

ANNEX E TO JTF-SFA OPORD DEEP FREEZE
MANPOWER AND PERSONNEL

OPR: DCJTF-SFA
OCR: JTF/SFA/J1
JTF-SFA/JA
JTF-SFA/HC
JTF-SFA/FM

REFERENCES: (a) CJCSM 3150.13, Joint Reporting Structure, Personnel Manual
(b) DoD Instruction 1300.18A, Military Personnel Casualty Matters, Policies, and Procedures.

1. General.

a. Purpose. This annex provides guidance, assigns responsibilities, and identifies manpower and personnel actions required to execute the Operation DEEP FREEZE (ODF) mission.

b. Mission. The primary mission of Manpower and Personnel is accurate force accountability of all personnel and the related manpower requirements needed to successfully accomplish the mission. Manpower requirements consist of in-place and deployment requirements associated with this operation. Personnel include all DoD civilians, contractors, and military personnel supporting the operation.

2. Planning Factors. JTF-SFA/J1 will act as the focal point for ODF manpower and personnel issues.

a. JTF-SFA/J1 Manpower Representative will:

(1) Validate and coordinate with all functional area managers on the manpower requirements.

(2) Identify the manpower resources required to provide seasonal support to Christchurch City and McMurdo Station.

b. JTF-SFA/J1 Personnel Representative will:

(1) Serve as the focal point for sourcing and flowing rotational requirements.

(2) Develop personnel policy and procedures.

(3) Oversee personnel accountability.

(4) Develop concepts, plans, and procedures to support personnel deployment, repatriation, Noncombatant Evacuation Operation, and reception processing.

3. Manpower and Personnel Policies and Procedures.

a. Deployment Processing Procedures/Reporting Instructions.

(1) Reporting guidance and deployment requirements will be provided in separate documents and are located on web. Instructions provided by JTF-SFA Superintendent.

(2) CJTF-SFA will establish procedures to account for deployed personnel, including DoD civilians, until arrival of the service representatives.

(3) Installation Personnel Readiness (IPR) Offices will ensure deployers are advised of reporting instructions and provide them with 5 copies of CED orders. Each deployer must provide one CED order to PERSCO upon arrival at Christchurch, NZ, and will contact PERSCO with any changes to their CED Order travel itinerary.

(4) IPRs will use supported units processing checklists.

(5) Each service component will be responsible for accountability of their personnel. Strength numbers will be provided to the AF representative in Christchurch.

(6) The personnel representative at Christchurch will be responsible for submitting the daily Joint Personnel Status Report (JPERSTAT) to JTF-SFA/J1 regardless of whether a change to the numbers occurs and other reports as directed in AFI 36-3802.

(7) 109 AW shall be tasked first for positions associated with the 109 AW UTC.

b. NEO Policy. In the event NEO needs to be activated, the American Embassy, NZ, will be notified.

c. Casualty Reporting. Reporting of casualties must be timely and comprehensive to expedite notification of next of kin. All casualty reporting will be accomplished IAW with service specific instructions. JTF-SFA/J1 will be notified immediately upon learning of a casualty.

d. Finance.

(1) All personnel traveling to Christchurch, NZ or McMurdo, Antarctica in support of 109 AW or as JTF-SFA augmenters will be provided the required workdays and per diem from the 109 AW/FM.

(2) Personnel in support of SAAM missions will be funded through the SAAM program.

(3) Personnel directly performing duty involving the use of ski-equipped aircraft in Antarctica are entitled to Hazardous Duty Pay.

