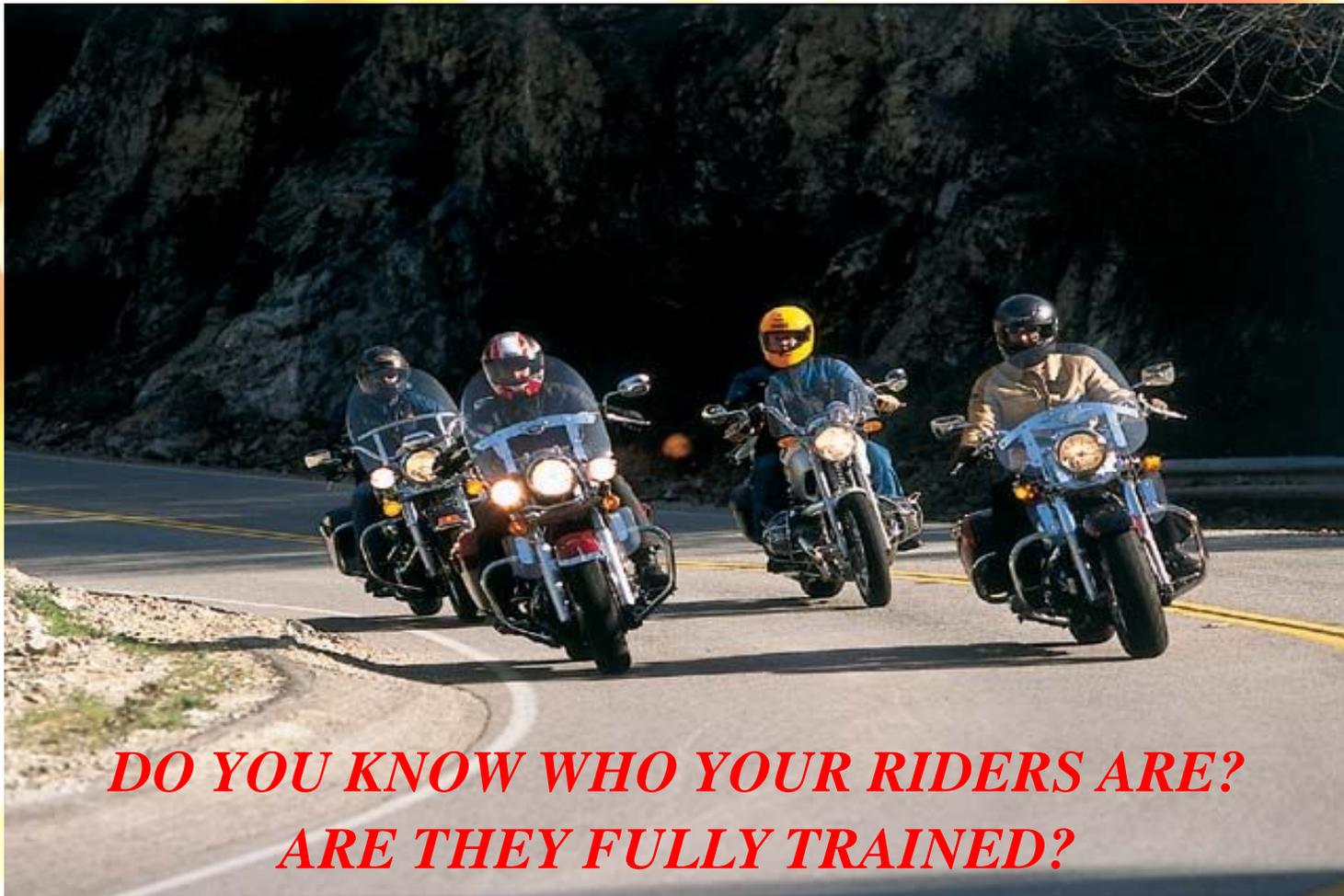




Motorcycle Safety Management Training

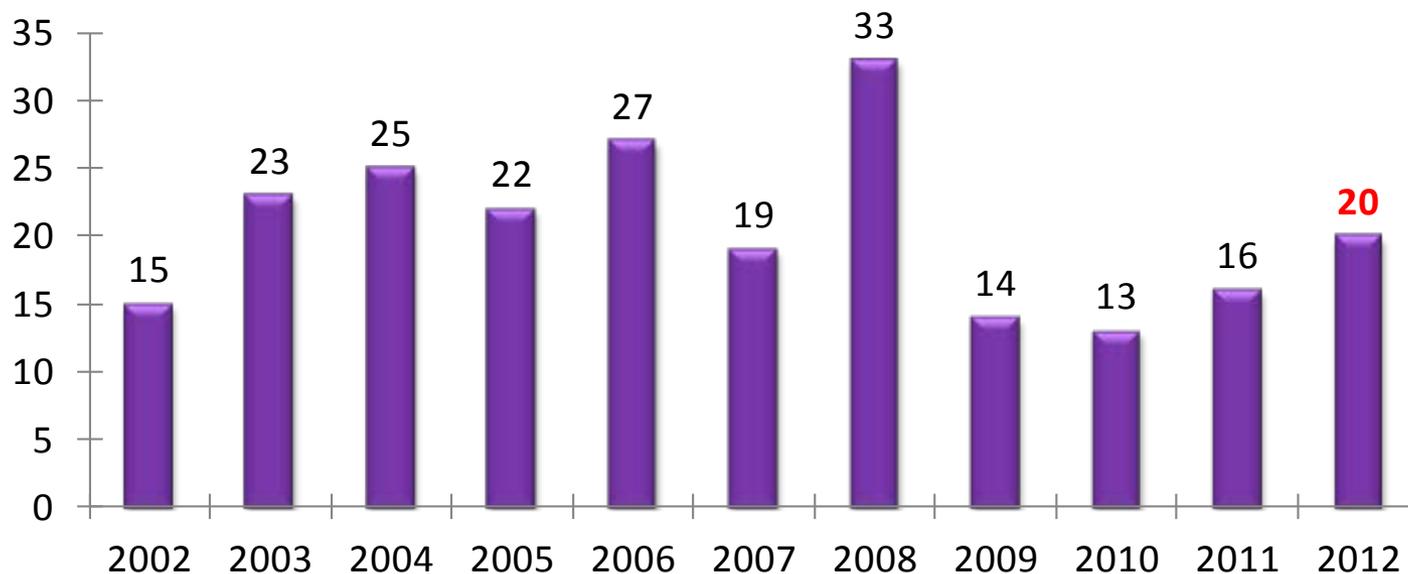


***DO YOU KNOW WHO YOUR RIDERS ARE?
ARE THEY FULLY TRAINED?***



Why are We Concerned?

Navy PMV-2 Fatalities 2002- 2012



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 original decrease in Fatal mishaps. Having said that we have an upward trend in fatalities with over 60% NON COMPLIANT with training.

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. In addition, Non Military Riders are **NOT** to be designated as riders in ESAMS. This does not however, preclude them from scheduling training.



MSR Assignment

Who should be the Motorcycle Safety Representative (MSR)?

Although there is no specific requirements for the assignment of an MSR, it is recommended that the following be considered when assigning a command MSR:

- Is the individual a senior enlisted/officer with motorcycle riding experience?
- The MSR may be the Senior Mentor for the command motorcycle Mentorship program?
- The MSR is not just an administrator of the program. It is possible and recommended that an assistant be assigned to work with the command MSR with ESAMS.
- It is recommended that large commands assign junior MSR's within the command to assist the senior MSR at the Department/Work Center level.
- The MSR may also be the Traffic Safety Coordinator (TSC)





Motorcycle Safety Representative (MSR)

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 (and the number of riders), it may be necessary to have more than One MSR.

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

The graphic at the right provides an example 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.





