



How to enroll in Motorcycle Safety Training
using the Risk Management Information (RMI)
system.

Background

- Starting 1 October 2025 the **Navy Safety Command has directed** that all motorcycle training be advertised in the new safety program of record, Risk Management Information (RMI). Installations are not authorized to use alternate sign-up methods.
- To sign up for Motorcycle Safety Classes you have to have an RMI account, to create an account speak to your command Safety Officer or Collateral Duty Safety Officer. Personnel assigned to the installation can speak to the department Safety Representative or installation MSR.
- Unlike ESAMS, the installation no longer has oversight or access to tenant command RMI accounts. All RMI accounts have to be approved by the tenant command or ISIC.
 - RMI accounts for SOFA sponsored Dependents, APF or NAF civilians and contractors have to be created by the SOFA sponsoring unit for the member to be enrolled. That command MSR or Safety Officer/CDSO must have the RMI account function “Training: Enroll others” assigned to them.
- Once you have an RMI account the following steps take you step-by-step process to be added to the waitlist. Enrollment still requires all documents to be submitted 1 week prior to the start of the class.
- This is a new way to conduct business for all, please be patient.



RMI

UNCLASSIFIED REPORTING ONLY

Search AFSAS...

MY "TO-DO" LIST

MY CALENDAR

> ANALYTICS

> INVESTIGATIONS

> HAZARD MANAGEMENT

> SAFETY INSPECTIONS

> CONFINED SPACE PROGRAM

> JOB HAZARD ANALYSIS

> MANAGE PERSONNEL

> MEDICAL SURVEILLANCE

> TRAINING

> PUBS & REFS

> ADMIN

> FEEDBACK

> HELP

HOMEPAGE

- MY "TO-DO" LIST

QUICK MENU Awaiting Review Near Late or Late Release ChangeLog

QUICK MENU

QUICK START

- Create Event Investigation
- Create Supervisor Report
- Create Safety Inspection
- Create Confined Space
- Create Entry Request
- Create Job Hazard Analysis
- Create Training Plan
- Create Training Record
- Create Training Rule
- Create Training Class
- Create File Collection
- Create Feedback

RECENTLY VIEWED

- Recent Event Investigations
- Recent Supervisor Reports
- Recent MOFES
- Recent Recommendations
- Recent Safety Inspections
- Recent Job Hazard Analysis
- Recent Packages
- Recent Licenses
- Recent Confined Spaces
- Recent Entry Requests
- Recent Training Classes
- Recent Accounts
- Recent Feedbacks

1. LOGIN to RMI
<https://afsas.safety.af.mil>

2. Click on
Training





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> MANAGE PERSONNEL

> MEDICAL SURVEILLANCE

▼ TRAINING

TRAINING HOMEPAGE

HOMEPAGE

TRAINING PLANS

UPDATE TRAINING PLAN

+ CREATE TRAINING PLAN

TRAINING RECORDS

+ CREATE TRAINING RECORD

SEARCH TRAINING RECORDS

TRAINING CLASSES

+ CREATE TRAINING CLASS

RECENTLY VIEWED

SEARCH TRAINING CLASSES

TRAINING RULES

HOMEPAGE

- MY "TO-DO" LIST

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3. Click on Search Training Classes



4. Find a class

Follow the below steps to find a class at NAF Atsugi or COMFLEACT SASEBO

Hosting Organization Tier 1 – Drop down to US Navy

Hosting Organization Tier 2 – Type in NAF ATSUGI (61057) or COMFLEACT Sasebo JA (61058), depending on your location. **The green indicates the correct UIC, if you pick another UIC you will not find the class.

Training Course Tier 1 – Drop down to Motorcycle, ATV and UTV Safety Training **If you select Brief you will not find the class.

Training Course Tier 2 – Drop down to:
For BRC 1 select “Level 1 Motorcycle Training”
For BRC 2 select “Level 2 Motorcycle Training”

