

## MSC CIVMAR TRAINING FREQUENT ASKED QUESTIONS:

### 1). What is the process of requesting training?

**Assigned onboard:** All Training Request Forms must be vetted via the 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.

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### 2). 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 to identify your designated Training Specialist.

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### 3). 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](#).

All CIVMAR Training Requests must be submitted on the current CIVMAR Training Request form [CIVMAR Training Forms](#) for consideration. NOTE: To download the fillable version of this form, download in original format vice the safe download version.

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### 4). Where can I locate training schedules?

Please visit the MSC Training webpage at <https://civmar.sealiftcommand.com/training> for Training schedules. If the specific training schedules you are seeking aren't posted to the webpage, contact your MSC Training Specialists for assistance.

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

Please visit the MSC Training webpage at <https://civmar.sealiftcommand.com/training/epf-training> for EPF training opportunities.

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### 6). Where do I send my updated credentials and training certificates?

Please send all certificates of completion, updates of MMC credentials, passports, TWIC, CAC and training rosters directly to the Admin Support team via the MSC Training Inbox at [msc\\_civmar\\_training@us.navy.mil](mailto:msc_civmar_training@us.navy.mil). **Please redact copies of your credentials to omit PII, pictures, and HIPPA information before sending via e-mail.**

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**7). 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 circumvent the MSC Training protocol and schedule, pay or attend training courses are **NOT authorized reimbursement from the MSC Business Office for any training including required STCW Training courses.**

**Refer to question #1** for “What is the process of requesting training?”

**Please ensure to contact your MSC Training Specialists before arranging or paying for any training classes.**

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**8). What is the Reimbursable Upgrade Program (RUP) and how do I apply?**

Licensed Deck and Engine Officers seeking assistance in obtaining a higher level of credentials, such as USCG Licenses, Merchant Mariner Credentials (MMC) and related endorsements should consider the **Reimbursable Upgrade Program (RUP).**

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

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**9). How do I request reimbursement of professional credentials fees?**

As per MSC Instruction 7200.1B, CIVMARS may request reimbursement for the following credentials & expenses:

- United States Merchant Mariner Documents
- United States Coast Guard (USCG) Licenses (Any gross tons or any horsepower only)
- USCG Certificates of Registry
- Environmental Protection Agency (EPA) Ozone Depleting Substances (ODS) “Universal” certificates
- Certificates of Radar Renewal (once day version only)
- Passport photo required for credentials mentioned above

CIVMAR may submit their request via a claim for Reimbursement for Expenditures on SF-1164

**Expenses & fees NOT REIMBURSABLE included:**

- **Exam preparation fees**
- **Training**
- **Travel (including rental cars, mileage, tolls, parking, etc)**
- **Per diem (including meals, lodging and incidentals)**
- **Medical expenses or physical examination fees**
- **Passport (non-official) expenses**
- **TWIC**
- **Safety Gear (including safety goggles, welding gear, etc)**

Please visit the MSC Training webpage at <https://civmar.sealiftcommand.com/training> for the instruction on **Reimbursement of Professional Credentials Fees**.

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**10). 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.

Please visit the MSC Training webpage at <https://civmar.sealiftcommand.com/training/useful-links> for additional RAP information.

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