

# Sailing Contact Form

Field Season 2023

\* Indicates required question

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## 1. Email \*

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### Purpose Statement

This form is to be filled out by all mission personnel sailing on any expedition coordinated by a member of NOAA Ocean Exploration. The answers provided to the form questions are intended to provide all requisite parties with the required information to successfully plan and execute an expedition. By filling out this form 30 days prior to sailing, the expedition coordinator and respective ship operations officer will be given appropriate time to plan for the personnel details collected by this form in a respective summary sheet. If you have any questions or comments on any part of this form, please reach out to your expedition coordinator (EC).

## Paperwork Reduction Act Statement

OMB Control Number 0648-0748 Expiration date: 12/31/2023

## Paperwork Reduction Act Statement

PRA Burden Reporting: Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other suggestions for reducing this burden to Abby Letts, Office of Ocean Exploration and Research, [abby.letts@noaa.gov](mailto:abby.letts@noaa.gov)

Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subjected to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

Authority: The collection of this information is authorized under 5 U.S.C. § 301, Departmental regulations; Executive Order 12656, Assignment of emergency preparedness responsibilities; Homeland Security, Federal Continuity Directive 1, requiring Federal agencies to account for its personnel during emergencies; and Departmental Administrative Order 210-1, Emergency Readiness for Departmental Continuity.

Purpose: The Department of Commerce (Department) is collecting this information to ensure managers, supervisors, continuity of operations (COOP), and other appropriate staff and individuals have the most current personal contact information for contacting you in the event of an emergency or planned exercise. As an example, the information will be used to ensure employee accountability as it relates to protection and safe being in a catastrophic situation. Routine Uses: The Department will use this information to send notifications, alerts, and/or activations and to relay critical updates and guidance to Department personnel in response to an emergency scenario or exercise. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among Department staff for work-related purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice COMMERCE/DEPT-18, Employees Personnel Files Not Covered by Notices of Other Agencies.

Disclosure: Furnishing this information is mandatory. The failure to provide accurate information may delay or prevent you from receiving notifications in the event of an emergency. The failure to provide this information also may have an effect on your Federal service under certain circumstances. For example, failure to supply this information may delay or make it impossible to notify you in the event of an emergency about a change to your duty location and/or the Department's needs for your service in an emergency, which may result in you being placed in an absent without leave status.

## Multiple Expeditions

Read below if you may sail more than once this year

You can fill out this form once for an entire year and fill out the estimated travel dates for future expeditions. This will save you time from clicking through repetitive questions each expedition, BUT you must update your travel dates. After submitting this form, you will be sent an email that allows you to update any answer in this form. **PLEASE SAVE THAT EMAIL.**

### Your 1st Expedition

This is your first expedition for this form. You can fill out multiple expeditions if you want to save time.

## 2. Expedition ID \*

*Mark only one oval.*

EX2301

EX2302

EX2303

EX2304

EX2305

EX2306

EX2307

EX2308

EX2309

EX2310

### 3. Role During the Selected Expedition or Mission \*

*Mark only one oval.*

- Expedition Coordinator
- Mapping Watch Stander
- Explorer in Training
- Training Expedition Coordinator
- Science Lead
- GFOE Lead
- GFOE Personnel
- Sample Data Manager
- Guest Scientist
- Teacher at Sea
- Other: \_\_\_\_\_

### Arrival and Departure Instructions

PLEASE READ

Your planned arrival and departure dates are required by NOAA Ocean Exploration and the ship. Your planned dates may change, but you must inform your expedition coordinator of any change. Specific dates as it relates to expeditions (such as sail dates or move aboard dates) shall be confirmed by your expedition coordinator. Do not guess. If unsure, please ask.

### 4. Starting Aboard \*

At the commencement of the expedition you are completing this form for, will you already be aboard from a previous expedition?

*Mark only one oval.*

- Yes
- No

## 5. Arrival Date \*

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*Example: January 7, 2019*

## 6. Staying Aboard \*

At the conclusion of the expedition you are completing this form for, will you be staying aboard for another expedition?

*Mark only one oval.*

Yes

No

## 7. Departure Date \*

When do you plan on departing the ship? Not necessarily when you travel home, but when do you move off ship. If you will stay aboard for multiple expeditions, please put your date of FINAL departure from the ship.

---

*Example: January 7, 2019*

## 8. Fill out Dates for Another Expedition/Mission? \*

If not sailing on another expedition or if you do not yet know the dates of travel for your additional expedition(s), select "no" at this time, and you will be provided with an editable link to modify your answers at a later time. If you generally know the dates of travel, but are just waiting for the ship schedule to be finalized to purchase your tickets, you can select "yes". You will need to notify the expedition coordinator of any changes to your plans ASAP.

