

2013-2014 Antarctica Deployment Packet for ASC Personnel

Please review this Deployment Packet carefully. It includes information you need to know before you get to the Ice and the forms you'll need to fill out and return to ASC.



Photo Credit: Jaime Ramos

ASC
7400 S. Tucson Way
Centennial, CO 80112-3938

Travel:

800-688-8606 x33202
303-790-8606 x33202
after hours: 720-979-5764
fax: 303-705-0742
email: deploy@usap.gov

Medical - UTMB:

855-300-9704
fax: 409-772-3600
email: medical@usap.gov

HR - Best Recycling:

1-800-688-8606 x32214
720-568-2214
360-650-9180
fax: 360-2306-2300

HR - Gana-A'Yoo:

800-688-8606 x32494 or 32319
720-568-2494
720-568-2319

HR - GHG:

281-488-8806

HR - Lockheed Martin:

800-688-8606 x32311
720-568-2311
fax: 303-662-8770

HR - PAE:

800-688-8606 x32232
720-568-2232

HR - Secure Info:

210-403-5655
fax: 210-403-5726

HR - UTMB:

409-772-8699

Contents

Changes in 2013-2014	TL-GDE-0005
USAP Deployment Information	TL-GDE-0007
Customs and Immigration	TL-GDE-0009
Baggage Allowance	TL-GDE-0010
ECW Gear	TL-GDE-0011
Computer Requirements for Connecting to the USAP Network	IS-FRM-0012
Information Security Training and Acknowledgement Requirement	IS-ATT-0002
Acknowledgement of Information Security Policies & Permission for Use*	NSF/OPP ISA
Trip Details*	TL-FRM-0090
Extreme Cold Weather Clothing Sizes*	TL-FRM-0089
Antarctic Housing Request Worksheet*	TL-FRM-0092
Business Class Upgrade	TL-GDE-0002

Document

*Please Complete and Mail to:

ASC Travel
7400 S. Tucson Way
Centennial, CO 80112-3938
or fax to 303-705-0742

- 1) Acknowledgement of Information Security Policies & Permission for Use (NSF/OPP ISA)
- 2) Trip Details (TL-FRM-0090)
- 3) ECW Clothing Sizes (TL-FRM-0089)
- 4) Housing Request Worksheet (TL-FRM-0092)
- 5) Permanent, fulltime employees should also submit a Deployment Travel Request Worksheet (TL-FRM-0095)

USAP records are maintained in accordance with NSF Privacy Act Regulations.



Photo Credit: Jaime Ramos

CHANGES IN 2013-2014 for ASC PERSONNEL

Baggage Allowance – McMurdo/South Pole

This season the USAP baggage allowance on commercial flights to Christchurch is two bags of up to 50 pounds (23kg) each, down from 70 pounds (32kg) each, plus carry on. You may bring more baggage but the USAP will not reimburse you.

For the Ice flight to McMurdo, the baggage allowance is still 150 pounds (68kg).

Ticketing Timeframe

Tickets this season will be purchased after you PQ and submit your paperwork. Please fill out the forms in this packet and return them as quickly as possible; there's no need to wait until after you PQ.

Information Security

This year, you must sign and return the *Acknowledgement of Information Security Policies and Permission to Use* form included in this packet before you deploy.

Package Deliveries to McMurdo/South Pole

The “gap” this season, when the U.S. Air Force C-17 does not fly, is roughly between Thanksgiving and mid-February. Package mail delivery to the Ice is severely limited during this time, so mail packages via U.S. Mail no later than October 15th. (Tell your friends and families, too.) Even so, there are no guarantees with package deliveries. First Class mail is *not* restricted, so during the gap it is wisest to mail essential items to the Ice as First Class flat/envelope mail.

Mailing Addresses

If you weren't already aware, the addresses for McMurdo and South Pole changed last season.

For McMurdo:

Employee Name

McMurdo Station - ASC

PSC 769 Box 700

APO AP 96599-1035

For South Pole:

Employee Name

South Pole Station - ASC

PSC 768 Box 400

APO AP 96598

Leisure Travel

Travelocity Business is no longer involved in leisure redeployment travel. Stay tuned while other options are explored ...

