**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 at least 96 hours prior to embarkations for review and approval.
	+ 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
	+ Port of embarkation,
	+ Total number of crew/contractors to embark,
	+ Crew/contractor position(s), and
	+ 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.

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| **Total essential crew to embark [SHIP NAME] on [DATE]: ###****[PORT OF EMBARKATION]** |
| **Crew/Contractor Position Title** | **Brief Description of Crew/Contractor Position** | **Number of Crew/Contractors** |
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Requests do not need to be submitted to embark contractors who are not staying overnight.