

2016 JBER Motorcycle Training Request Memo

MEMORANDUM FOR Joint Base Elmendorf-Richardson Ground Safety Office Date:

SUBJECT: Request for Motorcycle Safety Training

1. This is to certify the individual indicated below is assigned to or employed at Joint Base Elmendorf-Richardson (JBER) and eligible to complete Motorcycle Safety Foundation (MSF) Training arranged through the JBER Safety Office. **Forms must be computer typed or they will not be accepted. No exceptions!**

PRINT Name: _____ Rank: _____

(Last Name, First Name, Middle Name. (Must match Driver's License)

e-mail address: _____ Riders phone #: _____

Check Branch of Service: Air Force, Army, Navy, Marines, Coast Guard:

Check: Active, Guard Reserve

List Unit Assigned (Bde/Bn/Co/ Sq): _____

Check desired course: BRC BRC-II

2. The above named individual understands that once registered for a specific class and date, it is the registered individual's responsibility to attend and successfully complete the course when scheduled. This course is considered mandatory training for motorcycle riders. **Failure to show or comply with rescheduling and cancelling procedures will be reported to unit leadership.**

Motorcycle Safety Rep /Unit Motorcycle Monitor Printed Name: _____

Signature: _____

Email: _____ Phone: _____

Commander Printed Name: _____

Signature: _____

Email: _____ Phone: _____

Individual: Bring this completed memo to the **JBER Installation Safety Office, Bldg. 10441, Room 307.**

- * **Cancellation of training request requires at least a two business day notification to the vendor.**
- * **Reschedule of training request requires at least a two business day notification to the vendor.**
- * **Members who fail to re-schedule or cancel the course at least two business days prior to the course will then be responsible for the cost of their training.**

For further questions, contact the JBER Safety Office at 552-5035 or 552-6850.

Installation Safety Staff Only Below This Line:

Staff Initials: _____ / **Approval #:** _____ / **Approval Date:** _____