

2014-2015 Antarctica Deployment Packet for Grantees and Technical Events

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



Photo Credit: Jessy Jenkins

ASC
7400 S. Tucson Way
Centennial, CO 80112-3938
800-688-8606
303-790-8606

Travel:

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

Medical - UTMB:

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

IT Help Desk:

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

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***Please Complete and Mail to:**

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

- 1) Acknowledgement of Information Security Policies & Permission for Use (NSF/OPP ISA)
- 2) Trip Details (TL-FRM-0091)
- 3) Passport Details (TL-FRM-0097)
- 4) Excess Baggage Request & NZ High Value Goods, if applicable (TL-FRM-0094)
- 5) ECW Sizes (TL-FRM-0089)
- 6) Antarctic Housing Request Worksheet (TL-FRM-0092)

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



Photo Credit: Jessy Jenkins

CHANGES IN 2014-2015 FOR GRANTEES AND TECHNICAL EVENTS

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The \$160 Chilean reciprocity fee for U.S. citizens has been repealed.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.

New Zealand "High Value" Now \$1000

New Zealand has modified the definition of "high value" goods to any single piece of equipment worth more than US\$1000, down from US\$10K. If you are bringing equipment worth more than US\$1000 through New Zealand on your way to the Ice, please fill out the *USAP Excess Baggage Request and New Zealand High-Value Goods Declaration* form (TL-FRM-0094), included in this packet. These goods require a NZ Customs form, which ASC Travel facilitates.

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 Grantees and Technical Events

- Please check regularly for USAP emails. Check spam folders too – some computers filter unknown e-addresses.
- Passports must be valid for six months *after* your return; please take the time to check it now, and check how your name appears.
- Check the expiration of your ATM and credit cards, too, before you deploy.
- Please fill out the forms in this packet and return them 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. You must submit travel paperwork and successfully PQ before tickets can be purchased, and the goal is to ticket 21 days in advance.
- ASC Travel books your tickets based on the information you provide on the *Trip Details* form. Be sure ASC has your current contact info! There will be no opportunity to review your itinerary and changes may not be possible, so please be accurate. 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.

- Keep copies of everything in case anything is lost in transit. Blank forms are available at <http://www.usap.gov/usapgov/travelAndDeployment/contentHandler.cfm?id=764>.
- Ice dates are determined by your PI and changes must be coordinated through your ASC Science POC. Be prepared to travel on weekends and maybe holidays. ASC Travel is unable to change your Ice dates, so please do not ask them.
- Plan on two nights in Christchurch on the way south, and one night in Punta Arenas before boarding the vessel.
- All travel arrangements are made in accordance with the Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government.
- As of this writing, QANTAS does not service the Los Angeles - Auckland route. Be prepared to fly through Australia. If there is a valid reason why you cannot transit through Australia, such as live sample transport or visa constraints, please indicate it in the "Other Special Requests" section of the *Trip Details* form.
- Review your airline's baggage policies before departure and be prepared to pay baggage fees if 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.

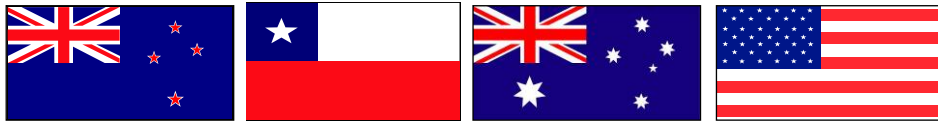
- If you're bringing more than two checked bags let ASC Travel know in plenty of time so they can send extra luggage tags; submit a *USAP Excess Baggage Request* form. ASC does not reimburse for excess baggage.

- For cargo, that is, items not carried as personal baggage, shipping by sea is the preferred method of transport. Make every effort to allow sufficient time for shipment by sea to the Ice. Work with your ASC Science POC and refer to the Packing and Shipping Instructions at <http://www.usap.gov/USAPgov/logistics/documents/TL-MAN-0002.pdf>.
- Airlines often charge for preferred seating and meals. ASC Travel tries to honor your preferences but cannot pre-pay or reimburse airline surcharges. Most seats are assigned at the airport.
- 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 (for Chile), 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.
- Shuttles in Christchurch between the airport, hotel and Antarctic Centre are pre-arranged with Super Shuttle, but not pre-paid. Payment is on board with \$NZ or credit card; cash is preferred. Please contact the Christchurch office if you prefer to make other arrangements.
- 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.
- If there are changes to your medical or dental health after you PQ, you *must* notify 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.

