

MILITARY SEALIFT COMMAND CIVMAR TRAINING REQUEST FORM (Revised 07/19)

SUBMIT COMPLETED & APPROVED FORM TO: MSC_CIVMAR_TRNG@navy.mil

SEE LAST PAGE OF THIS FORM FOR REQUIRED E-MAIL SUBJECT LINE

Name (Last, First, Initial):	Permanent Position:	Permanent Coast:	Department Head's E-mail:
Personal Phone #:		Personal E-mail:	
Work Phone #:		Work E-Mail:	
1. Current Assignment:		2. My location on day of departure for training:	
If assigned to a Ship, Ship's Name:			
3. Are you being paid off Ship?		4. Will you be on Ship's Funded Leave (SFL)?	
If YES, provide date:		If YES, there will be <u>NO</u> official travel entitlement in conjunction with training.	
5. Orders to be completed by:		6. Do you require advance pay?	
		<p>NOTE: If you do not have personal funds to cover rental car/lodging/meal expenses while in training until reimbursed by MSC, you should select YES. Advance will only be paid if all previous travel has been settled.</p>	

7. Provide the Course Title, Authorized Vendor, and Dates of each Training Course requested:

TRAINING COURSE (TITLE)	VENDOR/LOCATION	DATE FROM	DATE TO

8. Provide specific dates you are available for training, in the event the above dates are not available for the selected courses:

Date From:

Date To:

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.

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

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