USAP DEPLOYMENT INFORMATION

for ASC Employees

- Please direct job-specific questions to your Hiring Manager.
- Passports must be valid for six months *after* your return; please take the time to check it now.
- Check the expiration of your ATM and credit cards, too, before you deploy.
- Fill out and return (by fax or U.S. mail) the forms in this packet at least eight weeks before your scheduled deployment date. You do not have to wait until you PQ. You must submit your HR and travel paperwork and be PQ'd before tickets can be purchased. Late submittal might jeopardize your deployment or even employment.
- Be sure ASC has your current contact info! ASC uses the email and mailing address you give us on your travel paperwork. Let ASC Travel know if your situation changes.
- Keep copies of everything in case anything is lost in transit. Blank forms are available at <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=765>.
- Your Ice dates are determined by your job and your supervisor. Changes are coordinated through your Hiring Manager. Be prepared to travel on weekends and maybe holidays. ASC Travel is unable to change your Ice dates so please do not ask them.
- Orientation for McMurdo and South Pole is partly in Christchurch, partly on the Ice; there's not a lot of free time in Christchurch. Orientation for Palmer and vessels is in Denver.
- All travel arrangements are made in accordance with the Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government.
- USAP travel originates from major airports.
- ASC issues roundtrip tickets and changes are not allowed unless specific criteria is met. If you wish to return to a different airport, that is considered leisure travel and change fees are your responsibility.
- As of this writing, QANTAS does not service the Los Angeles - Auckland route. Be prepared to fly through Australia.
- Review your airline's baggage policies before departure and be prepared to pay baggage fees if you're not flying American Airlines. The USAP allows two 50lb/23kg checked bags on commercial flights to New Zealand and Chile. If you travel within these allowances and are still charged baggage fees, you may expense them *with receipts*. No airline accepts bags over 70lb/32kg.
- For the Ice flight between Christchurch and McMurdo, the baggage allowance is 150lb/68kg for all participants including winterovers. This is the combined checked weight of your ECW gear and personal luggage. The number of bags is not limited but the maximum weight for a single piece is 70lb/32kg.

On board the vessels, there are no weight restrictions but space is limited.

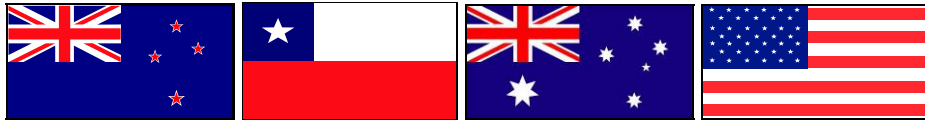
- Some airlines charge for preferred seating and special meals. ASC Travel tries to honor your preferences but cannot pre-pay or reimburse airline surcharges. Most seats are assigned at the airport.
- ASC mails your travel documents by U.S. Mail after you PQ (to alternates too). This includes luggage tags and the 12-month visa and/or the USAP participation letter, but *not* your ticket.
Keep these safe and bring them with you when you deploy.

- Tickets are e-tickets. Your final itinerary is emailed from Travelocity Business; print it and bring it with you. Please check your email (including SPAM folders) frequently as deployment approaches.
- Once you're ticketed, the Christchurch office emails the details of your hotel reservation and ECW issue. For those of you going to South America, those details are provided when you arrive in Punta Arenas. Hotel rooms are direct billed to ASC.
- Any TDY in Christchurch must be pre-approved.
- If there are changes to your medical or dental health after you PQ, you *must* notify medical@usap.gov before you deploy.
- All wintering females of child-bearing age are screened for pregnancy one to two weeks before station close. Pregnancy is a "Not Physically Qualified" condition for Antarctic deployment.
- Redeployments are processed from the Ice and are coordinated with your supervisor or MPC.

ASC Travel
7400 South Tucson Way
Centennial, CO 80112

phone: 800-688-8606 x33202 or 303-790-8606 x33202
fax: 303-705-0742





CUSTOMS AND IMMIGRATION

PASSPORTS

Regardless of nationality, your passport must be valid for six months *after* your return.

