2018-2019 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 mail or fax to ASC.

Photo Credit: Josh Landis

**Antarctic Support Contract
7400 S. Tucson Way
Centennial, CO 80112-3938**
800-688-8606/303-790-8606

Travel:
800-688-8606 x33202
303-790-8606 x33202
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
email: helpdesk@usap.gov

*Please complete and return to:

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

1) Trip Details (TL-FRM-0091)
2) Passport Details (TL-FRM-0097)
3) Extreme Cold Weather Clothing Sizes (TL-FRM-0089)
4) Antarctic Lodging Request Worksheet (TL-FRM-0092)
5) Acknowledgement of Information Security Policies and Permission for Use (ICT-FRM_5000.24a)
6) Acknowledgement of USAP Rules of Behavior for Sensitive Information and Personally Identifiable Information (ICT-FRM_5000.24b)

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

Photo Credit: Josh Landis

WHAT'S NEW IN 2018-2019
for GRANTEES AND TECHNICAL EVENTS

Baggage Limits Strictly Enforced

United Airlines will enforce the USAP baggage allowance at check-in.

ASC has a contract with United Airlines and despite what United's website says, the USAP baggage allowance is two bags up to 50 pounds (23kg) each, with a maximum exterior dimension (length + width + height) of 62 inches (158 cm). You will pay for any overages and those costs are not reimbursable.

(For the Ice flight to McMurdo, the baggage allowance remains at 85 pounds (38.5kg), also strictly enforced. On the vessels, there are no weight limits but space is limited.)

TLC Acquired TMP

Travel Leaders Corporate (TLC) has acquired ASC's travel agency Travel Management Partners (TMP). Your e-tickets will be emailed from TLC (antarcticagents@tlcorporate.com).

USAP DEPLOYMENT INFORMATION
for Grantees and Technical Events

- Please check regularly for USAP emails. Check spam folders too.

- Passports must be valid for six months *after* your return, undamaged beyond normal wear and tear, with a blank page for each country to be visited. Please take the time to check it now. Airline carriers will not allow you to board, and some countries will not allow entry, if these requirements are not met.

- Check the expiration of your ATM and credit cards, too, before you deploy. Palmer Station is cashless.

- If you do not possess a U.S. passport, check entry requirements with the consulate of the countries to be transited/visited. Allow plenty of time; you must obtain the necessary visas and provide a copy to ASC Travel in advance of the 21 day ticketing deadline. It is YOUR responsibility to obtain the necessary visas. **Failure to do so could delay or even prevent your deployment.**

- Please fill out the forms in this packet and return them within eight weeks, or ASAP if your deployment date is sooner than that. (All candidates please, including alternates.) You do not have to wait until you physically qualify. You must submit travel paperwork and successfully physically qualify before tickets can be purchased; the goal is to ticket 21 days in advance.

- Do not return forms via email; fax and U.S. Mail are more secure.

- 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.

- Expect to depart from a major airport and return to the same airport.

- **Once you submit your paperwork, you cannot change your Airport of Departure (AOD).**

- 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 Implementer. 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, or 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.

- Review airline baggage policies before departure for prohibited items, especially if traveling on more than one airline.

- Be prepared to pay baggage fees at check-in and if/when you change carriers. **The USAP allows two normal-size 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. However, charges for oversize bags, that is, any bag larger than 62 inches (158 cm) overall (length + width + height), are not reimbursable.

- USAP baggage allowances do not apply to personal travel. If you elect anything other than FAA during redeployment, you are responsible for airline baggage fees.

- On the flight between Christchurch and McMurdo, the baggage allowance is 85lb/38.5kg for all participants, strictly enforced. Any extra must be pre-approved.

  Save room for about 10lbs of extra Extreme Cold Weather 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.

- 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 Implementer.

- Airlines often 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 letter 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 14-21 days before deployment; you'll want to print it and bring it with you. Please check your email frequently as deployment approaches.

