

2015-2016 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: Peter Rejcek

**Antarctic Support Contract
7400 S. Tucson Way
Centennial, CO 80112-3938**

Travel:

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

Medical - UTMB:

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

HR - Best Recycling:

360-650-9180
fax: 360-200-5360

HR - Gana-A'Yoo (GSC):

800-688-8606 x32494 or 32319
720-568-2494
720-568-2319
fax: 303-662-8770

HR - GHG:

281-488-8806 x113 or x144

HR - Lockheed Martin:

800-688-8606 x32033
720-568-32033
fax: 303-662-8770

HR - PAE:

800-688-8606 x32307
720-568-2307
fax: 303-662-8770

HR - UTMB:

409-772-8699

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Document #

TL-GDE-0005
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IS-FRM-0012
IS-ATT-0002
ICT_FRM_5000.24a
ICT_FRM_5000.24b
TL-FRM-0090
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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 (ICT_FRM_5000.24a)
- 2) Acknowledgement of USAP Rules of Behavior for Sensitive Information and Personally Identifiable Information (ICT_FRM_5000.24b)
- 3) Trip Details (TL-FRM-0090)
- 4) Passport Details (TL-FRM-0097)
- 5) ECW Sizes (TL-FRM-0089)
- 6) Antarctic Lodging Request Worksheet (TL-FRM-0092)
- 7) 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: Peter Rejcek

CHANGES IN 2015-2016 for ASC PERSONNEL

Bring Your Own Socks and Long Underwear

There are significant changes coming to the USAP Extreme Cold Weather Clothing Policy. ECW clothing is an area of personal responsibility, one that requires participants to maintain awareness of the conditions they are likely to encounter during certain activities. Meanwhile:

Bring your own socks and long underwear, these will not be distributed with ECW next season but are still required for deployment. Palmer and vessel participants will no longer receive flannel shirts, vests (Carhartt or Quallofil), or non-insulated Carhartt pants. See the *ECW Sizes* page for details.

Re-Check Bags

Increasingly, airlines are not honoring baggage transfers between carriers, which means you might have to re-check your bags in Los Angeles or Dallas. ASK when you check in, especially if switching airlines. Please understand this is beyond ASC's control but we'll make sure you have a long enough layover.

Baggage Allowance to the Ice Increased

The baggage allowance on the Ice flight between Christchurch and McMurdo is increased to 85 pounds (38.5 kg) for summer participants and 110 pounds (50 kg) for winterovers, plus carry on. Strictly enforced in both directions.

No Luggage Tags

USAP luggage tags aren't effective at preventing lost baggage anymore.

Travel Documents Emailed

Your travel documents this season will be emailed instead of sent via U.S. Mail. This includes the NZ 12-month visa letter for MCM and South Pole, and the USAP Participant Letter for Palmer and vessels. You'll need to print and take with. Expect them about a month before deployment.

Smokes

New Zealand's duty-free allowance for tobacco products is smaller than it used to be:

- 50 cigarettes, or
- 50 grams of cigars, or
- 50 grams of loose tobacco, or
- A mixture of all three weighing not more than 50 grams.

These restrictions do not apply to electronic cigarettes.

This affects southbound passengers arriving in New Zealand from the U.S. and elsewhere *and* northbound passengers from McMurdo to Christchurch.

Unmanned Aerial Systems

Also known as Unmanned Aerial Vehicles (UAV) or drones, the use of Unmanned Aerial Systems by USAP personnel on the Ice is prohibited without NSF authorization.

At McMurdo Longer than 12 Months?

This went into effect last season but it might be news to some of you. There is no longer a 14-day grace period in New Zealand if your 12-month visa expires while on the ice. If you're deploying that long, you'll need to email INZCHCExpress@mbie.govt.nz and obtain a three-month extension *before* you leave the Ice.

Redeployment

Hotel priority is no longer an option. You may still select FAA or Actual Date.

Commercial Travel Blackout Dates Nov 30 - Jan 4

Due to the high cost of travel during the holidays, commercial travel blackout dates this season are November 30, 2015 through January 4, 2016. Commercial travel blackout dates apply to Actual Date redeployments northbound from Christchurch and Punta Arenas. FAA redeployments are not affected.

No Daylight Saving Time in Chile

In *completely* non-USAP news, Chile has done away with Daylight Saving Time.