///signed///

STANLEY T. KRESGE
Lieutenant General, USAF
Commander, JTF-Support Forces Antarctica

OFFICIAL:

///signed///

PAUL R. SHEPPARD, Col, USAF
Deputy Commander
JTF-Support Forces Antarctica

REFERENCES:

- (a) Joint Federal Travel Regulations (JFTR)
- (b) DoD/NSF MOA, 27 April 2007

1. Situation.

a. Purpose. Detail financial activities for ODF.

b. Scope. This includes actions by:

- 1) JTF-Support Forces Antarctica (SFA) Staff.
- 2) Operating Locations – McMurdo Station, Antarctica and Christchurch, NZ.
- 3) DoD and USAF Liaisons to NSF.
- 4) Operating Location – Alpha (OL-A) Christchurch, New Zealand.

c. Assumptions. Sufficient funding will be available to pay DoD contracts.

d. Resource Availability. JTF-SFA Staff personnel will compile funding and manpower requirements and forward to NSF for consideration.

2. Mission. Provide financial management support to National Science Foundation/ Office of Polar Programs' (NSF/OPP) polar activities as necessary for the safe and successful accomplishment of NSF/OPP objectives.

3. Execution.

a. Tasks.

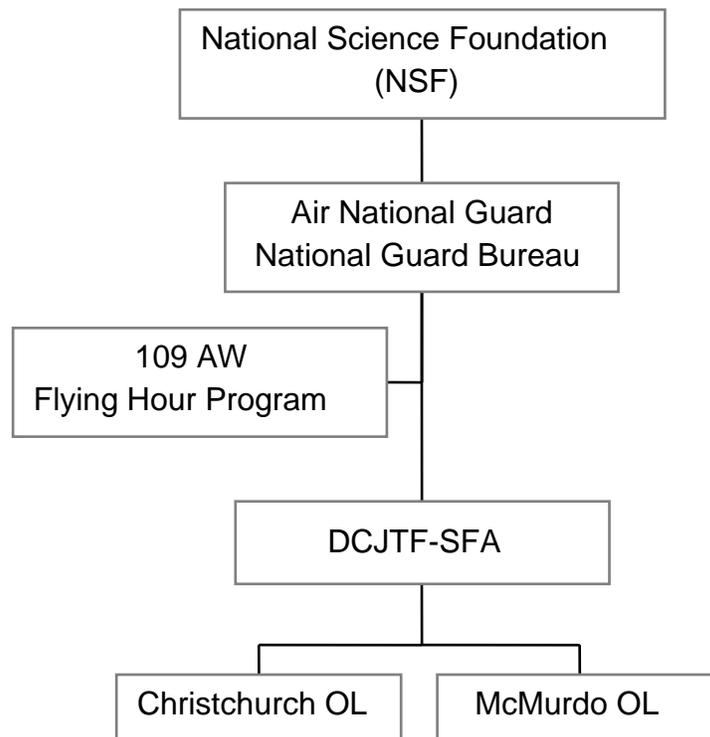
1) Deputy Commander, JTF-SFA will submit funding requirements on behalf of JTF-SFA, directly to the National Science Foundation. The NSF will provide annual funding to the National Guard Bureau who in turn supplies funding document to JTF-SFA for Pacific Operations. This complies with the Memorandum of Agreement between the Department of Defense and the National Science Foundation.

2) CJTF-SFA will compile manpower requirements for the Pacific Operations and submit, to include work days/man day requirements for AFFOR staff augmentation and sustainment of the APO, travel and supply as modified by the use of hub operations at Christchurch on a seasonal basis.

3) New requirements must be submitted from JTF-SFA directly to NSF for resource consideration of operational needs and approval of those needs. If the requirement is not approved by NSF, then the JTF-SFA must decide to either internally resource or submit to JTF-SFA components for corporate resource consideration.

4) Budget Schedules. The United States Antarctic Program (USAP) is funded through and managed by NSF. Therefore, budget submission requirements must conform to the NSF budget cycle and not that of DoD. The ANG may also be required to submit revised budget estimates to the NSF when unexpected events occur that necessitates budget alterations. JTF-SFA in coordination with NSF and NGB submits their budget requirements on as required basis in response to all financial data calls.

Figure E-3-1. ODF Budget Pipeline



b. Payments. All payments for DCMC contracts will be made by the Defense Finance and Accounting Service.

