G will be referred to collectively as the "Guardians." The Guardians shall operate only with the consent of the Commander Naval Safety Center. All meetings, operations and member conduct shall comply with the requirements of this instruction, U.S. Navy and Marine Corps regulations and guidance, state and federal laws, and applicable Department of Defense directives and policies. Each Naval Safety Center motorcycle rider is encouraged to actively participate and support the objectives of the Guardians by setting a positive example and promoting the safety and welfare of all members.

4. Background. Historically, the injuries and deaths that have resulted from motorcycle mishaps have significantly degraded Navy and Marine Corps readiness. In order to reduce mishaps, riders must embrace continuing education and skills development and maintain a high degree of hazard awareness. The Guardians will provide a means for each Naval Safety Center motorcycle rider to enhance their knowledge and skills through formal and informal instruction, mentorship and practical application exercises and events.

5. Objectives.

a. The NSCM2G will seek to improve rider knowledge, promote safety awareness, and improve motorcycle skills.

- b. Provide a means of mentorship for new riders and continuing education for all riders.
- c. Pair inexperienced operators with experienced ones who ride similar motorcycles to help new riders gain experience and safe riding skills.
- d. Establish a means of communication with all command riders to exchange ideas.
- e. Promote and support safety recognition programs.
- f. Promote motorcycle safety awareness and training on base and off base, through participation in safety promotional events.
- g. Promote the use of the designated driver and other effective Driving Under the Influence (DUI) prevention programs with all Guardian sponsored, organized, or attended events.
- h. Provide a forum where any safety policies, programs or motorcycle items of interest may be discussed freely.
- i. Maintain a high state of group morale and esprit de corps and encourage the highest standards of safety, bearing, and behavior.
- j. Assist the Traffic Safety Division in promoting the Naval Safety Center's safety program at authorized events and information booths.
- k. Provide a forum for guest speakers to discuss topics of interest with the members, with emphasis on safety, rider skills, community, and family service.

6. Qualification of Members and Fees.

- a. Membership in the Guardians shall be strictly voluntary and without regard to race, color, religion, sex, national origin, age, or handicap. Active members must have a motorcycle endorsement on their license and maintain insurance as required by law. All active duty military members and civilian employees must complete all safety training required by reference (a). Membership shall consist of three categories as defined below:

(1) Active Member: Any individual who is a federal employee, civilian or military, assigned to the Naval Safety Center.

(2) New Rider Member: A new rider member is any member who has less than one year riding experience or a person who intends to purchase a motorcycle. A mentor must be selected from the active membership to observe and advise the new rider for a period of six months. The mentor is selected by the Coordinator, Assistant Coordinator, or Secretary. After completion of the six month period, with mentor concurrence, the new rider may become an active member.

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

(4) The Command Master Chief (CMC) shall be an active, new rider or honorary member. The coordinator shall keep the CMC informed of the results of all meetings, upcoming events and status of the mentorship program. The CMC shall keep the Commander, Naval Safety Center informed of any mentorship program issues that require the Commander's attention. Additionally, all purchase orders shall be routed through the CMC for approval.

b. Fees and dues: Fees and dues will not be collected or utilized for Guardian operations.

7. By-laws. The following by-laws will be adhered to. If any by-law is in conflict with official Navy or Marine Corps directives, guidance or standards, the official Navy or Marine Corps directive, guidance or standard takes precedence. The Coordinator, Assistant Coordinator and Secretary are elected positions who will serve for a period of one year following election and approval of the Commander, Naval Safety Center. All officers must be active members.

a. Officers and their duties.

(1) Coordinator. The coordinator shall always be a Navy or Marine Corps active duty rider. The Coordinator shall:

(a) Keep the Commander, Naval Safety Center, via the CMC, informed of the status of the Guardians and its members.

(b) Obtain Commander, Naval Safety Center approval prior to Guardian participation in any motorcycle related event, on or off-base.

(c) Set the dates for and presides at all membership and special meetings.

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

(e) Establish committees and appoint committee members as required.

(f) Appoint members to fill elected officer positions if there are three months or less remaining on the incumbent's term when the elected officer is unable to complete the current term. A special meeting will be scheduled and an election held for the vacant position when more than three months are remaining on the vacancy term.

(g) Act as Guardian spokesperson.

(h) Chair the Executive Committee, which consists of the Coordinator, Assistant Coordinator, Secretary and Lead Road Captain.

(i) Distribute a tentative agenda for each membership meeting.

(j) To pair inexperienced operators with experienced ones who ride similar motorcycles to help new riders gain experience and safe riding skills.

(k) Appoint personnel to non-elected positions as needed.

(2) Assistant Coordinator

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

(b) Serves as member of Executive Committee.

(3) Secretary

(a) Record the minutes of membership meetings and takes attendance.