VISAS – non U.S.Citizens

If you do not possess a U.S. passport, the U.S. Antarctic Program does not pay for, or provide advice about, obtaining visas. Any necessary visas should be obtained *at least eight weeks before deployment* by contacting the embassy of the countries to be visited. **Failure to do so might delay or even prevent your deployment.**

If you need a letter identifying you as a USAP participant in order to obtain a visa, please contact ASC Travel.

VISAS – U.S.Citizens

If you are a U.S. citizen you do not need a visa for New Zealand, Chile, or while transiting through Australia.



New Zealand

All participants receive a letter that identifies them as a USAP participant and grants an extended visitor visa valid for 12 months. The 12 months starts the day you arrive in New Zealand and Ice time is included in your New Zealand “trip.”

For U.S. citizens whose visa expires while on the Ice, there is a 14-day grace period upon returning to New Zealand. For those planning a longer stay, electronic visa extensions are available for up to three months and can be coordinated with the Christchurch Travel Office before you leave the Ice.

High Value Goods

If you plan on carrying any single item worth more than US \$10,000, please contact ASC Travel.

Websites

New Zealand Customs home page: www.customs.govt.nz

Visas: <http://www.customs.govt.nz/inprivate/traveltonz/immigration/Pages/default.aspx>

Duties and allowances: www.customs.govt.nz/features/charges

Prohibited and restricted items: <http://www.customs.govt.nz/features/prohibited/imports/Pages/default.aspx>



Chile

If this is your first trip to Chile on your current passport, you will need to pay a Chilean reciprocity fee of US \$160. American Express, Visa, MasterCard, or cash in good condition is accepted. ASC employees are reimbursed for this fee. Keep the tissue copy of the Immigration Form in your passport; you’ll need it to exit the country.

Websites

Chilean Customs home page: www.aduana.cl/prontus_aduana_eng/site/edic/base/port/home.html

Visas: <http://www.chile-usa.org/visasgral.htm>

Duties and allowances: www.aduana.cl/prontus_aduana_eng/site/artic/20070227/pags/20070227222529.html





Australia

U.S. citizens transiting through Sydney do not need a visa, however, you must stay inside the transfer area in Sydney. Leaving the terminal is a violation of Australian law.

When unscheduled flight delays create a layover longer than eight hours, the airline generates an electronic visitor's visa for you before you land. If you are delayed through your own fault, be prepared to purchase an electronic visa yourself; it runs around US \$25.

Websites

Australian Customs home page: <http://www.customs.gov.au/>

Visas: <http://www.immi.gov.au/visitors/tourist/visa-options.htm>

Transit visas: <http://www.immi.gov.au/visitors/transit/>

Duties and allowances: <http://www.customs.gov.au/site/page4352.asp#items>

Prohibited and restricted items: <http://www.customs.gov.au/site/page4351.asp#items>



United States

ESTA

IF you do **not** possess a U.S. passport, *and*:

- IF your travel originates in a foreign country (excluding Canada), *and*
- IF you are transiting through the U.S. en route to Antarctica,

you must register with ESTA (Electronic System for Travel Authorization) at <https://esta.cbp.dhs.gov/esta/> before you leave home. This is a requirement of the U.S. Department of Homeland Security and applies even if you are only in the U.S. to connect to another flight.

From the U.S. Customs and Border Protection website:

“If a traveler is only planning to transit through the United States en route to another country, when he or she completes the ESTA application, the traveler should enter the words "In Transit" and his or her final destination in the address lines under the heading ‘Address While In The United States.’”