1) DoD funding to support ODF is fully reimbursable by the NSF. The NSF Office of Polar Programs (OPP) will pay flying hour costs for each hour flown in support of the USAP. The flying hour cost reimbursement is intended to cover regularly scheduled Programmed Depot Maintenance, aircraft consumable parts (purchased through the supply system or with a government purchase card),

Depot Level Reparable parts, and aviation fuel as well as any temporary duty (TDY) or transportation costs. The NSF Office of Polar Programs will, IAW the DoD/NSF MOA, direct fund labor and supply costs associated with LC-130 maintenance.

c. Funding Reimbursement.

1) Travel and Per Diem.

(a) Payment for travel and per diem will be made to all personnel on temporary duty (TDY) in accordance with reference (a).

(b) For personnel in TDY status over 30 days, the traveler may submit for travel and per diem reimbursement prior to TDY completion. The traveler may email or fax the required information to the individual's servicing Financial Services Office for processing.

(c) Fiscal prudence must be exercised. For example, if cost of taxi fare would exceed rental car cost a car should be rented for mission essential travel.

- REFERENCES:
- a. Article 2, Uniform Code of Military Justice (10 U.S.C. Sec 802)
 - b. Manual for Courts-Martial, (2008 Edition)
 - c. DoD Directive 2311.01E, “DoD Law of War Program”
 - d. DoD Directive 5515.8, “Single-Service Assignment of Responsibility of Processing of Claims, 9 Jun 90
 - e. CJCSI 3121.01B (Ch 1) Standing Rules of Engagement/Standing Rules for the Use of Force for U.S. Forces, 13 Jun 2005
 - f. CDR USPACOM Message 061840Z Dec 07, Theater Specific Rules of Engagement
 - g. Exchange of Notes - Operations in the Antarctica - dated 24 Dec 58 (TIAS 4151)
 - h. Acquisition and Cross-Servicing Agreement (US-NZ-01), 2 Nov 2000

1. Situation.

a. Legal Basis for the Operation. See Basic Plan.

b. General Order Number One. See Basic Plan.

c. General Guidance. The advice and assistance of a Judge Advocate is crucial for all legal issues and disciplinary matters that may arise during the course of an operation. Operational issues can involve sensitive international law and military justice questions and can extend into the environmental, acquisition, and contract law areas. 13 AF/SJA is designated as the legal advisor for CJTF-SFA and will be the primary source of legal advice for JTF-SFA. The CJTF-SFA/JA will coordinate with Air National Guard Readiness Center (ANGRC), NGB, U.S. PACOM, PACAF, US TRANSCOM, and other legal offices as needed to support successful mission accomplishment by providing a wide range of legal advice, assistance, and services to the CJTF-SFA and assigned personnel.

2. Mission. The Judge Advocate (JA) mission is to advise commanders; interpret laws, directives, and policies; administer military justice, claims, and legal assistance.

3. Execution.

a. Concept of Legal Support. CJTF-SFA/JA will determine the requirements for legal services to be performed by judge advocates; coordinate with required organizations on personnel requisitions and assignments; and ensure appropriate training is accomplished.

b. Tasks.

(1) International legal considerations. Issues involving the exercises of foreign criminal jurisdiction over U.S. forces (whether military personnel or their dependents,

and U.S. nationals serving with or accompanying the Armed Forces and their dependents) will be monitored, processed, and reported to the applicable authorities pursuant to DoD, USPACOM, Agency, and Service regulations. Every effort will be made to maximize US jurisdiction over US forces, including accompanying civilian personnel.

(a) The CJTF-SFA/JA will provide advice to the commanders concerning the international legal aspects of military operations under this OPORD. Unless directed otherwise by competent authority, the CJCS Standing Rules of Engagement as supplemented by the combatant command (Ref e & f) will be in effect during all phases of the operation.

(b) Host Nation Support. Commanders must be aware of applicable basing rights, weapons policies and status of forces considerations when conducting operations under this plan. Commanders, with JA assistance, must determine what existing agreements apply and what additional agreements or terms may be necessary. Some of these agreements include the US-New Zealand Exchange of notes regarding operations in Antarctica, and the US-New Zealand Acquisition and Cross Servicing agreements (ACSA). USPACOM J4 retains overall authority for all ACSAs and follow-on Implementing Arrangements.