Click SEARCH button

The screenshot shows the RMI TRAINING CLASS SEARCH interface. The left sidebar contains a navigation menu with categories like MY *TO-DO* LIST, MY CALENDAR, ANALYTICS, INVESTIGATIONS, HAZARD MANAGEMENT, SAFETY INSPECTIONS, CONFINED SPACE PROGRAM, JOB HAZARD ANALYSIS, MANAGE PERSONNEL, MEDICAL SURVEILLANCE, and TRAINING. The TRAINING section is expanded, showing options like TRAINING HOMEPAGE, TRAINING PLANS, TRAINING RECORDS, TRAINING CLASSES, TRAINING RULES, and MUSTT. The main content area is titled 'TRAINING CLASS SEARCH' and includes a search bar for 'Training Class ID' and a 'SEARCH PARAMETERS' section. The parameters section has several dropdown menus and text input fields. Red arrows point from the text instructions to the following fields: 'Hosting Organization Tier 1' (set to 'US Navy'), 'Hosting Organization Tier 2' (set to 'NAF ATSUGI (61057) or COMFLEACT SASEBO JA (61058)'), 'Training Course Tier 1' (set to 'MOTORCYCLE, ATV, AND UTV SAFETY TRAINING'), 'Training Course Tier 2' (set to 'LEVEL I MOTORCYCLE TRAINING'), and the 'SEARCH' button at the bottom.

UNCLASSIFIED REPORTING ONLY

MY *TO-DO* LIST

MY CALENDAR

> ANALYTICS

> INVESTIGATIONS

> HAZARD MANAGEMENT

SAFETY INSPECTIONS

> CONFINED SPACE PROGRAM

> JOB HAZARD ANALYSIS

> MANAGE PERSONNEL

> MEDICAL SURVEILLANCE

▼ TRAINING

TRAINING HOMEPAGE

TRAINING PLANS

UPDATE TRAINING PLAN

+ CREATE TRAINING PLAN

TRAINING RECORDS

+ CREATE TRAINING RECORD

SEARCH TRAINING RECORDS

TRAINING CLASSES

+ CREATE TRAINING CLASS

RECENTLY VIEWED

SEARCH TRAINING CLASSES

TRAINING RULES

+ CREATE TRAINING RULE

SEARCH TRAINING RULES

MUSTT

HOMEPAGE

RIDER MASS UPDATE

SEARCH MOTORCYCLE RIDERS

> PUBS & REFS

> ADMIN

> FEEDBACK

> HELP

HOME 69 LOGOUT

SEARCH BY ID

Training Class ID:

SEARCH PARAMETERS

Hosting Organization Tier 1:

Hosting Organization Tier 2:

Training Course Tier 1:

Training Course Tier 2:

Class Name:

Class Location; Base:

Class Start Date: through

Class Status: In Development Scheduled In Progress Completed Awaiting Graduation Canceled

Course Manager:

Course Instructor:

Student First Name:

Student Last Name:

Word Search:

Results per Page:

Search Start Over

TRAINING CLASS SEARCH RESULTS

Time: 13 AUG 2025 0547(Z)

SEARCH PARAMETERS

CRITERION	VALUE
Hosting Organization Tier 1	US Navy
Hosting Organization Tier 2	NAF ATSUGI (N61057)
Training Course Tier 1	Motorcycle, ATV, and UTV Safety Training
Training Course Tier 2	Level I Motorcycle Training
Displaying Results	1 out of 1

- SEARCH REFINEMENT EXPAND ALL | COLLAPSE ALL | HIDE ZEROS

- STATUS

SCHEDULED 1

+ SERVICE

+ TRAINING COURSE TIER 1

+ CLASS LOCATION; BASE

Modify Search New Search

5. Choose class and dates you want

Verify it is the course you want (BRC 1 or BRC 2), then click on the "thumbs up button" under the Action column



- *BRC 1 is a 2 day class, it only reflects the start date
- *BRC 2 is a 1 day class

ACTION	CLASS ID	CLASS STATUS	COURSE NAME / CLASS NAME	COURSE DESCRIPTION	CLASS START DATE	COURSE SCHEDULE	CLASS LOCATION, BASE	CLASS INSTRUCTOR #1	COURSE MANAGER #1
	78860	Scheduled	Level I Motorcycle Training: BRC 1 at NAF Atsugi OCT 2025		16 OCT 2025		NAF Atsugi Hanger 1401 North East Corner of Hanger 1401 96306 NAF Atsugi		GS/GG - 13; Sailer

DISPLAYING RESULTS 1 - 1 OF 1 RECORDS

EXPORT TO:



TRAINING ENROLLMENT REQUEST

Time: 13 AUG 2025 0548(Z)

TRAINING CLASS HEADER

CLASS ID: 78860	HOSTING ORGANIZATION TIER 1: US Navy	CLASS STATUS: Scheduled
BASE: NAF Atsugi	HOSTING ORGANIZATION TIER 2: Naval Air Facility Atsugi (NAF ATSUGI)	CLASS DATES: 16 OCT 2025 - 17 OCT 2025
TRAINING COURSE: Motorcycle, ATV, and UTV Safety Training; Level I Motorcycle Training		
CLASS NAME: BRC 1 at NAF Atsugi OCT 2025		

TRAINING SLOT INFORMATION

NOTE: All enrollment requests will automatically be placed in the waitlist.