General Responsibilities

The MSR's duties encompass administrative process, assistance with training delivery and may also include the management of the command motorcycle mentorship program. 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.
- 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 & The Chain of Command

Parent Command: A Parent Command is anyone in the chain of Command (ISIC/TYCOM) who has administrative/operational responsibilities towards subordinate commands.

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 subordinate commands 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.



Duty Task/Access Level

The following Access levels are **required for All** MSR's:

- Supervisor (2)
- Motorcycle Coordinator
- Training Admin
- Personnel Admin

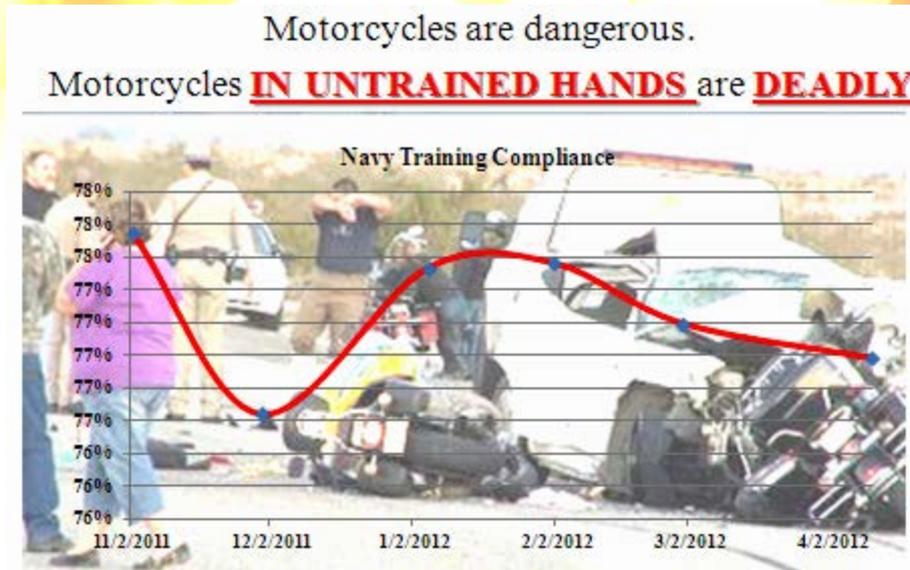
The level of access (Parent/Multi-Command) will depend upon where the individual is in the chain of command. The MSR in the Parent command (ISIC/TYCOM) up-line from the individual, is required to provide the proper access.

NOTE: You cannot have Parent access and Multi-command at the same time. Multi-command will only give you oversight of the commands that are listed in your account.





Sport Bike vs. Non Sport Bike



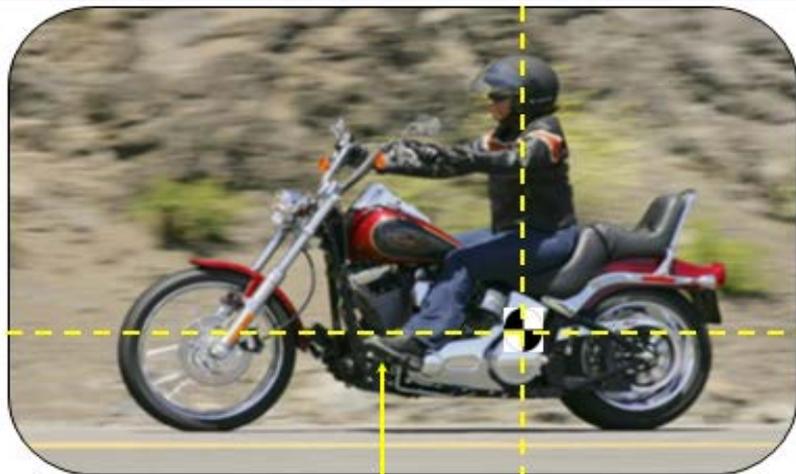
What is the Difference between a Sport Bike and a Non Sport Bike?
An accurate analogy for comparison of sport bikes to cruisers is a sport bike is like a fighter aircraft while a cruiser is like C-130.





Non Sport Bike Characteristics

NON-Sport Bike Characteristics



Rider
CG

Foot Controls
at or forward o
of Rider CG

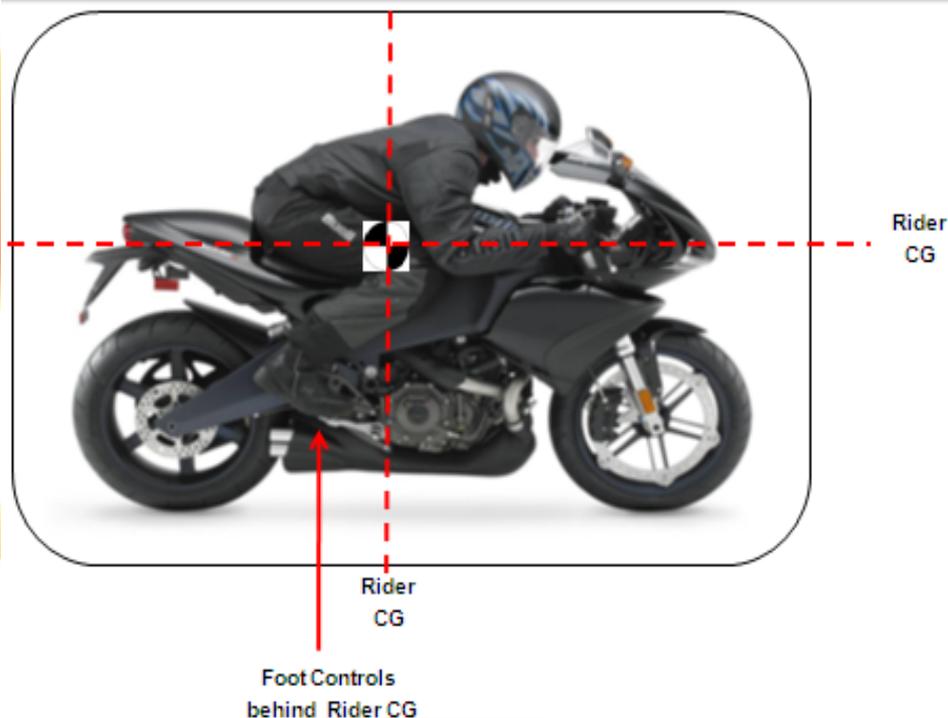
Rider
CG

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 an 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



Now that we know what the difference is between Sport Bikes and Non Sport Bikes we get to the question,

“What are the training requirements for motorcycle riders?”



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. Or any courses that were completed but not entered in ESAMS. Ex: SNM completed Level 2 training but does not show Level 1 (BRC).
 - 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.

*****NOTE: ESAMS Starts the 60 days for Level 2 Initial Training the date the member is identified as a rider. This is not per directive and we hope to have it changed in the future.**





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.

*****NOTE: ESAMS Starts the 60 days for Level 2 Initial Training the date the member is identified as a rider. This is not per directive and we hope to have it changed in the future.**





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) takes this course in lieu of the BRC II or MSRC will meet the 60 day requirement for all types of motorcycles.

This course is for all types of motorcycle riders





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. Any approved course taken by a member in the civilian or Non Navy community must be entered into ESAMS utilizing the appropriate ESAMS equivalent course to ensure that the service member is given credit.

