



**DEPARTMENT OF THE NAVY**  
COMMANDING OFFICER  
U.S. NAVAL STATION GUANTANAMO BAY CUBA  
PSC 1005 BOX 25 FPO AA 34009-0100

NSGBINST 5100.23  
N35  
10 Feb 2025

NSGB INSTRUCTION 5100.23

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: MOTORCYCLE SAFETY PROGRAM

Ref: (a) OPNAV M-5100.23 series (Chapter 36)  
(b) OPNAVINST 3500.39 series, Operational Risk Management  
(c) Title 49 CFR 571, Federal Motor Vehicle Safety Standards  
(d) OPNAVINST 11200.5 series, Motor Vehicle Traffic Supervision  
(e) DoD Instruction 6055.04 series, DoD Traffic Safety Program

Encl: (1) NSGB Motorcycle Safety Program Drilldown Report  
(2) NAVPERS 1070/613 (REV. 10-2024)

1. Purpose. To provide responsibilities and establish policy for the U.S. Naval Station, Guantanamo Bay, Cuba (NSGB) Motorcycle Safety Program.

2. Discussion. The primary goal of the Motorcycle Safety Program is to reduce, and ultimately eliminate, motor vehicle mishaps and the deaths, injuries, and property damage associated with them. Motorcycle mishaps remain an ever-present threat that causes significant harm to our sailors, civilian employees, communities, and the ability to successfully complete our mission.

3. Policy. The Motorcycle Safety Program will be managed in concert with all applicable federal, state, local, and host-nation laws or regulations. No listed requirement should be assumed to allow or direct circumvention of any legal requirement.

4. Scope

a. This chapter applies to:

- (1) All Navy military members at all times, on or off duty.
- (2) All Navy civilian employees operating a vehicle in the performance of their assigned duties.
- (3) All individuals on a Navy installation.
- (4) All operators or passengers in a vehicle owned, rented, or leased for Navy use.

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b. Violation of provisions of this chapter by military members may be punishable under the Uniform Code of Military Justice (UCMJ).

c. Violations of the provisions of this chapter by civilian employees may subject them to adverse personnel action, per applicable civilian personnel instructions.

#### 5. Motorcycle Operator Licensing

a. CONUS. All operators of government and privately-owned motorcycles must be properly licensed or permitted when operating these vehicles on public and Navy owned or controlled roadways. For tactical motorcycle operators, a valid OF-346 with a motorcycle endorsement accompanied with a valid state driver's license fulfills this requirement.

b. OCONUS. Operators of government-owned and privately-owned motorcycles in countries that do not accept U.S. motorcycle safety training courses for licensing purposes may be issued certificates or endorsements to ride provided they complete a COMNAVSAFECEN approved motorcycle safety course. These certificates or endorsements are issued by the commander, commanding officer, or designated representative. Certificates must not violate any host-nation or other command agreements, regulations, or orders and will not be valid in the United States.

#### c. Maximum Driving Time

##### (1) Official Duty

(a) The operational risk management (ORM) process required under reference (b) will be applied when planning trips and all risk factors that could lead to a motor vehicle mishap will be considered. It is strongly encouraged for supervisors to review all travel plans, including mode of transportation, driving distance and time, rest periods, and accommodations prior to approval of official travel.

(b) No one may drive or require another person to drive more than a total of 11 hours in a 24-hour period. A 14-hour duty day, including driving and all other duties, will be the maximum allowed unless required under exceptional conditions. Exceptions to these limits may only be approved at the Commanding Officer, Officer-In-Charge, or Executive Officer level upon completion of a formal risk assessment meeting the requirements of reference (d). Emergency vehicle operators assigned to rotating shifts with sleeping accommodations are exempt.

(c) Operators will follow any host-nation, federal, or state guidelines that may exist regarding maximum driving time.

(d) Use of alcohol or potentially impairing drugs within the 8 hours prior to operating a motorcycle for official duty is prohibited.

