

# 2014-2015 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: Jessy Jenkins

**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](mailto:deploy@usap.gov)

#### Medical - UTMB:

855-300-9704  
fax: 409-772-3600  
email: [medical@usap.gov](mailto:medical@usap.gov)

#### HR - Best Recycling:

800-688-8606 x32308  
720-568-2308  
360-650-9180  
fax: 360-200-5360

#### HR - Gana-A'Yoo:

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

#### HR - GHG:

281-488-8806 x102 or x144

#### HR - Lockheed Martin:

800-688-8606 x32117  
720-568-2117  
fax: 303-662-8770

#### HR - PAE:

800-688-8606 x32307  
720-568-2307

#### HR - UTMB:

409-772-8699

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## Document #

TL-GDE-0005  
TL-GDE-0007  
TL-GDE-0009  
TL-GDE-0010  
IS-FRM-0012  
IS-ATT-0002  
NSF/OPP ISA  
TL-FRM-0090  
TL-FRM-0097  
TL-FRM-0089  
TL-FRM-0092  
TL-GDE-0002

### \*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) Passport Details (TL-FRM-0097)
- 4) ECW Sizes (TL-FRM-0089)
- 5) Antarctic Housing Request Worksheet (TL-FRM-0092)
- 6) Permanent, fulltime employees please submit a Fulltime Deployment TRW (TL-FRM-0095) instead of a Trip Details.

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



Photo Credit: Jessy Jenkins

## **CHANGES IN 2014-2015 for ASC PERSONNEL**

### **Windows XP**

If you plan on bringing a PC to the Ice, the operating system must be Windows 7 or later. PCs with Windows XP will not pass screening and will not have access to the USAP network.

### **Baggage Allowance to the Ice**

The baggage allowance on the Ice flight between Christchurch and McMurdo is reduced to 75 pounds (34 kg).

The LC-130 fleet will be the primary intercontinental aircraft for most of the 2014/2015 McMurdo/South Pole season. Because of the cargo limitations of the LC-130, all passengers are restricted to 75 pounds of personal baggage for all flights into or out of Christchurch. Additionally, all passengers are limited to 15 pounds of hand carry luggage that must fit into a standard airline sizing box. Passengers will be weighed wearing their ECW. ECW weight is part of passenger weight.

Commercial allowance remains two bags up to 50 pounds each, plus carry on.

### **Chilean Reciprocity Fee**

The \$160 Chilean reciprocity fee for U.S. citizens has been repealed. U.S. citizens with a valid passport can enter Chile for up to 90 days on a tourist visa.

Non U.S. citizens might still have to pay a fee, depending on their nationality.

### **Cashless Palmer**

The Palmer store does not accept cash. If you anticipate even small purchases (souvenirs, snacks, beverages), plan on bringing a credit or debit card. Visa and MasterCard accepted.

### **BCD Travel**

BCD Travel has acquired Travelocity Business. E-tickets and itineraries will be emailed from BCD Travel next season and this may affect your spam filters.

### **Blackout Dates Dec 1 - Jan 5**

Due to the high cost of travel during the holidays, blackout dates this season are December 1, 2014 through January 5, 2015. Blackout dates apply to delayed (at your request) northbound travel from Christchurch and Punta Arenas. Regularly-scheduled programmatic travel (i.e., first available flight home) is not affected by the blackout.

# 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, and check how your name appears.
- Check the expiration of your ATM and credit cards, too, before you deploy.
- Fill out and return the forms in this packet by fax or U.S. mail at least eight weeks before your scheduled deployment date. (Alternates too, please.) You do not have to wait until you PQ. Blank forms are available at <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=765>.
- Be sure ASC has your current contact info! ASC uses the email and mailing address you give us on your travel forms. Let ASC Travel know if your situation changes. Also:
  - The name on your ticket *must* match your passport and if it does not, the airlines will stop you at check-in. “Name exactly as it appears on passport” means exactly that.
  - The Airport of Departure is the airport closest to your home address. If you wish to leave from another city, keep in mind that your ticket is roundtrip and you’ll be returned to that same location.
- 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.
- Keep copies of your travel forms in case anything is lost in transit.
- 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.
- ASC issues roundtrip tickets from within the United States and changes are not allowed unless specific criteria are met. If you wish to return to a different airport, that is considered leisure travel.
- 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 the first leg of your travel is not on 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 75lb/34kg for all participants, including winterovers. (Save room for about 5lbs of extra ECW gear.) The number of bags is not limited but the maximum weight for a single piece is 70lb/32kg. Hand carry is limited to 15 pounds that must fit into a standard airline sizing box.