(c) Any issues involving difficulties/relations with the New Zealand government will be coordinated and handled in compliance with directions received from CJTF-SFA/JA. PACOM/J06, USPACOMREP, Australia, the U.S. Embassy in Wellington, NZ, PACAF/JA, AMC/JA, ANGRC/JA, NGB/JA, NYANG/JA, Air Force Reserve Command (AFRC)/JA and 109 AW/JA will be information addresses on all messages regarding any international incident or international relations issue with the host countries.

(d) Any issues concerning the Law of the Sea will be referred by CJTF-SFA/JA to USPACOM/J06 and the owning Naval Command legal office (e.g., MSC/N2 for Military Sealift Command assets).

(2) Legal assistance. Prior to deployment, the tasked unit's legal office will provide or arrange for the provision of legal assistance to authorized recipients IAW applicable regulations. When deployed OCONUS, full-time active duty, ANG and/or AFRC personnel and their dependants may obtain legal assistance from the JAG assigned to support the USPACOMREP in Canberra, Australia, or their local servicing legal office.

(3) Claims. Unlikely, however, claims will be processed pursuant to the governing service regulations, depending upon the status of the claimant and nature of the claim. Pursuant to Ref d, international claims will be submitted to the USPACOMREP, Australia. Admiralty claims involving ODF personnel will be submitted to MSC/N2.

(4) Military justice. CJTF-SFA has Uniform Code of Military Justice (UCMJ) authority over all personnel under SFA operational control (OPCON) and has primary responsibility for maintenance of good order and discipline of SFA personnel. Member's parent command retains concurrent UCMJ authority over personnel deployed to SFA as authorized by applicable ANG, AFRC, service and component regulations and by the UCMJ. In appropriate circumstances, CSFA will defer to the parent command of SFA personnel for processing of disciplinary cases. The servicing SJA or assigned government attorney will advise JTF-SFA/JA of all incidents involving serious misconduct, or allegations against Operation DEEP FREEZE personnel.

(5) Acquisitions during combat or military operations. Not used.

(6) Fiscal law considerations. See Basic Plan.

(7) Legal review of rules of engagement. Not used.

(8) Law of war. Not used.

(9) Environmental law considerations. See Basic Plan.

(10) Intelligence law considerations. Not used.

(11) Humanitarian law. See Basic Plan.

(12) Operations other than war. Not used.

(13) Nuclear, biological, and chemical weapons. Not used.

(14) Targeting and weaponry (including non-lethal weapons). Not used.

(15) Enemy prisoners of war. Not used.

(16) Interaction with the International Committee of the Red Cross and other nongovernmental and private voluntary organizations (NGOs/PVOs). See Basic Plan.

(17) Civil law. The servicing SJA will provide advice for their respective commands (e.g. CJTF-SFA/JA , 109AW/JA for LC-130 aircrews, MSC/NS for Military Sealift Command personnel, etc) for the following issues if they arise: handling emergency procurements; procurement funding limitations; restrictions on minor military construction fund expenditures; reporting allegations of violation of the Laws of Armed Conflict; accepting gifts from foreign governments, American businesses, or private citizens; conducting accident investigations; and the impact of environmental laws and any limitations they may create.

4. Administration and Logistics. If Judge Advocates and paralegals are to be deployed to New Zealand in support of Operation DEEP FREEZE, CJTF-SFA/JA may task a component legal office to evaluate the need and provide the nominees to CJTF-SFA/JA.