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

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

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

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 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:

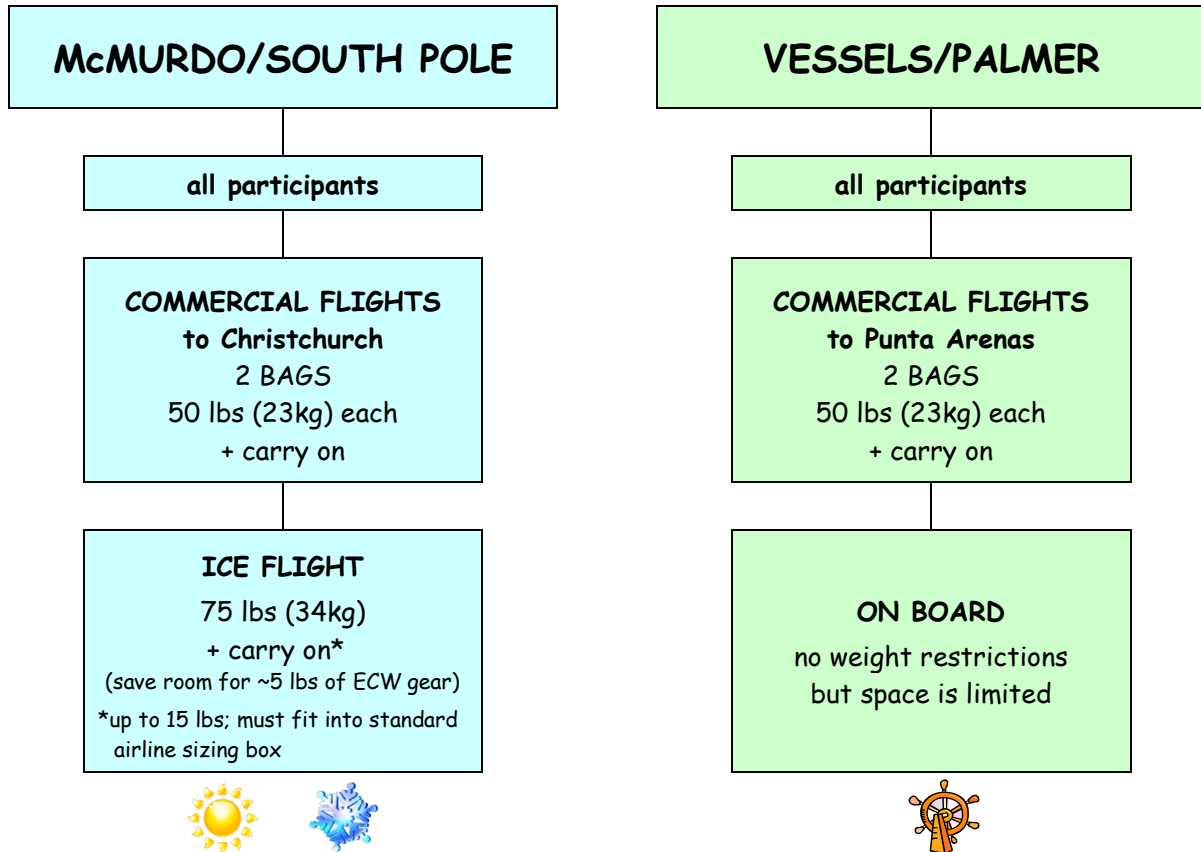
“If a traveler is only planning to transit through the United States en route to another country, when he or she completes the ESTA application, the traveler should enter the words "In Transit" and his or her final destination in the address lines under the heading 'Address While In The United States.'”

ASC Travel
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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.



