

MSC CIVMAR TRAINING FREQUENT ASKED QUESTIONS:

What is the process of requesting training?

Assigned onboard: All Training Request Forms must be vetted via CIVMARS' chain of command onboard for approval before submitting requests to the MSC Training Specialists for consideration.

Not assigned onboard: CIVMARS that aren't assigned to an MSC ship, must submit their Training Requests Forms via the designated MSC Placement Specialists (Detailers) and the MSC Training Specialists for consideration.

How do I contact my MSC Training Specialist?

Please visit the MSC Training webpage at <https://civmar.sealiftcommand.com/training> for the directory of contacts at [attached directory of contacts](#) to identify your designated Training Specialist.

Where can I obtain an MSC Training Request Form?

Please visit the MSC Training webpage at <https://civmar.sealiftcommand.com/training> for the MSC Training Request Form at [CIVMAR Training Forms](#).

Where can I locate training schedules?

Please visit the MSC Training webpage at <https://civmar.sealiftcommand.com/training> for Training schedules.

How do I request to attend the Expeditionary Fast Transport (EPF) Safety Training?

The EPF Safety Training is tentatively offered monthly contingent upon EPF ships' availability to provide training classes. Classes are generally limited to approximately 10 CIVMARS. If you are interested in attending the EPF Safety Training course, please let your MSC Placement Specialist (Detailer) know so your name can be submitted for consideration. The periodicity for EPF Safety Training is only required once.

Where do I send my updated credentials and training certificates?

Please send all certificates of completion, requests for training competency reports, updates of MMC credentials, passports, TWIC, CAC and training rosters directly to our Admin Support team via the MSC Training Inbox at msc_civmar_training@us.navy.mil. **Please redact copies of your credentials to omit PII, pictures, and HIPPA information before sending via e-mail.**

Can I arrange, pay and attend training courses and ask for reimbursement after I complete training?

No, as per SECNAVINST 12410.25B, 4. Funding Training Expenses, it states, “Employees must obtain prior approval before incurring any expenses for which they are requesting reimbursement from the command.” CIVMARS that arrange and pay for training are **NOT authorized reimbursement from MSC for any classes including any required STCW Training courses.**

Please refer to the question & answer for “What is the process of requesting training?”

How do I apply for the Reimbursable Upgrade Training Program?

Please visit the MSC Training webpage at <https://civmar.sealiftcommand.com/training> for the **RUP Enrollment Application**

How can I apply for the Radio Electronics Technician Advancement Program (RAP)?

The Radio Electronics Technician Advancement Program (RAP) is currently closed. However, we are actively working to provide the RAP opportunity at a future date to be determined. CIVMARS and external applicants may apply for the RAP when the announcement is open later in 2025. Please visit <https://civmar.sealiftcommand.com/promotions-and-transfers> for current Merit Promotion Opportunities.