*Mark only one oval.*

Yes

No     *Skip to question 58*

**Your 2nd Expedition**

## 9. Expedition ID \*

*Mark only one oval.*

- EX2301
- EX2302
- EX2303
- EX2304
- EX2305
- EX2306
- EX2307
- EX2308
- EX2309
- EX2310

## 10. Role During the Selected Expedition or Mission

*Mark only one oval.*

- Expedition Coordinator
- Mapping Watch Stander
- Explorer in Training
- Training Expedition Coordinator
- Science Lead
- GFOE Lead
- GFOE Personnel
- Sample Data Manager
- Guest Scientist
- Teacher at Sea
- Other: \_\_\_\_\_

## Arrival and Departure Instructions

PLEASE READ

Your planned arrival and departure dates are required by NOAA Ocean Exploration and the ship. Your planned dates may change, but you must inform your expedition coordinator of any change. Specific dates as it relates to expeditions (such as sail dates or move aboard dates) shall be confirmed by your expedition coordinator. Do not guess. If unsure, please ask.

### 11. Starting Aboard \*

At the commencement of the expedition you are completing this form for, will you already be aboard from a previous expedition?

*Mark only one oval.*

Yes

No

### 12. Arrival Date \*

If you will be aboard from a previous expedition, please put your FIRST arrival date.

---

*Example: January 7, 2019*

### 13. Staying Aboard \*

At the conclusion of the expedition you are completing this form for, will you be staying aboard for another expedition?

*Mark only one oval.*

Yes

No

## 14. Departure Date \*

When do you plan on departing the ship? Not necessarily when you travel home, but when do you move off ship. If you will stay aboard for multiple expeditions, please put your date of FINAL departure from the ship.

---

*Example: January 7, 2019*

## 15. Fill out Dates for Another Expedition/Mission? \*

If not sailing on another expedition or if you do not yet know the dates of travel for your additional expedition(s), select "no" at this time, and you will be provided with an editable link to modify your answers at a later time. If you generally know the dates of travel, but are just waiting for the ship schedule to be finalized to purchase your tickets, you can select "yes". You will need to notify the expedition coordinator of any changes to your plans ASAP.

*Mark only one oval.*

Yes

No     *Skip to question 58*

### Your 3rd Expedition

## 16. Expedition ID \*

*Mark only one oval.*

EX2301

EX2302

EX2303

EX2304

EX2305

EX2306

EX2307

EX2308

EX2309

EX2310



## 17. Role During the Selected Expedition or Mission

*Mark only one oval.*

- Expedition Coordinator
- Mapping Watch Stander
- Explorer in Training
- Training Expedition Coordinator
- Science Lead
- GFOE Lead
- GFOE Personnel
- Sample Data Manager
- Guest Scientist
- Teacher at Sea
- Other: \_\_\_\_\_

## Arrival and Departure Instructions

PLEASE READ

Your planned arrival and departure dates are required by NOAA Ocean Exploration and the ship. Your planned dates may change, but you must inform your expedition coordinator of any change. Specific dates as it relates to expeditions (such as sail dates or move aboard dates) shall be confirmed by your expedition coordinator. Do not guess. If unsure, please ask.

## 18. Starting Aboard \*

At the commencement of the expedition you are completing this form for, will you already be aboard from a previous expedition?

*Mark only one oval.*

- Yes
- No

## 19. Arrival Date \*

If you will be aboard from a previous expedition, please put your FIRST arrival date.

---

*Example: January 7, 2019*

## 20. Staying Aboard \*

At the conclusion of the expedition you are completing this form for, will you be staying aboard for another expedition?

*Mark only one oval.*

Yes

No

## 21. Departure Date \*

When do you plan on departing the ship? Not necessarily when you travel home, but when do you move off ship. If you will stay aboard for multiple expeditions, please put your date of FINAL departure from the ship.

---

*Example: January 7, 2019*

## 22. Fill out Dates for Another Expedition/Mission? \*

If not sailing on another expedition or if you do not yet know the dates of travel for your additional expedition(s), select "no" at this time, and you will be provided with an editable link to modify your answers at a later time. If you generally know the dates of travel, but are just waiting for the ship schedule to be finalized to purchase your tickets, you can select "yes". You will need to notify the expedition coordinator of any changes to your plans ASAP.

