

Hello mariners of the EPF Fleet.

I would like to take a moment to acknowledge the valuable contribution to all of our lives made by Michelle. She has gone the extra mile time and time again to assist us in training related issues and she will be missed.

Hopefully the transition will be smooth and the EPF training cadre can cover the gapped billet until her replacement is identified and the EPF manning structure (detailing and training) can be built out as required.

At this time I would like to introduce the EPF Training Cadre (who are now standing in for the EPF Training Specialists):

Robert Farmer, Director TC-East, USCG EPF training approvals, EPF Training Program, EPF Course Curriculum; funding for training,

DCATL Brandon Wooton, I am type rated to Chief Engineer and have sailed on 3 EPFs as 1AE and C/E. I have been training and sailing on EPFs since 2014. I will be liaising with EPF TRE Instructors and Training facilities (DCOs/Contract/Fort Eustis). In addition I will be working with all stakeholders to develop EPF Training Schedules, liaison with Fort Eustis for simulator and classroom schedules, coordinating with PM8/Ops and Ships to schedule TRE and HSC Safety training as needed, and coordinating licensed revalidation.

DCO Carrie Sturgeon, She is type rated to 2O and has been instructing the safety course since 2015. She will be responsible for handling Licensed Deck and Engineer related training.

DCM Lara Ricketts, she is safety course certified and newly minted as 3O. She will be responsible for handling Unlicensed deck, engine, comms, and supply related training.

Our roles and responsibilities are new to us and we are doing our best to come online to ensure as seamless a transfer as possible. Please keep in mind that these new duties are in addition to our other responsibilities and, as a result, we will need the mariners of the EPF community to be at the top of their game in regards to their training and credentialing needs.

In order to help us and help yourself the mariners can assist by:

- Know your training requirements
- Have your records up to date
- Know who to contact and where you can find the information you need to know (see below)
- (For supervisors - Captain, Chief Engineer, JSO, COMsO) know the requirements for your people and their current status

How the EPF manning (detailing and training) department can help with this:

- Training and Competency report should be requested by training officer from training department on a continual basis so the Ships Management Team will know where training gaps exist. Email <MSFSC_CIVMAR_TRNG@navy.mil> for report.
- Maintain an updated schedule of training (available on the CIVMAR website)

- We will create and disseminate a list of Frequently Asked Questions to help ensure everyone is at the same level of information
- Your Training Specialist will provide you with an up to date report of your status in our Human Relations Management System (HRMS) which is the software that tracks all of your credentials and training among other things upon request or when you are being processed on or off a ship. If this system is not up to date, detailing and training are not up to date... ensure your HRMS report is accurate.

Benefits to the mariner:

- Limited time in pool
- More time at home
- Quicker transition to ship
- Less unknowns in your life

The biggest problems we have identified during our turnover/lessons (pre)learned:

- Homesteaders tend to need large amounts of long term training (mariners absolutely need to be aware of the expiration dates on their credentials and be proactive in knowing and seeking their requirements)
- Mariners who drop offline after getting off the ship and then return to the pool without being up to date in requirements (we have all been there, after an 8 or 12 month tour the last thing we are thinking about is ensuring we are ready to go the next time around)

The best solution in the perfect world:

- Do 4 months and then get off the ship, take your one or two months of leave and be a fresh and ready to go, happy mariner.
- Stay in communication with your detailer to ensure that they know your leave duration and identify gaps in your training and credentialing. (4 months on and 1 or 2 months off will prevent your burnout and desire to go off the grid).
- Know your requirements for training and credentialing and ensure you are proactive in maintaining them.
- Proactive supervisors that know their people and can help ensure requirements are maintained can help with the planning.

How to connect with your trainer or detailer:

- EPF Training Inbox: COMSC.NRFK.EPF.TRAINING.fct@navy.mil (Please use this to communicate initial requests for information. Please do not email initial requests for training or requests for information directly to Carrie, Lara, or myself; given the inability to quickly communicate amongst ourselves and the hectic nature of our schedules, the EPF Training inbox is best bet to get ahold of us.)
- Placement inbox: Email Jessi Hagen or Dennis Mugglin directly or <MSC_PERSACT@navy.mil>

Tools to limit need to communicate with training* and create a condition of high level of knowledge in regards to manning in our EPF workforce:

- CIVMAR Training Website (for training request form and training schedules):
<https://civmar.sealiftcommand.com/training/>
- CIVMAR EPF Training Website (for program specific information and schedules):
<https://civmar.sealiftcommand.com/training/epf-training/>

- CIVMAR Support Center: Email civmar@sealiftcommand.com
- CIVMAR website (GREAT SOURCE OF INFORMATION): <https://civmar.sealiftcommand.com/>
- Coast Guard NMC Website (to determine credentialing requirements): <http://www.uscg.mil/nmc/>
- SMS Competency Matrix (the matrix can be found under the SMS link): the matrix is still being tailored to our unique manning requirements but is the go to place to determine requirements for your position.

*Note: the information overload from emails is a real concern, and the EPF Training Cadre will often be out conducting training (meaning we are checking emails after hours or after several days). Knowing where to go to find the information you need on your own is a full proof way of limiting the need to contact training and detailing with questions that have easy to find answers. Please attempt to communicate questions with your supervisors and check the available resources before contacting the detailers or the training staff. Save communications with training for when you are coordinating or assigned to training and we will be freed to better serve all mariners.

Here are the training staff's responsibilities (that we have identified up to this point):

(A workflow for our processes is provided in the attachments to increase the knowledge of all mariners; *the workflows are still under construction)

- Type Rating Endorsement Course Scheduling:

Identify Instructor, Identify vessel, Schedule Fort Eustis Classroom and Simulator, Identify Students (Build Roster, Generate Course Certificates, Procure Course Material and obtain Travel and Lodging).

- Type Rating Renewal Scheduling:

Identify Instructor, Identify vessel, Schedule Fort Eustis Simulator (if necessary), Identify Students (Build Roster, Generate Course Certificates, and obtain Travel and Lodging).

- Safety Course Original Scheduling:

Identify Instructor, Identify vessel, Identify Students (Build Roster, Generate Course Certificates, Procure Course Material and obtain Travel and Lodging).

[AB BRM: Schedule Fort Eustis Classroom and Simulator, Identify Students (Build Roster, Generate Course Certificates, Procure Course Material and obtain Travel and Lodging).]

- Safety Course Renewal Scheduling:

Identify Instructor, Identify vessel, Identify Students (Build Roster, Generate Course Certificates and obtain Travel and Lodging (if necessary)).

- Upgrade training before promotion:

Identify Instructor, Identify vessel, Schedule Fort Eustis Simulator (if necessary), Identify Students (Build Roster, Generate Course Certificates, and obtain Travel and Lodging).

- Other Training:

Identify Vendor or In-house, Identify Students (Obtain Travel and Lodging).

Thank you for your time and we hope to serve you to the high standards Michelle has set.

Very respectfully,

Brandon Wooton
DCATL
EPF Training Cadre