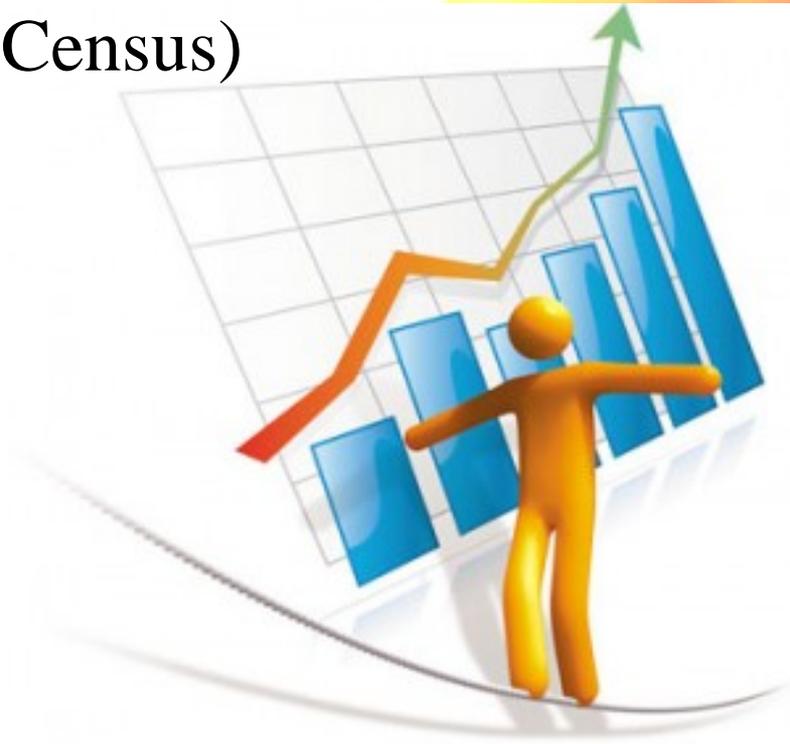




Section Two

Data and Administrative Process

- 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
- Command Training Status

There are also links from the dashboard to the various modules to assist the command MSR .

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



“How Do I Find My Dashboard?”

From Your Home Page

ESAMS[®] for CNRMA

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 IMPLEMENTING ENTERPRISE SAFETY

Needed Training

Temporarily Unavailable. Please select "My Links" then "Needed Training" to view your requirements.

- Executive Safety Summary
- Command Safety Summary
- Motorcycle Dashboard

ESAMS Updates

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:

Account Management Log Out

Motorcycle Coordinator Dashboard

Reset

Command:

▼ x

Include Downline Commands

Run Report

At this screen select (click on) Run report. The default is your UIC. If you are a Parent command, leave “Include Down line Commands” selected and hit run report, your dashboard will include your subordinate commands. If you do not want the subordinate 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:

Account Management Log Out

Motorcycle Coordinator Dashboard

Reset

Command:

Run Report

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.

Include Downline Commands

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):

Long Name (contains):

UIC (contains):

Parent Command: ▼

Include Parent

Claimant: ▼

Region: ▼

Done Internet 100%

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

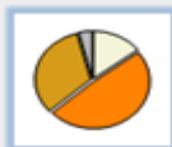
- Find Existing / Enter New Personnel (Update personnel and Motorcycle Questionnaire)
- Record Previously Completed Training (Update Training)
- Individual Training Compliance and Needed Training
- Traffic Training Summary by Command/Organization
- Motorcycle Rider Data Report
- Command/Organization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

Additional Info

Total Questionnaire Responses: 27592
Street Bike Completed Questionnaires: 26334

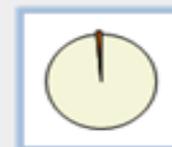
Age Census

	Sport	Standard	Multiple	Total	%
18 - 24:	1846	1032	65	2943	14.56
25 - 35:	4787	4771	294	9852	48.73
Over 35:	1707	4740	153	6600	32.64
No Response:	321	449	27	797	3.94



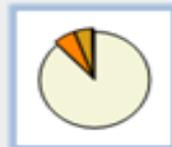
Ownership Census

	Sport	Standard	Multiple	Total	%
Current Owners:	8538	10860	535	19933	98.59
Non Owners (Other):	137	142	7	286	1.41
No Response:	0	0	0	0	0.00



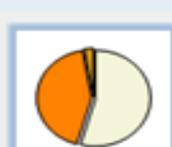
License / Permit Census

	Sport	Standard	Multiple	Total	%
Licensed Riders:	7397	9911	494	17802	88.05
Permitted Riders:	712	555	24	1291	6.39
No License / Permit:	528	480	24	1032	5.10
No Response:	38	56	0	94	0.46



Military / DOD Civilians Census

	Military	DOD Civilians	Total	%
Standard Riders:	10797	191	10988	54.34
Sport Bike Riders:	8610	63	8673	42.90
Multiple Riders:	532	10	542	2.68
No Response:	0	0	0	0.00



Other Data

	Total
Total With Duty / Task: (Non-Riders/No Response/Plan to Own)	136
Total Motorcycle Street Riders: (Used for Dashboard Calculations)	20219
Other Type (Dirt Bike, ATV, etc):	1258
Potential New Riders (Planned Owners):	6329
Riders Registered on	13601

Motorcycle Training Compliance - As of 6/19/2013 6:00 AM

Standard Riders	Total
Requiring Training:	11425
Completed Training:	7410
Sport Bike Riders	Total
Requiring Training:	9105
Completed Training:	6158
Deployed Personnel:	414

Compliance: 64.85%

Compliance: 67.63%

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.

Note the No Response – If you click on the number it will provide you with a listing of personnel whose record is missing information.

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 Non Owners (Other)

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



Notice the number for DOD Civilians in the above box. Civilians should **NOT** be identified in ESAMS as a rider. Not being identified as a rider does not preclude them from participating in training if available.

Dashboard

Dashboard Breakout

Motorcycle Training Compliance - As of 6/19/2013 6:00 AM

Standard Riders Total
 Requiring Training: 11426
 Completed Training: 7410
Sport Bike Riders Total
 Requiring Training: 9105
 Completed Training: 6158
 Deployed Personnel: 414

Compliance:
 64.85%

Compliance:
 67.63%

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. The data shown DOES NOT include non military riders. If a rider has completed level 2 but does not have level 1 in their record they are 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.*

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. In addition if a member is no longer planning on rider access their questionnaire select no longer a ride and ensure that there is no duty task in their record.

Note the new entry "Total With Duty/Task: This is a listing of members who are no longer riders but still have a rider duty task assigned. MSR's need to access their record and validate whether or not the person is no longer a rider if so deleted the duty task.

Other Data

	Total
Total With Duty/Task: (Non-Riders/No Response/Plan to Own)	136
Total Motorcycle Street Riders: (Used for Dashboard Calculations)	20219
Other Type (Dirt Bike, ATV, etc):	1258
Potential New Riders (Planned Owners):	6329
Riders Registered on Base:	13601
Reported Motorcycle Mishaps:	272



ESAMS Employee Record





Employee Record/Motorcycle Rider Questionnaire

OPNAVINST 5100.12J (26 Jun 2012) Requires a quarterly training report be provided to the Commanding Officer/OIC on Traffic Safety Training which includes the status of motorcycle rider training. This is an important tool for the command to ensure that their riders are meeting requirements. The accuracy of this report is dependent upon up to date and accurate personnel records in ESAMS.

Validation and verification of the employee record, training completion and an up to date motorcycle questionnaire are critical components 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. Doing the review on a quarterly basis (at a minimum) also provides the information needed to report to the command leadership.





Searching for a Record

Reset **Personnel Search** **Search**

Max # Returned: 50 100 250 500

User Status

User Status: Active Inactive
 Externally Added Unauthenticated Externally Added Unvalidated

Person Info

Last Name Starts With: Begins With Letter To Letter

Last Name:
(starts with)

First Name:
(starts with)

Employee ID:

EDI-PI/DoD ID No EDI-PI/DoD ID

Access Level: ▼ Not No Access

Duty/Tasks: ▼ Not No Duty/Tasks

Service/Status: ▼

Rank/Grade: ▼

Rate/Series: ▼

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.

Utilization of a members DoD ID number would be the ideal way to search. If you do not have access to this utilize last and first name.

When searching ensure that you select both Active & Inactive in case a members record has been de-activated.

As you scroll down the search page there are many other ways to search for an individual.