##### (2) Operational Risk Management/Compliance

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(a) Military members will apply the ORM process required under reference (b) when planning trips and will consider all risk factors that could lead to a motor vehicle mishap. It is strongly encouraged for supervisors to review all travel plans, including mode of transportation, driving distance and time, rest periods, and accommodations prior to leave approval. The use of TRiPS is highly recommended to meet this requirement.

(b) Military members, while in a leave or liberty status, will be aware of defined liberty limits and regulations constantly taking into consideration the local situation, including the surrounding facilities, availability of transportation, commuting distances, and other factors.

(c) All personnel will follow any host-nation, federal, or state guidelines that may exist regarding maximum driving time.

(3) Motorcycles. Motorcycles are motor vehicles with a seat or saddle for the rider(s) and designed to travel on not more than three wheels. They are normally steered with a handlebar and may or may not have a sidecar. They include gas-powered or electric mini-bikes, mopeds, Segways, motor scooters, and pocket bikes.

(a) Only motorcycles that meet the requirements of reference (c) will be operated on DON owned and controlled roadways.

(b) Motorcycle use will comply with local installation, host-nation, federal, state, and local laws and regulations.

(c) Motorcycles designed for on-road use only, gas-powered or electric mini-bikes, pocket bikes, Segways, and similar type vehicles will be permitted to operate on DON owned and controlled roadways.

(4) Cell Phones. Texting and Driver Distractions. All motor vehicle operators on Navy installations, operators of government owned, rented, and leased vehicles, and operators performing official assigned duties, on and off Navy installations, will not use cell phones or other hand-held electronic devices unless the vehicle is safely parked. Additionally, the wearing of any portable headsets, earbuds, or other similar listening devices while operating a motor vehicle is prohibited.

(5) Open Alcohol Containers. While driving on any Navy installation, the operators and passengers of motorcycles are prohibited from having open containers of alcoholic beverages in their ready possession.

(6) Traffic Infractions. All traffic infractions, other than impaired driving (e.g., driving under the influence), occurring on Navy installations (in the United States or U.S. territories) will be referred to the appropriate U.S. magistrate, state, or local judicial authorities as determined by base or regional agreement regarding jurisdiction on board the installation [see reference (d)]. Any vehicle operator convicted of a moving traffic infraction will comply with the penalty imposed by the base magistrate. Any associated cost or use of leave is the responsibility of the individual.

6. Personal Protective Equipment (PPE) Requirements

a. Motorcycles. Military members will properly wear PPE at all times while riding motorcycles. Non-military operators will wear PPE while on Navy owned or controlled installations or while conducting assigned duties.

b. Head Protection. A helmet meeting the requirements of reference (c) will be worn and properly fastened under the chin. Helmets not intended to be used as safety equipment (i.e., novelty) are prohibited.

c. Eye Protection. Protective eye devices designed for motorcycle operators (impact or shatter resistant safety glasses, goggles, wrap around glasses sealing the eye, or face shield properly attached to the helmet) will be properly worn. A windshield or standard sunglasses or standard eye wear alone are not proper eye protection.

d. Foot Protection. Sturdy over the ankle footwear that affords protection for the toes, feet, and ankles will be worn.

e. Protective Clothing. Riders and passengers will wear a long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens constructed of abrasion resistant materials such as leather, Kevlar®, or CORDURA® Nylon. In addition, the inclusion of impact-absorbing padding and outer garments constructed of brightly colored, fluorescent, or reflective materials are highly recommended. Riders on government-owned motorcycles will also wear knee and shin guards and padded full-fingered gloves, when applicable.

f. When riding on Department of Defense (DoD) installations controlled by another service, riders must comply with that service's PPE requirements.

7. Traffic Safety Briefs. Commands will ensure traffic safety briefs are provided to all personnel prior to any holiday, foreign port visits, returning from deployment, seasonal change, or when traffic related mishap warrants additional training. These briefs will reinforce, and supplement information provided in the traffic safety orientation. Traffic safety briefs may be informal or formal and accomplished at various opportunities including leave approvals, plan of the day, safety standdowns, division and department briefs, and supervisory briefs. These briefings should be at the awareness level and should not be expected to create a significant time burden to mission accomplishment. Local installation safety offices, Traffic Safety Coordinators (TSC), and Motorcycle Safety Representatives (MSR) will provide assistance with obtaining applicable traffic safety information and briefing materials.