ASC Hotels in Punta Arenas, Chile

| Hotel | Address | Phone | Fax | Type of Room | CHILEAN PESOS | US DOLLARS | From | To |
|---|--------------------------|------------------|--------|------------------------|---------------|------------|----------|-----------|
| Dreams jalvarado@mundodreams.com | O'HIGGINS #1235 | 204500 | --- | single/double standard | 86,558 | \$145.00 | 1-Jan-14 | 28-Dec-14 |
| | | | | single/double suite | 110,436 | \$185.00 | | |
| Isla Rey Jorge reservas@hotelreyjorge.com | 21 DE MAYO #1243 | 248220 | 248220 | single | 47,756 | \$80.00 | 1-Oct-14 | 31-Mar-15 |
| | | | | double | 59,695 | \$100.00 | | |
| | | | | triple | 71,634 | \$120.00 | | |
| Condor de Plata info@condordeplata.cl | COLON AVENUE #556 | 247987 229809 | 241149 | single | 35,817 | \$60.00 | 1-Oct-14 | 31-Mar-15 |
| | | | | double | 41,787 | \$70.00 | | |
| | | | | triple | 47,756 | \$80.00 | | |
| Chalet Chapital reservas@hotelchaletcapital.cl | ARMANDO SANHUEZA #974 | 730100 | 730101 | single | 65,665 | \$110.00 | 1-Oct-14 | 15-Apr-15 |
| | | | | double | 71,634 | \$120.00 | | |
| | | | | triple | 77,604 | \$130.00 | | |
| Rey Don Felipe reservas@hotelreydonfelipe.com | ARMANDO SANHUEZA #965 | 295000 | 295002 | single | 53,000 | \$88.78 | 1-Jan-14 | 31-Dec-14 |
| | | | | double | 73,500 | \$123.13 | | |
| Hotel Cabo de Hornos reservas@hotelesaustralis.com | PLAZA MUNOZ GAMERO #1025 | 715000 | 715050 | single | 58,000 | \$97.16 | 1-Jan-14 | 31-Dec-14 |
| | | | | double | 58,000 | \$97.16 | | |
| | | | | triple | 82,000 | \$137.36 | | |
| Hostal De La Avenida | COLON AVENUE #534 | 247532 | 247532 | single | 35,000 | \$58.63 | 1-Jan-14 | 31-Dec-14 |
| | | | | double | 38,000 | \$63.66 | | |
| | | | | triple | 42,000 | \$70.36 | | |
| Hotel Jose Nogueira reservas@hotelnogueira.com | BORIES #99 | 711000 | 711011 | single | 59,695 | \$100.00 | 1-Oct-14 | 31-Mar-15 |
| | | | | double | 71,634 | \$120.00 | | |
| | | | | triple | 107,451 | \$180.00 | | |
| Hotel Diego de Almagro reservas-puq@dahoteles.com | COLON AVENUE #1290 | 208800 | 208900 | Single | 74,022 | \$124.00 | 1-Oct-14 | 31-Mar-15 |
| | | | | double | 74,022 | \$124.00 | | |
| | | | | triple | 96,706 | \$162.00 | | |

Notes:

Prices are special USAP rates. All prices subject to change.

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

Prices assume an exchange rate of CLP/1USD = 956.95 (October 1, 2014)

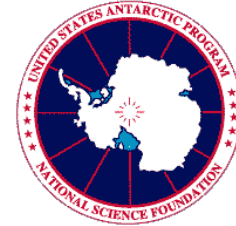
The Dreams, Isla Rey Jorge, Rey Don Felipe, Cabo de Hornos, Jose Nogueira, and Diego de Almagro offer direct billing to ASC employees, with 19% IVA waived.

To call, dial country/city codes = 011 56 61 2, then the hotel phone number.

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



United States Antarctic Program Computer Requirements For Connecting to the USAP Network



The United States Antarctic Program (USAP) addresses U.S. federal government security and operational requirements for computing systems by screening all computers (including 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.

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.

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

Computer screening is performed at the following locations:

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

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



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>

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

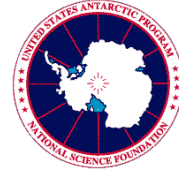
This information sheet provides details on how to complete this training and complete the acknowledgement form prior to deployment.

Instructions for Creating an OLC Account and Taking Assigned Training

1. Visit the USAP Online Learning Center page at <http://www.usap.gov/onlinelearningcenter/> for a basic overview of the training system.
2. Click the “Enter USAP Online Learning Center” link to be taken to the training site.
3. Click the “Sign Up” link on the right side of the Login box.
4. Complete the New User Account form by entering all required fields.
 - a. Make a note of your username and password, you will need to login once the account creation process is complete.
 - b. Passwords should be at least 12 characters long and must use at least three of the following four character sets: uppercase letters, lowercase letters, numbers, and special characters.
 - c. Enter the Course Access Code [91nbe1a3](#).
 - d. Please be sure to select the correct Participant Organization as this will determine the courses assigned to you. If you are unsure which Participant Organization to select, please check with your USAP deployment contact. ASC Employees (PAE, GSC, LM, etc.) should select “ASC Contract” for seasonal employees or “ASC Full Time” and include the name of their employer in the “teammate” field.
5. After a few moments, you will receive an email confirming your request for an account, and you should receive a second email granting you approval to access the site after about five minutes. Once you receive the approval email, login using your previously created username and password. If you do not receive the second email, go ahead and attempt to log in on the main OLC web page.
6. After logging in, you will be on the Learning Plans page. This page will list the courses assigned to you. To return to this page at any time, click the “My Training” tab at the top and then click the “Learning Plans” link in the box on the right-hand side of the page. Click the “Launch” button for the Information Security Awareness course. This will take you to the Course Launch page.
7. On the Course Launch page, click the “Launch” link under the Course Modules heading to launch the course materials in a new window.



