

CNRJ Motorcycle Licensing Guidance for CFA Sasebo, CFA Yokosuka and NAF Atsugi

This guide is for Installations where CNRJ oversees motorcycle licensing. Motorcycle licensing for NAF Misawa is controlled by Misawa AFB, and licensing for CFA Okinawa is controlled by Camp Foster. All Navy commands are still required to ensure their licensed motorcycle riders are in compliance with OPNAV M-5100.23 standards.

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Section 1: Overview

Who Is This Guide For?

This guide applies to all SOFA-sponsored personnel, including:

- SOFA-sponsored individuals and their dependents listed on their orders or letter of employment.
- Individuals with a US Form 4EJ license and their dependents listed on their orders or letter of employment.
- Individuals whose vehicles have "Y", "A", "B" or "E" license plates and their dependents listed on their orders or letter of employment.

This guide does not apply to Japanese Master Labor Contractors (MLCs), Japanese Contractors, or military retirees (and their dependents) with Japanese residency.

What Establishes These Requirements?

This is an informal guide written in plain language to ensure clarity. ALWAYS verify with your installation licensing office prior to devoting any time or financial resources to this process. You are encouraged to consult the following reference documents:

OPNAV M-5100.23
USFJINST 31-205
CNRJINST 5800.9S
Local Installation Licensing Instruction(s)

Contact Us.

If you have questions not addressed in the Frequently Asked Questions section, contact your installation licensing office in person or via email at:

CFA Sasebo: cfaslicense@us.navy.mil

CFA Yokosuka: license@us.navy.mil

NAF Atsugi: randall.l.mills4.civ@us.navy.mil

Talking with other motorcycle riders in your command or on your installation who have completed the process are a great source for information.

Section 2: Training Requirements

Training Level Definitions:

Level 1 (Beginner). All SOFA Sponsored motorcycle riders will complete Level 1 training. Level 1 courses include: Basic Rider's Course (BRC 1), any COMNAVSAFECOM approved entry Level 1 course or any host-nation or state approved curriculum intended to provide novice riders the skills and knowledge needed to obtain a motorcycle endorsement on their driver's license.

Level 1 motorcycle training will consist of both classroom and practical application training on:

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

Level 2 (Intermediate or Sport bike). All SOFA sponsored motorcycle riders shall complete Level 2 training prior to receiving an endorsement on their US Form 4EJ license. Riders will use their personally owned motorcycle to complete the training. These courses are intended to build upon the skills and knowledge that riders obtained in Level 1 course. Curriculum will consist of range time to include practice maneuvers at slower speeds before progressing to street or highways speeds, providing instruction in challenging cornering techniques, advanced braking and other realistic scenarios. The BRC 2, Military Sport bike Rider Course (MSRC) and Advanced Rider Course (ARC) are examples of Level 2 courses approved for riders.

Refresher Training. All military members who operate motorcycles shall complete refresher training at least once every five years IAW OPNAV M-5100.23. The selected refresher course must meet or exceed the training curriculum of Level 2 training. It's strongly recommended that more experienced riders select refresher training suited to their level of skill and motorcycle type.

All civilian motorcycle operators are encouraged to complete the BRC-2 training or other level 2 training after 5 years of inactivity, the acquisition of a new motorcycle, or a major geographic relocation.

Section 3: New Riders

Definition: Individuals who have never ridden before or do not have a motorcycle endorsement on their current U.S. license.

NOTE. New riders are limited to an engine size of 400cc's or below for the first year.

- Obtain your US FORM 4EJ Personally Owned Vehicle (POV) license.
- If completing training on your own motorcycle, obtain insurance before attending.
- Complete Basic Rider Course 1 (BRC 1) or any acceptable Level 1 training. See Section 6, "How to Enroll in Motorcycle Safety Training."
- Purchase a motorcycle (if needed), and have it delivered to an on-base location.
- Take your motorcycle, BRC 1 course completion record, current US FORM 4EJ license, JCI and liability insurance paperwork along with your enrollment confirmation email for the BRC 2 class you enrolled in to your licensing office to receive a temporary on-base license and on-base license plate. The temporary on-base plate must be returned within 90 days from the date of issue.
- Complete 250 kilometers and at least 30 days of riding on base.
- Sign up for and attend Basic Rider Course 2 (BRC 2). See Section 6.
- Take your BRC 2 course completion record to the licensing office and receive your license and turn in temporary plates.
- Go to the Vehicle Registration Office (VRO) and register your motorcycle.
- Military members must complete Level 2 or equivalent Level 2 refresher training every 5 years.

NOTE. Temporary on-base plates are only for the purpose of obtaining your license and must be returned within 90 days of being issued.

Section 4: Experienced Riders

Definition: Riders who possess a valid stateside license with a motorcycle endorsement that has been issued for at least 1 year are categorized as experienced riders.

- Obtain your US FORM 4EJ POV license
- Obtain insurance for your motorcycle.
- Take motorcycle, current US FORM 4EJ license, U.S. license, Level 1 training certificate (if applicable) and JCI and Liability insurance paperwork along with your enrollment confirmation email for the BRC 2 class you enrolled in to your licensing office to receive temporary on-base license and on-base plate (CFAS does not require an on-base plate for BRC 2). The on-base plate must be returned within 90 days from the date of issue.
- Complete BRC 2 class. See section 6 “How to enroll in motorcycle safety training”
- (CFA Yokosuka and NAF Atsugi only) Upon completion of BRC 2 class, take course completion record and motorcycle to licensing office to let them check your odometer and complete 50 kilometers on base.
- Take BRC 2 course completion record to licensing office and receive your license.
- Go to Vehicle Registration Office (VRO) and register your motorcycle.
- Military members must complete Level 2 or equivalent Level 2 training every 5 years.

NOTE. OPNAV M-5100.23 states that Level 1 training does not need to be completed for riders that already hold a valid State motorcycle license endorsement or certificate from MSF, State-approved, or DoD Component-approved motorcycle course.