- Once you're ticketed, further details about your time in New Zealand or Chile (hotel, clothing issue, etc.) will be emailed from the Christchurch or Punta Arenas Travel office. Your hotel room is reserved by ASC but not paid for; you are responsible for settling the bill at checkout.

- In Christchurch, shuttles between the airport, hotel and Antarctic Centre are pre-arranged with Super Shuttle but not pre-paid. Payment (about $NZ12 per trip) is on board with $NZ or credit card; cash is preferred. Please contact the Christchurch office if you wish to make other arrangements.

- 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.

- 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, no drones without approval from NSF.
- If there are changes to your medical or dental health after you physically qualify, 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 on 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
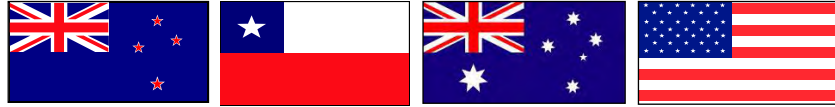
CUSTOMS AND IMMIGRATION

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.

VISAs – non U.S.Citizens

If you do not possess a U.S. passport, the U.S. Antarctic Program does not, and cannot, provide advice about obtaining visas. Check entry requirements with the consulate of the countries to be transited/visited. Any necessary visas should be obtained *at least eight weeks before deployment*. **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 visitor visa expire. Electronic visa extensions are available for up to three months by emailing INZCHCHExpress@mbie.govt.nz before you leave the Ice. Visas can also be extended in person at any NZ Immigration office, for a fee.

If you're deployed longer than 12 months, you'll need to email INZCHCHExpress@mbie.govt.nz and obtain a three-month extension *before* you leave the Ice.

When you stay in New Zealand as a tourist, the U.S. Antarctic Program is no longer your sponsor, and you are responsible for observing Immigration and Customs regulations.

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

You are entitled to bring the following quantities of tobacco into New Zealand duty-free. Anything more is subject to Customs duty and goods and services tax (GST). These restrictions do not apply to electronic cigarettes.
- 50 cigarettes, or
- 50 grams of cigars or loose tobacco, or
- A mixture of all three weighing not more than 50 grams.

Websites

New Zealand Customs home page: www.customs.govt.nz
Visas: https://www.immigration.govt.nz/new-zealand-visas
Duties and allowances: https://www.customs.govt.nz/personal/duty-and-gst/whats-my-duty-estimator
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 (unofficial): http://chile.travisa.com/Common/TVSVisaInstructions.aspx?countryid=cl
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 is a violation of Australian law.

A scheduled 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, an ETA will be purchased about a week before your deployment and attached electronically to your passport. 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 also requires a Maritime Crew Visa (MCV subclass 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. ASC Travel can assist.

Websites
Australian Home Affairs home page: http://www.customs.gov.au/
Visas: http://www.border.gov.au/Trav/Visa
Electronic Visitor's Visa (ETA subclass 601): http://www.border.gov.au/Trav/Visa-1/601-
Maritime visas (MCV subclass 988): http://www.border.gov.au/Trav/Visa-1/988-
Duties and allowances: http://www.border.gov.au/Trav/Ente/Duty-Free-concessions

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.'"

