

2012-2013 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.



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

ASC Travel Group:
800-688-8606 x33202
303-790-8606 x33202
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
360-650-9180
fax: 360-2306-2300

HR - Gana-A'Yoo:
800-688-8606 x32494
800-688-8606 x32240

HR - GHG:
281-488-8806

HR - Lockheed Martin:
800-688-8606 x32311
303-790-8606 x32311
fax: 303-662-8770

HR - PAE:
800-688-8606 x32232
303-790-8606 x32232

HR - SecureInfo:
210-403-5655
fax: 210-403-5726

HR - UTMB:
409-718-6349
409-772-2403

Contents

Changes in 2012-2013
USAP Deployment Information
Customs and Immigration
Baggage Allowance
ECW Gear
Computer Requirements for Connecting to the USAP Network
Trip Details*
Personal Information/Emergency Contact Information*
Emergency Cold Weather Clothing Sizes*
Privacy Notice

Document

TL-100AK
TL-100AA
TL-304
TL-100BJ
TL-001S
IT-A-9405a
TL-501
NSF-1458
NSF-1458
NSF-1458

*Please Complete and Return to:

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

- 1) Trip Details (TL-501)
- 2) Personal Information/Emergency Contact Information (NSF-1458)
- 3) ECW Clothing Sizes (NSF-1458)
- 4) Permanent, fulltime employees should also submit a Deployment Travel Request Worksheet (TL-400a)

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



CHANGES IN 2012-2013 for ASC PERSONNEL

New Contractor

Lockheed Martin is the contractor supporting the U.S. Antarctic Program and we are known as Antarctic Support Contract, or ASC. Several teammates are joining ASC as partners:

Lockheed Martin	ASC program management; Science planning
Best Recycling	Waste
DAMCO	Cargo; Port Hueneme operations; Punta Arenas operations
Gana-A'Yoo (GSC)	Housing; Food & Beverage; Recreation; Retail; Post Office
GHG Corporation	IT and Comms
PAE	Infrastructure and Operations; Transportation and Logistics
PAE New Zealand	Christchurch operations
SecureInfo	Information Security
University of Texas Medical Branch	Medical, Dental, Psych PQs; Telemedicine

Regardless of which teammate does the hiring, you are an ASC employee. Denver remains the headquarters; phone numbers and emails remain the same for the most part.

Medical

The University of Texas Medical Branch (UTMB) has assumed all medical responsibilities, including Physical Qualifications (PQ). PQ questions can be directed to medical@usap.gov or 1-855-300-9704.

Orientation

- Orientation for McMurdo and South Pole will be in partly in Christchurch, partly on the Ice. You'll have less free time in Christchurch.
- Since there is no Orientation in Denver, we'll mail travel documents to your home address once you're PQ'd. Luggage tags, visa letters, etc....

Ticketing

Tickets are purchased based on the information submitted on your travel forms. Please contact the ASC Travel Office if your situation changes.

Travel Funds

Each teammate (PAE, Gana-A'Yoo, etc.) handles travel funds according to their own policies and procedures. Contact your Hiring Manager if you have questions and be prepared to incur some costs en route – a credit card is your best option.

The same applies to other reimbursements such as passports and boots.

QANTAS

As of this writing, QANTAS no longer services the Los Angeles - Auckland route. Be prepared to fly through Australia.

Travelex

Travelex in New Zealand no longer offers currency exchange discounts to USAP participants. You can of course still exchange money at Travelex, but you will pay the same rates and fill out the same paperwork as other travelers.

Baggage Allowance for Winterovers

McMurdo and South Pole winterovers were previously allowed three bags on the commercial flight(s) to Christchurch. This season, winterovers are limited to two bags of up to 70 pounds (32kg) each. You may bring excess but it is not reimbursed by the program.

South America

- DAMCO is the new agent in Punta Arenas, replacing AGUNSA.
- The Chilean Entrance fee increased from US\$140 to US\$160.

Finance

- You can no longer cash personal checks on the Ice. However, you can still obtain cash via payroll Remote Cash Disbursements (RCDs) at McMurdo and South Pole. RCDs are *not* available at Palmer.
- McMurdo has a Wells Fargo ATM.
- Palmer is now cashless. The Palmer store accepts Visa and MasterCard.