NOTE. Temporary on-base plates are only for the purpose of obtaining your license.

Section 5: Fully Qualified Riders

Definition: Riders that have a motorcycle endorsement on current US license and are current in all levels of COMNAVSAFECOM training.

CNRJINST 5800.9S, Chapter 4, paragraph 4.d. states: Operators arriving to Japan that have a motorcycle endorsement on their valid U.S. license and are current in their COMNAVSAFECOM approved motorcycle training, are only required to complete local hazards awareness training and a mentorship ride with a command motorcycle mentor prior to licensing. These operators will be licensed up to and including an engine size of 400cc unless they can provide prior proof of operation of a larger motorcycle (registration or insurance card not over 12 months old identifying the engine size), or complete a local Basic Riders Course 2 course to demonstrate their ability to operate a motorcycle with a larger sized engine.

Step 1. Do you qualify?

- Orders/Letter of Employment: Arrived in the past 12 months.
- Valid U.S. License with motorcycle endorsement.
- Current SOFA Vehicle License, Form US FORM 4EJ
- Active duty: Completion of MSF Level 2 or equivalent training course taken within the past 5 years.
- SOFA Civilian: Completion of MSF Level 2 or equivalent training course.
- Prior proof of operation of a larger motorcycle (printed registration or insurance card not over 12 months old identifying the engine size) for the engine size requested*.
- Mentorship Rides must be taken on a motorcycle you own, no rentals or loaner motorcycles allowed. Motorcycles shipped into Japan must meet all Government of Japan (GoJ) requirements (Brake, Emission and Noise testing) before receiving a mentorship ride.
- Under no circumstances will a mentorship ride be used for an upgrade in motorcycle engine size. Once you are licensed, to upgrade to a larger engine size motorcycle you must complete BRC 2 after 1 year of riding in Japan. The BRC 2 must be completed on the larger engine size motorcycle.

*All members requesting to license under this process must receive a mentorship ride by an approved mentor. If you are missing a document showing the engine size you may be eligible for a mentorship ride but you can only be licensed up to a motorcycle engine size of up to 400cc. The engine size of the motorcycle used for the Mentorship Ride will be reflected on the US FORM 4EJ license. If you are not eligible you must complete the requirements in the Section 4 “Experienced Riders” section. There are no exceptions to this policy.

This is a guide to help combine multiple requirements from DON, USFJ, CNRJ and Installation instructions. Prior to making any motorcycle purchases or signing up for training you need to visit your local licensing office to ensure what you are eligible for. Please bring all applicable documents with you.

Step 2. Print and Fill out Sections 1 and 2 of COMMANDER NAVY REGION JAPAN MOTORCYCLE MENTORSHIP RIDE FORM found in this section.

Step 3. Print and self-check your motorcycle using the MSF T-CLOCS inspection sheet in this guide. Do not wait until the day prior or day of to start your motorcycle.

Step 4. Obtain Liability and JCI Insurance. Motorcycle does not have to be registered to be insured.

Step 5. Bring all documents in Steps 2 to 4 to the Installation Licensing Office for verification. If all information is correct the licensing office will sign off Section 3 of the mentorship ride form and issue you a temporary license and on base only license plate. Note: CFAS does not issue temporary license and on base only license plate for Mentorship rides.

Step 6. Request a mentorship ride by:

CFA Sasebo and NAF Atsugi: contacting your licensing office.

CFA Yokosuka: After licensing office review email completed forms to:
cnrj_motorcycle_training@us.navy.mil

NOTE. Mentorship rides are conducted by volunteers and you need to work with their schedule.

Step 7. A mentor will be assigned and you are responsible for coordinating a time and location to meet to conduct the mentorship ride. Mentorship rides can only be conducted on base.

Step 8. The day of your scheduled Mentorship Ride, bring your form and completed T-CLOCS self-inspection sheet. Conduct mentorship ride, ensuring assigned mentor completes and signs form.

Step 9. Bring mentorship form and temporary plates back to Licensing Office to receive your motorcycle endorsement. For active-duty military, your license cannot exceed 5 years past completion of your last documented Level 2 or equivalent training course.

Step 10. Register your motorcycle with VRO

NOTE. The licensing office does not control VRO, you can complete the Mentorship Ride without your motorcycle being registered as long as you complete the above steps.

NOTE. Temporary on-base plates are only for the purpose of obtaining your license. CFAS does not provide temporary plates for mentorship rides.

COMMANDER NAVY REGION JAPAN MOTORCYCLE MENTORSHIP RIDE FORM

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974) PRIVACY ACT STATEMENT

AUTHORITY : Title 10, United States Code, 8013

PRINCIPLE PURPOSE : To gather information for member requesting motorcycle licensing IAW CNFJ/CNRJINST 5800.9S CH-1 and USFJI 31-205

ROUTINE USES : Applications will be provided by and maintained by the Unit Motorcycle Safety Representative in hard copy or digitally

DISCLOSURE : Voluntary; however, failure to provide requested information may result in non-recommendation for motorcycle licensing.

