

R 081433Z DEC 11

ALCOAST 564/11

COMDTNOTE 5100

SUBJ: MOTORCYCLE SAFETY TRAINING REIMBURSEMENT PROGRAM CONTINUATION
AND CHANGES

A. SAFETY AND ENVIRONMENTAL HEALTH MANUAL, COMDTINST M5100.47
(SERIES)

1. THE PURPOSE OF THIS ALCOAST IS TO ANNOUNCE THE CONTINUATION OF THE
MOTORCYCLE SAFETY TRAINING REIMBURSEMENT PROGRAM AND TO PROVIDE
DETAILS ON SOME MINOR CHANGES TO THE REQUIREMENTS.

2. IN FY11, THE MOTORCYCLE SAFETY TRAINING REIMBURSEMENT PROGRAM WAS
SUCCESSFUL IN REFUNDING OVER 250 COAST GUARD MOTORCYCLE RIDERS WHO
TOOK TRAINING ON THE ECONOMY. THIS PROGRAM HAS PROVEN VITAL IN
ENSURING THAT COAST GUARD MOTORCYCLE RIDERS HAVE ACCESS TO THE
REQUIRED TRAINING OUTLINED IN REF (A).

3. THE COAST GUARDS MOTORCYCLE SAFETY PROGRAM ALSO GOT A BOOST WITH
MORE INTERNAL TRAINING CAPABILITIES. USCG RIDERS NOW HAVE ACCESS TO
FREE MOTORCYCLE TRAINING AT ELEVEN DIFFERENT USCG FACILITIES.

LOCATIONS AND POINT OF CONTACTS CAN BE FOUND AT:

[HTTP://WWW.USCG.MIL/HQ/CG1/CG113/CG1132/MOTORCYCLE.ASP](http://www.uscg.mil/hq/cg1/cg113/cg1132/motorcycle.asp) (LINK MUST BE
TYPED IN LOWER CASE IN WEB BROWSER).

4. IN AN EFFORT TO REDUCE COSTS ASSOCIATED WITH MOTORCYCLE SAFETY TRAINING, ACTIVE DUTY MEMBERS SHALL, WHERE AVAILABLE, ATTEMPT TO OBTAIN FREE TRAINING OFFERED AT UNITED STATES COAST GUARD AND DEPARTMENT OF DEFENSE (DOD) FACILITIES.

5. SOME PERSONNEL ARE NOT ABLE TO TAKE ADVANTAGE OF FREE TRAINING DUE TO BEING STATIONED IN REMOTE LOCATIONS. FOR THOSE WHO CANNOT OBTAIN FREE TRAINING, COMDT (CG-1132) WILL CONTINUE TO REIMBURSE MEMBERS WHO TAKE TRAINING ON THE ECONOMY AND PAY FOR THE TRAINING WITH THEIR OWN MONEY. THE FOLLOWING INFORMATION PROVIDES THE PROCEDURES FOR OBTAINING TRAINING AND FILING A CLAIM. PLEASE NOTE LETTER D FOR THIS IS A CHANGE IN THE PROGRAM REQUIREMENTS:

A. MEMBER SCHEDULES AND PAYS FOR MOTORCYCLE SAFETY TRAINING WITH LOCAL SERVICE PROVIDER. INITIAL PAYMENT IS THE RESPONSIBILITY OF THE SERVICE MEMBER. COMDT (CG-1132) WILL NOT APPROVE REIMBURSEMENT CLAIMS FOR TRAINING PAID USING COMMAND FUNDS. MEMBER MUST GET A VALID RECEIPT.

B. MEMBER COMPLETES THE MOTORCYCLE SAFETY TRAINING AND RECEIVES A COURSE COMPLETION CARD.

C. MEMBER COMPLETES AND SIGNS CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS, SF1164. BE SURE TO INCLUDE YOUR EMPLOYEE ID NUMBER.

D. MEMBER SUBMITS THE CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS, SF1164, A COPY OF THEIR COURSE COMPLETION CARD AND A RECEIPT VIA EMAIL TO: MCTRNGREIMBURSEMENT (AT) USCG.MIL. CLAIM MUST BE SUBMITTED WITHIN 15 DAYS OF COURSE COMPLETION.

E. MEMBERS PACKAGE WILL BE REVIEWED BY THE POC FOR ACCURACY AND THEN SUBMITTED TO FINCEN FOR REIMBURSEMENT.

F. MEMBER WILL RECEIVE THEIR REIMBURSEMENT VIA ELECTRONIC FUNDS TRANSFER (EFT) WITHIN 30 TO 60 DAYS AFTER SUBMISSION TO FINCEN.

6. REIMBURSEMENT IS LIMITED TO BASIC AND EXPERIENCED RIDER TRAINING OFFERED BY A STATE-SPONSORED PROGRAM. THIS INCLUDES MOTORCYCLE SAFETY FOUNDATIONS (MSF) BASIC RIDERCOURSE (BRC), EXPERIENCED RIDERCOURSE (ERC), ADVANCED RIDERCOURSE (ARC) AND BASIC AND EXPERIENCED MOTORCYCLE TRAINING OFFERED BY TEAM OREGON AND IDAHO STAR.

7. TO ENSURE ALL REIMBURSEMENTS ARE COMPLETED AND PAID BEFORE THE END OF THE FISCAL YEAR, REIMBURSEMENTS ARE LIMITED TO TRAINING THAT IS COMPLETED BETWEEN 1OCT2011 AND 15SEPT2012. REIMBURSEMENTS WILL RESUME AFTER 1OCT2012 AND WILL CONTINUE EACH FISCAL YEAR UNLESS OTHERWISE CANCELLED BY A FUTURE ALCOAST.

8. REIMBURSEMENT IS LIMITED TO 350.00 DOLLARS.

9. REIMBURSEMENT IS LIMITED TO ACTIVE DUTY PERSONNEL

10. REIMBURSEMENT PROCEDURES AND FORMS CAN BE FOUND AT THE FOLLOWING LINK:

[HTTP://WWW.USCG.MIL/HQ/CG1/CG113/CG1132/MOTORCYCLE\(UNDERSCORE\)TRAINING\(UNDERSCORE\)MEMBER\(UNDERSCORE\)REIMBURSEMENT.ASP](http://WWW.USCG.MIL/HQ/CG1/CG113/CG1132/MOTORCYCLE(UNDERSCORE)TRAINING(UNDERSCORE)MEMBER(UNDERSCORE)REIMBURSEMENT.ASP).

(LINK MUST BE TYPED IN LOWER CASE INTO WEB BROWSER).

11. QUESTIONS SHOULD BE DIRECTED TO HSWL SERVCEN POC: MR. MICHAEL J. LUECK, EMAIL: MICHAEL.J.LEUCK (AT) USCG.MIL.

12. RADM MAURA K. DOLLYMORE, DIRECTOR OF HEALTH, SAFETY AND WORK-LIFE, SENDS.

13. INTERNET RELEASE IS AUTHORIZED.