

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.
 - 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.

| 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.