8. Motorcycle Operator Training. These training requirements are mandatory for all military member operators, Navy civilian employees required to operate a motorcycle in the performance of their assigned duties, and operators of any Navy owned, rented, or leased motorcycle. Individuals subject to these training requirements will:

(1) Complete Level I training and obtain a valid motorcycle operator license, endorsement, or permit prior to operating these vehicles on any public and Navy owned or controlled roadway.

(2) Complete Level I training prior to attending any Level II or Level III training course.

(3) The three levels of motorcycle training are:

(a) Level I (Beginner). All military motorcycle riders will complete Level I training. Level I courses include Basic Rider's Course (BRC), any COMNAVSAFECEN approved entry Level I course, or any host-nation or state approved curriculum intended to provide novice riders the skills and knowledge needed to obtain a motorcycle endorsement on their driver's license. Level I motorcycle training will consist of both classroom and range time training on:

1. Motorcycle Controls and Devices
2. Basic Riding, Balance and Maneuvers
3. Street Skill Sets (e.g., intersections, cornering, positioning)
4. Handling Characteristics
5. Navy Compliance and Local Laws
6. Proper Use of Required PPE

(b) Level II (Intermediate/Sport bike). All military motorcycle riders will complete Level II training within 60 days to 1 year of Level I training completion. Riders should use their personally owned motorcycle to complete the training, whenever possible. These courses are intended to build upon the skills and knowledge that riders obtained in Level I courses. Curriculum will consist of both classroom and range time to include practice maneuvers at slower speeds before progressing to street or highways speeds, providing instruction in challenging cornering techniques, advanced braking, and other realistic scenarios. The BRC II, Military Sport bike Rider Course (MSRC), and Advanced Rider Course (ARC) are examples of level II courses approved for riders.

(c) Level III (Advanced/Track Days). These courses are intended to be taken on track days under a controlled environment or off site at professional training sites. Curriculum will improve an experienced Level II riders' skills and knowledge through a combination of drills at track speeds, challenging cornering techniques, and other realistic scenarios.

(d) Refresher Training. All military members who operate motorcycles will complete refresher training at least once every five years. The selected refresher course must meet or exceed the training curriculum of Level II or Level III training. It's strongly recommended that more experienced riders select refresher training suited to their level of skill and motorcycle type.

	LEVEL I TRAINING	LEVEL II TRAINING	REFRESHER TRAINING (LEVEL II/III)
TRAINING PERIODICITY	Before operation on public or Navy owned or controlled roadways	Within 60 days to 1 year of Level I training completion	At least once every 5 years
<b>NOTE:</b> Level I training does not need to be completed for riders that already hold a valid State motorcycle license endorsement or an original or certified copy of a completion card or certificate from a MSF, State-approved, or DoD Component-approved motorcycle course.			

NOTE: Level 1 training does not need to be completed for riders that already hold a valid State motorcycle license endorsement or an original or certified copy of a completion card or certificate from a MSF, State-approved, or DoD Component-approved motorcycle course.

#### (4) Motorcycle Operator Training for Other than Military

(a) Navy civilian personnel who operate motorcycles in the performance of assigned duties must meet the requirements for Level I, Level II, refresher training, and acknowledge and sign a NAVPERS 1070/13 per enclosure (2).

(b) All operators of Navy owned, rented, or leased motorcycles must meet the requirement for Level I, Level II, refresher training, and acknowledge and sign a NAVPERS 1070/13 per enclosure (2).

(c) Civilian operators of personally owned motorcycles, not in the performance of assigned duties, with current state motorcycle operator license, endorsement, or permit are not required to complete training requirements in paragraph (8).

(d) Operators on DoD installations controlled by another service must comply with that service's specific PPE requirements.