ASC Travel
7400 South Tucson Way
Centennial, CO 80112

phone: 800-688-8606 x33202 or 303-790-8606 x33202

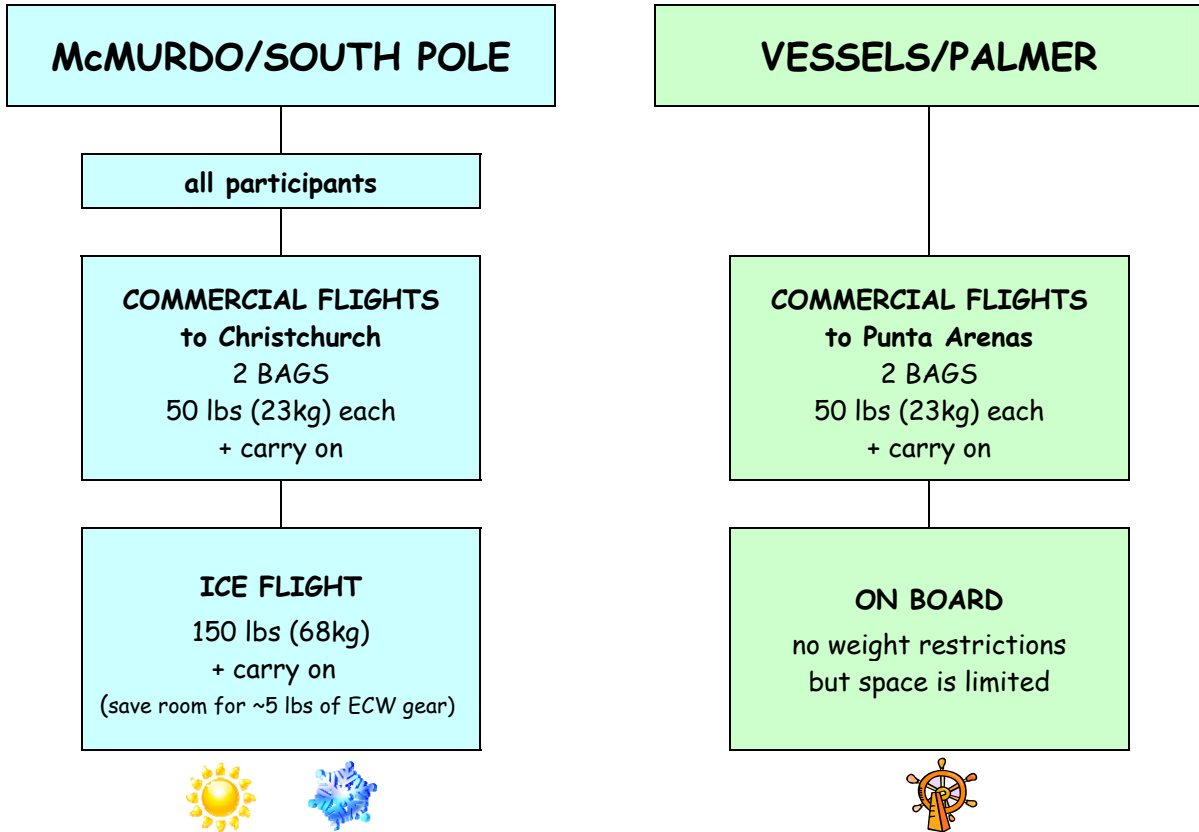
fax: 303-705-0742

email: deploy@usap.gov

The information on this page is subject to change.

BAGGAGE ALLOWANCE

Check your airline's baggage policies before departure and be prepared to pay fees at the counter. ASC will reimburse within the baggage allowance *with receipts*.



*** NO AIRLINE ACCEPTS BAGS OVER 70 LBS ***

NOTE: There are weight and balance concerns on all flights to the Ice. The USAP reserves the right to bump personal baggage in order to meet safety and cargo requirements.

ECW GEAR

Next season

Bring your own:

- **Extra socks**
(Only 2 pr will be issued.)
- **Extra lightweight underwear**
(Only 1 pr - top/bottom - will be issued. Mid- and heavyweight underwear will be issued as usual.)
- **Water bottle**
- **Sunglasses**



The Following Must be Worn or Carried on All Flights



Sunglasses and long underwear are recommended for comfort.



United States Antarctic Program

Computer Requirements For Connecting to the USAP Network



The United States Antarctic Program (USAP) addresses U.S. federal government security and operational requirements for computing systems by screening all computers (including science experiments, mission operation systems, workstations, PCs, servers, laptops, and portable notebooks) prior to connecting to the USAP network. The following system requirements and operating system specifications apply to all computing devices, including smart phones, tablet devices and Personal Digital Assistance (PDA), which could connect to the USAP network. These requirements are aligned with the *NSF Computer Security Policy*.

