2013-2014 Antarctica Deployment Packet
for Grantees and Technical Events

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
800-688-8606
303-790-8606

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

Medical - UTMB:
1-855-300-9704
fax: 409-772-3600
email: medical@usap.gov

IT Help Desk:
1-800-688-8606 x32001
720-568-2001
fax: 409-772-3600
email: helpdesk@usap.gov

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*__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-0091)
3) Excess Baggage Request & NZ High Value Goods, if applicable (TL-FRM-0094)
4) ECW Clothing Sizes (TL-FRM-0089)
5) Housing Request Worksheet (TL-FRM-0092)

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

Photo Credit: Jaime Ramos

CHANGES IN 2013-2014
FOR GRANTEES AND TECHNICAL EVENTS

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.

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

Information Security training is required of all participants and must be completed before deployment. What's new this year is the method of acknowledgement; you must sign and return the *Acknowledgement of Information Security Policies and Permission to Use* form to be credited for the Information Security module. The *Information Security Training and Acknowledgment Requirement* (IS-ATT-0001), which provides instructions, and the *Acknowledgement of Information Security Policies & Permission for Use* form (NSF/OPP ISA) are both included in this packet.

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:
Participant Name
McMurdo Station - *Event #*
PSC 769   Box 800
APO AP 96599-1035

For South Pole:
Participant Name
South Pole Station - *Event #*
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 Grantees and Technical Events

- Please check regularly for USAP emails. Check spam folders too – some computers filter unknown e-addresses.

- 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.

- You do not have to wait until you PQ to return the forms in this packet. Please fill out and return the forms (by fax or U.S. Mail) at least eight weeks before your scheduled deployment date. You must submit the paperwork and successfully PQ before tickets can be purchased and the goal is to ticket 21 days in advance.

- Keep copies of everything in case anything is lost in transit. Blank forms are available at http://www.usap.gov/usapgov/travelAndDeployment/contentHandler.cfm?id=764.

- Ice dates are determined by your PI and changes must be coordinated through your ASC Science POC. Be prepared to travel on weekends and maybe holidays. ASC Travel is unable to change your Ice dates so please do not ask them.

- Plan on two nights in Christchurch on the way south, and one night in Punta Arenas before boarding the vessel.

- 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 Travel purchases roundtrip tickets.

- ASC Travel books your tickets based on the information you provide on the *Trip Details* form included in this packet. There will be no opportunity to review your itinerary and changes may not be possible, so please be accurate.

- As of this writing, QANTAS does not service the Los Angeles - Auckland route. Be prepared to fly through Australia. If there is a valid reason why you cannot transit through Australia, such as live sample transport or visa constraints, please indicate it on the "Other Special Requests" section of the *Trip Details* form.

- 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.

- If you're bringing more than two checked bags let ASC Travel know in plenty of time so they can send extra luggage tags; submit a *USAP Excess Baggage Request* form. ASC does not reimburse for excess baggage.

- For cargo, that is, items not carried as personal baggage, shipping by sea is the preferred method of transport. Make every effort to allow sufficient time for shipment by sea to the Ice. Work with

your ASC Science POC and refer to the Packing and Shipping Instructions at http://www.usap.gov/usapgov/logistics/index.cfm?m=4#shippingInfo.

- Airlines often charge for preferred seating and 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.

- Shuttles in Christchurch between the airport, hotel and Antarctic Centre are pre-arranged with Super Shuttle, but not pre-paid. Payment is on board with $NZ or credit card; cash is preferred. Please contact the Christchurch office if you prefer to make other arrangements.

- 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.

ASC Travel
7400 South Tucson Way
Centennial, CO 80112

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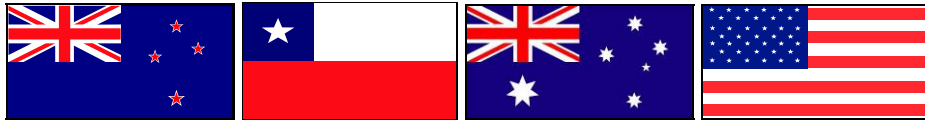
CUSTOMS AND IMMIGRATION