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. Palmer Station is cashless.
- 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 depart from another city, 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.
- 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 back to your ASC teammate *with receipts*.
- For the Ice flight between Christchurch and McMurdo, the baggage allowance is 85lb/38.5kg for summer participants and 110lb/50kg for winterovers, strictly enforced. (Save room for about 15lbs 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.

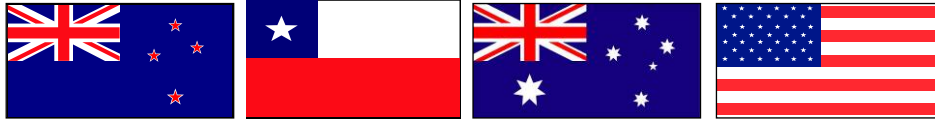
On board the vessels, there are no weight restrictions but space is limited.
- Some airlines charge for preferred seating and special meals. ASC Travel tries to honor your preferences but cannot pre-pay or reimburse airline surcharges. Most seats are assigned at the airport.

- Travel documents are emailed after you return the forms in this packet, about a month before deployment. These include a 12-month visa for New Zealand or a USAP participation letter for Chile, but *not* your ticket which is emailed separately.
- Tickets are e-tickets. Your final itinerary is emailed from BCD Travel 14-21 days before deployment; 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. Room and taxes in Christchurch and Punta Arenas are direct billed to ASC.
- 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.
- For other information about life on the Ice, consult the online [USAP Participant Guide](#). For example:
 - Bring (extra) sunglasses.
 - Bed linens are provided but not towels.
 - No skyping.
- Any TDY in Christchurch must be pre-approved.
- If there are changes to your medical or dental health after you PQ, you *must* notify medical@usap.gov before you deploy.
- All wintering females of child-bearing age are screened for pregnancy one to two weeks before station close. Pregnancy is a "Not Physically Qualified" condition for Antarctic deployment.
- Redeployments are processed from the Ice and are coordinated with your supervisor or MPC.

ASC Travel
7400 South Tucson Way
Centennial, CO 80112

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





CUSTOMS AND IMMIGRATION

PASSPORTS

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

VISAs – 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.

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 could delay or even prevent your deployment.**

For Australia and New Zealand, request a visitor's visa.

For Chile, request a multiple-entry tourist 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 from INZCHCExpress@mbie.govt.nz and can be requested 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 in New Zealand if your visa expires while on the ice. If you're deploying longer than 12 months, you'll need to email INZCHCExpress@mbie.govt.nz and obtain a three-month extension *before* you leave the Ice.

High Value Goods

If you plan on carrying any single item worth more than US \$1000, excluding personal items such as laptops and cameras, please indicate that on the *Trip Details* form in this packet.

Tobacco Products

New Zealand's duty-free allowance for tobacco products is smaller than it used to be:

- 50 cigarettes, or
- 50 grams of cigars, or
- 50 grams of loose tobacco, or
- A mixture of all three weighing not more than 50 grams.

These restrictions do not apply to electronic cigarettes.

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

U.S. citizens with a valid passport can enter Chile for up to 90 days on a tourist visa, reset at each port of entry.

Websites

Visas: www.chile-usa.org/visasgral.htm

FAQs: 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 of the international terminal. "Transiting" is defined as changing flights/traveling through the airport for less than eight hours. 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). Passengers with ETAs *are* allowed to leave the terminal. If ASC Travel purchases your ticket and your passport is ETA-eligible, this is automatic. Participants from ETA-ineligible countries should apply for a visitor's visa at least eight weeks before deployment. If you are self-ticketing, you'll need to purchase the visa yourself.

When unscheduled flight delays create a layover longer than eight hours, the airline generates an ETA for you before you land. If you are delayed through your own fault, be prepared to purchase the ETA yourself.