United States Antarctic Program



Deployment Requirements for Information Security Training

8. Read through the course materials by clicking "Next" on each slide and complete the included quiz.
9. At the conclusion of the course, close the Course Module window and wait a moment for the Course Launch page to refresh. Your completion certificate will be available using the "Download" link.
10. Verify that your name is correct. If your information is accurate, you are now recorded in the USAP Online Learning Center as complete. Note: depending on your Internet browser, your name may not appear. Once you save your certificate and open it/print it, your name should be visible.
11. Save an electronic version of the certificate in a personal folder, or print and keep it as evidence that you have completed this requirement.
12. Fill out and sign the *Acknowledgement of Information Security Policies and Permission for Use* form included in your deployment 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**

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

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 GRANTEES AND TECHNICAL EVENTS

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

| | | | | |
|---|---|---|--|--|
| NAME: _____ | | Gender: <input type="checkbox"/> M <input type="checkbox"/> F | TELEPHONE NUMBERS (include area code) CELL: _____ WORK: _____ HOME: _____ EMAIL(s): _____ _____ _____ _____ | |
| MAILING ADDRESS (for luggage tags and travel documents): _____ _____ _____ | | | | |
| EMERGENCY CONTACT INFO: Name: _____ Relationship: _____ | | Home Phone: _____ Work Phone: _____ Cell Phone: _____ | | |
| Event #: | PI Name: | ASC Science POC: | | |
| Destination (business-related stopovers must be approved by the NSF.): <input type="checkbox"/> MCM <input type="checkbox"/> South Pole <input type="checkbox"/> Palmer <input type="checkbox"/> Vessel - Cruise #: _____ <input type="checkbox"/> Port Call <input type="checkbox"/> Conference/Meeting: _____ <input type="checkbox"/> Other: _____ | | | | |
| Travel Legs (The USAP tickets from the closest major airport.) | | | | |
| From City/State or Airport | To City/State or Country | Departure Date (even if approximate) | Desired Departure Time (Earliest - Latest) | Desired Arrival Time (Earliest - Latest) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| Seating:* <input type="checkbox"/> Aisle <input type="checkbox"/> Window | | Special Meals:* | Freq Flyer #(s): | |
| Are you traveling with other USAP participants? If so, whom? | | | | |
| Excess baggage is anything over 2 bags at 50 pounds (23kg) each, or if any one piece of equipment is worth more than \$1,000. Excess Baggage?* <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please fill out the <i>USAP Excess Baggage Request and NZ High-Value Goods Declaration</i> form. <i>*You are responsible for airline surcharges.</i> | | | | |
| Hotel Check-In Date: | | Check-Out Date: | | |
| Hotel in Christchurch: | | Hotels in Christchurch are assigned | | |
| Hotel in Punta Arenas: | | 1 st Choice | 2 nd Choice | 3 rd Choice |
| Room Type: | <input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking | | <input type="checkbox"/> Single | <input type="checkbox"/> 2 Twin Beds <input type="checkbox"/> 1 Double Bed |
| Roommate Request: _____ | | | | |
| No Hotel Required: <input type="checkbox"/> | | Local contact phone number: | | |
| Notes or Other Special Requests (the southbound default is 2 nights Christchurch; 1 night Punta Arenas): _____ _____ _____ | | | | |

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





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.

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

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

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

| | | |
|---------------------|--|--|
| NAME: | <input type="checkbox"/> Peninsula (Punta Arenas, Chile) <input type="checkbox"/> Continental (Christchurch, NZ) <input type="checkbox"/> Other: _____ | |
| Organization/Agency | Event #: | |

Commercial Carrier Baggage Allowances

Review your airline's baggage limitations prior to departure. Depending upon airline policy, you may be required to pay a surcharge for each bag. No airline accepts bags over 70 lbs (32 kg). **ASC does not reimburse excess baggage fees.**

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

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

Ice Flight Baggage Allowances

Total baggage allowance for checked luggage on flights from Christchurch to McMurdo is 75 lbs (34 kg) of personal luggage for all participants. Save room for about 5 lbs (2.5 kg) of Extreme Cold Weather (ECW) gear.

Excess Baggage Requests for Ice Flights

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

| Southbound Item (to Antarctica) | Weight | Contents/Justification |
|---------------------------------|--------|------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Northbound Item (from Antarctica) | Weight | Contents/Justification |
|-----------------------------------|--------|------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

High-Value Goods

Please check here if you plan on carrying high value/high technical goods through New Zealand, i.e., any piece of equipment worth more than \$1,000 (excluding personal items such as laptops and cameras). These goods require a NZ Customs form, which ASC Travel facilitates.

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



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

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: _____

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

ASC Travel

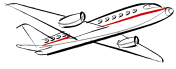
7400 S. Tucson Way
Centennial, CO 80112

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.