

## Requests for Embarkation of Essential Crew and Contractors

Requests to embark essential crew and overnight contractors can be submitted to the Maritime Unit by following these instructions:

- Email [eocevent349@cdc.gov](mailto:eocevent349@cdc.gov) at least 96 hours prior to embarkations for review and approval.
  - o Continue to copy the USCG email address(es) previously used.
- Use the email subject **[SHIP NAME] [EMBARKATION DATE] ESSENTIAL CREW/CONTRACTOR EMBARKATION REQUEST.**
- In the body of the email, include
  - o Port of embarkation,
  - o Total number of crew/contractors to embark,
  - o Crew/contractor position(s), and
  - o Number of crew/contractors per positions.

A template for submitting this information is included below. The use of the template is provided for your convenience and is not required.

<b>Total essential crew to embark [SHIP NAME] on [DATE]: ### [PORT OF EMBARKATION]</b>		
<b>Crew/Contractor Position Title</b>	<b>Brief Description of Crew/Contractor Position</b>	<b>Number of Crew/Contractors</b>

Requests do not need to be submitted to embark contractors who are not staying overnight.