SECTION 1. PERSONAL/MOTORCYCLE DATA (FILLED OUT BY THE INDIVIDUAL)

1. NAME (Last, First, MI)	2. GRADE	3. ORGANIZATION	4. DATE
5. TELEPHONE NUMBER		6. EMAIL ADDRESS	
7. MOTORCYCLE MAKE	8. MODEL	9. ENGINE SIZE	
10. IF MOTORCYCLE WAS SHIPPED INTO JAPAN HAS ALL REQUIRED GOJ TESTING BEEN COMPLETED?			
			YES NO NA

SECTION 2. LICENSE/COURSE COMPLETION (FILLED OUT BY THE INDIVIDUAL)

1. U.S. LICENSE NUMBER	2. STATE	3. EXPIRATION DATE	4. MOTORCYCLE ENDORSEMENT (Yes/No)
4. USFJ FORM 4EJ LICENSE NUMBER		5. EXPIRATION DATE	
6. BASIC RIDERS COURSE 1 CERTIFICATE NUMBER AND COMPLETION DATE		7. BASIC RIDERS COURSE 2 CERTIFICATE NUMBER AND COMPLETION DATE	
8. LOCAL HAZARDS AWARENESS TEST COMPLETION DATE		9. PREVIOUS ENGINE SIZE PRIOR PROOF OF OPERATION (NO PROOF MAX IS 400cc)	
10. LIABILITY INSURANCE EXPIRATION DATE		11. JCI EXPIRATION DATE	
12. COMMAND MOTORCYCLE SAFETY REPRESENTATIVE (MSR). ACTIVE COMMAND MSR NAME, DATE, SIGNATURE: DUTY MEMBERS RIDER DATA ENTERED INTO MUSTT MODULE IN RMI			

SECTION 3. LICENSE/COURSE COMPLETION VERIFICATION (VERIFIED BY LICENSING OFFICE)

1. DATA IN SECT 2 IS CORRECT & ENG SIZE AUTHORIZED YES NO CC:	2. LICENSE OFFICE INDIVIDUALS NAME AND DATE	3. ONBASE LICENSE AND PLATE ISSUED?
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SECTION 4. MENTOR DATA AND SKILLS REVIEW (MENTOR APPROVED BY INSTALLATION SAFETY OFFICE)

1. NAME	2. LOCATION	3. MENTORSHIP RIDE DATE
4. T-CLOCS INSPECTION	PASS/FAIL	REMARKS
5. STOPPING	PASS/FAIL	REMARKS
6. CORNERING	PASS/FAIL	REMARKS
7. U-TURN	PASS/FAIL	REMARKS
8. SWERVE	PASS/FAIL	REMARKS
9. GROUP RIDING	PASS/FAIL	REMARKS

10. PROVIDE LOCAL AWARENESS DISCUSSION (LANE SPLITTING, LOCAL LAWS, UNIQUE EXPERIENCES, ETC.)

11. MENTORS SIGNATURE	12. RECOMMENDATION FOR LICENSE (YES/NO)
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INSTRUCTIONS

This form is to be used to verify newly reporting motorcycle operators qualifications that meet all requirements of CNFJ/CNRJINST 5800.9S CH-1, Chapter 4, paragraph 2.d. This form does not apply to any other personnel applying for a USFJ Form 4EJ Motorcycle Operators permit endorsement.

Step 1. Do you qualify?

- Orders/Letter of Employment: Arrived in the past 12 months
- Valid U.S. License with motorcycle endorsement or record of completion of Level 1 or equivalent course
- Current SOFA Vehicle License, Form US FORM 4EJ
- Active duty: Completion of MSF Level 2 or equivalent training course taken within the past 5 years.
- SOFA Civilian: Completion of Level 2 or equivalent training course
- Proof of operation of a motorcycle registration/insurance card not over 12 months old identifying the engine size.*
- Mentorship Rides must be taken on a motorcycle you own, no rentals or loaner motorcycles allowed. Motorcycles shipped into Japan must meet all Government of Japan (GoJ) requirements (Brake, Emission and Noise testing) before receiving a mentorship ride.

*If you are missing a document showing the engine size you can only be licensed up to a motorcycle engine size of up to 400cc.

Step 2. Fill out Sections 1 & 2

Step 3. Complete MSF T-CLOCS inspection, this is your own self-inspection to ensure your motorcycle is ready

Step 4. Obtain Liability and JCI on your motorcycle

Step 5. Bring all documents in Steps 2 - 4 to the Installation Licensing Office for verification. If all information is correct the licensing office will sign off Section 3 of the mentorship ride form and issue you a temporary license and on base only license plate.

Step 6. Request a mentorship ride

CFA Sasebo and NAF Atsugi: contacting your licensing office.

CFA Yokosuka: After licensing office review email completed forms to: cnrj_motorcycle_training@us.navy.mil

Step 7. A mentor will be assigned.

You are responsible for coordinating a time and location to meet to conduct the mentorship ride. Mentorship rides can only be conducted on base.

Step 8. Bring form and T-CLOCKS inspection self-inspection sheet to mentorship ride.

Step 9. Bring mentorship form and temporary plates back to Licensing Office and receive motorcycle license. For active duty military, your license can not exceed 5 years past completion of your last documented Level 2 or equivalent training course.

MENTOR GUIDANCE

1. The Installation Safety Office can approve any individual to be a mentor that meets the following:
 - Valid USFJ or Japanese licensed motorcycle operator that has 5 years of riding experience
 - Has no record of moving violations or license suspension in the past year (Installation Security check required)
 - Military mentors must be current on their COMNAVSAFECOM required motorcycle training
 - Military mentors' records in RMI must identify them as a motorcycle rider
2. Mentors will only complete mentorship rides on base. At no time can an unregistered motorcycle or unlicensed individual operate a motorcycle off base.
3. All approved mentors agree their name and contact information being provided to personnel requesting a mentorship ride.
4. There is no designated area for mentorship rides. The mentor should select an onbase location were they observe all skills while avoiding areas of high traffic of trafficked.