9. Motorcycle Mentorship Program. Motorcycle riders will maintain a mentorship program that allows experienced riders to partner with new and less experienced riders. New riders are inherently exposed to a higher risk to mishaps, so mentorship is vital to helping new and less experienced riders bridge the gap from introductory training (i.e. Level I and II courses) to becoming skilled in real world conditions. In lieu of an alternate designation, the MSR will facilitate the command program. While commands have great latitude to develop and maintain a mentorship program that meets and recognizes its needs and limitations, considerations should be reflected in all programs:

a. Programs should focus on pairing more experienced riders with less experienced riders and individual or group riders with similar type of bikes and riding goals.

b. It is strongly recommend having an experienced and active rider coordinate the command mentorship program.

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c. Whenever possible, traditional rank/rate structures should be relaxed during mentorship activities.

d. In lieu of a command program, commands may participate in an installation program or form joint mentorship programs with other commands inside the DoD.

e. Command programs may allow DoD civilian employee participation.

f. The Defense Safety Oversight Council (DSOC) Motorcycle Mentorship Modules may be used to develop or enhance the command program. DSOC mentorship guidance is available on the COMNAVSAFECEN Web site.

10. Monthly Audit. Identify monthly all NSGB military members who operate or plan on operating a motorcycle and maintain a limited amount of current information for military motorcycle riders (whether riding on base or off base) to include:

a. Name

b. Type of motorcycle operated

c. Level I Card Data

d. BRC2/Advanced Card Data

e. Proof of Insurance Data

f. Proof of Registration Data

g. Driver's License Data

h. Page 13 on file Y/N

i. Contact Information

j. Provide assistance for completion of safety training and wear of PPE.

k. Ensure motorcycle related mishaps are reported, investigated, and documented in per reference (f) and corrective actions are implemented to mitigate risk of future mishaps.

l. Ensure training and motorcycle rider information are properly documented in the appropriate electronic tracking system.

m. Compile a monthly motorcycle safety training status report and provide to the CO, XO, or OIC.

n. Follow all DoD traffic safety program requirements as required by reference (e).

7. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Command Master Chief will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



M. R. STEPHEN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only, via the NSGB Public Sharedrive.



# NSGB MOTORCYCLE SAFETY PROGRAM DRILLDOWN REPORT (MM YY)

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Motorcycle Riders	Bike/Model	Level 1 Card	BRC2/Advanced Card	Proof of Insurance	Proof of Registration	Drivers Licence	Page 13 on File	Contact Information
Jones, Davey YMC	1982 Honda XR500R	16FEB07	27NOV28	25SEP21	25SEP08	30OCT22	YES	(123) 456-7890
Owens a Bike - Not Riding	Bike/Model	Level 1 Card	BRC2/Advanced Card	Proof of Insurance	Proof of Registration	Drivers Licence	Page 13 on File	Contact Information
Jones, Davey YMC	1982 Honda XR500R	16FEB07	27NOV28	25SEP21	25SEP08	30OCT22	YES	(123) 456-7890