Sea travel requires a Maritime 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/Visas/Pages/Find-a-visa.aspx> or <http://www.immi.gov.au/visitors/tourist/visa-options.htm>

Electronic Visitor's Visa (ETA Class 601): <http://www.immi.gov.au/Visas/Pages/601.aspx>

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

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

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



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:

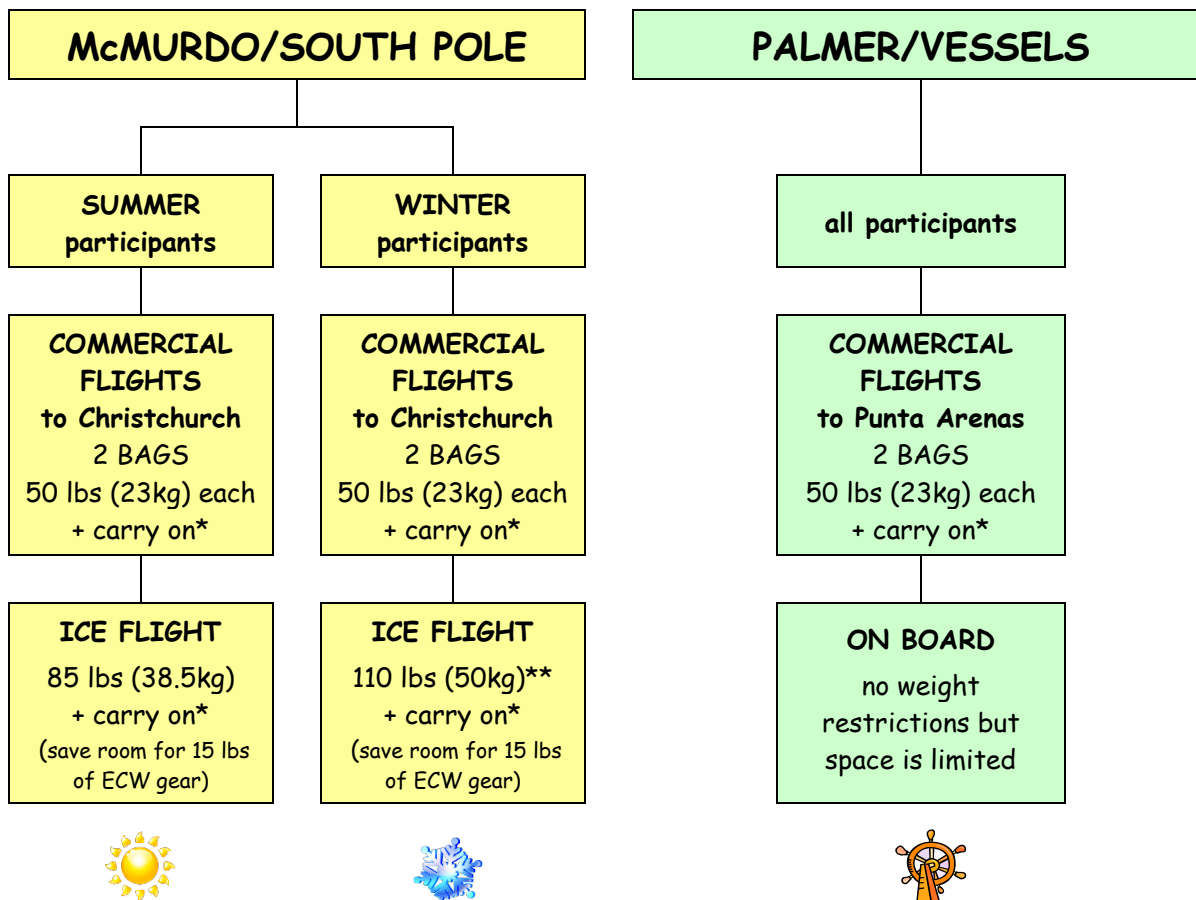
"If a traveler is only planning to transit through the United States en route to another country, when he or she completes the ESTA application, the traveler should enter the words "In Transit" and his or her final destination in the address lines under the heading 'Address While In The United States.'"

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*.



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.

★ NO AIRLINE ACCEPTS BAGS OVER 70 LBS ★

*must fit into a standard airline sizing box

**strictly enforced; excess baggage must be pre-approved



AIRLINE INDUSTRY CHANGES

Airline changes are beyond ASC's control.