(b) Distribute the meeting minutes to all members and the CMC no later than seven calendar days after each meeting.

(c) Maintain a complete file of Guardian correspondence.

(d) Serve as member of the Executive Committee.

(e) Provide other administrative support as required.

(f) Maintain a Guardian e-mail folder.

(g) Assist the command Motorcycle Safety Representative (MSR) with updates and corrections to the command Enterprise Safety Applications Management System (ESAMS) rider database.

(4) Lead Road Captain (L-CAP)

(a) Organize, coordinate, and train personnel as Road Captains (R-CAPS) as needed for events and special functions. R-CAPS may lead any Guardian event.

(b) Lead the Guardians in formation riding or at parades. The Road Captains will give riding instructions to all riders prior to the start of a ride, coach riders during the ride as required and conduct a post ride debrief of all riders.

(c) Enforce all rules of group riding.

(d) Road Captains shall have the unchallenged right to terminate a member's participation in a given ride or event for safety or any action that may bring discredit to the Guardians.

(e) Road Captains do not assume responsibility for individual riders. This position is organizational and pace setting for the good order of the group. Each rider shall assume their own risk and make their own decisions while operating their motorcycle.

(5) Mentors

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

(b) Will observe and assist New Rider Members. To include a check ride with the member to establish skill level.

(c) The mentor will use available training and promotional resources to encourage safe responsible riding techniques and skills.

(6) Photographer. The photographer photographs Guardian events and members participating in events. The photographer will coordinate Guardian events with the Naval Safety Center PAO to help promote motorcycle safety and awareness throughout the Navy and Marine Corps.

(7) Motorcycle Safety Representative (MSR). The command MSR shall provide updated ESAMS reports to the Secretary prior to each meeting or on request. The command MSR is the Commander, Naval Safety Center's motorcycle safety program manager and MSR designation is independent of the mentorship program. MSRs may hold Guardian officer positions if properly elected.

8. Member duties and standards of conduct.

a. Members will uphold the basic program principles of honor, truth, respect, support, loyalty, and commitment.

b. Members will conduct themselves at all times with the highest regard of program principles. The guardians must not be

tarnished by unrestrained behavior, disrespect of fellow citizens, or acts that may reflect poorly on the Navy and Marine Corps.

c. Each member serves as a safety officer. Each member is responsible for identifying and correcting any condition that threatens the welfare of guardian members or the general public. Any willful unsafe riding or act witnessed by a fellow guardian member may result in suspension. Reports of misconduct will be adjudicated by fellow members at the next member meeting.

d. All guardian activities will be planned and conducted to encourage participation by all Guardian members, regardless of the type of motorcycle ridden to the maximum extent possible.

e. No member will ride while impaired or under the influence of drugs or alcohol.

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

#### 9. Meetings of the Guardians.

a. Regular Membership Meetings shall be held monthly for the purpose of conducting business and training. Training may include guest speakers, lectures, knowledge exams, practical skills application, etc. A simple majority of positive votes by those in attendance for any motion, election or resolution will carry the measure. The command ESAMS motorcycle rider roster and training report shall be reviewed at each regular meeting.

b. Special Meetings will be held, as deemed appropriate by the coordinator, to consider any administrative, planning or disciplinary actions which the coordinator feels should be addressed prior to the next regular meeting.

#### 10. Event participation.

a. Active Duty members. All active duty members of the Guardians are encouraged to participate in all events supporting and promoting motorcycle safety and awareness but not to interfere with operational or official commitments and duties.

Members will not be charged leave for participation in approved events.

b. Civilian Employees. All civilian federal employee members of the Guardians are encouraged to participate in all events supporting and promoting motorcycle safety and awareness within the geographical Tidewater area. Leave will not be charged, if prior approval is obtained from the Commander, Naval Safety Center, and training/participation is properly documented on form #SF382.

c. Commander, Naval Safety Center approval must be obtained prior to any guest participation in any Guardian event and guest must be sponsored/escorted by a Guardian member. Guests must comply with all Guardian rules, policies and standards of conduct.

d. Commander, Naval Safety Center approval must be obtained prior to any group event participation. Individuals participating in events solely on their own behalf and not representing the Guardians or Naval Safety Center do not require Commander, Naval Safety Center approval.

e. Group-ride standards. The following standard operating procedures shall be adhered to for all group rides.

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

(2) Two R-CAPS shall be assigned for sub-groups of 5 to 8 riders.

(3) The maximum number of riders per sub-group is 8. If more than 8 riders are participating in the group ride two or more sub-groups shall be utilized.

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

22 Mar 13

11. Records Management.

a. Records created by this instruction, regardless of media, will be managed in accordance with SECNAV Manual 5210.1.



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Distribution:  
COMNAVSAFECENINST 5605.1S  
Case A