**Motorcycle Training Enrollment Process**

1. Fill out statement of availability (below) and ensure all information is complete and correct.
2. Email completed statement of availability request to CPEN\_SAFE\_TRNG@usmc.mil and we will send an email back to confirm enrollment in the requested class or pursue alternate date.

**Reference**

**MARINE CORPS SAFETY MANAGEMENT SYSTEM Volume 3 Chapter 3 MCO 5100.29C 15 OCT 2020**

030303. S-3/TRAINING RESPONSIBILITIES

A. Enter completed training requirements into MCTIMS/MCTFS.

B. Assist Marines in registering for required motorcycle safety courses.

C. Ensure Marines receive orders to the required motorcycle safety courses.

3-3

**Statement of Availability Motorcycle Training**

Rank Last Name, First Name, M lnit Unit EDPI

Name and Dates of Course: (*example BRC 19-20 DEC 2022*)

 Classes run 0700-1630. I do not have any issues that interfere with start or stop times.

 I do not have watch-stander duties during this time.

 I do not have any scheduled appointments or other commitments requiring my presence during class hours.

 I understand that only bona fide emergencies may be excused. The Regional Traffic Safety Manager is the final authority on this matter. All no-shows will be reported to the base chain of command.

 **­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student Signature

S-3 OIC Name, Rank:

S-3 OIC Signature

Date:**\_\_\_\_\_\_\_\_\_**