Travel to/from the Ice

- Travelocity Business is the Program's new travel agent.
- Once a redeployment date is confirmed, ASC Travel will book return travel to your Airport of Departure. ASC Travel may be able to accommodate certain requests for personal/leisure travel if the cost does not exceed the cost of Programmatic travel and if the request is made within 30 days after redeploying.
- If you wish to change dates or routing for personal/leisure travel, it is your responsibility to contact Travelocity Business or the airline(s) or other carriers directly to implement such changes; you incur any and all additional fees, penalties or fare differences.
- If the scheduled flight from McMurdo to Christchurch, or the vessel's arrival at Punta Arenas, is delayed or cancelled (for weather, mechanical or any other reason), ASC Travel will only assist with rebooking return travel to your Airport of Departure. If such delays impact your personal/leisure travel, it is your responsibility to contact Travelocity Business or the airline(s) or other carriers directly to reschedule; you incur any and all additional fees, penalties or fare differences.
- For this reason, it is highly recommended you delay planning personal/leisure travel until off the Ice.

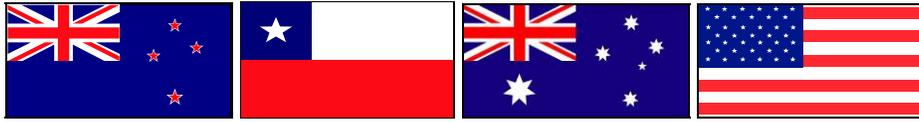
USAP DEPLOYMENT INFORMATION

for ASC Employees

- Please direct job-specific questions to your Hiring Manager.
- Antarctic Support Contract (ASC) communicates by email. Please check your email two or three times per week throughout the PQ/ticketing process! Check spam folders too – some computers filter unknown e-addresses.
- Please return all forms eight weeks before your scheduled deployment date. Tickets are purchased no later than 21 days in advance. You *must* submit all your HR paperwork and be PQ'd before tickets can be purchased. Late submittal might jeopardize your deployment or even employment.
- Keep copies of everything you submit in case anything is lost in transit.
- Blank forms can be downloaded from <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=765>.
- Check the expiration of your ATM and credit cards *before* you deploy.
- All travel originates from major airports. ASC Travel will coordinate ground transportation to the airport if you need it.
- Review your airline's baggage policies before departure. No airline accepts bags over 70lb/32kg. *Generally* domestic flights allow two 50lb/23kg checked bags. The USAP allows two 70lb/32kg checked bags on international flights to New Zealand. International flights to Chile allow two 50lb/23kg checked bags. If you travel within these allowances and are still charged baggage fees, you may expense them *with receipts*.
- 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. They don't care how many bags you bring, but the maximum weight for a single piece is 70lb/32kg.

There are no weight restrictions on board the vessels, but space is limited.

- Some airlines charge for preferred seating and special meals. Most seats are assigned at the airport. ASC will try to honor your preferences, but cannot pre-pay or reimburse these charges.
- Passports must be valid for six (6) months *after* your return.
- ASC Travel will send a packet of travel documents to your home address once you've PQ'd, even to alternates. It contains your luggage tags, 12-month visa letter and other information. **Keep this safe and bring it with you when you deploy!** The luggage tags should be used on all your checked bags.
- Tickets are e-tickets. *Please* check your email (including SPAM folders) frequently as deployment approaches. Your final itinerary will be emailed from Travelocity Business; print it and bring it with you.
- Hotel accommodations are direct billed to ASC. Rooms in Christchurch are selected by the Christchurch Travel Office; they will email your hotel information once you are ticketed. Hotel reservations in Punta Arenas are handled by DAMCO and will be supplied upon arrival.
- 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 will be screened for pregnancy 1 to 2 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.



CUSTOMS AND IMMIGRATION

PASSPORTS

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

VISAS - U.S. Citizens

If you are a U.S. citizen you will not need a visa for New Zealand or Australia or Chile.

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 the ASC Travel Group.



New Zealand

All participants will receive a letter that identifies them as a USAP participant and grants an extended visitor visa valid for 12 months.

