

FM COMDT COGARD WASHINGTON DC
TO ALSAFETY

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ALSAFETY 020/21

SUBJ: MOTORCYCLE SAFETY TRAINING REIMBURSEMENT UPDATE

A. Safety and Environmental Health Manual, COMDTINST M5100.47 (series)

B. Motor Vehicle Safety Tactics, Techniques, and Procedures, CGTTP 4-01.4

1. This ALSAFETY announces immediate changes to the motorcycle safety training reimbursement claim deadline for FY21 and modified approved training dates for FY22.

2. Our people are our most valuable asset. To help ensure the safety of our motorcycle riders, REF (A) outlines the Coast Guard's comprehensive motorcycle safety program.

3. Before beginning to ride, and at least once every five years, active duty members must attend motorcycle safety training that includes classroom and on motorcycle components. Department of Defense (DoD) or Coast Guard (CG) motorcycle training facilities, when available, or commercial training programs may be used.

4. Reimbursement for commercial training programs is subject to the following conditions:

a. REF (B) lists the courses authorized for reimbursement.

b. Reimbursement is limited to \$350.00.

c. Reimbursement is limited to active duty personnel.

d. Reimbursement is only available for one training course every five years.

5. Effectively immediately, motorcycle safety training provided by commercial training programs between the dates of 31AUG2021 and 15NOV2021 will not be reimbursed. Members will incur personal cost by scheduling or attending training during this period.

6. To ensure timely processing of FY21 reimbursement claims, members must submit the required documentation prior to 30AUG2021.

7. A complete reimbursement package contains the following:

a. Signed OF-1164 Claim for Reimbursement for Expenditures on Official Business. Use trainee EMPLID, where applicable,

b. Graduation card bearing vendor name, course name, date of graduation and student name.

c. Payment receipt.

8. The trainee shall complete the following to receive reimbursement:

a. Schedule authorized training.

b. Pay vendor using personal funds and obtain a receipt.

c. Complete the motorcycle safety training and receive a course completion card.

d. Submit reimbursement package (lines 7.a.-c.) via CG intranet to MCTRNGREIMBURSEMENT@USCG.MIL

9. The Motorcycle Safety Program Manager reviews all requests for accuracy and forwards complete requests to FINCEN for execution. The trainee will receive reimbursement via electronic funds transfer within 30 to 60 days after submission to FINCEN.

11. POC: Ms. Nikki L. Flynn, Email: Nikki.L.Flynn@uscg.mil or 757-628-4343.

12. Released by Mr. Glenn Gebele, Chief, Safety and Environmental Health (CG -113).

13. Internet release is authorized.

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