CLASS SIZE: 16
 ENROLLED: 0
 AVAILABLE: 16 (16 First Come; First Served)
 WAITLIST: 0

6. Enroll self and enter supervisor's email address

TRAINING ENROLLMENT REQUEST

Enrollment Type: * Self

Your Supervisor's Email Address: *

Confirm Supervisor's Email Address: *

Submit Enrollment Request

Cancel

For Military and civilians, including contractors enter your supervisors email address. For dependents enter the sponsors email address.

Then enter it again and click on "Submit Enrollment Request".

All active fields marked with an asterisk (*) in red font are required before submitting this page. All other active fields are required before releasing a final message unless marked as (optional).

7. Verify signup and download enrollment requirements

1 Shows the # of seats available or enrolled or on waitlist. 12 students is the max for any class

2 Shows class dates and enrollment requirements in the Class Description block

3 Click on “Waitlisted Students” and your name will be listed here.

1 Enrollment requests will automatically be placed in the waitlist.

2 Class Description (optional): This is a beginner class or for those that do not have a motorcycle endorsement on their valid U.S. license. The Basic RiderCourse teaches the basic mental and physical skills needed for riding. 15-hours of instruction (5 hours classroom/10 hours riding). Range exercises include low-speed maneuvers and basic skills such as shifting, accelerating, braking, cornering, U-turn, lane change.

3 Waitlisted Students

Location Street	North East Corner of Hanger 1401
Location City, State, Zip Code	96306
Class Size	16
Class Start Date	16 OCT 2025
Allow students to request enrollment beginning on	12 AUG 2025
Last Day for Student-Initiated Drops	13 OCT 2025
Automatic handling of student enrollment requests	No
Will Continuing Education Units (CEU) be awarded for this class?	No
Are CEUs awarded by contact hours?	--
Awarded Continuing Education Units	--
Should AFSAS produce a training completion certificate for this class?	Yes
Should AFSAS record a Unique Card Number for students who successfully complete this class?	No
Course Provider's Long Name	Motorcycle Safety Foundation Basic Riders Course

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- ↓ CLASS HOURS
- ↓ 2 COURSE MANAGERS
- ↓ 1 CLASS INSTRUCTORS
- ↓ 0 CLASS SLOTS
- 1 WAITLISTED STUDENTS** **3**

#	GRADE	STUDENT NAME	ORGANIZATION TIER 1	ORGANIZATION TIER 2	BASE	PHONE	EMAIL	ENTRY DATE
1	--	YOUR NAME	USN	NAVREG JAPAN (N61076)/N37	COMFLEACT Yokosuka			13 AUG 2025

DISPLAYING RESULTS 1 - 1 OF 1 RECORDS

EXPORT TO:

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- ↓ 1 CLASS ROSTER
- ↓ 2 ADDITIONAL INFORMATION FOR STUDENTS

Remain on same RMI page but go to next guide page

8. Download enrollment documents

4

Enrollment forms you need to download and submit to be moved from the waitlist to enrolled.

5

You are now done in RMI, the next page will provide directions on where to email the enrollment forms to.

MESSAGE Successfully Saved Training Enrollment Request

TRAINING CLASS HEADER

CLASS ID: 78860 HOSTING ORGANIZATION TIER 1: US Navy CLASS STATUS: Scheduled
 BASE: NAF Atsugi HOSTING ORGANIZATION TIER 2: Naval Air Facility Atsugi (NAF ATSUGI) CLASS DATES: 16 OCT 2025 - 17 OCT 2025

TRAINING COURSE: Motorcycle, ATV, and UTV Safety Training: Level I Motorcycle Training
 CLASS NAME: BRC 1 at NAF Atsugi OCT 2025

TRAINING SLOT INFORMATION

NOTE: All enrollment requests will automatically be placed in the waitlist.