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 USD \$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 entrance fee (otherwise known as a reciprocity tax) of US\$160.00. 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 (unofficial, but in English): www.chile.travel/en/about-chile/tips-for-travellers.html

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



Australia

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

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

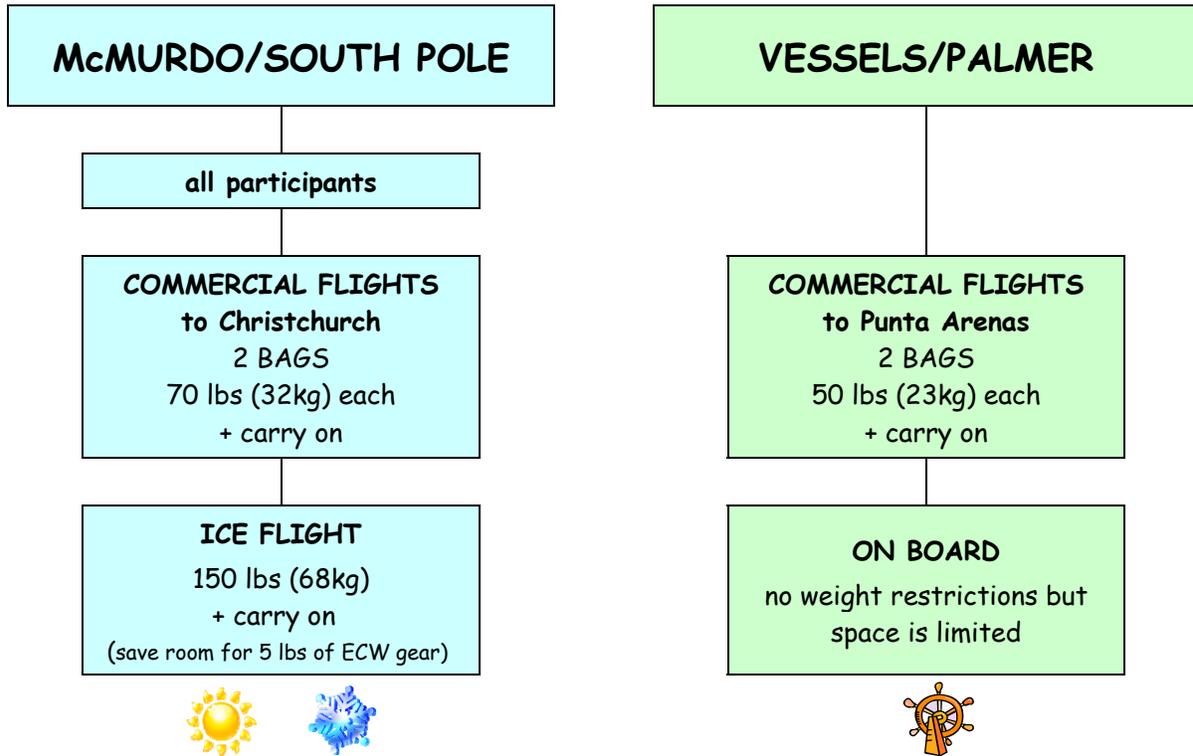
fax: 303-705-0742

email: deploy@usap.gov

The information on this page is subject to change.

BAGGAGE ALLOWANCE

Check your airline's baggage policies before departure. If charged a fee, ASC will reimburse ASC employees within the baggage allowance *with receipts*.
The Program does not reimburse grantees for baggage fees.



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

NOTE: There are weight and balance concerns on all flights to the Ice. The Program 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 iPhones, iPads, tablet devices and Personal Digital Assistance (PDA) that 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. For more information on meeting USAP computer requirements see *How to Pass Computer Screening*.

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

- **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.
- **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.
- **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.
- **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.