*Mark only one oval.*

Yes

No     *Skip to question 58*

**Your 4th Expedition**

## 23. Expedition ID \*

*Mark only one oval.*

EX2301

EX2302

EX2303

EX2304

EX2305

EX2306

EX2307

EX2308

EX2309

EX2310

## 24. Role During the Selected Cruise or Expedition

*Mark only one oval.*

Expedition Coordinator

Mapping Watch Stander

Explorer in Training

Training Expedition Coordinator

Science Lead

GFOE Lead

GFOE Personnel

Sample Data Manager

Guest Scientist

Teacher at Sea

Other: \_\_\_\_\_

## Arrival and Departure Instructions

PLEASE READ

Your planned arrival and departure dates are required by NOAA Ocean Exploration and the ship. Your planned dates may change, but you must inform your expedition coordinator of any change. Specific dates as it relates to expeditions (such as sail dates or move aboard dates) shall be confirmed by your expedition coordinator. Do not guess. If unsure, please ask.

### 25. Starting Aboard \*

At the commencement of the expedition you are completing this form for, will you already be aboard from a previous expedition?

*Mark only one oval.*

Yes

No

### 26. Arrival Date \*

If you will be aboard from a previous expedition, please put your FIRST arrival date.

---

*Example: January 7, 2019*

### 27. Staying Aboard \*

At the conclusion of the expedition you are completing this form for, will you be staying aboard for another expedition?

*Mark only one oval.*

Yes

No

## 28. Departure Date \*

When do you plan on departing the ship? Not necessarily when you travel home, but when do you move off ship. If you will stay aboard for multiple expeditions, please put your date of FINAL departure from the ship.

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*Example: January 7, 2019*

## 29. Fill out Dates for Another Expedition/Mission? \*

If not sailing on another expedition or if you do not yet know the dates of travel for your additional expedition(s), select "no" at this time, and you will be provided with an editable link to modify your answers at a later time. If you generally know the dates of travel, but are just waiting for the ship schedule to be finalized to purchase your tickets, you can select "yes". You will need to notify the expedition coordinator of any changes to your plans ASAP.

*Mark only one oval.*

Yes

No     *Skip to question 58*

### Your 5th Expedition

## 30. Expedition ID \*

*Mark only one oval.*

EX2301

EX2302

EX2303

EX2304

EX2305

EX2306

EX2307

EX2308

EX2309

EX2310

## 31. Role During the Selected Expedition or Mission

*Mark only one oval.*

- Expedition Coordinator
- Mapping Watch Stander
- Explorer in Training
- Training Expedition Coordinator
- Science Lead
- GFOE Lead
- GFOE Personnel
- Sample Data Manager
- Guest Scientist
- Teacher at Sea
- Other: \_\_\_\_\_

## Arrival and Departure Instructions

PLEASE READ

Your planned arrival and departure dates are required by NOAA Ocean Exploration and the ship. Your planned dates may change, but you must inform your expedition coordinator of any change. Specific dates as it relates to expeditions (such as sail dates or move aboard dates) shall be confirmed by your expedition coordinator. Do not guess. If unsure, please ask.

## 32. Starting Aboard \*

At the commencement of the expedition you are completing this form for, will you already be aboard from a previous expedition?

*Mark only one oval.*

- Yes
- No

## 33. Arrival Date \*

If you will be aboard from a previous expedition, please put your FIRST arrival date.

---

*Example: January 7, 2019*

## 34. Staying Aboard \*

At the conclusion of the expedition you are completing this form for, will you be staying aboard for another expedition?

*Mark only one oval.*

Yes

No

## 35. Departure Date \*

When do you plan on departing the ship? Not necessarily when you travel home, but when do you move off ship. If you will stay aboard for multiple expeditions, please put your date of FINAL departure from the ship.

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*Example: January 7, 2019*

## 36. Fill out Dates for Another Expedition/Mission? \*

If not sailing on another expedition or if you do not yet know the dates of travel for your additional expedition(s), select "no" at this time, and you will be provided with an editable link to modify your answers at a later time. If you generally know the dates of travel, but are just waiting for the ship schedule to be finalized to purchase your tickets, you can select "yes". You will need to notify the expedition coordinator of any changes to your plans ASAP.