Limited Baggage Transfers:	<i>Ask when you check in:</i> How far are your bags going? Increasingly, airlines are not honoring baggage transfers between carriers.	You might have to retrieve your bags and re-check them at QANTAS or United at LAX, especially if you're switching airlines. ASK when you check in.
Number of bags:	See the <i>Baggage Allowance</i> page	Be prepared to pay baggage fees at the counter, especially if the first leg of your flight is not on American Airlines.
Check-in:	90 minutes domestic, 2 hours int'l	Later than that, you may be denied boarding.
Special Meals:	Airlines often charge for special meals	ASC will submit your request but cannot reimburse airline surcharges.
Passports:	Valid six months <i>after</i> return	If not, you may be denied boarding.
ID:	Name on your government-issued ID (i.e., passport) must match the name on your ticket <i>exactly</i>	If not, you WILL be denied boarding.
Homeland Security:	Last minute changes; no-shows	Raises red flags, incurs delays at check-in. If you skip, miss, or change any flight leg, notify ASC Travel.
Routes:	More flight cancellations	QANTAS no longer flies LAX-AKL, requiring the majority of USAP participants to travel via Sydney.

Confirm your itinerary with the airline(s) 24 hours prior to flight.
Last minute changes are difficult, if not impossible to accommodate.

Don't miss your flight! ASC may not be able to rebook you.



United States Antarctic Program

Computer Requirements For Connecting to the USAP Network



Overview

The United States Antarctic Program (USAP) addresses U.S. federal computing requirements by screening all computer systems (scientific/ research instrumentation systems, mission systems, and personal computing laptops and tablets) prior to connecting to the USAP network. The following system requirements and operating system specifications apply to all computing devices connected to the USAP network.

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 are 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.

Malicious software

All devices must remain free of malicious software (i.e. computer viruses, worms, trojan horses, ransomware, spyware, adware, scareware, and other malicious programs) prior to and while connected to the USAP network. It is recommended all computing devices have a current antivirus software installed and be configured for auto-updates.

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 File Transfer Protocol (FTP) are prohibited, as they present a high risk to the USAP network. These protocols must be replaced with secure versions such as Secure Shell (SSH) or and Secure File Transfer Protocol (SFTP).

Client and Server Software

Software prohibited 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.
- 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.

Computer Screening Process

Screening technicians gather the following information during the computer screening process:

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

System connected to the USAP network without a screening rating of *Pass* are in violation of USAP information security policy and will be disconnected from the USAP network without notice. Systems that initially *Pass*, but fail to remain complainant with USAP computer standards must be brought back into compliance to remain connected to the USAP network.

Computer screening for deploying personnel is performed at the following locations:

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

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



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
- Sign and return the *Acknowledgement of USAP Rules of Behavior for Sensitive Information and Personally Identifiable Information* form

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 and IS-ATT-0002) 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 and the *Acknowledgement of USAP Rules of Behavior for Sensitive Information and Personally Identifiable Information* form included in this packet. Note: electronic signatures are not accepted at this time. **Return the completed forms (5 pages) to:**

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



The National Science Foundation Polar Programs United States Antarctic Program

Acknowledgement of Information Security Policies & Permission for
Use of National Science Foundation/United States Antarctic Program
Information Systems and Services
ICT_FRM_5000.24a

Document Release History

Release Number	Release Date	Description of Changes	Changes Made By	Organization
1.0	10/20/2014	Initial release as USAP form	Patrick Smith	NSF

1 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 Denver, CO; Charleston, SC; Arlington, VA operating locations and at USAP facilities in Port Hueneme, CA; Christchurch, NZ; Punta Arenas, Chile; Antarctic stations and research vessels.

2 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. 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. 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.

3 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.

4 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:	



The National Science Foundation Polar Programs United States Antarctic Program

Acknowledgement of United States Antarctic Program Rules of Behavior for Sensitive Information and Personally Identifiable Information ICT_FRM-5000.24b

1 GENERAL INFORMATION

The purpose of the United States Antarctic Program (USAP) Rules of Behavior for Sensitive Information (SI) and Personally Identifiable Information (PII) is to highlight federal laws and guidelines from NSF and other federal documents for USAP participants with access to SI or PII.