- **Client and Server Software and Data Transfer**
 - Client software used for the purposes of email and web browsing, and other client software, such as SSH and SFTP, are permitted.
 - Computers are not permitted to use insecure protocols such as Telnet for accessing systems or FTP for transferring data across the USAP network.
 - Software that is not permitted for use on the USAP network includes but not limited to:
 - Peer-to-peer (P2P) software, e.g., BitTorrent, KaZaA, Gnutella, Freenet
 - Email server software that provides SMTP/POP port services
 - Web server software that provides HTTP/HTTPS/FTP services
 - 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 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
- McMurdo, Palmer and South Pole Stations
- Marine Research Vessels (LMG and NBP)

NATIONAL SCIENCE FOUNDATION
 4201 WILSON BOULEVARD
 ARLINGTON, VIRGINIA 22230

PERSONAL INFORMATION

YOUR NAME (Last, First, Middle)		SEX: <input type="checkbox"/> M <input type="checkbox"/> F	TELEPHONE NUMBERS (include area code)
PERMANENT ADDRESS (Street, City, State, Zip Code, Country)		RESIDENCE: _____	WORK: _____
DATE OF BIRTH (month, day, year)		PLACE OF BIRTH (city, state, country)	
U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO		NATIONALITY (if not a U.S. citizen)	
PARENT ORGANIZATION			
<input type="checkbox"/> NSF <input type="checkbox"/> OFFICIAL VISITOR EVENT # _____ <input type="checkbox"/> ASC <input type="checkbox"/> ASC CONTRACTOR _____ <input type="checkbox"/> SCIENCE GROUP MEMBER EVENT # _____ <input type="checkbox"/> TECHNICAL EVENT # _____ Principal Investigator _____ Company Name _____ OTHER _____ JOB TITLE _____ <p align="right">(All participants complete for appropriate gear)</p>			

EMERGENCY CONTACT INFORMATION

NAME OF PERSON TO BE NOTIFIED IN CASE OF ACCIDENT/ILLNESS/DEATH	RELATIONSHIP
ADDRESS	TELEPHONE NUMBER(S):
_____	Home: _____
_____	Work: _____
_____	Mobile: _____

PERSONAL INFORMATION
EMERGENCY 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 deploy 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:

NATIONAL SCIENCE FOUNDATION
4201 WILSON BOULEVARD
ARLINGTON, VIRGINIA 22230

PRIVACY NOTICE

PERSONAL INFORMATION FOR DEPLOYMENT TO AND FROM ANTARCTICA

The National Science Foundation's Office of Polar Programs provides transport and logistical support for individuals traveling to and working in Antarctica under the auspices of the United States Antarctic Program (USAP). The NSF and its contractors and subcontractors will use the information collected on this form to facilitate deployment or redeployment of individuals participating in the USAP.

The information requested is solicited under the authority of the National Science Foundation Act of 1950, as amended, 42 U.S.C. 1870; 16 U.S.C. § 3101. It may be disclosed to Office of Polar Programs civilian contractors and their subcontractors in connection with their responsibilities for coordinating the administrative processing and tracking of persons deploying to Antarctica. These responsibilities include proper outfitting for deployment, facilitating medical clearances, coordinating cargo handling and tracking, and maintaining emergency contacts. It may also be disclosed to: Air National Guard medical personnel to track medical clearances; family members, or other persons designated by the deploying or deployed individual, in instances of emergency; other Federal agencies providing transport, search and rescue, and other logistical assistance to and from Antarctica, including manifest information for pilots or crew transporting individuals to and from Antarctica; other Federal agencies and academic or other organizations when the records are relevant to an agency decision with regard to disciplinary or other administrative actions concerning an employee; another Federal agency, a court, or a party, or when NSF determines that the litigation or anticipated litigation or proceeding is likely to affect the Agency; Federal, state, or local agencies, or foreign governments, when disclosure is necessary to obtain records in connection with an investigation by or for the NSF; and representatives of the New Zealand government or other foreign governments when deployment involves travel through, or use of, New Zealand or other foreign government facilities, and the information is necessary to ensure safe and efficient deployment, including compliance with immigration requirements.

Submission of the information requested is voluntary. However, if you fail to provide any of the requested information, NSF or its contractor may be unable to process or to approve your application for deployment through the USAP.

Public reporting burden for this collection of information is estimated to average less than one-quarter hour per response. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden to: Ms. Suzanne Plimpton, Reports Clearance Officer, Division of Administrative Services, National Science Foundation, Arlington, VA 22230.