CLASS SIZE: 16
 ENROLLED: 0
 AVAILABLE: 16 (16 First Come, First Served)
 WAITLIST: 1

TRAINING CLASS INFORMATION

FIELD	VALUE
Class Status *	Scheduled
Training Course Tier 1 *	Motorcycle, ATV, and UTV Safety Training
Training Course Tier 2 *	Level I Motorcycle Training
Course Description	Meet a Motorcycle Safety Foundation, State-approved, or DoD Component-approved motorcycle training basic rider's course for motorcycle operator's initial safety training if motorcycle training is not required by the State or host-nation for licensing or endorsement purposes.
Class Name *	BRC 1 at NAF Atsugi OCT 2025
Class Description (optional)	This is a beginner class or for those that do not have a motorcycle endorsement on their valid U.S. license. The Basic RiderCourse teaches the basic mental and physical skills needed for riding. 15-hours of instruction (5 hours classroom/10 hours riding). Range exercises include low-speed maneuvers and basic skills such as shifting, accelerating, braking, cornering, U-turn, lane change. When you submit this request you are on the waitlist. You are NOT enrolled until you submit the ENROLLMENT DOCUMENTS downloaded from the Student Attachments section and email those forms to gregory.sailer.civ@us.navy.mil. ENROLLMENT DOCUMENTS must be received 7 days prior to the start of class or you will be removed from the waitlist. Failure to remove yourself in ESAMS and "No-show" 72 hours prior to the start of the class will result in you only being able to re-apply for future classes.
Hosting Organization Tier 1 *	US Navy
Hosting Organization Tier 2 *	Naval Air Facility Atsugi (NAF ATSUGI)
Start Date *	16 OCT 2025
End Date *	17 OCT 2025
Location Base	NAF Atsugi
Location Name	NAF Atsugi Hanger 1401

Location Street	North East Corner of Hanger 1401
Location City, State, Zip Code	96306
Class Size	16
Class Start Date	16 OCT 2025
Allow students to request enrollment beginning on	12 AUG 2025
Last Day for Student-Initiated Drops	13 OCT 2025
Automatic handling of student enrollment requests	No
Will Continuing Education Units (CEU) be awarded for this class?	No
Are CEUs awarded by contact hours?	--
Awarded Continuing Education Units	--
Should AFSAS produce a training completion certificate for this class?	Yes
Should AFSAS record a Unique Card Number for students who successfully complete this class?	No
Course Provider's Long Name	Motorcycle Safety Foundation Basic Riders Course

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- ↓ 2 COURSE MANAGERS
- ↓ 1 CLASS INSTRUCTORS
- ↓ 0 CLASS SLOTS
- ↓ 1 WAITLISTED STUDENTS
- ↓ 1 CLASS ROSTER
- 2 ADDITIONAL INFORMATION FOR STUDENTS

4

#	FILE NAME	FILE SIZE	UPLOADED BY	UPLOADED ON	VIRUS SCAN
1	Motorcycle_Training_Enrollment_Forms.pdf	196.19 KB	GS/GG - 13; Sailer, Gregory; NAVREG JAPAN/N35	12 AUG 2025	✓
2	CNRJ_Motorcycle_Licensing_Guide_June_2025_Final.pdf	353.76 KB	GS/GG - 13; Sailer, Gregory; NAVREG JAPAN/N35	12 AUG 2025	✓

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9. What's next?

TO BE ENROLLED you need to complete the following forms that you downloaded:

- CNRJ Motorcycle Safety Training Request*
- Safety Course - General Release, Waiver & Indemnification Agreement*

*Both forms are contained in the file you downloaded from the Student Attachment section in ESAMS

Email your completed forms to:

- Yokosuka and Atsugi email them to: cnrj_motorcycle_training@us.navy.mil
- Sasebo email them to: cfaslicense@us.navy.mil

ACTIVE DUTY MILITARY can request to borrow a trainer motorcycle for BRC 1 only (They are only available at the NAF ATSUGI range). There are only 5 available, **you must request to use one via email when returning your enrollment forms.** All others will need to use their own motorcycle or rent a motorcycle from a local shop. Borrowing a motorcycle from a friend is not authorized to complete the training.

Once the forms are received you will receive a confirmation email saying that you have been enrolled and have a confirmed seat in the class. You will also receive follow- on guidance and any additional requirements you may need to include:

- Link to MSF eCourse completion (BRC 1 only)
- Map of Range location
- Personal Protective Equipment requirements
- Any additional information and documentation you are required to bring with you for training.

Additional NOTES:

1. If you “no-show” for a class without 72 hours’ notice or fail to remove yourself from the RMI waitlist 72 hours prior to the start of the class you will only be able to attend future classes in a standby status. This means you will submit your enrollment documents, show up to the course and only be allowed to participate if a seat is available.
2. You can not register for multiple classes, if you do you will be removed from all. When you do this all your doing is preventing others to get on the waitlist. You can also not sign up for Level 2 training prior to completing Level 1 training.
3. To reiterate for the NAF Atsugi range, you must state in your email when submitting the enrollment forms that you are requesting to use a training motorcycle. If one is available it will be annotated on the return enrollment email.