5. Command and Control. See Basic Plan.

APPENDIX 5 TO ANNEX E TO JTF-SFA OPORD DEEP FREEZE
MILITARY POSTAL SERVICE

OCR: JTF-SFA/J1

REFERENCES:

- (a) PACAF (Supplier) - ISSA
- (b) PACAF (Receiver) - ISSA

1. Situation. United States Air Postal service is required at Christchurch, NZ, McMurdo Station and South Pole Station.
2. Mission. Air Postal Operations are provided through ISSAs between NSF and PACAF AIRPS.
3. Execution.
 - a. Services. U.S. Military Post Office is available at the International Antarctic Center in Christchurch, McMurdo, and the South Pole. There are no money orders, express or COD service at the Christchurch Post Office. The South Pole Post Office does not offer money order, registered, express or COD service. The Post Office at McMurdo is the only U.S. Post Office in the Antarctic operating area. All mail services except registered, Cash-on Delivery and express mail are available at this facility. Inland station mail is picked up and delivered as priority air cargo, but postal services are not available.
 - b. Customs. Postal customers should be aware that New Zealand Customs and Agricultural authorities reserve the right to inspect U.S. mail entering New Zealand.
 - c. Mailing Addresses.

CHRISTCHURCH, NZ

For Support Detachment:

SFA SPT DET
PSC 467
Attn: (name)
APO AP 96531-1034

For 304 EAS personnel:

304 EAS
Attn: (name)
PSC 467
APO AP 96531-1034

For 139 EAS personnel:

139 EAS
Attn: (name)
PSC 467
APO AP 96531-1034

For SPAWARSYSCEN, ATS personnel:

ATS Base Operations
Attn: (name)
PSC 467 Box GD
APO AP 96531-1034

For NSF personnel:

National Science Foundation
Attn: (name)
PSC 467
APO AP 96531-1034

ANTARCTICA

McMurdo Station

For all personnel: (First line as appropriate)

CJTF-SFA, 139EAS, NSF, or RPSC
PSC 469
Attn: (name)
APO AP 96599-1035

For USCG personnel:

(Ship's name)
PSC 469
Attn: (name)
APO AP 96599

South Pole Station

For all personnel: (As appropriate)

NSF or RPSC
PSC 468
Attn: (name)
APO AP 96598-1035

NOTE: Postal customers should use the correct zip code to ensure mail is properly routed. For further information see reference (b).

4. Administration and Logistics.

a. Security of Classified Information.

(1) Classified material shall not be maintained in Antarctica since there are no provisions for the security of classified information in the Antarctic operating

area.

(2) The Antarctic Treaty provides for no-notice inspection by any member nation of another's stations. Military units should ensure that address information listed in standard distribution lists reflects this fact. (See Appendix 15, Annex C for security procedures.)

b. Staffing.

NSF and PACAF AIRPS will determine manning requirements as necessary.

5. Command and Control.

a. Command Relationships. See Annex J.

b. C3 Systems. See Annex K.

REFERENCES:

- (a) AFPD 25-2, Support Agreements
- (b) AFI 25-201, Support Agreements Procedures
- (c) AFPD 32-40, Disaster Preparedness
- (d) AFMAN 32-4004, Disaster Response Force
- (e) AFPD 34-11, Service to Survivors
- (f) AFI 34-501, Mortuary Affairs Program
- (g) AFI 34-1101, Assistance to Families of Persons Involved in Air Force Aviation Mishaps
- (h) AFMAN 34-243, Mortuary Affairs Program Procedures
- (i) AFPAM 34-11XX, The “Family Assistance Information” Pamphlet
- (j) AFPD 35-1, Public Affairs Management
- (k) AFI 35-102, Crisis Planning, Management, and Response
- (l) AFPD 36-8, Employee Benefits and Entitlements
- (m) AFI 36-809, Survivor Assistance
- (n) AFPD 36-29, Military Standards
- (o) AFI 36-2908, Family Care Plans
- (p) AFPD 36-30, Military Entitlements
- (q) AFPD 36-31, Personal Affairs
- (r) AFI 36-3105, Red Cross Activities Within the Air Force
- (s) AFI 36-3108, Memorialization Program and Ceremonies
- (t) AFPD 36-32, Military Retirements and Separations
- (u) AFI 36-3204, Procedures for Applying as a Conscientious Objector
- (v) AFPD 44-1, Medical Operations
- (w) AFI 44-109, Mental Health and Military Law
- (x) AFI 44-153, Critical Incident Stress Management
- (y) AFI 44-154, Community Training: Suicide and Violence Awareness Education
- (z) AFPD 52-1, Chaplain Service
- (aa) AFI 52-101, Chaplain Service Planning and Organizing
- (bb) AFI 52-102, Chaplain Service Professional Development
- (cc) AFI 52-104, Chaplain Service Readiness
- (dd) AFI 52-105, Vol 1, Chaplain Service Resourcing, Appropriated Funds
- (ee) AFI 52-105, Vol 2, Chaplain Service Chapel Tithes and Offerings Fund
- (ff) ANGPD 90-251, Compliance and Standardization Requirement List (C & SRL), Air National Guard Chaplain Service
- (gg) DoD Directive 1330.5, American National Red Cross