Sensitive Information is information that has been characterized in accord with Federal Information Processing Standard (FIPS) 199, *Standards for Security Categorization of Federal Information and Information Systems* & National Institute of Standards and Technology (NIST) Special Publication (SP) 800-60 Volume 1 rev 1, *Guide to Mapping Information and Information Systems to Security Categories* as requiring access restrictions and protection from unauthorized disclosure. Basic types include:

- Privacy Act Systems of Records
- Personal medical information (PHI – Protected health information)
- Personal Identifiable Information
- Financial information
- Trade Secrets Act protected data
- Commercial proprietary data
- Operational Security (OPSEC) information
 - Current US Air Force and Air National Guard flight operation details
- IT infrastructure information
 - detailed internal USAP network diagrams
- Information Technology information
 - root or system administrator passwords to systems on the USAP network
 - vulnerability scan results
 - system log files

Personally Identifiable Information. *OMB M-07-16 defines "personally identifiable information" as information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of*

birth, mother's maiden name, etc. PII examples provided by NIST SP 800-122, *Guide to Protecting the Confidentiality of Personally Identifiable Information (PII)* include but are not limited to:

- Name, such as full name, maiden name, mother's maiden name, or alias
- Personal identification number, such as social security number (SSN), passport number, driver's license number, taxpayer identification number, or financial account or credit card number
- Address information, such as street address or email address
- Personal characteristics, including photographic image (especially of face or other identifying characteristic), fingerprints, handwriting, or other biometric data (e.g., retina scan, voice signature, facial geometry)
- Information about an individual that is linked or linkable to one of the above (e.g., date of birth, place of birth, race, religion, weight, activities, geographical indicators, employment information, medical information, education information, financial information).

Federal laws and guidelines pertaining to SI and PII include:

- Privacy Act of 1974 (5 U.S.C. § 552a)
- E-Government Act of 2002 (44 U.S.C. 3601 *et seq.*)
- OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*
- OMB Memorandum M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*
- OMB Memorandum M-06-16, *Protection of Agency Sensitive Information*
- Federal Information Security Management Act (FISMA) of 2002 (44 U.S.C. § 3546)

The USAP Rules of Behavior for Sensitive Information and Personally Identifiable Information (SenROB) must be reviewed and signed by USAP participants with access to SI or PII. Signatories accept that they understand and take personal responsibility for the security of sensitive information and personally identifiable information.

The USAP SenROB is founded on the principles described in federal law, and other regulatory documents such as the Code of Ethics for Government Employees, Office of Personnel Management regulations, and Office of Management and Budget. Therefore the SenROB carries the same responsibility for compliance as the official documents cited above.

2 USER RESPONSIBILITIES

In the course of performing official duties, USAP participants with access to SI or PII are responsible for avoiding inappropriate access or disclosure of SI and PII of any kind and are bound to follow certain methods of storage and transmission for these kinds of data. These rules of behavior detail the responsibilities of and expectations for all individuals with access to SI or PII.

_____/_____
Initials Date

3 RESPONSIBILITY/ACCOUNTABILITY REQUIREMENTS

- Users should only use systems, software, and data for which they have authorization and use them only for official Polar Programs’ business.
- Users with access to systems and data that utilize SI or PII must view and access this information only for the purposes for which use of the data is intended.
- Users must protect sensitive information from unauthorized disclosure.
- Users shall not store SI or PII on portable devices such as laptops, tablets, smart phones and USB drives or on remote/home systems unless approved encryption methods are employed.
- Users are prohibited from transmitting SI or PII via plain text e-mail; only approved encryption methods shall be used.
- All records containing SI or PII must be stored on network drives with access limited to those individuals or entities that require access to perform a legitimate job function.
- All removable or transportable media (e.g., paper forms, reports, cassettes, CDs, USB drives, etc.) containing SI or PII must be secured when not in use. Acceptable security measures depend on the circumstances, but may include locked file rooms, desks, cabinets and encryption.
- Subject to applicable document retention policies or unless required by law, when no longer required, paper documents and electronic media containing SI or PII must be destroyed or disposed of using methods designed to prevent subsequent use or recovery of information in accordance with NIST SP 800-88 Rev 1, *Guidelines for Media Sanitization* and USAP Directive 5000.22, *Media Protection Policy*. Organizations must follow their media sanitization procedures.
- In accordance with OMB Memorandum M-07-16, users must immediately report actual and potential incidents of inappropriate disclosure of SI or PII to the USAP Help Desk Toll Free at 1-800-688-8606 (Extension 32001) or (720)-568-2001 within 24 hours of detection.

USAP participants who have access to SI or PII must adhere to these rules and guidelines. I acknowledge receipt of, understand my responsibilities for, and will comply with the USAP Rules of Behavior for Sensitive Information and Personally Identifiable Information.