Please direct inquiries to the USAP Help Desk at (720)568-2001 or helpdesk@usap.gov.

To minimize wait time for computer screening, please ensure your system meets the following requirements prior to deployment. Failure to comply with the following guidelines may result in excessive delays or a denial of access.

A computer system must continuously maintain compliance with these computer requirements. A system that falls out of compliance such as falling behind in anti-virus definitions, patches, or vulnerability remediation may be disconnected without notice, if the NSF determines there is an unacceptable level of risk or threat to the USAP environment.

System Requirements

➤ **Operating System and Software Patches**

Devices running an operating system (OS) must be running at a version currently supported by the vendor, and be updated with the most current patch level of the OS, including the latest security patches. Applications running on the system must also be patched when patches are released by the software vendor.

Special Notice Regarding Microsoft XP Sunset April 8, 2014

Microsoft will be ending support for Windows XP on April 8, 2014. It is important for all USAP participants to begin planning now to migrate to a newer OS such as Windows 7 or Windows 8. As of April 8, 2014, machines running Windows XP will not pass computer screening and will not be permitted to connect to the USAP network. Additional information is available from Microsoft at <http://www.microsoft.com/en-us/windows/endsupport.aspx>.

➤ **Administrator Access**

Obtain administrator username and password for computers prior to deployment. Screening technicians must have the authority to log on to the computer at an administrator level to accurately review the system configuration and run screening software. To maintain the security of your system it is recommended that you set a temporary administrator username and password for use during computer screening. If the administrator username and password are not available, the screening process, as well as the ability to connect to the USAP network and its resources, will be delayed.

- **Antivirus**
All devices must have antivirus software running at the current version and be configured for auto-updates. Computers must be virus free prior to connecting to the USAP network and maintain the current DAT version as updates are available.
- **Connectivity**
Participants must provide all the equipment necessary to connect the computer system to the USAP network, including the Network Interface Card (NIC), external dongles or attachments used by the NIC, device drivers, etc. All equipment must be in working order.
- **Client and Server Software and Data Transfer**
 - Permitted for use are Client software used for the purposes of email and web browsing, and other client software, such as SSH and SFTP.
 - Not permitted for use are protocols that transmit data in the clear (i.e., Telnet and FTP). We recommend replacing these protocols with secure versions. Software that is not permitted for use on the USAP network includes but is not limited to:
 - Peer-to-peer (P2P) software, e.g., BitTorrent, KaZaA, Gnutella, Freenet
 - Email server software that provides SMTP/POP port services some examples include but not limited to: Exchange, Eudora, send mail
 - Web server software that provides HTTP/HTTPS/FTP services some examples include but not limited to: IIS, Apache, Lighttpd
 - Network management servers, such as DNS and SNMP
 - Network or port scanning software, such as Nessus
 - Unauthorized wireless access points
 - Software requiring NSF approval for use on the USAP network for official business purposes (such as educational outreach) includes Skype and other network bandwidth intensive applications such as video and audio streaming software.

If your system has embedded software or can only be patched when the vendor releases an update, notify USAP IT several months in advance of deployment to design your science support requests or mission support requests to receive a preliminary connection determination. The system will be evaluated to determine if it is secure, robust, and able to withstand continuous security, maintenance, and network management activities that occur on the USAP network.

Computer Screening Process

Screening technicians gather the following information during the computer screening process. System operators who connect to the USAP network without a screening rating of *Pass* are in violation of USAP information security policy and may be disconnected without notice. A *Fail* rating indicates the system owner is responsible for remediating the system as soon as possible in order to remain connected to the USAP network.