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ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 10-2024)		SUPPORTING DIRECTIVE MILPERSMAN 1070-320	
SHIP OR STATION: NAVAL STATION GUANTANAMO BAY, CUBA			
SUBJECT: MOTORCYCLE SAFETY COMPLIANCE		<input type="checkbox"/> PERMANENT <input checked="" type="checkbox"/> TEMPORARY AUTHORITY (IF PERMANENT): OPNAV M-5100.23 CH-1 AND ALL APPLICABLE MOTORCYCLE SAFETY NAVADMIN'S	
INITIALS I ACKNOWLEDGE THAT I HAVE BEEN BRIEFED ON MOTORCYCLE SAFETY. I UNDERSTAND THAT OPERATING A MOTORCYCLE IS AN INHERENTLY HIGH-RISK ACTIVITY AND AS SUCH I WILL ABIDE BY ALL REGULATIONS AS OUTLINED IN OPNAV M-5100.23 AND ALL APPLICABLE MOTORCYCLE SAFETY INSTRUCTIONS AND NAVADMIN'S. I FULLY UNDERSTAND THAT OPERATING A MOTORCYCLE IS A PERSONAL CHOICE AND I AM PERSONALLY ACCOUNTABLE FOR MY ACTIONS SUCH AS RECKLESS DRIVING OR THE ABSENCE OF PPE. I UNDERSTAND THAT VIOLATIONS ARE SUBJECT TO POTENTIAL DISCIPLINARY ACTION UNDER ARTICLE 92 OF THE UCMJ. I POSSESS A VALID MOTORCYCLE LICENSE. I POSSESS VALID MOTORCYCLE INSURANCE AND REGISTRATION DOCUMENTS. I UNDERSTAND THAT POSSESSING A MOTORCYCLE LICENSE MEANS THAT I AM A MOTORCYCLE OPERATOR EVEN IF I DO NOT ACTIVELY RIDE AND WILL COMPLY WITH ALL APPLICABLE INSTRUCTIONS. I MAY CHOOSE TO OPT-OUT OF BEING A MOTORCYCLE OPERATOR AND THE TRAINING REQUIRED THEREOF. IN DOING SO, I RELINQUISH MY PRIVILEGES TO OPERATE ANY MOTORCYCLE BELONGING TO MYSELF OR ANYONE ELSE. I MAY RESUME RIDING BY REFILING THIS FORM WITH A COMMAND SAFETY REPRESENTATIVE AND COMPLYING WITH ALL TRAINING REQUIREMENTS. I ACKNOWLEDGE THAT IF I DO NOT CURRENTLY OWN A MOTORCYCLE, I AM REQUIRED TO NOTIFY THE CHAIN OF COMMAND IF I PLAN TO OR DO PURCHASE A MOTORCYCLE. I AM REQUIRED TO NOTIFY MY COMMAND IF I CHANGE THE TYPE OF MOTORCYCLE I OWN. I FULLY UNDERSTAND THAT PERSONAL PROTECTIVE EQUIPMENT (PPE) IS MANDATORY AND MUST BE WORN WHILE OPERATING OR RIDING ON A MOTORCYCLE REGARDLESS OF LOCATION OR DUTY STATUS. I UNDERSTAND THAT I AM REQUIRED TO ATTEND LEVEL I BASIC RIDER COURSE (BRC) AND LEVEL II MOTORCYCLE TRAINING. LEVEL II COURSES INCLUDE THE MSF EXPERIENCE RIDER COURSE/BRC II AND ADVANCED RIDER COURSE. LEVEL II TRAINING SHALL BE COMPLETED WITHIN 1 YEAR OF LEVEL I TRAINING AND LEVEL III REFRESHER TRAINING IS REQUIRED EVERY FIVE YEARS. IF I DO NOT MAINTAIN COMPLIANCE, I AM NOT AUTHORIZED TO OPERATE ANY TYPE OF MOTORCYCLE UNTIL THOSE REQUIREMENTS ARE CURRENT. I UNDERSTAND THAT I AM REQUIRED TO MAINTAIN CURRENT MOTORCYCLE REGISTRATION, INSURANCE, AND DOCUMENTATION OF COMPLETION OF APPROVED MOTORCYCLE TRAINING AT ALL TIMES WHILE I OWN OR OPERATE A MOTORCYCLE.			
Member's Signature		Date Signed	
NSIPS/ESR CERTIFICATION			
SUBMIT THIS FORM TO THE NSIPS/ESR SUPERVISOR FOR ENTRY AND/OR VERIFICATION IN NSIPS. THE NSIPS SUPERVISOR MUST COMPLETE THE INFORMATION BELOW AND SUBMIT TO THE MEMBER'S OFFICIAL RECORD FOR PERMANENT ENTRIES. (NOT APPLICABLE TO NEW ACCESSION APPLICANTS)			
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE: NIXON, KENNETH J. CMDCM	DATE:	SIGNATURE OF VERIFYING OFFICIAL:	
SERVICE MEMBER INFORMATION			
NAME (LAST, FIRST, MIDDLE): RIDER, MOTORCYCLE ROAD	SOCIAL SECURITY NUMBER: XXX-XX-0000	BRANCH AND CLASS: USN	