T-CLOCS Inspection Checklist

T-CLOCS ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECK-OFF	
T-TIRES & WHEELS				
Tires	Condition	Tread depth, wear, weathering, evenly seated, bulges, embedded objects.	Front	Rear
	Air Pressure	Check when cold, adjust to load.	Front	Rear
Wheels	Spokes	Bent, broken, missing, tension, check at top of wheel: "ring" = OK — "thud" = loose spoke	Front	Rear
	Cast	Cracks, dents.	Front	Rear
	Rims	Out of round/true = 5mm. Spin wheel, index against stationary pointer.	Front	Rear
	Bearings	Grab top and bottom of tire and flex: No freeplay (click) between hub and axle, no growl when spinning.	Front	Rear
	Seals	Cracked, cut or torn, excessive grease on outside, reddish-brown around outside.	Front	Rear
C-CONTROLS				
Levers and Pedal	Condition	Broken, bent, cracked, mounts tight, ball ends on handlebar levers, proper adjustment.		
	Pivots	Lubricated.		
Cables	Condition	Fraying, kinks, lubrication: ends and interior.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, wire supports in place.		
Hoses	Condition	Cuts, cracks, leaks, bulges, chafing, deterioration.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, hose supports in place.		
Throttle	Operation	Moves freely, snaps closed, no revving when handlebars are turned.		
L-LIGHTS				
Battery	Condition	Terminals; clean and tight, electrolyte level, held down securely.		
	Vent Tube	Not kinked, routed properly, not plugged.		
Lenses	Condition	Cracked, broken, securely mounted, excessive condensation.		
Reflectors	Condition	Cracked, broken, securely mounted.		
Wiring	Condition	Fraying, chafing, insulation.		
	Routing	Pinched, no interference or pulling at steering head or suspension, wire looms and ties in place, connectors tight, clean.		
Headlamp	Condition	Cracks, reflector, mounting and adjustment system.		
	Aim	Height and right/left.		
	Operation	Hi beam/low beam operation.		
Tail lamp/brake lamp	Condition	Cracks, clean and tight.		
	Operation	Activates upon front brake/rear brake application.		
Turn signals	Operation	Flashes correctly.	Front left	Front right
			Rear left	Rear right
O-OIL				
Levels	Engine Oil	Check warm on center stand on level ground, dipstick, sight glass.		
	Hypoid Gear Oil, Shaft Drive	Transmission, rear drive, shaft.		
	Hydraulic Fluid	Brakes, clutch, reservoir or sight glass.		
	Coolant	Reservoir and/or coolant recovery tank — check only when cool.		
	Fuel	Tank or gauge.		
Leaks	Engine Oil	Gaskets, housings, seals.		
	Hypoid Gear Oil, Shaft Drive	Gaskets, seals, breathers.		
	Hydraulic Fluid	Hoses, master cylinders, calipers.		
	Coolant	Radiator, hoses, tanks, fittings, pipes.		
	Fuel	Lines, fuel valve, carbs.		
C-CHASSIS				
Frame	Condition	Cracks at gussets, accessory mounts, look for paint lifting.		
	Steering-Head Bearings	No detent or tight spots through full travel, raise front wheel, check for play by pulling/pushing forks.		
	Swingarm Bushings/Bearings	Raise rear wheel, check for play by pushing/pulling swingarm.		
Suspension	Front Forks	Smooth travel, equal air pressure/damping, anti-dive settings.	Left	Right
	Rear Shock(s)	Smooth travel, equal pre-load/air pressure/damping settings, linkage moves freely and is lubricated.	Left	Right
Chain or Belt	Tension	Check at tightest point.		
	Lubrication	Side plates when hot. Note: do not lubricate belts.		
	Sprockets	Teeth not hooked, securely mounted		
Fasteners	Threaded	Tight, missing bolts, nuts.		
	Clips	Broken, missing.		
	Cotter Pins	Broken, missing.		
S-STANDS				
Center Stand	Condition	Cracks, bent.		
	Retention	Springs in place, tension to hold position.		
Side stand	Condition	Cracks, bent (safety cut-out switch or pad equipped).		
	Retention	Springs in place, tension to hold position.		

Section 6: How to Enroll in Motorcycle Safety Training

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

NOTE. If you do not have an account work with your command to create one.

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.

2. In RMI, on the left hand menu click on **TRAINING**

3. In the Training sub-menu click on **SEARCH TRAINING CLASSES** then:

The screenshot shows the 'SEARCH PARAMETERS' form with the following fields and options:

- Hosting Organization Tier 1:** US Navy (selected)
- Hosting Organization Tier 2:** US NAS ATSUGI (N61057)
- Training Course:** Level I Motorcycle Training
- Class Name:** (accepts text fragment)
- Class Location; Base:** (Search up to 5 bases) - Multiple input fields with placeholder text 'start typing base name or icao code...'
- Class Start Date:** 27 APR 2026 through 31 JUL 2026. Note: Select the range of dates + 3 months you want to search
- Class Status:** In Development, Scheduled, In Progress, Completed, Awaiting Graduation, Canceled
- Course Manager:** (start typing AFSAS account name...)
- Course Instructor:** (start typing AFSAS account name...)
- Student Information:**
 - Student:** (start typing the student name...)
 - Student First Name:** (accepts text fragment)
 - Student Last Name:** (accepts text fragment)
 - Student Status:** Enrolled, Waitlisted, Completed, Incomplete, No Show
 - Word Search:** enter search keywords...
 - with the exact phrase
 - with at least one of the words (separated by spaces)
 - with all of the words (separated by spaces)
 - without the words (separated by spaces)
- Results per Page:** 25

At the bottom, there is a **Search** button circled in red, a **Start** button, and a red arrow pointing to the **Search** button with the text **CLICK SEARCH**.

This is a guide to help combine multiple requirements from DON, USFJ, CNRJ and Installation instructions. Prior to making any motorcycle purchases or signing up for training you need to visit your local licensing office to ensure what you are eligible for. Please bring all applicable documents with you.

4. Verify the class and date you want and click on the “thumbs up button” next to the class you want to enroll in.



5. For Military and civilians, including contractors, enter your supervisors email address. For dependents enter the sponsor’s email address. Then enter it again and click on “Submit Enrollment Request”.

A screenshot of a web form. It has two text input fields for "Your Supervisor's Email Address" and "Confirm Supervisor's Email Address". Above the first field is a radio button labeled "Self". Below the input fields are two buttons: a blue "Submit Enrollment Request" button and a gray "Cancel" button. The "Submit Enrollment Request" button is highlighted with a red rectangular border.