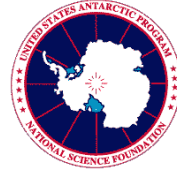
Data Collected By Computer Screening	
<ul style="list-style-type: none">▪ Computer make and model▪ Computer hostname▪ MAC address	<ul style="list-style-type: none">▪ Wireless MAC address▪ OS version and patch level▪ Antivirus software version and DAT file date

Computer screening is performed at the following locations:

- Denver, Colorado
- Christchurch, New Zealand (Clothing Issue)
- McMurdo, Palmer and South Pole Stations
- Marine Research Vessels (LMG & NBP)



United States Antarctic Program
ASC Employees
Deployment Requirements
for Information Security Training



Information Security Training and Acknowledgement Requirement

The National Science Foundation has mandated that prior to gaining access to the USAP network, including accessing the Internet from a USAP location, all USAP participants are required to:

1. Complete Information Security Awareness training
2. Sign and return the *Acknowledgement of Information Security Policies and Permission for Use* form

These mandates stem from the Federal Information System Management Act of 2002 (FISMA), and are required for access to the USAP network. USAP Information Security Policies and Enterprise Rules of Behavior can be found at:

<http://www.usap.gov/technology/contentHandler.cfm?id=1563>

As an ASC employee, you will be required to complete your Information Security Awareness Training during orientation prior to deployment.

You will not be granted any USAP Network access upon arrival (including access to the Internet) if you have not completed these requirements.

In order to meet the second requirement, fill out and sign the *Acknowledgement of Information Security Policies and Permission for Use* form included in this packet. **Return the completed form (both pages) to:**

**ASC Travel
7400 S. Tucson Way
Centennial, CO 80112-0742
or fax to 303-705-0742**

NATIONAL SCIENCE FOUNDATION
4201 WILSON BOULEVARD
ARLINGTON, VIRGINIA 22230

**Acknowledgement of Information Security Policies
&
Permission for Use of National Science Foundation/United States Antarctic Program
Information Systems and Services**

Scope of Authorization

Permission for use of National Science Foundation/United States Antarctic Program (NSF/USAP) information systems and services is restricted to authorized participants in the United States Antarctic Program, designated contractors and U.S. Government employees, official visitors, or individuals otherwise having an authorized purpose for gaining access to, and utilizing the services of, NSF/USAP owned, operated, or provided information systems and services. USAP information systems and services include, but are not limited to, those located at the support contractor's headquarters and at USAP facilities in Port Hueneme, CA; Christchurch, NZ; Punta Arenas, Chile; Antarctic stations and research vessels.

Agreement Provisions

Permission for use of NSF/USAP information systems and services requires the following acknowledgements:

1. Government owned system. The information systems of the United States Antarctic Program are National Science Foundation federal government owned information systems. When attaching or otherwise interconnecting personally or privately owned information systems with government systems, the NSF reserves the right to extend its information security policies, Rules of Behavior, procedures, and guidance to these systems in order to ensure the integrity of NSF/USAP systems.
2. Mandatory awareness training. Individuals using NSF/USAP information systems and services must receive information security awareness training no less than once annually. Awareness training is a prerequisite for gaining permission to use NSF/USAP information systems and services and may be provided by verbal briefings, written reference materials, and/or on-line training systems. Permission to use NSF/USAP information systems and services may be suspended, revoked or denied, as appropriate, for individuals who have not fulfilled the mandatory awareness training requirement.
3. Only authorized use is permitted. Individuals using NSF/USAP information systems and services without authority, or in excess of their assigned authority, are subject to revocation of access privileges, in part or in whole. Further, access for purposes beyond authorization or assigned authority may be a violation of federal law. Penalties for misuse may include, but are not limited to, appropriate administrative sanctions, civil liability or criminal prosecution.
4. No expectation of privacy. Individuals using NSF/USAP information systems and services should be aware that they have no expectation of privacy. Files maintained in NSF/USAP information systems, including electronic mail files, may be reviewed by NSF officials who have legitimate reasons to do so when authorized by the Director or Deputy Director, or by the Inspector General. Individuals should be aware that NSF reserves the right to conduct work-related investigations for the purpose of investigating work-related misconduct, such as violations of the acceptable use policy.
5. Common Authority and Consent to be Monitored. In the course of conducting routine and corrective systems maintenance and administration, NSF designated systems technical personnel have legitimate work-related needs for access to files, contents of files, configuration data, and system log information, as well as monitoring of user activities. This extends to any personally or privately owned information systems attached to, or otherwise interconnected with, NSF/USAP systems such that the electronic exchange of information between the two is possible. If such work-related activities reveal possible evidence of criminal wrongdoing, NSF authorizes system personnel to provide the information gained from such activity to NSF officials for administrative action, with referral of such matters to law enforcement officials when appropriate.