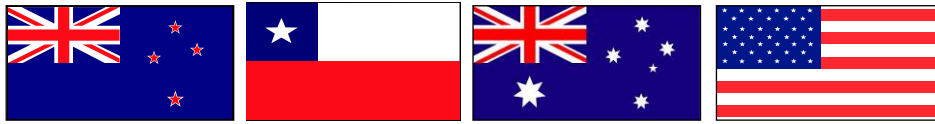
On board the vessels, there are no weight restrictions but space is limited.

- 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.
- Travel documents are mailed via U.S. Mail shortly after you return the forms in this packet (to alternates too). These include luggage tags and a 12-month visa and/or 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 BCD Travel; you'll want to 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.
- ECW gear includes wool socks and thermal underwear, but many people prefer to bring their own. Be sure to bring sunglasses and a water bottle with you.
- 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](mailto:medical@usap.gov) before you deploy.
- Package mail to the Ice is limited after Thanksgiving, so holiday packages should be mailed 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 it might be wisest to mail essential items to the Ice as First Class flat/envelope mail.
- 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 – 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. “Transiting” is defined as changing flights/traveling through the airport for less than 8 hours.

## 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.**

For Chile, request a multiple-entry visa. As far as Customs and Immigration is concerned, you will be entering and departing Chile twice.

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



## New Zealand

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

If you plan on traveling in New Zealand after your deployment, you must not let your visa expire. Electronic visa extensions are available for up to three months and can be coordinated with the Christchurch Travel Office before you leave the Ice. Visas can also be extended at any NZ Immigration office, for a fee.

There is no longer a 14-day grace period when your 12-month visa expires while on the ice. If you are on the Ice longer than 12 months, coordinate with the Christchurch Travel Office for a new visitor’s visa before entering New Zealand on your way north.

## High Value Goods

If you plan on carrying any single item worth more than US \$1000, please contact ASC Travel.

## Tobacco Products

New Zealand recently drastically reduced the duty-free allowance for tobacco products. For more information, go to <http://www.whatsmyduty.org.nz/changes-tobacco-limits>.

## Websites

New Zealand Customs home page: [www.customs.govt.nz](http://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](http://www.customs.govt.nz/features/charges)

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



## Chile

The \$160 Chilean reciprocity fee has been repealed. U.S. citizens with a valid passport can enter Chile for up to 90 days on a tourist visa.

### Websites

Visas: [www.chile-usa.org/visasgral.htm](http://www.chile-usa.org/visasgral.htm)

FAQs: [www.aduana.cl/frequently-asked-questions-international-travelers/aduana\\_eng/2013-04-15/142533.html](http://www.aduana.cl/frequently-asked-questions-international-travelers/aduana_eng/2013-04-15/142533.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 without a valid visa is a violation of Australian law.

A layover in Sydney longer than eight hours requires an electronic visitor's visa (ETA subclass 601). If ASC Travel purchases your ticket, this is automatic. If you are self-ticketing, you'll need to purchase the visa yourself; it costs approximately US \$25.

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 the visa yourself.

Sea travel requires a Marine Crew Visa as well (MCV Class 988). If you're boarding a ship in Hobart, the MCV must be obtained before you arrive in Australia, and the application can take up to 30 days.