Personnel Edit User Page

The Personnel Edit User page (sometimes known as Employee Page, Personnel Record, etc) is used to record personnel information. The look of this page has changed, but administrators will retain the same functionality as before. The largest change is that the personnel record has been split into multiple tabs. These tabs are displayed near the top of the record.

Clicking on a tab opens that tab for editing

ESAMS® for CNRSW ESAMS Main Reports Administrative Links Web Training Help Contact Help Desk

Current User: Tester Someguy Account Management Log Out

ESAMS Main > Personnel Main > Personnel Edit User

Search Again Change Log Contact List

<< Prev Next >>
1 of 1

Employee ID: 5407806
Employee: Someguy, Tester
User Status: Active
Cmd/Org: CNRSW (N00242)
Dept/Code: Dept Not Specified
Installation: NAVBASE San Diego, CA - Mainside
Service/Status: U. S. Navy - Appropriated
Civilian

Personnel Info Requirements Access Instructor Quals Other/Motorcycle File Cabinet

Deactivate Re-Org Transfer Save

Person Info

Last Name: Someguy Edit
First Name: Tester
Middle Name:
Suffix:
EDI-PI/DoD ID: Yes
Gender: Male Female

Search Results



Personnel Edit User Page

Personnel Info

Note the Deactivate option at the top of the page. When a member transfers, is discharge or retired, it is the MSR's responsibility to Deactivate the member. This is critical for a gaining command to pull the member into the new command.

Search Again Change Log Contact Lis

<< Prev Next >>
1 of 4

Personnel Info Requirements Access Instructor Quals Other/Motorcycle File Cabinet

Deactivate Transfer

Person Info

Last Name: JONES Edit

First Name: STANLEY

Middle Name:

Suffix:

EDI-PI/DoD ID: Yes

Gender: Male Female

DOB: 12/1958

Service/Status: U.S. Navy - U. S. Appropriated Civilian

Rank/Grade: GS12

Rate/Series: Management and Program Analysis

Supervisor: X

Job Title: NSC Traffic and RODS Program Analyst

Email: stanley.w.jones1@navy.mil Edit

Deploy

The information in this tab contains personal information on the service member. Only the boxes in white can be modified/edited. This is the tab where you and the member will ensure everything is up to date. Rank/Rate; DOB; email; phone number etc. This information is crucial for proper notification and communication. In addition please note the “Deploy” button below the email box.



Personnel Deployed

Supervisor:	
Job Title:	NSC Training and RCD Program Analyst
Email:	stanley.w.jones1@navy.mil
<u>Deploy</u>	

When you click on the Deploy button (shown above) the screen to the right pops up. All that is necessary is to enter the start date of the deployment and the estimated return from deployment. This is NOT to be used to remove some one as a rider. This is a temporary measure for deployable units or deployed individuals to mitigate temporarily their motorcycle training requirements.

Deploy Personnel

Note: Certain training requirements will be deferred during the "Deployed" date range entered below. Enter today's date if the deployment start date is in the past.

Deployment For: JONES, STANLEY (5414771)

Start Date:

End Date:

Save Deployment



Duty Task and Training Requirements

Personnel Info | **Requirements** | Access | Instructor Quals | Other/Motorcycle | File Cabinet

Duty/Task

Add New Duty/Task

Show Requirements

#	Duty/Task	Description	Remove
1	Command Motorcycle/Traffic Coordinator	For personnel who are designated by the Commanding Officer as the Command Motorcycle/Traffic Coordinator. (4003205)	x

Training

Training History

Needed Training

No Results Found

Non-Mandatory Scheduled Training

No Results Found

This page contains the individuals Duty Task assignments access to their Training History and if needed training required. This is also where you would add/edit duty tasks.

To add a duty task click on the “Add New Duty/Task button at the top.

You remove a Duty/Task by clicking on the x under Remove.

You cannot remove a Motorcycle Rider Duty Task unless the Questionnaire has been update to no longer a rider.



Add a Duty/Task

Duty/Task Filter

Title (contains):

Description (contains):

Duty/Task Id(s):

Advanced filtering options:

Courses:

 ▼

Medical Surveillance:

 ▼

PPE:

 ▼

Hazards:

 ▼

Hazard Category:

 ▼

Command(s)/Organization(s):

 ▼

The simplest way to find the appropriate duty/task is to put motorcycle in the description box and click on search. As you can see there are other categories that may be used but this is the simplest.



Add a Duty/Task (Cont)

Duty Task Search Results

SAVE Back to Filter

 Search

Check the desired values below.

Select All Records

		Title	Id	Description	Hazard Category
1.	<input type="checkbox"/>	Command Motorcycle/Traffic Coordinator	4003205	For personnel who are designated by the Commanding Officer as the Command Motorcycle/Traffic Coordinator.	Category D - Low
2.	<input type="checkbox"/>	Motorcycle Operator Cruiser/Standard	1000871	Applies to all military personnel who operate a motorcycle (cruiser/standard) on/off base, and all DOD civilian personnel who operate a government owned motorcycle as part of their duties. Applicable personnel must complete a COMNAVSAFECEN approved motorcycle rider safety course prior to operating these vehicles. DOD-wide duty/task used by all commands.	Category B - Moderate
3.	<input type="checkbox"/>	Motorcycle Operator Sportbike Rider	4002803	Applies to military personnel that ride sportbikes on/off base, and all DOD civilian personnel who operate a government owned motorcycle as part of their duties.	Category B - Moderate
4.	<input type="checkbox"/>	Motorcycle Safety Instructor	4001033	Personnel who instruct on motorcycle safety.	Category B - Moderate
5.	<input type="checkbox"/>	Motorcycle Safety Instructor Trainer (MASTER)	4002637	Personnel who train motorcycle safety instructors.	Category C - Low
6.	<input type="checkbox"/>	USMC Motorcycle Club Member	4003996	This task should be assigned to all USMC Motorcycle Riders to allow for the tracking of Motorcycle Club participation.	

This is what you will see, select (Click in the box) the appropriate item and hit save. This will add all of the selected to the individuals record. This is used for both MSR's and Motorcycle Riders.



Access Level

Personnel Info | Requirements | **Access** | Instructor Quals | Other/Motorcycle | File Cabinet

Access Levels

Add Access

	Application	Scope	Top Level	User Rights	Req
X	Supervisor (2)	Supervisor		Supervisor	
X	IDATS	Parent-Command	Naval Safety Center	Admin	
X	Mishap	Parent-Command	Naval Safety Center	Admin and OSHA Log	
X	JHA	Parent-Command	Naval Safety Center	Admin	
X	PRMS	Parent-Command	CNO	Executive Summary	
X	Motorcycle Coordinator	Parent-Command	NAVY	Admin	
X	Training Admin	Parent-Command	NAVY	Class Admin	
X	Personnel Admin	Parent-Command	NAVY	Admin	

This page is where an MSR's access would be added. It is important that an MSR have the appropriate access levels.

Supervisor; Motorcycle Coordinator; Training Admin; Personnel Admin are the required Duty Tasks for an MSR.

When adding an access ensure that the scope of the MSR is correctly entered. Whether at a Parent level or Multi-command access.

Clicking on the Add Access button and you will see the available access levels for selection.

You Cannot Have Parent and Multi-Command Access at the same time, it must be one or the other.



Access Level (Cont)

Cancel

Application:

IDATS

Users can create, edit, delete and run reports for inspections and hazard abatement issues.

Scope:

Command

User Rights:

Admin

Inspection Category

Un-check All

OSH

Traffic

RODS

To See the Duty task listing click on the down area where you see application. This will provide you with a drop down listing.

When selecting Scope again use the down arrow to see the drop down menu.

This is where you would assign an individual as Command Only/Parent/Or Multi-Command. T

he Multi-Command option will require you to select commands the individual will have review and responsibility for.

You Cannot Have Parent and Multi-Command Access at the same time, it must be one or the other.