6. Prohibition on tampering. Unless explicitly authorized by NSF designated personnel, individuals using NSF/USAP information systems and services do not have permission to physically access, modify, or alter configuration settings or in any way change or disrupt any information system or network infrastructure (data centers, servers, embedded systems, telephone systems, wiring closets, frame rooms, cable plant other than accessing designated outlets, etc.). Individuals found to be in violation of this prohibition may be subject to appropriate administrative sanctions, civil liability or criminal prosecution.
7. Protection of sensitive information. Individuals granted access to NSF/USAP information systems and services may, in the course of their official duties, have access to information designated by NSF as sensitive, or protected by federal law including, but not limited to, personal information, procurement information, trade secrets, and other information types. Individuals in such circumstances agree that the confidentiality, integrity, and availability of this information must be protected from unauthorized disclosure, loss, or corruption. Individuals found to be in violation of this prohibition may be subject to appropriate administrative sanctions, civil liability or criminal prosecution.

Limit of Access Authority

Permission to access or otherwise utilize NSF/USAP information systems and services shall be terminated upon separation from the United States Antarctic Program to include, but not limited to, termination of grant or grant extensions, termination of employment in support organizations, termination of Government employment, termination of guest/visitor status, determinations by NSF designated authorities to restrict or terminate access, etc. Continued use of NSF/USAP information systems and services, once access authority has terminated is a violation of federal law.

Acknowledgement

I, the undersigned, understand that I am authorized to access NSF/USAP information systems and services, as defined under the provisions of this Agreement. I acknowledge that I have received the required information security awareness briefing and my responsibility to abide by all information security policies, Rules of Behavior, procedures, and guidance issued by the National Science Foundation as applied to the United States Antarctic Program information systems and services, either directly or through its duly designated support organizations. I further acknowledge that I have read and understood the terms of this Agreement and agree to abide by them.

Printed Full Name:	Date:
Signature:	
Organizational Affiliation:	
Sponsoring Organization:	

TRIP DETAILS FOR ASC EMPLOYEES

Return this form to: ASC Travel, 7400 South Tucson Way, Centennial, CO 80112-3938
 Fax: 303-705-0742; phone: 800-688-8606 x33202 or 303-688-8606 x33202

NAME <i>(exactly as it appears on passport)</i> :	GENDER: <input type="checkbox"/> M <input type="checkbox"/> F	AIRPORT OF DEPARTURE: <i>(the USAP purchases round trip tickets)</i>
MAILING ADDRESS: <i>(for luggage tags and travel documents)</i>	PERMANENT ADDRESS: <i>(if different)</i>	CONTACT INFO: CELL: WORK: HOME: EMAIL(s):

Passport Status:
 Valid for six months after deployment
 No passport yet
 Other: _____

You are a (check one):
 Seasonal Contractor
 Fulltime Employee
Winterover? Yes No

Job Title: _____

You are employed by (check one):

<input type="checkbox"/> Best Recycling	<input type="checkbox"/> DAMCO	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Gana-A-'Yoo (GSC)	<input type="checkbox"/> GHG	
<input type="checkbox"/> Lockheed Martin	<input type="checkbox"/> PAE	
<input type="checkbox"/> SecureInfo	<input type="checkbox"/> UTMB	

Seating:*	Special Meals:*	Freq Flyer 1: Airline _____ FF # _____
<input type="checkbox"/> Aisle		Freq Flyer 2: Airline _____ FF # _____
<input type="checkbox"/> Window		Car Rental: Agency _____ Rewards # _____