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
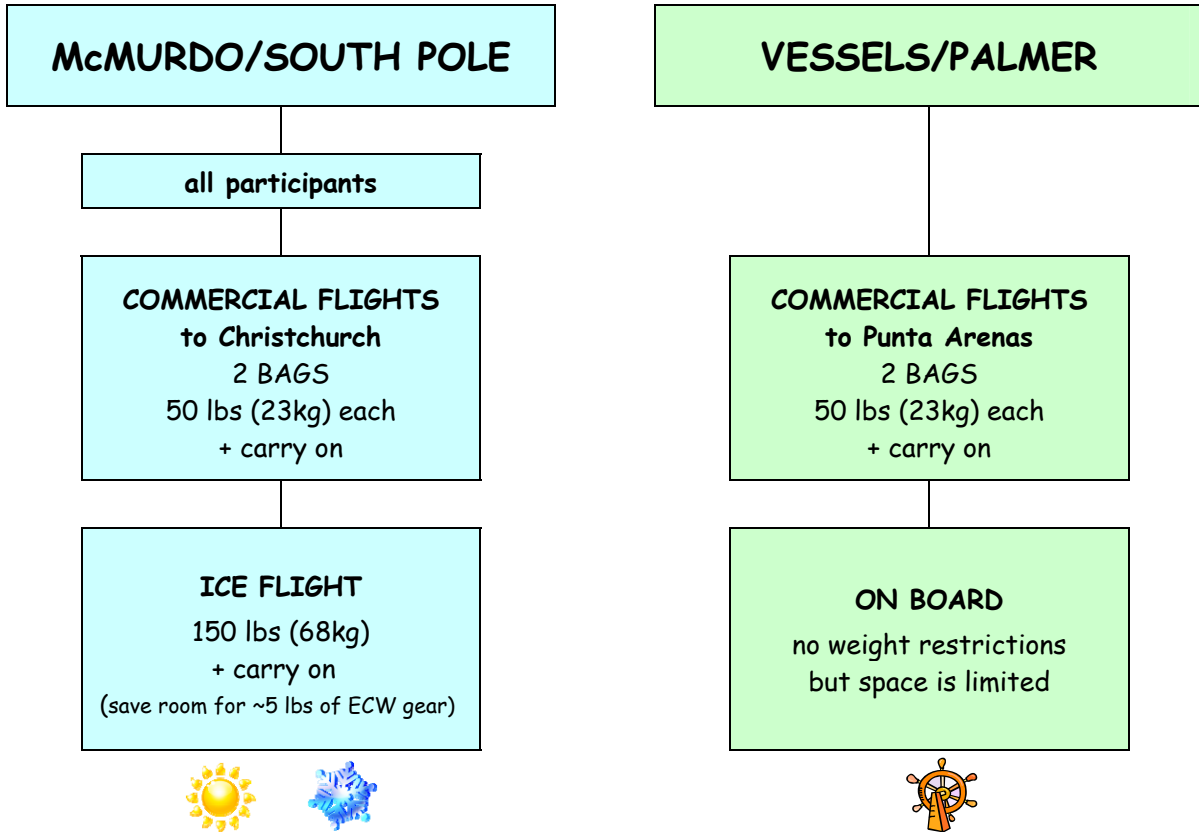**fax: 303-705-0742**
email: deploy@usap.gov

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*.

McMURDO/SOUTH POLE	VESSELS/PALMER

all participants

COMMERCIAL FLIGHTS **to Christchurch** 2 BAGS 50 lbs (23kg) each + carry on	**COMMERCIAL FLIGHTS** **to Punta Arenas** 2 BAGS 50 lbs (23kg) each + carry on

ICE FLIGHT 150 lbs (68kg) + carry on (save room for ~5 lbs of ECW gear)	**ON BOARD** no weight restrictions but space is limited

* 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

1. **Goggles**
2. **Balaclava** or knit hat
3. **Red parka** or Carhartt parka
4. **Mittens** or gloves
   (your choice of hand wear)
5. **Wind pants** or Carhartt overalls
6. **Bunny boots** or blue FDX boots

Sunglasses and long underwear are recommended for comfort.