Signature of User

Date

Printed Name of User

Affiliation

TRIP DETAILS FOR ASC EMPLOYEES

Date: _____

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

NAME: <i>(last, first, full middle name)</i>	NICKNAME:	GENDER: <input type="checkbox"/> M <input type="checkbox"/> F
MAILING ADDRESS:	PERMANENT ADDRESS: <i>(if different)</i>	CONTACT INFO: CELL: _____ WORK: _____ HOME: _____ EMAIL(s): _____ _____

Departing from: Mailing address Permanent address **AIRPORT OF DEPARTURE:** _____
 Other (specify): _____

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

Job Title: _____ **Winterover?** Yes No

Employed by (check one):
 Best Recycling Lockheed Martin Other: _____
 Gana-A-'Yoo (GSC) PAE
 GHG UTMB

Have you deployed before? Yes No What year? _____

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

Hotel in Christchurch: Hotels in Christchurch are assigned

Hotel in Punta Arenas: Cabo de Hornos Diego de Almagro Dreams
1st choice, not guaranteed Jose Nogueira Isla Rey Jorge 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:** _____

*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: _____ Suffix: _____

First Name: _____

Middle Name: _____ no middle name:

Gender: Male Female

Nationality: _____

Passport Number: _____

Date of Birth Day: _____ Month: _____ Year: _____

Country of Birth: _____

Date of Issue Day: _____ Month: _____ Year: _____

Date of Expiration Day: _____ Month: _____ Year: _____

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: _____
 (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		
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		
Waist (inches):		Hip (women):	
Inseam (inches):		Shoe Size:	
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



ECW CHANGES

Beginning August 2015, the USAP will no longer provide socks or insulation base layers (long underwear). USAP participants must supply these items to fulfill the Extreme Cold Weather (ECW) clothing requirement. Participants are encouraged to ask their Supervisor or Science Implementer if they have any questions regarding appropriate clothing.

USAP participants must supply their own socks and base layer insulation clothing to fulfill the ECW clothing requirement.

The following ECW clothing items are required to deploy to Antarctica, including both the USAP-provided and participant-provided clothing.

USAP-provided ECW clothing

- Parka (continental) or windbreaker jacket (peninsula)
- Boots
- Windpant/windbib or insulated Carhartt bib (item issued depends on job duties/work location)
- Fleece/pile insulation layer
- Hat
- Gloves
- Neck gaiter
- Goggles
- Rain jacket and rain pants (peninsula only)

Participant-Provided, and Required, ECW Clothing

The following items must be supplied by the participant.

- Socks
 - Mountaineering, winter-weight, non-cotton
 - Fabric suggestions: Merino wool or nylon/lycra blend
 - An additional, lightweight, liner sock to be worn underneath is suggested to assist in wicking (moving) sweat away from the foot (e.g., merino wool or polypropylene)
 - Suggested quantity is 2-4 pairs each
- Base layer, lightweight (thermal, long underwear - tops and bottoms)*
 - This insulation layer is worn directly next to skin and assists with wicking sweat and moisture away from the body
 - Fabric suggestion: synthetics (e.g., polypropylene, polyester, branded materials) or natural fibers (e.g., silk or merino wool)
 - Non-cotton
 - Density approximately 140-200 grams per square meter
 - > The clothing label or website might list this as “140 weight” or another number within this range
- Base layer, mid-weight (thermal, long underwear - tops and bottoms)*
 - This insulation layer can be worn independently or over base layer
 - Helps protect against cold and wick moisture farther from body
 - Non-cotton
 - Fabric suggestions are synthetics (e.g., polyester, nylon, non-bulky fleece, branded materials such as PolarTec) and natural fibers (e.g., merino wool, down)
 - Density approximately 260-320 grams per square meter
 - > The clothing label or website might list this as “260 weight” or another number within this range

*A search engine inquiry for light and mid-weight base layers and mountaineering socks will yield recommendations in several price ranges.

Antarctic Lodging Request Worksheet

(Complete for McMurdo, South Pole and Palmer Stations)

Name: _____ Male Female

To facilitate your lodging 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: Lodging 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.

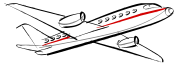
ASC Travel
7400 S. Tucson Way
Centennial, CO 80112

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 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

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.