6. Click on the WAITLISTED STUDENTS icon and verify your name is there

#	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:

7. Click on the ADDITIONAL INFORMATION FOR STUDENTS icon and **download the enrollment forms**

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

A yellow arrow points upwards to the file name in the first row of the table.

This is a guide to help combine multiple requirements from DON, USFJ, CNRJ and Installation instructions. Prior to making any motorcycle purchases or signing up for training you need to visit your local licensing office to ensure what you are eligible for. Please bring all applicable documents with you.

8. 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 ADDITIONAL INFORMATION FOR STUDENTS section in RMI 9. 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

10. ACTIVE-DUTY MILITARY can request to borrow a trainer motorcycle for BRC 1 only (only available at the NAF ATSUGI range). There are 5 available, you must request to use one via email when returning your enrollment forms. Borrowing a motorcycle from a friend is not authorized to complete the training

11. 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 Information:

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. If you register for multiple BRC classes in RMI you will be removed from all but the first class you waitlisted for. Please note that you cannot sign up for Level 2 training prior to completing Level 1 training.

COMMANDER NAVY REGION JAPAN MOTORCYCLE SAFETY TRAINING REQUEST FORM

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974) PRIVACY ACT STATEMENT

AUTHORITY : Title 10, United States Code, 8013

PRINCIPLE PURPOSE : To gather information for member requesting motorcycle training IAW CNFJ/CNRJINST 5800.9S CH-1 and USFJI 31-205

ROUTINE USES : Applications will be provided by and maintained by the Unit Motorcycle Safety Representative in hard copy or digital format

DISCLOSURE : Voluntary; however, failure to provide requested information may result in non-recommendation for motorcycle licensing.

SECTION 1. PERSONAL/LICENSE DATA (FILLED OUT BY THE INDIVIDUAL REQUESTING THE TRAINING)

1. NAME (Last, First, MI)	2. RANK/GRADE	3. TELEPHONE NUMBER WORK	4. DATE
5. COMMAND		6. TELEPHONE NUMBER PERSONAL	
7. EMAIL ADDRESS OFFICIAL		8. EMAIL ADDRESS PERSONAL	
9. SELF-ASSESSMENT MOTORCYCLE EXPERIENCE (DOES NOT AFFECT MEMBERS ABILITY TO PARTICIPATE IN TRAINING) CHECK ONE I ASSESS MY LEVEL OF MOTORCYCLE RIDING EXPERIENCE TO BE:			
<input type="checkbox"/> BEGINNER - 0 YEARS RIDING OR NO PRIOR FORMAL TRAINING OR LICENSING <input type="checkbox"/> INTERMEDIATE - MULTIPLE YEARS OF RIDING, NO ENDORSEMENT. FORMAL TRAINING NOT COMPLETED OR EXPIRED <input type="checkbox"/> ADVANCED - MULTIPLE YEARS OF RIDING, ALL FORMAL TRAINING AND ENDORSEMENTS ARE CURRENT			
10. U.S. LICENSE NUMBER/STATE	11. EXPIRATION DATE	12. MOTORCYCLE ENDORSEMENT ON U.S. LICENSE (YES/NO)	
13. USFJ 4EJ LICENSE NUMBER	14. EXPIRATION DATE	15. DO YOU CURRENTLY OWN A MOTORCYCLE IN JAPAN (YES/NO)	
16. TRAINING REQUESTING TO ATTEND		17. DATE(S) OF TRAINING	
<input type="checkbox"/> BASIC RIDER COURSE (BRC) <input type="checkbox"/> BASIC RIDER COURSE TWO (BRC 2)			

18. ACKNOWLEDGEMENT STATEMENT, PRINTED NAME AND SIGNATURE
 I UNDERSTAND THAT I MUST COMPLETE ALL MOTORCYCLE SAFETY TRAINING REQUIRED BY USFJINST 31-205, OPNAV M-5100.23 AND LOCAL INSTALLATIONS/COMMAND INSTRUCTIONS PRIOR TO OPERATING A MOTORCYCLE. I WILL COMPLY WILL ALL PERSONNEL PROTECTIVE EQUIPMENT REQUIRED TO OPERATE A MOTORCYCLE IN ACCORDANCE WITH OPNAV M-5100.23 AND KEEP MY COMMAND MSR UPDATED OF ANY CHANGES IN MY RIDING STATUS.

PRINTED NAME _____ SIGNATURE _____

SECTION 2. COMMAND MOTORCYCLE SAFETY REPRESENTATIVE (ACTIVE DUTY AND DOD CIVILLIANS)

1. MSR HAS PROVIDED THE FOLLOWING COUNSELING TO THE PROSPECTIVE RIDER:

<input type="checkbox"/>	TRAINING REQUIRED TO RECEIVE AND MAINTAIN MOTORCYCLE LICENSE (OPNAV M-5100.23 AND LOCAL INSTALLATION INST)
<input type="checkbox"/>	LOCAL INSTALLATION POLICY FOR OBTAINING A MOTORCYCLE LICENSE
<input type="checkbox"/>	MOTORCYCLE OPERATOR PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS (OPNAV M-5100.23 CHAPTER 36)
<input type="checkbox"/>	COMMAND MOTORCYCLE MENTORS
<input type="checkbox"/>	UNIT COMMANDING OFFICERS MOTORCYCLE SAFETY/MENTORSHIP POLICY

2. MSR PRINTED NAME, DATE AND SIGNATURE

SECTION 3. ATTENDANCE APPROVAL

1. APPROVING AUTHORITY

a. ACTIVE DUTY/SOFA SPONSORED DOD CIVILIANS AND DEPENDENTS: DEPARTMENT HEAD OR ABOVE IN THEIR CHAIN OF COMMAND

b. SOFA SPONSORED CONTRACTORS: SPONSORING COMMAND DEPARTMENT HEAD OR ABOVE

THE INDIVIDUAL IDENTIFIED IN SECTION ONE OF THIS REQUEST IS AUTHORIZED TO ATTEND MOTORCYCLE SAFETY TRAINING SPONSORED BY COMMANDER NAVY REGION JAPAN. THE INDIVIDUAL HAS BEEN COUNSELED ON ALL LICENSING AND PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS NEEDED TO ATTEND THIS TRAINING.