Motorcycle Rider

Personnel Info | Requirements | Access | Instructor Quals | **Other/Motorcycle** | File Cabinet

Issued Equipment

No Results Found

Motorcycle Rider

Operator Status	Last Updated	Last Update By	Primary Motorcycle Type
Not a Rider	08/29/2012	GRAPE, MARLO	N/A

[Update Census Status](#) ←

This page designates an individual's status as a motorcycle rider.

Note the selectable **“Update Census Status”** at the bottom of the page under motorcycle rider.

Clicking on this will bring up the motorcycle census page to be filled out and/or updated.

The member **AND** the MSR can update/edit the questionnaire.



Motorcycle Questionnaire (Census)

When a member is no longer a rider or does not plan to own click on this button and ensure there are no motorcycle rider duty tasks assigned.

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): <small>Military Riders with multiple bikes should select all types of motorcycles owned. Civilian personnel need to only select motorcycle type operated on base.</small>	Cruiser <input type="button" value="v"/> view motorcycle definitions
Type(s) of bikes you currently own (required): <small>(Note: for civilian personnel only list types of bikes ridden on base.)</small>	<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): <small>If unsure of exact date, estimate day, month and year.</small>	Date may not be left blank 2/12/1972 <input type="button" value="v"/>
License or Permit w/ Motorcycle Endorsement (required):	License <input type="button" value="v"/>
Gender (required)	<input checked="" type="radio"/> M <input type="radio"/> F

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 equates 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.

All information below regards your Primary Bike

Frequency Of Use (required):	Daily <input type="button" value="v"/>
Motorcycle Ownership Type (required):	Own <input type="button" value="v"/>
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
Planned Purchase Date (required if you plan to purchase): <small>If unsure of exact date, estimate day, month and year.</small>	reset date <input type="button" value="v"/>
Approximate Actual Purchase Date (required if you own): <small>If unsure of exact date, estimate day, month and year.</small>	reset date 8/22/2008 <input type="button" value="v"/>
Most Recent Completion of Motorcycle Safety Foundation Training: <small>(This is automatically completed with training data entered into ESAMS)</small>	10/18/2011 - Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC-2)

It is the Service Member and the MSR's responsibility to ensure that this information is kept current.



Section Four Training Module

- Introduction
- Scheduling A rider for Training
- Update Rider Training Information
 - Creating a Training Class for Individuals



Introduction

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

This includes instructions for scheduling command wide motorcycle safety stand downs and Motorcycle Mentorship Meetings





Scheduling a Rider For Training

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.

A screenshot of a web browser window titled "Filter Users - Microsoft Internet Explorer provided by NMCI". The address bar shows the URL: "https://esams.cnic.navy.mil/ESAMS_Gen_2/TRMS/TRMSEnrollFilter.asp?ID=6092438&Status=2". The page contains a search form with the following fields and controls:

- Buttons: "Search", "Reset", and "Close PopUp".
- Form fields: "Last Name(starts with):", "First Name (starts with):", "Middle Name(contains):", "SSN (Last Four):", "Employee ID:", "Command:", "Installation/Base:", "Department(dep Command):", and "Class ID:". The "Command:", "Installation/Base:", and "Department(dep Command):" fields are dropdown menus.

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.



Filter Users - Microsoft Internet Explorer provided by NMCI

https://esams.cnmc.navy.mil/ESAMS_Gen_2/TRMS/TRMSEnrollFilter.asp?Action=search

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] (details)		NAVSTA Norfolk Base, VA	40

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, there is no required 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).

NOTE: To see a listing of approved Motorcycle Training Courses go to the NSC website on the Ashore/Motor Vehicle page and click on the training box at the bottom. There you will find the latest Supplemental to the Traffic Instruction that provides a listing of approved courses.



Motorcycle Courses

<u>Course Id</u>	<u>Training Level</u>	<u>Course Title</u>	<u>NSC Notes</u>
244	1	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	This is for ALL riders, there has to be documentation of completion of this course in every riders ESAMS record.
1254	2/3	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC-2)	This is the initial training for all NON Sport Bike Riders ONLY.
2359	2/3	Motorcycle Safety Foundation (MSF) Military SportBike Rider Course (MSRC)	This course is initial level 2 training for sport bikes only. It can be used for the 3 year refresher training for all types of bikes.
4294	2/3	Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)	This course is initial level 2 and 3 yr refresher training for all types of bikes.
4458	2/3	Safety Center Approved Advanced Motorcycle Rider (Level II / III) Training Course	Utilize this for any non navy course documented on the list of approved courses located on the NSC Website.

The above listed training courses are tied to Navy supplied training, MSF supplied training and any other venue that utilizes the MSF (or NSC Approved) course curriculum. To document training from the approved listing of non standard MSR courses utilize ID: **4458**. The member should provide a completion card or certificate to the MSR for verification/validation. When building a course/class the MSR can upload an electronic copy of any certificate supplied by the rider.



Motorcycle Courses (Cont.)

<u>Course Id</u>	<u>Training Level</u>	<u>Course Title</u>	<u>NSC Notes</u>
2290	N/A	Motorcycle Safety Stand Down	Command use to document required safety meetings with riders.
3350	N/A	Motorcycle Meeting	Utilized by the command Mentor for required mentorship meetings

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.

An MSR may see motorcycle courses with the ID of 4454 and 4455, these **CANNOT** be used to document training or build a training class, as they are used in the program as a generic pointer for the two motorcycle types and to allow for proper documentation of training.



Creating a Training Class

ESAMS Main Reports Administrative Links **Web Training**

- Personnel Administration (PA) ▾
- Training Administration (TA)**
- Data Change Request
- Inspections ▾
- JHA Admin
- Michigan Reporting ▾

Under Administrative links at the top of the page, select Training Administration (TA) .

ESAMS Main Bugs Help Desk TRMS Main Log Out

NTMPS Course Listing TRMS Quick Reference TRMS Manual Help

Make selection: [dropdown arrow]

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: [dropdown arrow]

- 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.

New Class Filter - Microsoft Internet Explorer provided by NMCI
https://esams.cnrc.navy.mil/ESAMS_Gen_2/TRMS/TRMSClassNew.asp

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/TRMClassNew.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

Section 1 - Class Information

Class ID: 6171986 Course ID: 3350 Change Course ID:

Title: Motorcycle Meeting / Module#:

Retrain Period: <input type="text" value="0"/>	Instructor: <input type="text" value="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):

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:

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:

Section 4 - Students

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

 Check ALL Passed:

Display Lists of Enrolled Students currently requesting Items.

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



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):

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.



Class Enrollment Requirements

Section 2 - Class Enrollment Requirements

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

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

Attachments for Students:

Attach Documents

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.



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.



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	[Redacted]	No	Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent <input type="checkbox"/>			
2. [Redacted] X	[Redacted]	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.



Student Search (1)

If you are doing this class for one individual the simplest way to find them is with their last and first name then Search button at the top. If you are enrolling multiple students in your command, Click on the Down Arrow next to the Command option. Enter the command UIC and hit search. Once it shows you the command select it and when it returns to this screen hit Search. This will bring up a complete listing of all personnel in the command with an Active ESAMS record. Then all that is necessary is to select the individuals who will be attending the training.

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: ▼

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%



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

Search

Check the desired values below. (1 records found)

Select All Records

	Short Description	Command UIC	Claimant	Service Branch
1.	<input type="checkbox"/>			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:

Installation/Base:



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.