1. Situation. See Basic Plan.

2. Mission.

JTF-SFA will take all necessary and proper measures to promote and safeguard the morale, physical well-being, and general welfare of personnel under their command or charge. Chaplain Corps personnel assigned to support JTF-SFA (SFA Chaplains) shall familiarize themselves with the spiritual concerns associated with the uniqueness of the Operation DEEP FREEZE (ODF) mission. Commander JTF-SFA (CJTF-SFA) exercises command and control (C2) of all military personnel deployed in support of ODF. The Deployed Commander, Joint Task Force Support Forces Antarctica (DCJTF-SFA), or in his absence, 13th Air Expeditionary Group Commander (13 AEG/CC), is the senior military commander deployed to the Joint Operations Area (JOA) exercising C2 of military Chaplains deployed in support of ODF in theater.

3. Execution.

- a. JTF-SFA, through the Air Expeditionary Force (AEF) construct, is the command organization of the Support Forces Antarctica Chaplain Program in support to the United States Antarctica Program (USAP). PACAF/HC will advise the Commander, JTF-SFA on issues relating to the SFA Chaplain Program. NGB/OC (Air) will provide sourcing input to AFPC/DPAH. Sourcing of SFA Chaplains should be accomplished by Air National Guard Chief of Chaplains through National Guard Bureau with shortfalls filled through the AEF sourcing center. PACAF/HC in conjunction with CJTF-SFA will provide oversight of the sourcing process.
- b. The chaplain support package for Antarctica normally consists of three (3) Protestant chaplains each season, each deploying up to sixty (60) days to Christchurch, New Zealand and McMurdo Station, Antarctica.
- c. Catholic priests are ordinarily provided by the Diocese of Christchurch, New Zealand for a minimum of thirty (30) day on-ice rotations. Any request for military Catholic priests will be coordinate through PACAF/HC. The SFA Chaplains and contracted NZ priests work as a team to provide a comprehensive chapel program that meets the needs of the USAP SFA Chaplains are to foster this team approach to the maximum extent possible.
- d. SFA Chaplains will report directly to the (DCJTF-SFA), or in his absence, 13 AEG/CC.
- e. Periods of overlap between the outgoing and incoming chaplain should be scheduled to insure continuity and transfer coordination.
- f. Transportation to and from the ice will be coordinated through JTF-SFA.

4. Program.

- a. Work Site Visitation.