*Mark only one oval.*

Yes

No     *Skip to question 58*

Your 6th Expedition

## 37. Expedition ID \*

*Mark only one oval.*

- EX2301
- EX2302
- EX2303
- EX2304
- EX2305
- EX2306
- EX2307
- EX2308
- EX2309
- EX2310

## 38. Role During the Selected Expedition or Mission

*Mark only one oval.*

- Expedition Coordinator
- Mapping Watch Stander
- Explorer in Training
- Training Expedition Coordinator
- Science Lead
- GFOE Lead
- GFOE Personnel
- Sample Data Manager
- Guest Scientist
- Teacher at Sea
- Other: \_\_\_\_\_



## Arrival and Departure Instructions

PLEASE READ

Your planned arrival and departure dates are required by NOAA Ocean Exploration and the ship. Your planned dates may change, but you must inform your expedition coordinator of any change. Specific dates as it relates to expeditions (such as sail dates or move aboard dates) shall be confirmed by your expedition coordinator. Do not guess. If unsure, please ask.

### 39. Starting Aboard \*

At the commencement of the expedition you are completing this form for, will you already be aboard from a previous expedition?

*Mark only one oval.*

Yes

No

### 40. Arrival Date \*

If you will be aboard from a previous expedition, please put your FIRST arrival date.

---

*Example: January 7, 2019*

### 41. Staying Aboard \*

At the conclusion of the expedition you are completing this form for, will you be staying aboard for another expedition?

*Mark only one oval.*

Yes

No

## 42. Departure Date \*

When do you plan on departing the ship? Not necessarily when you travel home, but when do you move off ship. If you will stay aboard for multiple expeditions, please put your date of FINAL departure from the ship.

---

*Example: January 7, 2019*

## 43. Fill out Dates for Another Expedition/Mission? \*

If not sailing on another expedition or if you do not yet know the dates of travel for your additional expedition(s), select "no" at this time, and you will be provided with an editable link to modify your answers at a later time. If you generally know the dates of travel, but are just waiting for the ship schedule to be finalized to purchase your tickets, you can select "yes". You will need to notify the expedition coordinator of any changes to your plans ASAP.

*Mark only one oval.*

Yes

No     *Skip to question 58*

Your 7th Expedition

## 44. Expedition ID \*

*Mark only one oval.*

EX2301

EX2302

EX2303

EX2304

EX2305

EX2306

EX2307

EX2308

EX2309

EX2310

## 45. Role During the Selected Expedition or Mission

*Mark only one oval.*

- Expedition Coordinator
- Mapping Watch Stander
- Explorer in Training
- Training Expedition Coordinator
- Science Lead
- GFOE Lead
- GFOE Personnel
- Sample Data Manager
- Guest Scientist
- Teacher at Sea
- Other: \_\_\_\_\_

## Arrival and Departure Instructions

PLEASE READ

Your planned arrival and departure dates are required by NOAA Ocean Exploration and the ship. Your planned dates may change, but you must inform your expedition coordinator of any change. Specific dates as it relates to expeditions (such as sail dates or move aboard dates) shall be confirmed by your expedition coordinator. Do not guess. If unsure, please ask.

## 46. Starting Aboard \*

At the commencement of the expedition you are completing this form for, will you already be aboard from a previous expedition?

*Mark only one oval.*

- Yes
- No

## 47. Arrival Date \*

If you will be aboard from a previous expedition, please put your FIRST arrival date.

---

*Example: January 7, 2019*

## 48. Staying Aboard \*

At the conclusion of the expedition you are completing this form for, will you be staying aboard for another expedition?

*Mark only one oval.*

Yes

No

## 49. Departure Date \*

When do you plan on departing the ship? Not necessarily when you travel home, but when do you move off ship. If you will stay aboard for multiple expeditions, please put your date of FINAL departure from the ship.

---

*Example: January 7, 2019*

## 50. Fill out Dates for Another Expedition/Mission? \*

If not sailing on another expedition or if you do not yet know the dates of travel for your additional expedition(s), select "no" at this time, and you will be provided with an editable link to modify your answers at a later time. If you generally know the dates of travel, but are just waiting for the ship schedule to be finalized to purchase your tickets, you can select "yes". You will need to notify the expedition coordinator of any changes to your plans ASAP.

*Mark only one oval.*

Yes

No     *Skip to question 58*

**Your 8th Expedition**

## 51. Expedition ID \*

*Mark only one oval.*

- EX2301
- EX2302
- EX2303
- EX2304
- EX2305
- EX2306
- EX2307
- EX2308
- EX2309
- EX2310

## 52. Role During the Selected Expedition or Mission

*Mark only one oval.*

- Expedition Coordinator
- Mapping Watch Stander
- Explorer in Training
- Training Expedition Coordinator
- Science Lead
- GFOE Lead
- GFOE Personnel
- Sample Data Manager
- Guest Scientist
- Teacher at Sea
- Other: \_\_\_\_\_

## Arrival and Departure Instructions

PLEASE READ

Your planned arrival and departure dates are required by NOAA Ocean Exploration and the ship. Your planned dates may change, but you must inform your expedition coordinator of any change. Specific dates as it relates to expeditions (such as sail dates or move aboard dates) shall be confirmed by your expedition coordinator. Do not guess. If unsure, please ask.