ASC Hotels in Punta Arenas, Chile

Hotel	Address	Phone	Fax	Type of Room	CHILEAN PESOS	US DOLLARS	From	To
Dreams jalvarado@mundodreams.com	O`HIGGINS #1235	204500	---	single/double standard single/double suite	66,300 109,600	$139.58 $230.74	1-Mar-13	31-Dec-13
Isla Rey Jorge reservas@hotelreyjorge.com	21 DE MAYO #1243	248220	248220	single double triple	32,000 38,000 44,000	$67.37 $80.00 $92.63	1-Mar-13	30-Sep-13
Condor de Plata info@condordeplata.cl	COLON AVENUE #556	247987 229809	241149	single double triple	28,200 32,900 37,600	$59.37 $69.26 $79.16	1-Jan-13	30-Sep-13
Chalet Chapital reservas@hotelchaletchapital.cl	ARMANDO SANHUEZA #974	730100	730101	single double triple	28,800 33,600 36,975	$60.63 $70.74 $77.84	1-Jan-13	31-Dec-13
Rey Don Felipe reservas@hotelreydonfelipe.com	ARMANDO SANHUEZA #965	295000	295002	single double triple	39,495 52,058 73,210	$83.15 $109.60 $154.13	1-Jan-13	31-Dec-13
Hotel Cabo de Hornos reservas@hotelesaustralis.com	PLAZA MUNOZ GAMERO #1025	715000	715050	single double triple	55,000 55,000 80,000	$115.79 $115.79 $168.42	1-Jan-13	31-Dec-13
Hostal De La Avenida	COLON AVENUE #534	247532	247532	single double triple quadruple	30,000 32,000 40,000 45,000	$63.16 $67.37 $84.21 $94.74	1-Jan-13	31-Dec-13
Hotel Jose Nogueira reservas@hotelnogueira.com	BORIES #99	711000	711011	single double suite extra bed	53,550 69,020 107,100 23,800	$112.74 $145.31 $225.47 $50.11	15-Apr-13	30-Sep-13
Hotel Diego de Almagro reservas-puq@dahoteles.com	COLON AVENUE #1290	208800	208900	Single double extra bed	42,000 48,000 66,600	$88.42 $101.05 $140.21	1-Mar-13	30-Sep-13

Notes:

Prices are special USAP rates.

Prices do not include 19% IVA (VAT). Foreigner passengers do not pay this tax if passenger pays directly.

Prices assume an exchange rate of CLP/1USD = 475.

The Dreams, Rey Don Felipe, Cabo de Hornos, Diego de Almagro and Jose Nogueria offer direct billing to ASC employees, with 19% IVA waived.

To call Chile, dial country/city codes = 011 56 61 and the hotel phone number.

You can view additional hotel details at www.usap.gov/travelAndDeployment/travelInformation/paHotels.cfm

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/endofsupport.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, Lightppd
    – 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	
▪ Computer make and model	▪ Wireless MAC address
▪ Computer hostname	▪ OS version and patch level
▪ MAC address	▪ 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)
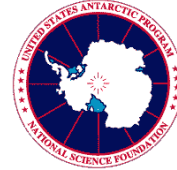
Information Security Training and Acknowledgement Requirement

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:
   o   Complete Information Security Awareness training
   o   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 as a condition for deployment. USAP Information Security Policies and Enterprise Rules of Behavior can be found at:
http://www.usap.gov/technology/contentHandler.cfm?id=1563

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

This information sheet provides details on how to complete this training and complete the acknowledgement form prior to deployment.

To create a USAP Online Learning Center (OLC) account and enroll in the Information Security Awareness course:

1. Go to the OLC web page (http://www.usap.gov/onlinelearningcenter), which provides technical requirements for using the site.
2. While on the OLC web page, click on **Enter USAP Online Learning Center**.
3. Choose "Sign Up" to create an OLC account using the Information Security course access code **91nbe1a3. Please be sure to use your name as it appears on your passport.**
4. After you've created your account and signed in, you'll see "*Information Security Awareness*" listed in your Learning Plan. Click "Launch."
5. On your launch page, you'll see the Course Modules listed. Click "Launch" to start the course.
6. Read the course material, and take the quiz.
7. When you have completed the quiz successfully, close the training to go back to the Course Launch Page. Under Certificate, click "Download." Your personal certificate of completion appears.
8. Verify that your name is correct. If your information is accurate, you are now recorded in the USAP Online Learning Center as complete.
9. Save an electronic version of the certificate in a personal folder, or print and keep it as evidence that you have completed this requirement.
10. 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

If you have any issues accessing the Online Learning Center, please contact the Denver IT Help Desk at 1-800-688-8606, extension 32001, or Denver.HelpDesk@usap.gov. If you encounter problems with the OLC web site or while taking the course, go to the Contacts and Help page provided on usap.gov for assistance from the course administrator.

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.