- i. The SFA Chaplains will develop and follow a schedule of visitation that will encompass all work sites and recreational areas, during all shifts (when appropriate) on a regular basis.
 - ii. The SFA Chaplains will be responsible for maintaining a tracking system which will identify dates and location visited by the chaplains.
 - iii. The SFA Chaplains will provide pastoral visitation, worship, counseling and other chaplain duties consistent with operational guidance to personnel stationed at the South Pole Station. Ordinarily, SFA Chaplains will deploy to the South Pole once each month during the summer, conditions permitting. Schedules and flight rotations are to be coordinated with DCJTF-SFA or 13 AEG/CC and the South Pole Station Manager or designee.
- b. Pastoral Care and Counseling:
- i. SFA Chaplains will provide ministry of presence, care and hope to all DoD rotational element personnel and their families assigned/attached at Christchurch, New Zealand, McMurdo Station, Antarctica, and South Pole Station, Antarctica.
 - ii. SFA Chaplains will be available for individual or group counseling, as requested.
- c. Emergency Situations/Crisis Intervention/Training:
- i. To the maximum extent possible, SFA Chaplains will be made aware of any emergency situation and will respond according to the published procedures. The chaplains should request an opportunity to debrief affected individuals in the event of a critical incident.
 - ii. SFA Chaplains will be certified in Critical Incident Stress Management (CISM) or equivalent. SFA Chaplains will coordinate with any CISM Team and work closely with fire, medical and other crisis response personnel.
 - iii. SFA Chaplains will be trained in Traumatic Stress Response (AFI 44-153) or equivalent.
 - iv. SFA Chaplains may provide religious and spiritual assistance to Christchurch personnel as requested by the DCJTF-SFA; however, the chaplain's primary mission will be on-ice.
 - v. SFA Chaplains should conduct training and workshops on: "Staff Building" and "Conflict Resolution"; Stress Education; Suicide Prevention; Crisis Action Planning; Conflict Management; and World Religions.

5. Quality of Life.

- a. SFA Chaplains will attend the SFA Weekly Staff meeting and McMurdo Town meeting. They will provide updates on the chapel program, upcoming events, and the spiritual well being of the community.
- b. SFA Chaplains will conduct a religious needs assessment survey from which a ministry plan is developed.
- c. Being responsive to the desires/needs of the community, SFA Chaplains will cooperatively address existing requirements and any emerging needs or items of new or heightened concern, and develop appropriate courses of action/programs in a timely and appropriate manner.

6. Chapel Equipment.

- a. SFA Chaplains will inventory all chapel equipment and maintain an inventory list.
- b. The season closing chaplain will annotate locations of all equipment for the opening chaplain next season.
- c. SFA Chaplains will request needed equipment and supplies via the chain of command.

7. Reporting.

- a. All chaplains will maintain current statistics related to the ministry. The last chaplain rotating through McMurdo will gather the final statistics (AFF 1270) submitting them to PACAF/HC, NGB/OC (Air), NSF and other appropriate POCs.
- b. All SFA chaplains will file weekly SITREPS with NGB/OC and PACAF/HC. A continuity file of these reports will be electronically stored.
- c. Each SFA Chaplain will file an after action report with NGB/OC and PACAF/HC. In addition, they will complete and submit a Lessons Learned report IAW Annex R of this OPORD.

8. Chapel.

- a. Worship services will be conducted on Sundays subject to operational limitations. Other services will be scheduled as required.
- b. At the beginning of the season, a survey will be conducted to determine other specific faith group or denominational services desired. These will be facilitated as possible.
- c. The Chapel building is part of the USAP infrastructure and is used for a variety of

purposes both religious and secular. Specific policies and procedures for using the Chapel building are contained Operating Instructions promulgated by USAP. Historically, the Chapel is maintained and open to all for quiet meditation and prayer except during services and when other groups have scheduled activities. Groups that have established themselves through the years have included: 12-step programs, bible studies, meditation groups, Yoga and prayer groups.

d. Scheduled events should be published or advertized. Publicity of chapel programs and events will be accomplished via:

i. Staff meeting reports.

ii. Base TV.

iii. Intranet email.

iv. Posters in the Galley building, dorms, Scott Base bulletin board and other appropriate locations approved by the Station Manager.

e. Literature rack(s) will be maintained in the Chapel or other designated areas.

f. SFA Chaplains will ensure that the chapel library is maintained with books and other media available for loan.

g. A lay leader parish council will be established if participants are available.

h. Special attention will be given to holy days and holidays. SFA Chaplains will support and facilitate major activities including, but not limited to:

i. Christchurch Cathedral Services at the opening of the season.

ii. Ice Stock.

iii. Other activities that meet the needs of the community.

