

## Requests for Embarkation of Non-Essential Crew

As a condition of a ship's obtaining controlled free pratique to board non-essential crew, CDC must verify that the cruise ship operator has documented the approval of all U.S. port and local health authorities where the ship intends to dock or make port during one or more simulated voyages or restricted passenger voyages. Cruise ship operators must follow all requirements of the Technical Instructions for a Cruise Ship Operator's Agreement with Port and Local Health Authorities under CDC's Framework for Conditional Sailing Order and continue to follow these Technical Instructions for screening testing of embarking crew and the quarantine and isolation of crew.

Once CDC approves the request the ship will no longer be required to submit any crew (essential or non-essential) embarkation requests to CDC. Non-essential crew cannot be transferred to another ship that has not received approval from CDC to board non-essential crew.

Requests to embark non-essential crew can be submitted to the Maritime Unit by following these instructions:

- Email [eocevent349@cdc.gov](mailto:eocevent349@cdc.gov) at least 7 calendar days in advance of the first embarkation of non-essential crew for review and approval.
  - o Copy the USCG email address(es) previously used for non-essential embarkation.
- Use the email subject: **Request for Non-essential Crew Embarkation for [SHIP NAME]**.
- In the body of the email, include
  - o The following statement:
    - [SHIP NAME] has completed and submitted housing, medical, and port agreements with approval by the local health authority and is requesting approval to embark essential crew.
  - o Expected port of embarkation
  - o Projected number of embarking non-essential crew
  - o Expected date of first embarkation of non-essential crew