	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



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.cnrc.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.cnrc.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.cnrc.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



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.		No	Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent <input type="checkbox"/>			↻
2.		No	Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent <input type="checkbox"/>			↻
3.		No	Pass <input type="checkbox"/> Fail <input type="checkbox"/> Absent <input type="checkbox"/>			↻
4.		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

*Motorcycle Meeting
Sign-In Sheet*

Class ID: 6549235									
Class Date: End Date: Start Time: End Time:									
Instructor:					Signature:				
	Name	(E)nrolled/ (W)aitlisted	PA ID	Command/Organization	Dept/Code	Rate	Phone	Job Title/Email	Signature
0.									
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									



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	



Motorcycle Mentorship/Motorcycle Safety Stand Down

Motorcycle Mentorship/Safety Stand Down:

- OPNAVINST 5100.12J requires a command to have a motorcycle mentorship program. This program is required to incorporate all military riders. Members who are plan to own should also be included in meetings and training to assist them in making proper decisions and assist with the assigning of mentors prior to and once they have purchased a motorcycle.
- It is recommended that the command mentor have quarterly meetings with their riders and potential riders. This will assist with a number of areas;
 - Assure that the command is interacting with all riders.
 - Provide documented updates concerning motorcycle safety and training.
 - Provide a face to face venue to ensure personnel who have difficulty attending required training receive assistance.
 - Ensure that the command MSR is brought up to date on any changes with the riders that may require documentation or changes in ESAMS.

An aggressively run motorcycle mentorship program will ensure that motorcycle riders are kept up to date on training and requirements and specifically assist both experienced and new riders with Risk Management and skills development.



Section Four Reporting





ESAMS Reports Overview

There are two separate distinct processes involving reports and the MSR.

1. As required by the directive the quarterly report to the Commander.
 1. There is no specific format for the quarterly report. However, we have included a recommended format that may be used by MSR's.
2. ESAMS data reports and the information needed by the MSR.

There are several basic reports in ESAMS that will provide the information required by the MSR to track riders and provide information to the Commander. What the MSR needs to be remember the report you pull is dependent upon the information you are looking for. Reports with percentages will not match from report to report.

The reports capability provided by ESAMS does not provide a simple straight forward format for pulling information. As such it is important that the MSR spend some time working with the dashboard and the reports generator.



Commanders Quarterly Report

Recommended Elements for the Commander's Quarterly Report

- Screen Shot of the Current Command Dashboard
- List of all Current and Plan to Own Riders with;
 - Training Status of each current owner
 - Status of Plan to Own Riders: When they plan to purchase, training and counseling status
 - List of training No-Shows and reason for not attending.
 - If applicable, recommendations for mitigation of training no-shows.
 - Recommendations to ensure training compliance.
 - If applicable status of Plan to Own riders and mentorship assignment

The above are basic elements that are recommended for inclusion, each Commander may want a different format or information provided.



Basic Data Reports

Rider listing From dashboard:

A listing of riders by type can be provided by clicking on the highlighted number shown on the dashboard. This list however, does not provide any other information except the name of the rider (training dates, etc). These are good checks against other listing though.

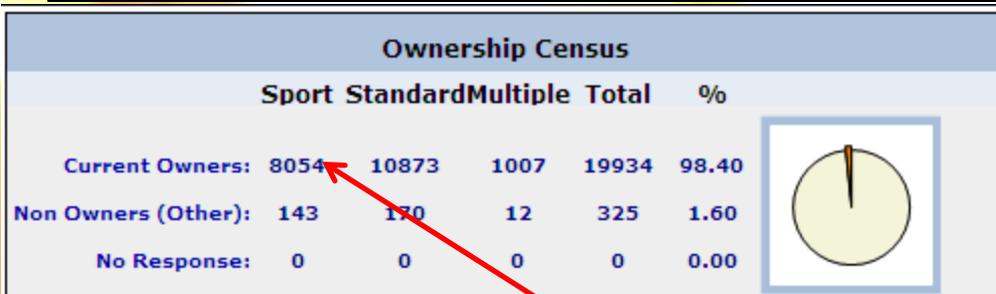
ESAMS Reports Module:

The best reports for use by the MSR is in the reports module of ESAMS. The following slides provide information in several of these reports. It is **HIGHLY** recommended that the MSR spend time with the reports section to familiarize themselves with the capabilities. How you pull a report depends on the information you receive.



Rider Listings from the Dashboard

A significant change to the dashboard is the capability to see who your riders are in 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.



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. Select reports at the top of your home page and it will take you directly to a listing.

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

Personnel Selection Criteria:  (NOTE: Report output is limited to 5,000 records regardless of number of personnel meeting search criteria.)

Ownership Type: ▼ X

Primary Motorcycle Type: ▼ X

Frequency of Use: ▼ X

Motorcycle Operator Status: Operator Not a Operator No Response

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.)

Operators without Motorcycle Duty/Task:

Operators with No Training:

Display Grouping Options: Command/Organization Installation Sub Region Region Dept/Code

Output Options

Select All

<input checked="" type="checkbox"/> Employee Name	<input type="checkbox"/> Employee ID	<input type="checkbox"/> Installation	<input type="checkbox"/> Building	<input checked="" type="checkbox"/> Command/Organization
<input type="checkbox"/> Sub Region	<input type="checkbox"/> Region	<input checked="" type="checkbox"/> Dept/Code	<input checked="" type="checkbox"/> UIC	<input type="checkbox"/> Supervisor
<input checked="" type="checkbox"/> Service Status	<input checked="" type="checkbox"/> Grade/Rank	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Registered On-base	<input checked="" type="checkbox"/> License Status	<input checked="" type="checkbox"/> Primary Motorcycle	<input checked="" type="checkbox"/> Other Motorcycle Types Owned	<input type="checkbox"/> Date Began Riding
<input checked="" 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				

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/UTC: Include all

UTCs:

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

▼ Number of personnel meeting search criteria

Excel Browse

Primary Motorcycle Type:

▼

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.

Frequency

Ownership

Began Riding

Age Group

Note: Age

Display g

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 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.



Motorcycle Data Report Output Options

Output Options Select All

<input checked="" type="checkbox"/> Employee Name	<input type="checkbox"/> Employee ID	<input type="checkbox"/> Installation	<input type="checkbox"/> Building	<input checked="" type="checkbox"/> Command/Organization
<input type="checkbox"/> Sub Region	<input type="checkbox"/> Region	<input checked="" type="checkbox"/> Dept/Code	<input checked="" type="checkbox"/> UIC	<input type="checkbox"/> Supervisor
<input checked="" type="checkbox"/> Service Status	<input checked="" type="checkbox"/> Grade/Rank	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Registered On-base	<input checked="" type="checkbox"/> License Status	<input checked="" type="checkbox"/> Primary Motorcycle	<input checked="" type="checkbox"/> Other Motorcycle Types Owned	<input type="checkbox"/> Date Began Riding
<input checked="" 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

The above screen shot shows the data elements to be selected when pulling a motorcycle Data Report. These items are a necessity for the MSR to properly track their riders. In addition if an individual has incorrect information (e.g. wrong or missing email address) this can be seen for correction.

The addition of Ownership and Planned Purchase Date will list plan to own riders for counseling and updating. If a member is no longer a plan to own, their questionnaire and account should be changed to reflect this. If a member is now an owner the account should be changed to reflect the current status.



