



DEPARTMENT OF THE NAVY

PUGET SOUND NAVAL SHIPYARD
AND INTERMEDIATE MAINTENANCE FACILITY
1400 FARRAGUT AVENUE
BREMERTON, WASHINGTON 98314-5001

Canc: Jul 10

IN REPLY REFER TO
PSNS&IMFNOTE 5100
Code 1100
30 Jun 2009

PSNS&IMF NOTICE 5100

From: Commander, Puget Sound Naval Shipyard and Intermediate Maintenance Facility

Subj: MOTORCYCLE SAFETY COURSE

Ref: (a) OPNAVINST 5100.12H, Navy Traffic Safety Program

1. Purpose. To establish policy for employees who operate a privately owned motorcycle, moped, motor scooter, or sport bike on a DOD installation. Operators are required to complete an operator safety course per reference (a).

2. Applicability. This notice applies to all PSNS & IMF employees.

3. Policy. It is in the interest of our employees, the command, and the community to encourage the safe operation of motorcycles. Reference (a) requires each employee to take an approved operator safety course before operating a motorcycle on a DOD installation, whether for personal transportation or for official duties. Reference (a) further states that the training required shall be provided at no cost to active duty military and DOD civilian personnel and that personnel shall not be charged leave to attend the training. Employees must utilize the approved Motorcycle Safety Course offered by the Commander, Navy Region Northwest (COMNAVREG NW). For information refer to the following web site:

<https://www.cnmc.navy.mil/cnrnw/Programs/TrainingandReadiness/DrivingandMotorcycleSafetyClasses/index.htm>

4. Action

a. Department heads will review all driving safety course requests. Reference (a) states that an employee shall not be charged leave; however, it is the department head's decision whether or not workload demands permit an employee to attend this training on government time.

b. If approved, the employee's time shall be charged to the appropriate training job order:

9XXX-39-BRCM - Basic Rider Course
9XXX-39-ERCM - Experienced Rider Course
9XXX-39-SRCM - Sport Bike Rider Course

c. When workload prohibits release of the employee on the initial requested date, the employee should be encouraged to enroll in a course scheduled for a future date when workload is anticipated to be more flexible.

d. Some private companies provide training that meets the requirements of reference (a). If an employee completes the course on the weekend, utilizing a private certified company, PSNS & IMF does not have authority to reimburse the employee for the cost of the training nor to compensate the employee for his or her time.

/s/
M. R. WHITNEY

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