2. PRINTED NAME	3. RANK/GRADE	4. COMMAND	5. DATE
6. EMAIL ADDRESS OFFICIAL		7. SIGNATURE	

SAFETY COURSE -- GENERAL RELEASE, WAIVER & INDEMNIFICATION AGREEMENT rev. 03/20

In consideration for _____, the Motorcycle Safety Foundation, Inc. ("MSF"), the training sponsor, the owner of the training motorcycle and premises upon which training occurs, including each of their affiliates, subsidiaries, members, employees, officers, coaches, instructors, aides, and/or agents (the "Released Parties"), furnishing services, equipment, and/or curriculum and permitting the undersigned to participate in this Motorcycle Safety Course (the "Course"), the undersigned Participant agrees to all of the following:

Participation in the Course requires physical stamina, motor coordination, and mental alertness. I hereby attest that I have no known physical or mental limitations and have not used any form of alcohol, or prescription or non-prescription drugs that could impair my performance in the Course. Participants under 18 years of age must have this form signed by a parent or guardian IN PERSON at the training location, or this form must be NOTARIZED.

I fully understand and acknowledge that (a) this Agreement is intended to be as broad and inclusive as permitted by the laws of the State in which the Course is conducted; (b) if any portion of this Agreement is for any reason held invalid or legally unenforceable, then the balance shall, notwithstanding, continue in full force and legal effect; and (c) I have had the opportunity to ask any questions about this Agreement and I fully understand its terms and meaning.

READ CAREFULLY: THIS IS A GENERAL RELEASE, WAIVER, ASSUMPTION OF RISK & COVENANT NOT TO SUE

I fully understand and agree that: (a) there are **DANGERS AND RISKS OF INJURY, DAMAGE, OR DEATH** that exist in my participation in the Course and use of motorcycles and motorcycling equipment ("Motorcycling Activities"); (b) my participation in the Course and Motorcycling Activities may result in injury or illness including, but not limited to, **BODILY INJURY, DISEASE, STRAINS, FRACTURES, PARTIAL OR TOTAL PARALYSIS, OTHER AILMENTS THAT COULD CAUSE SERIOUS DISABILITY, AND DEATH**; (c) these risks and dangers may be caused by negligence of Released Parties, other Course participants, or others, and may arise from foreseeable or unforeseeable causes; and (d) by participating in the Course and Motorcycling Activities, **I, on behalf of myself, my personal representatives and my heirs, hereby knowingly and voluntarily assume all risks and all responsibility, and agree to release the Released Parties for any injuries, losses and/or damages**, including those caused solely or in part by negligence of the Released Parties or any other person. If I have brought a motorcycle or helmet to use in the Course, this Agreement applies to any damage that occurs to or from my motorcycle or helmet during the Course.

I fully understand and agree that, on behalf of myself, my personal representatives and my heirs, I hereby covenant not to sue, and am relinquishing any and all rights I now have or may have in the future to sue the Released Parties for any and all injury, damage, or death, whether known or unknown, that I may suffer arising from the Course, or from motorcycle riding or its equipment, including claims based on the Released Parties' negligence.

I HAVE READ THIS AGREEMENT AND BY SIGNING BELOW I AGREE TO THE ABOVE TERMS, AND TO ASSUME ALL RISKS AND RELEASE THE ABOVE-NAMED RELEASED PARTIES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE OR ANY OTHER CAUSE.

Participant Name (Printed) – First, Middle, Last

License or ID# and State

Participant Signature

Date – MM/DD/YYYY

Parent/Legal Guardian signature, if Participant under 18 yrs of age

Relationship

License or ID# and State

READ CAREFULLY: THIS IS AN INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

I, on behalf of myself, my personal representatives and my heirs, agree to hold harmless, defend, and indemnify the Released Parties from any and all claims, suits, or causes of action by any third parties, including Released Parties or other Course participants, for bodily injury, property damage, or other damages that may arise out of my use of motorcycles and motorcycle equipment or my participation in the Course, including claims arising from the negligence of Released Parties, other Course participants, or any other party.

I HAVE READ THIS AGREEMENT AND BY SIGNING BELOW I AGREE TO THE ABOVE TERMS, AND TO ACCEPT LEGAL RESPONSIBILITY AND PAY FOR ANY LOSS FOR CLAIMS OR LAWSUITS AGAINST THE ABOVE-NAMED RELEASED PARTIES ARISING FROM MY PARTICIPATION IN THE COURSE.

Participant Name (Printed) – First, Middle, Last

License or ID# and State

Participant Signature

Date – MM/DD/YYYY

Parent/Legal Guardian signature, if Participant under 18 yrs of age

Relationship

License or ID# and State

Section 7: Things to know prior to shipping your motorcycle to Japan

An individual assigned to Sasebo "It cost me Yen 880,000 (\$6,068) to register my stateside motorcycle in Japan"

This section provides a general overview on GoJ requirements. We cannot provide specific requirements for each motorcycle make, model, and year, nor can we guarantee registration or estimate the associated costs. Therefore, thorough research on your part is essential. Even for Japanese-brand motorcycles purchased in the U.S., registration costs can easily reach in excess of \$4,000-\$6,000. Finding a local motorcycle shop to get the required testing completed can be challenging in some areas, and the process can take several months. Shops offering these services are particularly scarce in the Sasebo (Kyushu) area, though slightly more common in the Yokosuka/NAF Atsugi (Kanagawa) area. You are paying the shop for services such as parts adjustments/replacements, transportation, test monitoring, and retesting if necessary. The majority of the testing can only be done in the Tokyo area.