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: ▼ X

Frequency Of Use: ▼ X

Ownership Type: ▼ X

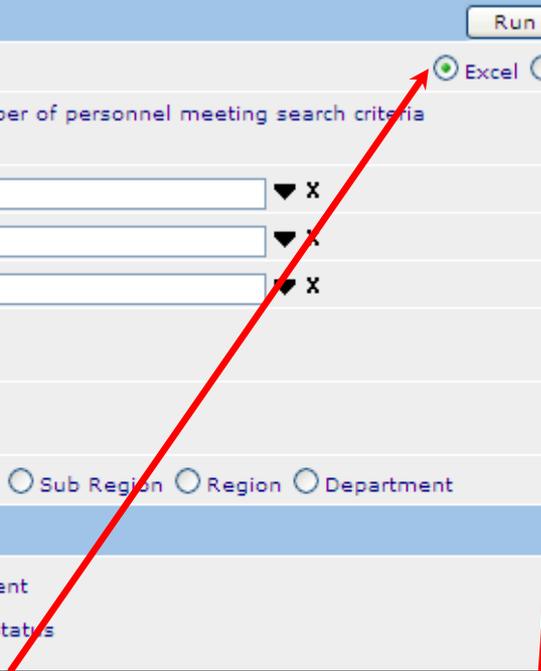
Began Riding Date (on or after): ▼

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

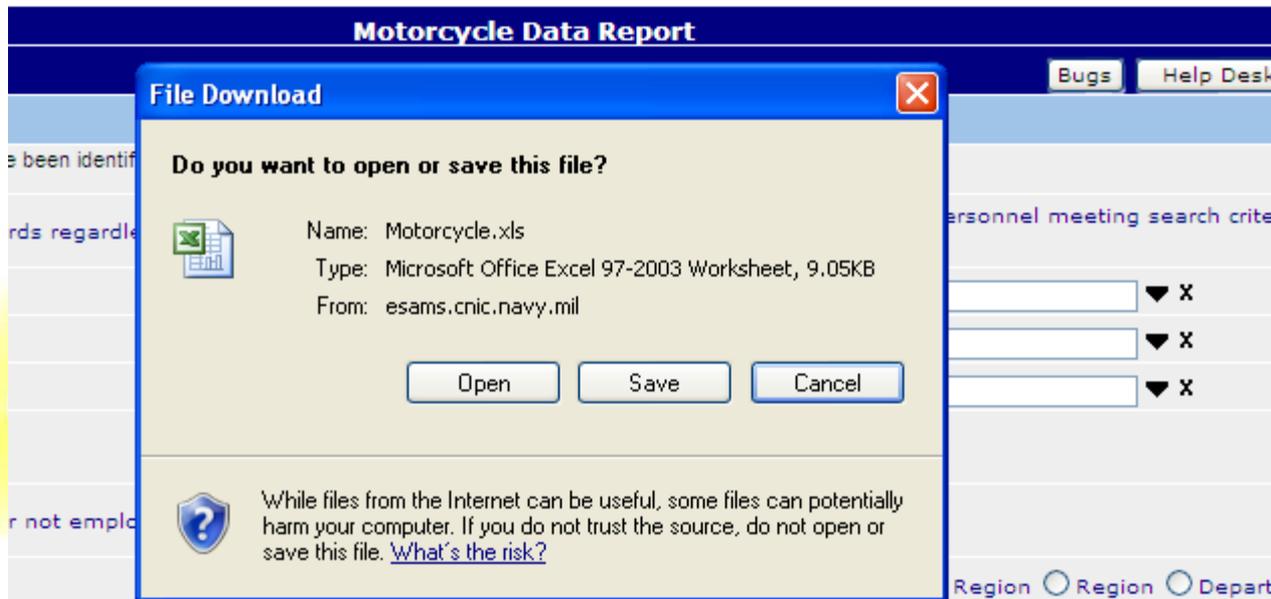
Display grouping options:
 Command Installation Sub Region Region Department

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 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 finds the information this screen will pop up. You can just open the file or save it to a location on your computer. Recommend that you Save the spreadsheet to a folder of your choice.



Motorcycle Data Report Example

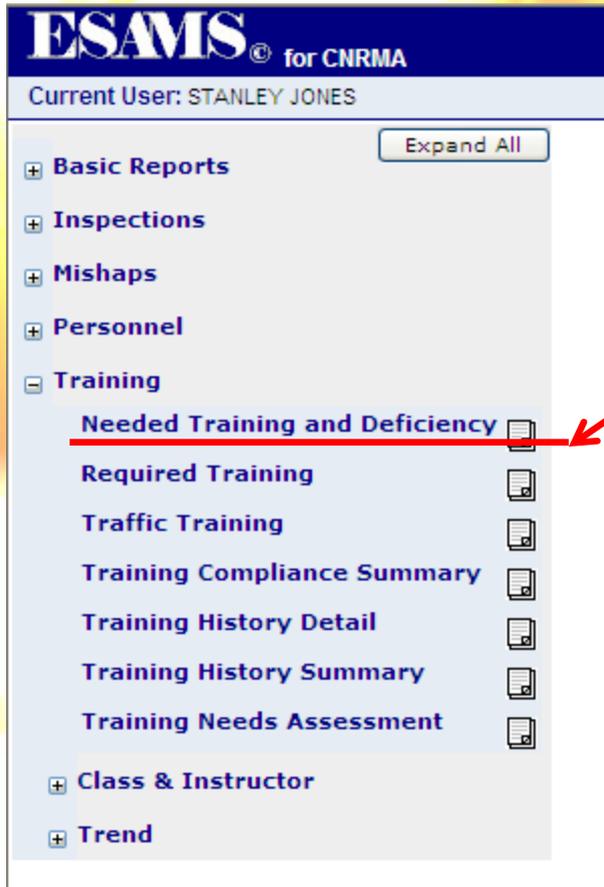
These fields represent the LAST Course the Member completed.

Name	Deployed	Questionnaire Data	Dept/Cod e	UIC	Service Status	Grade/Ra nk	Age	Gender	Email	Registere d On-base	License Status	Primary Motorcycle	Other Motorcycle Types Owned	Experien ce (Months)	Ownersh ip	Planned Purchase Date	Actual Purchase Date	MSF Training Date	MSF Course
Command/Organization: Naval Safety Center																			
		Yes	30	N63393	U.S. Navy - Active	O4		M		NO	License	Standard	Cruiser	75	Own		2/1/2007	5/9/2013	Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)
		Yes	10	N63393	U.S. Navy - Active	W3		M		yes	License	Cruiser	Cruiser	94	Own		7/1/2007	3/15/2012	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC-2)
		Yes	30	N63393	U.S. Navy - Active	E07		M		NO	License	Other	ATV	247	Other (Rent, Borrow, Etc.)		8/11/2006	7/26/2005	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.



Needed Training and Deficiency Report



This report is crucial for the MSR to be able to identify current and future safety training needs. This can be utilized at all levels of the chain of command. The report provides you a spreadsheet by name, course ID, Course Title, whether or not they are already scheduled, and when they are or were due for training. The following slides provide the process for pulling your data.



Reset Excel Download In Browser

Needed Training and Deficiency Report

Date(s): Retrain Due Date: ▼

Course: ▼

Personnel Search Criteria Selection: ▼ # Personnel Meeting Search Criteria:

Course Types: RODS Traffic Safety

After selecting this report this screen will pop up. Select the down arrow next to "Retrain Due Date:" and a calendar screen will pop up.

Select the current date for current information or select a future date to project out what training will be required.

Excel Download In Browser

Needed Training and Deficiency Report

Retrain Due Date: ▼

Supervi

Comma

Program

Building

Parent Command/Org

Select all Training Fields

Web Based

Course Length

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 7/16/2013



Reset Excel Download In Browser Run Report

Needed Training and Deficiency Report

Date(s): Retrain Due Date: ▼

Course: ▼

Personnel Search:

Once you have your Retrain Due Date, you will need to select the course or courses that you need information on. Select the down area next to the Course: box, the below screen will pop up. Type in motorcycle in the Title (contains) box and click on the search button.

