

TRAVEL TO TRAINING LOCATION

9. Depart for training from: If 'Home' 'Ship' or 'Other' - Provide Address:	10. Mode of travel to/from training: If AIR , name of airport nearest to departure location:
11. Transportation at training site: If rental required, do you have a valid Driver's License and credit card (<u>NOT DEBIT CARD</u>):	12. Lodging required at training location: If Yes , make your lodging arrangements via e-mail MSC_CIVMAR_HOTEL@navy.mil or phone Norfolk @ 757-443-1833 or San Diego @ 619-524-9928.
RETURN TRAVEL	
13. Return location upon completion of training: If 'Home' 'Ship' or 'Other' - Provide Address:	14. If return mode of travel is different from initial travel, provide information:

15. Additional Information:

FOR OFFICIAL USE ONLY: Privacy Act Statement Authority — This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act. **Purposes and Uses** — The primary purpose of the information collected is for use in the administration of the HRMS to document the nomination of trainees and completion of training. This information becomes a part of the permanent employment record of participants in training programs, and is subject to all of the published routine uses of that system of records. **Effects and Nondisclosure** — Providing the personal information requested is voluntary; however, failure to provide this information may result in ineligibility for participation in training programs or errors in the processing of training you have applied for or completed.

SUBMIT COMPLETED & APPROVED FORM TO: msc_civmar_training@us.navy.mil

E-mail Subject Line Format Examples: Department\Training Start Date (MM.DD.YY)\Last Name, First Name\Rate

- (1) Initial request: DECK\03.01.19\Doe, John\AB;
- (2) Modification: **MOD** DECK\03.01.19\Doe, John\AB; and
- (3) Cancellation: **CANX** DECK\03.01.19\Doe, John\AB.