### 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>

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

Maritime visas (MCV Class 988): <http://www.immi.gov.au/Visas/Pages/988.aspx>



## 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:

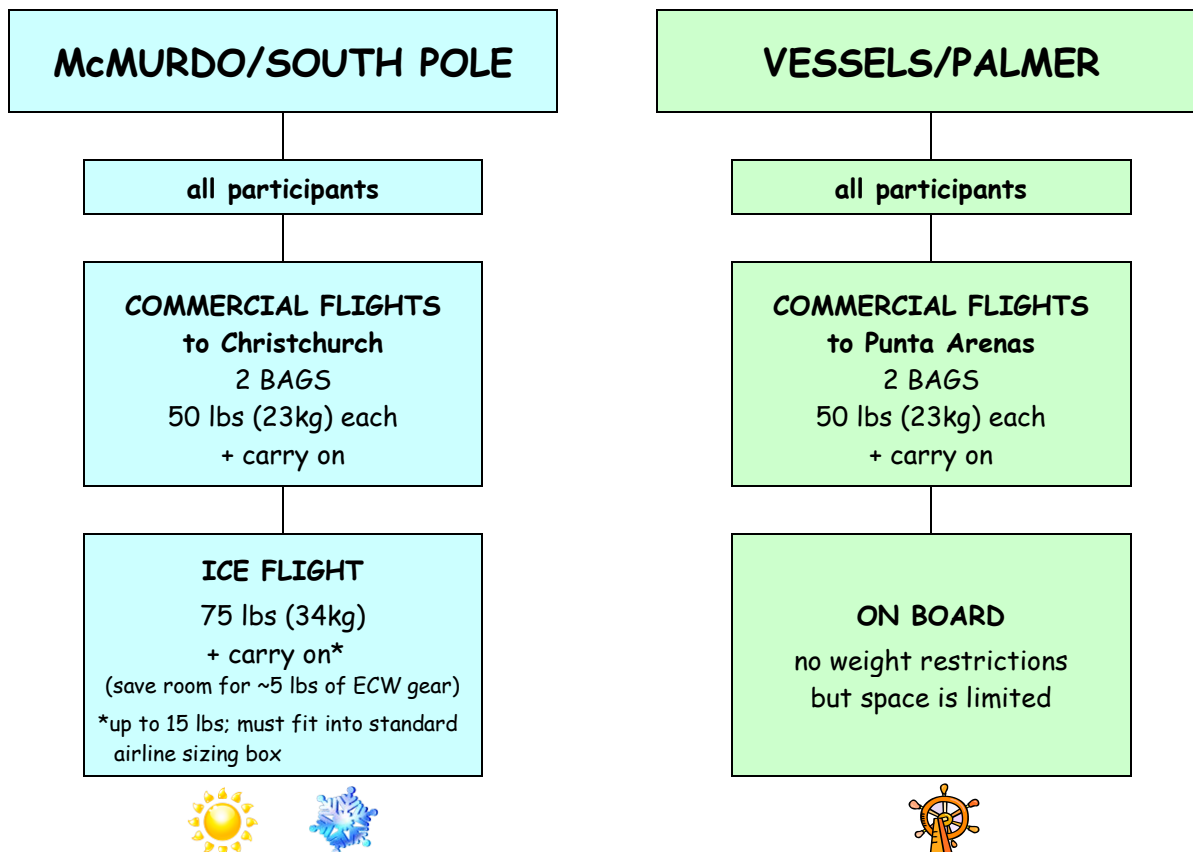
“If a traveler is only planning to transit through the United States en route to another country, when he or she completes the ESTA application, the traveler should enter the words "In Transit" and his or her final destination in the address lines under the heading 'Address While In The United States.'”

ASC Travel  
7400 South Tucson Way  
Centennial, CO 80112  
800-688-8606 x33202 or 303-790-8606 x33202

*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 \***

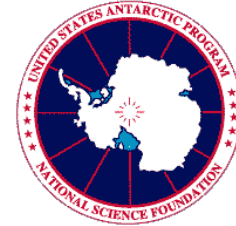
**NOTE:** There are weight and balance concerns on all flights to the Ice. The USAP reserves the right to bump personal baggage in order to meet safety and cargo requirements.





## 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 scientific/ research instrumentation systems, 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.

**Please direct inquiries to the USAP Help Desk at (720)568-2001 or [helpdesk@usap.gov](mailto: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 support for Windows XP ended on April 8, 2014. 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>.**

**No exceptions will be made for personal use machines. Science events with existing XP machines in use on the network should contact their science planner or ASC Information Security at [DEN-ITC-Security@usap.gov](mailto:DEN-ITC-Security@usap.gov).**

- **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.
- **Prohibited Protocols**  
Telnet and FTP are prohibited, as they present a high risk to the USAP network. These protocols must be replaced with secure versions such as SSH and SFTP.
- **Client and Server Software**
  - Permitted for use are client software used for the purposes of email and web browsing, and other client software, such as SSH and SFTP.
  - 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: Exchange, Eudora, send mail
    - Web server software that provides HTTP/HTTPS/FTP services. Some examples include: IIS, Apache, Lightppd
    - Network management servers, such as DNS and SNMP
    - Network or port scanning software, such as Nessus
    - Network penetration tools such as Metasploit, BackTrack, Wireshark, etc.
    - Unauthorized wireless access points and other network devices (firewalls, routers, etc.)
  - 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.

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

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)

## Document Review History

Release Number	Release Date	Description of Changes	Changes Made By
6	04/01/2012	Initial ASC Release	Melanie Williams
7	07/05/2013	Annual Review	PD Howard
8	03/07/2014	Annual Review	Madison Iler



**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 and network resources, including accessing the Internet from a USAP location, all USAP participants are required to:

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

Both of these actions are required on an annual basis. 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>.

As an ASC employee, you will be required to complete your Information Security Awareness Training during orientation prior to deployment. The instructions to complete this training (form IS-ATT-0001) may also be sent to you by your Human Resources department. We strongly encourage you to complete this requirement prior to your deployment to Christchurch or Punta Arenas.