_____/_____
Initials   Date

(over)

6. <u>Prohibition on tampering</u>. 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. <u>Protection of sensitive information</u>. 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:	

NSF/OPP Information Security Acknowledgement
United States Antarctic Program
September 9, 2005

TRIP DETAILS
FOR GRANTEES AND TECHNICAL EVENTS

Please submit all forms eight (8) weeks before your scheduled deployment date.
Tickets are purchased no later than fourteen (14) days in advance.

NAME (exactly as it appears on Passport):	**Gender**: ☐ M ☐ F	**TELEPHONE NUMBERS** (include area code)

MAILING ADDRESS (for luggage tags and travel documents):

CELL: _____

WORK: _____

HOME: _____

EMAIL(s): _____

EMERGENCY CONTACT INFO:

Name: _____   Home Phone: _____

Relationship: _____   Work Phone: _____

Cell Phone: _____

Event #: _____   PI Name: _____   ASC Science POC: _____

Destination (business-related stopovers must be approved by the NSF.):

MCM   South Pole   Palmer   Vessel - Cruise #: _____   ☐ Port Call

Conference/Meeting: _____   Other: _____

Travel Legs (The USAP tickets from the closest major airport.)

From City/State or Airport	To City/State or Country	Departure Date (even if approximate)	Desired Departure Time (Earliest - Latest)	Desired Arrival Time (Earliest - Latest)
			-	-
			-	-
			-	-

Seating:* Aisle Window	Special Meals:*	Freq Flyer #(s):

Are you traveling with other USAP participants? If so, whom?

Excess baggage is anything over 2 bags at 50 pounds (23kg) each, or if any one piece of equipment is worth more than $10K.

Excess Baggage?*   Yes   No   If yes, please fill out the *USAP Excess Baggage Request and NZ High-Value Goods Declaration* form.

You are responsible for airline surcharges.

Hotel Check-In Date:		Check-Out Date:	
Hotel in Christchurch:	Hotels in Christchurch are assigned		
Hotel in Punta Arenas:	1st Choice	2nd Choice	3rd Choice
Room Type:	Smoking Non-Smoking	Single 2 Twin Beds 1 Double Bed	

Roommate Request: _____

No Hotel Required: _____   Local contact phone number: _____

Notes or Other Special Requests (the southbound default is 2 nights Christchurch; 1 night Punta Arenas):

ASC
ANTARCTIC SUPPORT CONTRACT

USAP EXCESS BAGGAGE REQUEST and
NEW ZEALAND HIGH-VALUE GOODS DECLARATION

ASC does not reimburse excess baggage fees. Excess baggage is anything over 2 bags up to 50 pounds (23kg) each. We suggest you ship excess baggage via the USAP cargo system. Excess baggage is not for personal items!

As with any commercial flight, there are overall weight and balance concerns on all Ice flights. Please complete this form if you are bringing more than the standard Ice flight baggage allowance, or if you are carrying high value/high tech goods through New Zealand. All excess baggage requests to/from the Ice, as well as intra-continental flights, must be approved by the NSF.

NAME (exactly as it appears on Passport): Affiliation/Event #:	Peninsula (Punta Arenas, Chile) Continental (Christchurch, NZ) Other: _____

Commercial Carrier Baggage Allowances

Review your airline's baggage limitations prior to departure. Depending upon airline policy, you may be required to pay a surcharge for each bag. No airline accepts bags over 70 lbs (32 kg).

If the flight sequence is broken by the passenger (e.g., an overnight layover or non-contiguous flights that require baggage to be re-checked, you will incur additional costs.

Please contact your ASC Science POC or the USAP Science Cargo office for oversized or overweight items which must be sent through the USAP cargo system.

Ice Flight Baggage Allowances

Total baggage allowance for checked luggage on flights from Christchurch to McMurdo is 150 lbs (68 kg) of personal luggage for all participants. Save room for about 5 lbs (2.5 kg) of Emergency Cold Weather Clothing (ECW) gear.

Excess Baggage Requests for Ice Flights

Use one line for each piece of excess baggage requested. Attach additional sheets if necessary.

Southbound Item (to Antarctica)	Weight	Contents/Justification

Northbound Item (from Antarctica)	Weight	Contents/Justification

Please check here if you plan to travel through New Zealand with high value/high tech goods, i.e., any piece of equipment worth more than $10K. These goods require a NZ Customs form, which ASC Travel provides.

Return this form to ASC Travel, 7400 South Tucson Way, Centennial, CO 80112-3938 Fax: 303-705-0742

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: _____

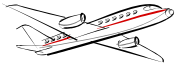*If you have any questions or special needs, please contact your USAP Point of Contact.*

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.