### 53. Starting Aboard \*

At the commencement of the expedition you are completing this form for, will you already be aboard from a previous expedition?

*Mark only one oval.*

Yes

No

### 54. Arrival Date \*

If you will be aboard from a previous expedition, please put your FIRST arrival date.

---

*Example: January 7, 2019*

### 55. Staying Aboard \*

At the conclusion of the expedition you are completing this form for, will you be staying aboard for another expedition?

*Mark only one oval.*

Yes

No

## 56. Departure Date \*

When do you plan on departing the ship? Not necessarily when you travel home, but when do you move off ship. If you will stay aboard for multiple expeditions, please put your date of FINAL departure from the ship.

---

*Example: January 7, 2019*

## 57. Fill out Dates for Another Expedition/Mission? \*

If not sailing on another expedition or if you do not yet know the dates of travel for your additional expedition(s), select "no" at this time, and you will be provided with an editable link to modify your answers at a later time. If you generally know the dates of travel, but are just waiting for the ship schedule to be finalized to purchase your tickets, you can select "yes". You will need to notify the expedition coordinator of any changes to your plans ASAP.

*Mark only one oval.*

Yes

No     *Skip to question 58*

### Personal Information

## 58. First Name \*

---

## 59. Last Name \*

---

## 60. Middle Initial

(optional)

---

## 61. Affiliation \*

---

## 62. Cell Phone \*

Your cell phone number will not be shared outside of need to know operational personnel. Your cell phone number may be necessary during emergencies and will only be used for as needed operations.

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## 63. Physical Address

Make sure to include street, city, state, zip and if applicable apartment number.

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## 64. Dietary Restrictions \*

Such as "none", "vegan", "no gluten", etc. Used by the ship stewards to create meal plans.

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## 65. Room Assignment \*

Information on gender is used to determine one's roommate assignment aboard the ship. If you identify as non-binary, please select the room accommodation you would be most comfortable with.

*Mark only one oval.*

Male

Female



## 66. TWIC \*

Do you have an active Transportation Worker Identification Credential, also known as TWIC?

*Mark only one oval.*

Yes

No

## 67. CAC \*

Do you have an active Common Access Card, also known as a CAC?

*Mark only one oval.*

Yes

No

### International or Domestic

## 68. International Expedition?

If at least 1 of your ports may be international (outside US) or you may be transiting through another country's water (such as the Canadian/Alaskan Inside Passage), please select "Yes" so you can add your passport information. If you are unsure ask the expedition coordinator.

*Mark only one oval.*

Yes     *Skip to question 70*

No     *Skip to question 69*

### Citizenship



## 70. Do you have a Passport? \*

If "No", please notify your expedition coordinator immediately.

*Mark only one oval.*

Yes     *Skip to question 75*

No     *Skip to section 15 (No Passport Warning)*

## 71. Citizenship \*

Type country if not USA

*Mark only one oval.*

USA

Other: \_\_\_\_\_

## 72. Passport Issuing Country \*

Example: USA, Canada, Japan, etc

*Mark only one oval.*

I do not have a passport and understand that I must notify my expedition coordinator

USA

Other: \_\_\_\_\_

## 73. Passport Number \*

*Mark only one oval.*

I do not have a passport and understand that I must notify my expedition coordinator

Other: \_\_\_\_\_

## 74. Passport Expiration Date \*

*Mark only one oval.*

I do not have a passport and understand that I must notify my expedition coordinator

Other: \_\_\_\_\_

**No Passport Warning**

You have been flagged as potentially unable to sail for NOAA Ocean Exploration expeditions. Please discuss with your expedition coordinator(s) to understand the exact requirements for your expedition(s) and if it may be possible to acquire a passport in time.

**Emergency Contact Information**

## 75. First Name (Emergency Contact) \*

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## 76. Last Name \*

---

77. Middle Initial  
(Optional)

---

## 78. Relationship \*

---

## 79. Phone Number \*

---

80. Physical Address \*

Make sure to include Zip and if applicable apartment #

*Mark only one oval.*

Same Address in Personal Contact

Other: \_\_\_\_\_

81. Email \*

\_\_\_\_\_

Medical

## Instructions

You must --securely-- submit to MOC-A Health Services 30 days prior to sailing

- Completed NOAA Health Service Questionnaire (NHSQ),
- Completed Tuberculosis Screening Document (TB/PPD document).