## **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. Note: electronic signatures are not accepted at this time. **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:	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: \_\_\_\_\_  
 Name *exactly* as it appears on passport: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

You are employed by (check one):  
 Best Recycling   
 Lockheed Martin   
 Other: \_\_\_\_\_  
 Gana-A-'Yoo (GSC)   
 PAE  
 GHG   
 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 in Punta Arenas:   
 Cabo de Hornos   
 Diego de Almagro   
 Dreams  
 Jose Nogueira   
 Rey Don Felipe   
 straight to vessel

Hotel Check-In Date: \_\_\_\_\_ Check-Out Date: \_\_\_\_\_

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.





# PASSPORT DETAILS

ASC Travel must collect current passport information from all deploying participants for ticketing and visa purposes.

Complete and submit form via secure fax 303-705-0742 or U.S. Post Office Mail. **Do not email this document.**

Enter information exactly as it appears on passport, and please print legibly.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ no middle name:

Gender: Male  Female

Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Date of Birth (d/m/y): \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Date of Issue (d/m/y): \_\_\_\_\_

Date of Expiration (d/m/y): \_\_\_\_\_

*Passport must be good for six (6) months after return.*

Issuing Authority: \_\_\_\_\_

Do you hold any citizenship other than the nationality provided with the passport above? Yes  No

Redress # (if any):\* \_\_\_\_\_

***USAP Records are maintained in accordance with NSF Privacy Act Regulations.***

\* A Redress Number is a unique 13-digit identifier issued by the Department of Homeland Security to individuals who have applied for a Redress Number through the Traveler Redress Inquiry Program (TRIP). Under the terms of the Secure Flight program, such individuals shall provide their Redress Number when making all travel reservations.



# ECW SIZES

CLOTHING

HAT

Boots

Gloves

Please print clearly

Your Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
*(First name, Full Middle Name, Last Name)*

Gender:  Male  Female

Deploying to:  McMurdo  South Pole  remote field camp  Palmer/vessels

Season:  WINFLY  Summer  Winter

**You are a (check one):**

- Grantee     Tech Event     Seasonal Contractor     Fulltime     Other (specify): \_\_\_\_\_  
 Event #: \_\_\_\_\_  
 NSF Staff
- Best Recycling
  - DAMCO
  - Gana-A'Yoo (GSC)
  - GHG
  - Lockheed Martin
  - PAE
  - UTMB



Job Title: \_\_\_\_\_

Height:			Weight:					
Jacket Size:	<input type="checkbox"/> x-small	<input type="checkbox"/> small	<input type="checkbox"/> medium	<input type="checkbox"/> large	<input type="checkbox"/> XL	<input type="checkbox"/> 2XL	<input type="checkbox"/> 3XL	<input type="checkbox"/> 4XL
Chest Size:								
Knit Hat Size:	<input type="checkbox"/> x-small	<input type="checkbox"/> small	<input type="checkbox"/> medium	<input type="checkbox"/> large	<input type="checkbox"/> XL	<input type="checkbox"/> 2XL		
Waist (inches):			Hip (women):					
Inseam (inches):			Shoe Size:					
Glove Size:*	<input type="checkbox"/> x-small	<input type="checkbox"/> small	<input type="checkbox"/> medium	<input type="checkbox"/> large	<input type="checkbox"/> XL	<input type="checkbox"/> 2XL	<input type="checkbox"/> 3XL	
Additional Requirements:								

\*For gloves, measure around the fullest part of the palm (excluding thumb). Measure from the tip of the middle finger to the base of the hand. The largest measurement is your glove size.

Inches	7	7½-8	8½-9	9½-10	10½-11	11½-12	12-13½
Centimeters	18	20	23	25	28	30	33
Glove Size	XS	S	M	L	XL	2XL	3XL



# Antarctic Housing Request Worksheet

(Complete for McMurdo, South Pole and Palmer Stations)

Name: \_\_\_\_\_

Male

Female

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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 Requested: \_\_\_\_\_

Suitemate(s) 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: \_\_\_\_\_

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

## ASC Travel

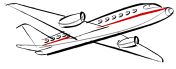
7400 S. Tucson Way  
Centennial, CO 80112

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

fax: 303-705-0742

email: [deploy@usap.gov](mailto:deploy@usap.gov)





## BUSINESS CLASS UPGRADE TO/FROM SYDNEY

ASC is able to request an upgrade on your QANTAS 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 at the discretion of the airline on a space-available basis upon departure at the boarding gate.

To request an upgrade, wait until you receive your deployment itinerary from BCD Travel, then contact ASC Travel. Please allow 10 business days for processing.

### 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](mailto: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 BCD Travel. It may be wisest to upgrade at check-in.*