REFERENCES:

- (a) DoD/NSF MOA, 27 April 2007
- (b) DoDI 4165.63-M, DoD Housing Management
- (c) AFPD 34-6, Air Force Lodging
- (d) AFI 34-246, Air Force Lodging Program

1. Situation.

- a. Services programs include dining, morale, welfare, recreation; sports and recreation activities, consolidated clubs, library services and special events. Services activities for McMurdo Station, Antarctica and Christchurch, NZ, that are almost exclusively provided by the inter-agency lead through contract, will be made available to DoD personnel.
- b. There are no DoD Services personnel assigned to either location, although there is a SFA services position at McMurdo Station.

2. Mission.

- a. NSF, through the Prime Contractor, has the responsibility to provide dining; billeting; laundry; and welfare and recreation facilities at McMurdo. Access to programs, facilities and equipment will be provided to military personnel at no cost to DoD entities beyond individual user fees applied to all program participants.
- b. Tasked units will participate in planning and establishing a morale, welfare, and recreation program. DoD may provide additional resources to the program through DoD programs, as feasible, and in coordination with the NSF and Prime Contractor.

3. Execution. There are Services Programs available in McMurdo and Christchurch for DoD members to utilize.

a. McMurdo.

- (1) The NSF Prime Contractor shall be responsible for the overall supervision of the McMurdo Morale, Welfare, Recreation and Service programs.
- (2) There are numerous activities available that include physical fitness equipment, tours, chapel services, educational programs, and e-mail capability. The hours and fees for the services are published by the NSF and Prime Contractor, as required on site. USAP activities shall ensure that facilities under these programs, such as the library and special services gear issue, are included in check-out procedures for persons departing the Antarctic operating area. This precaution is provided to minimize loss of welfare and recreation program gear. All resources are available to the USAP community (to include

DoD personnel).

(3) All subsistence (food service) is provided at no cost to DoD members. Times and locations are published on site and may be briefed upon arrival.

(4) Laundry facilities are also provided at no cost to DoD members.

(5) Laundry facilities are located in each living quarter; individuals are required to launder their own bed linen. .

(6) Lodging. The NSF Prime Contractor is responsible for lodging operations. Each unit provides room assignments through the McMurdo First Sergeant. The Senior Enlisted NCO on the SFA Staff will direct SFA Staff lodging. All lodging discrepancies will be directed through normal chain of command. Unit members will not address lodging issues with NSF Prime Contractor individually.

(7) Clubs. There are no DoD operated clubs at McMurdo, however there are three clubs operated by NSF Prime Contractor, two bars (smoking and non-smoking) and a “coffee house”.

(8) Army, Air Force Exchange Service (AAFES). There are no AAFES or equivalent facilities available; however NSF Prime Contractor operates a small non-DOD Base Exchange type facility in Bldg. 155. Items include sundries, snacks, liquor, clothing and souvenirs.

(9) Barber Shop. Barber service is free at McMurdo; located in Bldg. 155.

b. Christchurch.

(1) MWR services are limited.

(2) Physical Fitness equipment, e-mail capability, rentals of recreation equipment and numerous activities, sites to visit, and events listings are published on site. In addition, Christchurch does offer various community services and activities; however, DoD personnel may have limited access to these resources. First Sergeants are primary POCs for information flow to DoD members.

(3) Subsistence. There are no DoD facilities available at Christchurch.

(4) Laundry. There are no DoD facilities available at Christchurch.

(5) Lodging is done by the NSF Prime Contractor, through the PTS system.

(6) Clubs. There are no DoD operated clubs at Christchurch; however there are many local establishments.

(7) AAFES. There are no AAFES or DoD-equivalent facilities available at Christchurch.

4. Administration and Logistics.

a. SFA will participate in planning and establishing a Services program. Assigning of additional duties to deployed members to conduct a morale, welfare, and recreation program activities will at the discretion of the DCJTF-SFA or his/her designee.

5. Command and Control. Not used.