The following GoJ requirements need to be met to register the motorcycle you ship into Japan:

Brake Test/Certificate. The GoJ requires motorcycles/mopeds over 250cc manufactured on or after July 1, 1999, to comply with GoJ brake standards. The brake test costs 130,000 yen. If you fail the test you will have to repay to retake the test each time it fails. In order to avoid the required Brake testing, the issuance of a Brake Certification issued by the motorcycle manufacturer in the country of origin is required. You must contact the motorcycle manufacturer to receive this as the local shop will not be able to provide. The brake certification should state that is okay for export to Japan.

Emission Test. Motorcycles/mopeds over 250cc manufactured on or after April 1, 2001, must pass GoJ emission testing and meet emission control standards. The emission testing cost varies, you can expect to pay approximately \$2,000 to \$4,000 and it can be taken twice on the same day. The emission testing consist of testing when the motorcycle engine is cold and again when the engine is hot (2 tests).

Noise Test. It is mandatory for vehicles manufactured after 2008 to complete noise testing. Close-range exhaust noise, steady-speed running noise, and accelerating running noise are measured. The noise test include measured exhaust noise as well as intake system, road noise, and engine noise. The cost for this test is approximately 200,000 yen.

NOTE. If you previously had your motorcycle registered in Japan, you will need the Japanese Deregistered Title for Shipping. If you don't have it, you will need to get a duplicate from the Land Transportation Office (LTO). Customs Form/Export Certificate 380EJ; If motorcycle was listed as part of your household goods, you will have to get a separate 380EJ that only shows the motorcycle information to include the full VIN within six months of arriving. If you ship your motorcycle and it fails to pass GoJ requirements, you are responsible for storage at your expense, if left in a unauthorized location it may be impounded.

This is a guide to help combine multiple requirements from DON, USFJ, CNRJ and Installation instructions. Prior to making any motorcycle purchases or signing up for training you need to visit your local licensing office to ensure what you are eligible for. Please bring all applicable documents with you.

Frequently Asked Questions

General

Question: I am a SOFA sponsored civilian, why do I have to complete the same training as the military?

Answer: USFJINST 31-205 requires Motorcycle Safety Training for all SOFA personnel prior to receiving a motorcycle endorsement on their US Form4EJ license.

Question: Is there any cost for this course?

Answer: The instruction is free, there may be out of pocket expenses if you need to rent a motorcycle to attend Level 1 training or if you need specific PPE for this course (See PPE requirements in this section). ****Pending Action as of this writing**** For everyone other than Active Duty Military members, the Motorcycle Safety Foundation (MSF) will begin charging \$19.99 for their online eCourse which is required prior to MSF BRC 1 (Level 1) training.

Question: I have a motorcycle endorsement on my US driver's license, how can I get a Motorcycle endorsement on my SOFA license?

Answer: See Section 4, Experienced Riders.

Question: I don't have a motorcycle endorsement on my valid U.S. license but I would like to get one on my SOFA license. What do I need to do?

Answer: See Section 3, New Riders.

Question: How can I enroll myself in the motorcycle safety training class?

Answer: See Section 6, How to Enroll in Motorcycle Safety Training

Question: As a civilian (USCS, NAF, family member, etc.), do I need pay out of pocket to attend the motorcycle course?

Answer: No, the course is free but if you do not own a motorcycle you will have to rent one to attend. ****Pending Action as of this writing**** For everyone other than Active Duty Military members, the Motorcycle Safety Foundation will begin charging \$19.99 for their online eCourse which is required prior to MSF BRC 1 (Level 1) training.

Question: I am a contractor, am I able to attend the motorcycle course?

Answer: If you are SOFA sponsored, Yes.

Question: Why are licensing policies different at other bases in Japan?

Answer: USFJINST 31-205 allows Installation Commanders to “add to” but not “take away” from the minimum training requirements.

Question: I do not currently own a motorcycle, but would like to attend the Basic Rider Course. Are there motorcycles available?

Answer: There are currently only 5 Navy owned motorcycles available at NAF Atsugi available to Active Duty military members, these were received from DRMO and we are not authorized to purchase any additional ones.

Question: I PCS'd from an overseas duty location. What paperwork is required to obtain the motorcycle endorsement?

Answer: It all depends on your level of experience and documented training/licensing. Please review New Rider, Experienced Rider and Fully Qualified Rider sections

Question: I PCS'd from a stateside duty location. What paperwork is required to obtain the motorcycle endorsement?

Answer: It all depends on your level of experience and documented training/licensing. Please review New Rider, Experienced Rider and Fully Qualified Rider sections.

Question: I have been riding for 20 years and do not have any of the training required, what can I do?

Answer: If you have a valid U.S. license with motorcycle endorsement, start in the “Experienced Riders” section, if not your only option is to start as a “New Rider.”

Question: I am assigned to a ship and my BRC 2 qualification will expire in 2 weeks, can you help?

Answer: Go to the “How to enroll in Motorcycle Safety Training section” and enroll in a class that meets your schedule. We cannot schedule classes based on a deployable unit's schedule as there are too many deployable ships/units to track and a limited number of volunteer instructors.

Question: My ship/unit requires me to complete BRC 2 within 30 days of BRC 1 but there is no class schedule available?

Answer: That is not an OPNAV, USFJ, CNRJ or installation policy, please bring that to the attention of your ship/unit and let them know that most class schedules offered may not meet their requirement.

Question: I am a single E-4 or below. Am I eligible to obtain a US FORM 4EJ solely to purchase and drive a motorcycle?

Answer: Installations have different policies based on paygrade on who can obtain the US FORM 4EJ license. Please verify your eligibility with your installation licensing office.

Question: Why do I have to send my forms in before getting off the waitlist and being enrolled?

Answer: The forms require a department head in your chain of command to allow you to attend the training, prior to requiring the forms we had to cancel classes because people sign up and forget about the class or their command does not let them off to take the training.