Hotel in Christchurch: Hotels in Christchurch are assigned

Hotel Check-In Date: _____ Check-Out Date: _____

Hotel in Punta Arenas:
 Cabo de Hornos
 Diego de Almagro
 Dreams
 Jose Noguera
 Rey Don Felipe
 straight to vessel

Room Type:
 Smoking
 Non-Smoking
 Single
 2 Twin Beds
 1 Double Bed

Roommate Request: _____

No Hotel Required:
 Local contact phone number: _____

Emergency Contact: _____	Home Phone: _____
Relationship: _____	Work Phone: _____
	Cell Phone: _____

**You are responsible for airline surcharges.*



PERSONAL INFORMATION
EXTREME COLD WEATHER (ECW) CLOTHING SIZES

NAME _____ SEX: M F

JOB TITLE _____ Parent Organization _____

(All participants complete for appropriate gear)

WORK SITE INFORMATION

Check all that apply. For multiple, sites note dates next to sites.

CONTINENTAL SYSTEM

- MCMURDO STATION
 DRY VALLEY CAMP
 SOUTH POLE
 OTHER _____

PENINSULA SYSTEM

- PALMER STATION
 R/V NATHANIEL B. PALMER
 R/V LAURENCE M. GOULD
 OTHER (describe) _____

TRAVEL INFORMATION

U.S. Departure Date (Estimated) _____

Dates in Antarctica (Estimated) FROM: _____ TO _____

SEASON: WINFLY (August deployment) SUMMER (Sep thru Feb) WINTER (March thru August)

Have you previously deployed to Antarctica? Yes No

Most recent year: _____

CLOTHING INFORMATION

HEIGHT: _____ WEIGHT: _____

COAT SIZE: _____ CHEST SIZE: _____

SHIRT SIZE (check one): SMALL MEDIUM LARGE EXTRA-LARGE

WAIST: _____ HIP: _____ (women)

INSEAM: _____ (men) SHOE SIZE: _____

HAT SIZE: _____ GLOVE SIZE: _____

ADDITIONAL REQUIREMENTS:



Antarctic Housing Request Worksheet

(Complete for McMurdo, South Pole and Palmer Stations)

Name: _____

Male

Female

To facilitate your housing in Antarctica, the following information is extremely helpful.
Please understand that we cannot guarantee a specific roommate/suitemate or room assignment.

Roommate/Suitemate Requested: _____

Are you a smoker? Yes No

(Note: Smoking is prohibited in dorm rooms. Smoking is permitted in designated outside areas only.)

If known, do you snore? Yes No Unknown

Note: Housing for McMurdo and South Pole Stations is assigned.

Palmer Station Room or Building Request: GWR BIO

Notes / Comments: _____

If you have any questions or special needs, please contact your USAP Point of Contact.

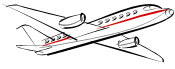
ASC Travel
7400 S. Tucson Way
Centennial, CO 80112

phone: 800-688-8606 x33202 or 303-790-8606 x33202

fax: 303-705-0742

email: deploy@usap.gov





BUSINESS CLASS UPGRADE TO/FROM SYDNEY

ASC is able to upgrade your trans-Pacific flight to/from Sydney to Business Class if you have an American Airlines AAdvantage account with at least 50,000 miles.

Upgrades are optional.

Eligibility:

- You must have at least 50,000 miles in your AAdvantage account and be able to submit proof of your AAdvantage balance.
- You must be traveling on USAP business to/from Christchurch.
- You must be flying AA/QANTAS.
- Your ticket must be purchased by ASC Travel.

Upgrades are issued on a space available basis upon departure at the boarding gate.

To request an upgrade, wait until you receive your deployment itinerary from Travelocity Business, then contact ASC Travel.

ASC Travel

7400 S. Tucson Way
Centennial, CO 80112-3938

1-800-688-8606, x33202

303-790-8606, x33202

303-705-0742 (fax)

deploy@usap.gov

If you are flying another airline or to another destination such as Punta Arenas, you may upgrade directly with the airline. Be aware, however, that ASC may lose control of the ticket and you risk having no further travel support from ASC or Travelocity Business. It may be wisest to upgrade at check-in.