\*New as of 2022, yearly Tuberculosis Skin Testing or Blood Tests are not required (unless clinically indicated) and are now replaced with a new 57-10-02 Tuberculosis Screening Form. The questions on the 57-10-02 could clinically indicate the need for a TB test (but this should be far and few between). Please fill out Section A, sign, and submit to OMAO. OMAO will complete the "Provider's Recommendation" and will follow up if subsequent TB testing is required. \*

Tuberculosis Screening Document is valid for 1 year. NHSQ is valid for 1 year for those 50 years+ and 2 years for those younger than 50 years. Full COVID-19 Vaccination (fully vaccinated = initial round of vaccines and at least one booster) has been required to sail since 2022. If you have questions about this requirement, please use the general contact below.

Health Services will review and decide whether to clear you to sail. If unsure if your clearance from a previous cruise is current, please call or email Health Services (can also resubmit).

### SECURE CONTACT

If you HAVE a NOAA email, you can use Kiteworks to transmit these files to the email below.

Kiteworks: <https://sfc.doc.gov/> (can request new password)

If you do NOT HAVE a NOAA email, please fax or mail your forms to MOC-A Health Services.

Fax: (757) 441-3760

Address: MOA Marine Health Services 439 W. York St., Norfolk, VA 23510

### GENERAL CONTACT

Phone: (757) 441-6320

Email: [moa.health.services@noaa.gov](mailto:moa.health.services@noaa.gov)

More Information: <https://www.oma.noaa.gov/learn/headquarters/office-health-services/marine-medicine/scientists-and-contractors>

82. Submitted NHSQ \*

<https://www.oma.noaa.gov/sites/default/files/documents/NOAA%20Form%2057-10-01%20%2803-16%29%20Health%20Services%20Questionnaire.pdf>

*Mark only one oval.*

Yes

No

83. Submitted TB/PPD \*

<https://www.oma.noaa.gov/sites/default/files/2023-01/NOAA%20Form%2057-10-02%20MAO%20Annual%20Tuberculosis%20Screening.pdf>

Mark only one oval.

Yes

No

### Medical Cont. (COVID)

To sail on NOAA Ship *Okeanos Explorer* as part of NOAA Ocean Exploration expeditions, you must read and understand the following material and policies listed below as well as agree to comply with any provisions, stipulations, and consequences outlined therein. Failure to accept and comply with such provisions and stipulations as written will be cause for the responsible authority to take appropriate actions as to insure the safety of the other sailing personnel. Such corrective actions taken in response to non-compliance can include removing the privilege to sail aboard an expedition.

If you are unable to access any linked document or folder listed in this Google Form or if you have any questions on any provided material, please contact your expedition coordinator to ensure you are given appropriate access to read all necessary material or to ensure any of your questions on the material are fully addressed. If you are unable to reach your expedition coordinator, you may send an email to [ex.expeditioncoordinator@noaa.gov](mailto:ex.expeditioncoordinator@noaa.gov) to request further assistance.

### COVID-19 Required Material and Policies

You are expected to read this document in it's entirety. If you don't have access, contact your expedition coordinator.

[https://drive.google.com/file/d/12WsVloFky4OskV4ZbBpDXd9W8OU\\_y6rz/view](https://drive.google.com/file/d/12WsVloFky4OskV4ZbBpDXd9W8OU_y6rz/view)

Notable updates in the March 2023 guidance:

1. Removes the COVID-19 booster requirement for clearance to sail.
2. Clarifies the ability to remain underway with a COVID positive case.
3. Removes the option for ON/OFF toggles for surveillance testing and pre-live aboard testing.
4. Adds the option for ON/OFF toggles for pre-sail testing requirements.
5. Updates CDC guidance for coming out of isolation.

COVID-19 guidance is always evolving. Check in with the expedition coordinator to get the latest guidance prior to sailing.

## COVID Testing

The need for pre-sail COVID testing will be determined on a month-by-month basis by the Director, Marine Medical Branch. When testing is required, personnel must test using a rapid antigen test conducted or observed by a Medical Officer, MPIC, or other trained testing observer the day of or night before sailing. Anyone who tests positive for COVID-19 is not cleared to sail. If your test results are inconclusive/indeterminate, you are not cleared to sail, but you may attempt additional rapid molecular tests to obtain a definitive result.

Testing guidance is always evolving. Check in with the expedition coordinator to get the latest guidance prior to sailing.

For those interested in additional resources, the below link can be used to receive 4 free Rapid Tests mailed to your home:

<https://www.covidtests.gov/>

### 84. Required COVID-19 Reading \*

You must have read all materials and policies listed above in order to submit this sailing contact form.