Search Reset

Title (contains):

Description (contains):

Course Id:

Course Type: ▼

Duty Task: ▼

Web:

OJT:

Module (contains):

Command/Organization: ▼

Suspendable:



Motorcycle Operator (Cruiser / Standard) Continuation Training (MSF Equivalent Courses (ARC / BRC-2))	4454	This requirement of Foundation Experience (4294)
<input checked="" type="checkbox"/> Motorcycle Operator Military Sportbike Continuation Training (MSF Equivalent Courses (ARC / MSRC))	4455	This requirement of Foundation Military (ARC) (4294)
<input type="checkbox"/> Motorcycle Safety Council Meeting	4411	This course is to document track deficiencies from safety and M
<input type="checkbox"/> Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)	4294	The ARC may be taken of approximately 3 exercises. There is
<input type="checkbox"/> Motorcycle Safety Foundation (MSF) Advanced Rider Course SportBike Techniques (ARC) Rider Coach Trainer	4295	This is certification Rider Course Sport
<input type="checkbox"/> Motorcycle Safety Foundation (MSF) Basic Bike Bonding Rider Course (BBBRC)	4425	The BBBRC is designed participants as the designed for small appropriate, street motorcycles may participate and rationale for a motorcycle. Participants or have sufficient is no classroom po
<input checked="" type="checkbox"/> Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	244	Per ref (a), each of Foundation's Motorcycle Safety Center. This qualification/require

When this screen pops up you will select three (ONLY) courses:

- 4454: This will equate to any level 2 training for Non Sport Bike Riders.
- 4455: This will equate to any level 2 training for Sport Bike Riders

The purpose of selecting the above instead of BRC 2 or ERC specifically is so that you show any riders who may have taken the ARC instead which is used for both types of motorcycles.

- 244: This is the BRC which is required for all riders no matter what type of bike they ride.



<input type="button" value="Reset"/>	<input type="radio"/> Excel Download	<input checked="" type="radio"/> In Browser	<input type="button" value="Run Report"/>
Needed Training and Deficiency Report			
Date(s):	Retrain Due Date: 7/16/2013		
Course:	Motorcycle Operator (Cruiser / Standard) Continuation		
Personnel Search Criteria Selection:	# Personnel Meeting Search Criteria: 294		
Course Types:	<input type="checkbox"/> RODS <input type="checkbox"/> Traffic Safety		

<input type="button" value="Search"/> <input type="button" value="Reset"/>		Personnel Search	
If you want to search for all personnel, just click search you DO NOT NEED CRITERIA			
Last Name	Starts With Range(A-J):	Begins With Letter	To Letter
Last Name (starts with):			
First Name (starts with):			
PA ID:			
All Users(Active & Inactive):	<input type="checkbox"/> Only Inactive: <input type="checkbox"/>	You get ONLY Active by default	
Externally Added Users Only:	<input type="checkbox"/>	click here for info	
Cmd/Org:	USS George H.W. Bush CVN 77	Include all UICs	<input type="checkbox"/>
Dept/Code:			
Program:			
Installation:			
Notes (contains):			
Application Access Level:			
Duty/Task:		- NOT	<input type="checkbox"/> - None Assigned <input type="checkbox"/>
Rank/Grade:			
Supervisor:		No Supervisor Assigned:	<input type="checkbox"/>
Email (contains):		No E-Mail:	<input type="checkbox"/>
Phone Number (contains):			
Service and Status:		None Assigned:	<input type="checkbox"/>

After selecting your courses you will need to identify personnel who will meet the criteria. Back at the filter screen select the down arrow for the "Personnel Search Criteria". When this screen pops up go to the Cmd/Org selection using the down arrow and search for your command. Once you have done this click on the Search button at the top of the screen.



Reset Excel Download In Browser Run Report

Needed Training and Deficiency Report

Date(s): Retrain Due Date: 7/16/2013

Course: Motorcycle Operator (Cruiser / Standard) Continuation

Personnel Search Criteria Selection: # Personnel Meeting Search Criteria: 294

Course Types:

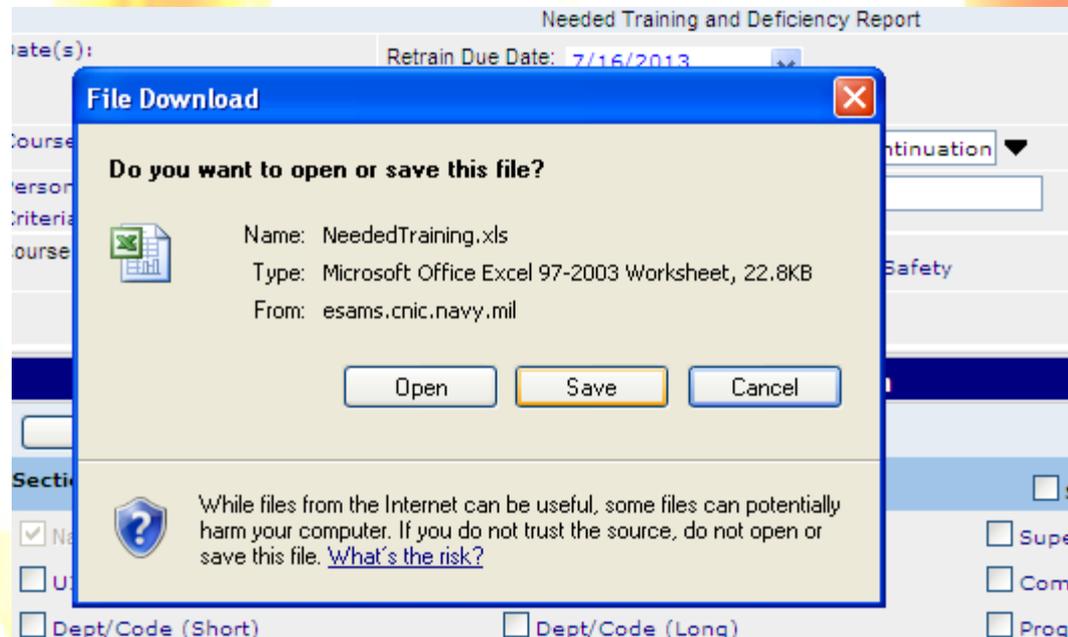
These are the only filters that you need. Once complete click on the Run Report button at the top right of your screen.

Section 1: Person Attributes Select all Person Attributes Fields

<input checked="" type="checkbox"/> Name (required)	<input type="checkbox"/> Service Status	<input type="checkbox"/> Supervisor's Name
<input type="checkbox"/> UIC	<input type="checkbox"/> Command/Org (Short)	<input type="checkbox"/> Command/Org (Long)
<input type="checkbox"/> Dept/Code (Short)	<input type="checkbox"/> Dept/Code (Long)	<input type="checkbox"/> Program
<input type="checkbox"/> Installation (Short)	<input type="checkbox"/> Installation (Long)	<input type="checkbox"/> Building
<input type="checkbox"/> Sub-Region	<input type="checkbox"/> Region	<input type="checkbox"/> Parent Command/Org

Section 2: Training Select all Training Fields

<input checked="" type="checkbox"/> Required By Date (required)	<input checked="" type="checkbox"/> Scheduled Date (required)	<input type="checkbox"/> Web Based
<input checked="" type="checkbox"/> Course Title (required)	<input type="checkbox"/> Course Type	<input type="checkbox"/> Course Length
<input checked="" type="checkbox"/> Course Id (required)	<input type="checkbox"/> Course Module	



After you select run report and the system finds the information this screen will pop up. You can just open the file or save it to a location on your computer. Recommend that you Save the spreadsheet to a folder of your choice.



Needed Training and Deficiency Report Example

Name(Last,First)	Course Id	Course Title	Scheduled Date	Enrollment Status	Required By Date
Non Sport Bike Rider who either has no Level 2 Training or requires 3 yr refresher.	244	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	7/22/2013	Scheduled	6/28/2013
	244	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	Not Scheduled		6/26/2013
	244	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	Not Scheduled		4/21/2013
	4454	Motorcycle Operator (Cruiser / Standard) Continuation Training (MSF Equivalent Courses (ARC / BRC-2))	Not Scheduled		3/17/2013
	4455	Motorcycle Operator Military SportBike Continuation Training (MSF Equivalent Courses (ARC / MSRC))	Not Scheduled		5/3/2013

Sport Bike Rider who either has no Level 2 training or requires 3 yr refresher.

Rider (any type bike) who has not completed Basic Rider training.

This rider is scheduled for BRC Training.



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.