Question: I am a civilian taking this training on my day off, why does my supervisor have to sign the enrollment form.

Answer: SECNAV requires that all commanding officers are aware of all motorcycle safety training being conducted, your supervisor or a department head will brief your CO/OIC or civilian equivalent that they have folks attending high risk training.

Question: Can I take the same training at Yokota AFB or MCAS Iwakuni and still get licensed at a CNRJ Installation?

Answer: Yes, if you are assigned to a CNRJ Installation we accept all MSF training from all other installations inside and outside of Japan.

Question: Can my dependent children attend MSF training and become licensed on a motorcycle?

Answer: Yes, but the minimum age for motorcycle training and licensing is 18.

Question: I am eligible and available for a Mentorship Ride today, how come I have to wait.

Answer: Many motorcycle mentors are volunteers that work full time jobs, most like to do it on the weekend. We understand your need but we recently made this change to the instruction so if you arrived fully qualified then you could get a mentorship ride vice attending a local BRC 2 class.

Question: I only want to ride my motorcycle on base, does it still have to be registered.

Answer: Yes. In accordance with USFJ, CNRJ and installation policies all POV's operated on or off base have to be inspected, properly insured and registered through the appropriate GoJ Land Transport Office (LTO).

Class locations and Motorcycles you can attend class with

Question: Where are the training ranges located?

Answer: Within CNRJ we currently have training ranges located at: NAF Atsugi and CFA Sasebo.

Question: Why is there no range at CFA Yokosuka?

Answer: Due to the limited size of the facility we have been unable to find a location at CFAY or Ikego Housing Area that meet the minimum Motorcycle Safety Foundation (MSF) standards to conduct training on.

Question: Can I borrow a friend's motorcycle to attend BRC 1 with?

Answer: No, due to an issue with liability and damage issues this is not allowed.

Question: Why does only NAF Atsugi have training motorcycles and at other locations students have to rent motorcycles?

Answer: Navy policies do not allow for the purchasing of motorcycles, NAF Atsugi worked with DRMO to receive the training motorcycles they have we continue to search for other DRMO motorcycles in good condition for other locations.

Question: Can I borrow a friend's motorcycle or rent a motorcycle to take BRC 2 with?

Answer: No, you cannot borrow a motorcycle due to liability and damage issues, you must take BRC 2 on your own motorcycle.

Question: What size motorcycle can I attend BRC 1 with?

Answer: New riders are only allowed to be licensed up to 400cc for their first year.

Question: After 1 year what do I need to do to upgrade to a larger motorcycle?

Answer: Complete BRC 2 on your larger engine size motorcycle.

Question: Can you provide a list of local shops that will rent motorcycles for training?

Answer: No, as government employees we cannot endorse any shop(s). We recommend you speak with other riders at your installation; they can normally provide you the information on which local shops in your areas that rent motorcycles.

Transportation of motorcycles for training

Question: I need to transport my motorcycle for training. Is there equipment that I may use to load the bike onto a truck?

Answer: Some installations have donated material (ramps, straps) but not all. Verify with your licensing office.

Question: Can I ride my motorcycle from my house or work to the training range.

Answer: ONLY if you reside or work on the installation where the range is located, have an on-base plate, temporary license and insurance and have completed BRC-1. NO, if you do not reside or work on the same installation. If you ride up to the range without all the requirements, you will not be allowed to attend the class.

Question: The training range is not located on my base; how can I transport my motorcycle to the training range?

Answer: There are multiple ways, rental trucks (from on or off base), local motorcycle shops, some commands allow you to use their duty van or ask a friend if they have a van/truck they can move the motorcycle with. We recommend you ask other riders on your installation how they did it.

Personal Protective Equipment (PPE) required for the course

Question: What PPE is required to attend the class?

Answer: See below PPE requirements:

Helmets. Operator must wear a properly fastened (under the chin) protective helmet that provides a minimum of $\frac{3}{4}$ coverage. Helmets must meet, at a minimum, U.S. Department of Transportation (DOT) standards. Helmets may also meet other standards such as the Snell Memorial Foundation or the American National Standards Institute. Personnel may use host-nation certified equivalent helmets. Japanese Bureau of Safety Standards (green & white "Safety Goods "sticker attached) approved helmets meet these standards. $\frac{1}{2}$ Helmets and fake or novelty helmets are prohibited. We have a few helmets available for use that meet all the requirements but they need to be cleaned prior to and after use. Please request the use of a helmet when submitting your enrollment documents.

Goggles and Face Shield. Operator must wear impact or shatter resistant goggles, or full-face shield, properly attached to the operator's helmet.

Clothing. Riders shall wear a long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens (constructed of abrasion resistant materials) designed for use on a motorcycle.

Footwear. Sturdy **over the ankle** footwear that affords protection for the toes, feet, and ankles.

Question: Will I be prevented from taking the training without the required PPE to include footwear?

Answer: Yes

Government of Japan Motorcycle License

Question: I am licensed by the Government of Japan to operate at 400cc motorcycle, can that be converted to a US FORM 4EJ (SOFA) motorcycle license?

Answer: Yes, we consider the training required by the Government of Japan to be equivalent to the training required by USFJINST 31-205. If you or your SOFA sponsored dependents already have a motorcycle license issued by the Government of Japan, you will can be issued a US FORM 4EJ license with motorcycle endorsement up to and including the engine size identified on your Japanese License as long as you meet all requirements for a US FORM 4EJ license.

Transfer between USFJ or other OCONUS installations

Question: I have a valid US FORM 4EJ license (or license from another OCONUS installation) with motorcycle endorsement from another USFJ installation, is that endorsement valid when I transfer installations. Answer: Yes, if your transfer is direct from one installation to another, not if you have a temporary or permanent duty station of more than 12 months in between and if your USFJ Form 4EJ license and U.S. license have not lapsed, you have completed the local hazards class, and you are current with your COMNAVSAFECOM required training.