*Mark only one oval.*

I have read and understood all materials and policy.

### 85. Agree to uphold NOAA COVID-19 Requirements, Guidelines, and Expectations? \*

After reading all materials and policies linked in this form, you must indicate your agreement or otherwise with any provisions, stipulations, and consequences outlined therein and understand that agreement is required to sail. Non-compliance with any such provisions and stipulations will be reported to the Expedition Coordinator, Commanding Officer, and/or NOAA Ocean Exploration Operations Chief and can be cause for the responsible authority to take appropriate actions.

*Mark only one oval.*

Yes, I agree

No, I do NOT agree      *Skip to question 84*



## 86. Submitted COVID-19 Vaccine Record \*

VERY IMPORTANT: You will NOT sail if you fail to do this. Submit this WITH your NHSQ. Please note that the requirement for COVID 19 boosters has been removed.

*Mark only one oval.*

Yes

No

## NOAA Sexual Assault and Sexual Harassment Prevention and Response Policy

NOAA Ocean Exploration is committed to providing a workplace free of sexual harassment and sexual assault (SASH) including while traveling for work and sailing aboard expeditions. The following NOAA policy provides definitions, reporting directions, resources for victims, and other helpful guidance. If you have any questions about this policy or how things are handled onboard, please discuss with your Expedition Coordinator or any NOAA Ocean Exploration supervisor. You are required to confirm you have read and understood the policy.

### Reporting POCs and Additional Guidance

Please download and read the full NOAA Ocean Exploration SASH guidance linked below which provides guidance and critical information on SASH for seagoing personnel.

This document includes appropriate contact information for reporting an incident, methods to contact the SASH helpline, and answers to questions of anonymity. NOAA Ocean Exploration highly recommends you print a copy and keep it on your person during your travels.

A brief takeaway is that incidents can be reported to the ship CO or XO, any NOAA or DOC supervisor, NOAA's Workplace Violence Prevention and Response (WVPR) regional coordinators, a WVPR Volunteer Advocate Liaison, a Line Office EEO and Diversity Program Manager, or a Regional or Marine and Aviation Center Sexual Harassment/EEO Collateral Duty Specialist.

\*\*Please note that ship command, supervisors, and EEO personnel are **mandatory reporters**. If you would like to make a restricted report (i.e. a report that does not initiate an investigation into the allegations or require the release of information to supervisors, managers, investigators, etc.) you can make a report to the following sources: NOAA's Workplace Violence Prevention Response (WVPR)'s Regional Coordinators and WVPRs Volunteer Assistance Liaisons.\*\*

### NOAA Ocean Exploration SASH Guidance

[https://drive.google.com/file/d/1FRcQ0VXfGOHSqzc\\_2ewkMTCTgku6B5dk/view?usp=sharing](https://drive.google.com/file/d/1FRcQ0VXfGOHSqzc_2ewkMTCTgku6B5dk/view?usp=sharing)

## NOAA SASH Policy

<https://www.noaa.gov/organization/administration/nao-202-1106-noaa-sexual-assault-and-sexual-harassment-prevention-and>

87. Have you read and understood the NOAA SASH Policy above? \*

*Mark only one oval.*

- Yes, I have read and understood current NOAA SASH Policy *Skip to question 89*
- No, I have not read the policy *Skip to question 87*
- I have comments, questions, or concerns  
*Skip to section 20 (Please Speak to an NOAA Ocean Exploration Contact Listed)*

## OMAO SASH Training Requirement

Per the Office of Marine and Aviation Operations, NOAA vessels shall ensure their sailing personnel have also been provided with the necessary SASH training, orientations, and videos as appropriate. For example, sailing on NOAA Ship Okeanos Explorer (EX) requires mission personnel to have watched an OMAO SASH training video typically as part of an on board orientation at least once a field season. You will be asked if you have already completed this OMAO SASH orientation below. This is useful information for OMAO Operation Officers because your response allows them to plan for how many need to watch the SASH video.

88. Completed OMAO SASH Orientation This Field Season? \*

If this is your first expedition this season aboard an OMAO vessel (such as EX) then your response should be "no".

*Mark only one oval.*

- No
- Yes
- N/A (I am not sailing aboard an OMAO vessel)

## Please Speak to an NOAA Ocean Exploration Contact Listed

NOAA Ocean Exploration is committed to providing high standards for the prevention, response, and guiding principles as it pertains to sexual assault and harassment. Our office takes your concerns very seriously. Please discuss your questions, comments, or concerns with your expedition coordinator before continuing to fill out this form.

If you do not feel comfortable discussing with your expedition coordinator, please contact the E&E Operations Chief for further assistance: [kasey.cantwell@noaa.gov](mailto:kasey.cantwell@noaa.gov). Kasey will be available to discuss the SASH policies cited in this form or put you in contact with a more appropriate person. Please note that while Kasey can answer general policy questions, she is a mandatory reporter for reports of SASH incidents.

*Skip to question 87*

## Non Disclosure Agreement for Underwater Cultural Heritage Sites

Although NOAA Ocean Exploration conducts non-disturbance underwater cultural heritage (UCH) exploration activities, project data and information may contain site location information that could lead to adverse impacts if disclosed.

Since all expedition participants will have access to position/location information about historically significant or potentially historically significant UCH sites, we must require you to read and agree to the terms of the attached non-disclosure agreement (NDA) before we can allow your participation.



Office of Ocean Exploration and Research  
National Oceanic and Atmospheric Administration

1315 East-West Highway, SSMC3 10<sup>th</sup> floor  
Silver Spring, MD 20910  
[oceanexplorer@noaa.gov](mailto:oceanexplorer@noaa.gov)

## NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, in consideration for access to data, information, and products in the possession of, acquired by, or developed by the National Oceanic and Atmospheric Administration (NOAA) and the NOAA Office of Ocean Exploration and Research and its affiliates, hereby acknowledge that some of these data, information, and products may be related to historic or potentially historic submerged cultural resources, and therefore hereby agree not to disclose these data, information, and products except as otherwise provided in this non-disclosure agreement.

I acknowledge that the *Okeanos Explorer* data management system may contain underwater cultural heritage site location information that is sensitive.

I agree that publishing, sharing, or distributing underwater cultural heritage site location information, in any way, exposes underwater cultural heritage items to potential harm.

I recognize that particular underwater cultural heritage sites may be protected by applicable laws, including, the National Historic Preservation Act of 1966 (16 U.S.C. § 470 *et seq.*), Archaeological Resource Protection Act of 1979 (16 U.S.C. §§ 470aa-mm), National Marine Sanctuary Act (16 U.S.C. § 1431 *et seq.*), Sunken Military Craft Act (10 U.S.C. § 113 note, Pub. L. 108-375, §§ 1401-1408), Abandoned Shipwreck Act (16 U.S.C. § 470w), implementing federal regulations, and state laws.

I agree that data and information relating to the location and nature of underwater cultural heritage items that is not otherwise publicly available on a government website must be kept strictly confidential, and further agree not to disclose the location of these sites to any third party except as provided in this non-disclosure agreement.

I agree to use sensitive underwater cultural heritage information for research, education, and management only. In cooperation with NOAA, I agree to respect these cultural resources for their potential historic value and as possible graves sites by not disclosing without prior written permission from the Director of NOAA's Office of Ocean Exploration and Research the location or position of underwater cultural heritage contained in data, information, or products collected by the *Okeanos Explorer* or obtained by other means.

I agree to work with NOAA to protect and manage underwater cultural heritage sites and to assist them in their efforts to further develop and maintain accurate data files by sharing with NOAA any new facts or data I obtain as a result of my participation in the NOAA *Okeanos Explorer* operations.

89. Please select the appropriate response concerning the NOAA Ocean Exploration Non-Disclosure Agreement \*

*Mark only one oval.*

- I agree to the terms and conditions outlined in the non-disclosure agreement  
*Skip to question 91*
- I do NOT agree to the terms and conditions outlined in the non-disclosure agreement  
*Skip to question 89*

### Likeness and Profile Release to NOAA

NOAA Ship Okeanos Explorer enables telepresence exploration and broadcasts 24/7 operations to shore. Please review the [Likeness and Profile Release to NOAA](#) and email the signed form to [ocean-explore-comms@noaa.gov](mailto:ocean-explore-comms@noaa.gov).

90. Please select the appropriate response:

*Mark only one oval.*

- I have submitted the release to [ocean-explore-comms@noaa.gov](mailto:ocean-explore-comms@noaa.gov)
- I do not agree to sign the release and have contacted my expedition coordinator

Thank You!

### Please Read

Thank you for reading all material and submitting all of the information as part of this form.

You will be emailed a link back to this form for which you can edit your response such as adding a cruise or updating travel dates.

## 91. Acknowledgment \*

I acknowledge that it is my responsibility to update my responses such as travel dates and that if I make any change that I will communicate this change with my expedition coordinator.

*Mark only one oval.*

Agree

Disagree     *Skip to question 91*

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