Information on this page is subject to change.
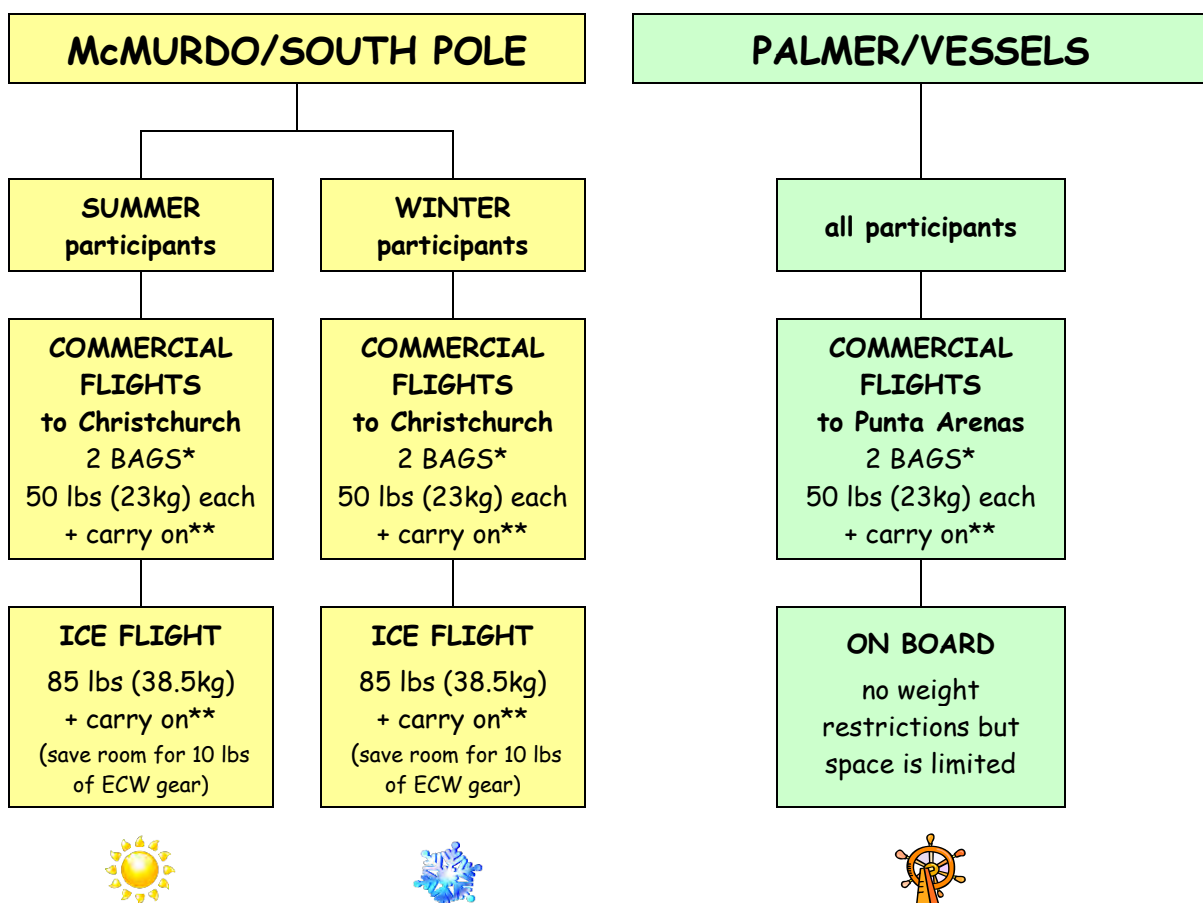
USAP BAGGAGE ALLOWANCE

SOUTHBOUND

If your luggage is within the USAP baggage allowance, you should not have to pay baggage fees on United Airlines. Be prepared to pay baggage fees on other airlines. If you travel within these allowances and are still charged baggage fees, ASC will reimburse *with receipts*. Oversize bags such as hockey bags* are not reimbursable.

NORTHBOUND

The USAP baggage allowance does not apply to personal travel. If you elect anything other than FAA when redeploying, you are responsible for baggage fees.

Ice flight allowances are strictly enforced; excess baggage must be pre-approved.

McMURDO/SOUTH POLE		PALMER/VESSELS
SUMMER participants	**WINTER participants**	**all participants**
COMMERCIAL FLIGHTS to Christchurch 2 BAGS* 50 lbs (23kg) each + carry on**	**COMMERCIAL FLIGHTS to Christchurch** 2 BAGS* 50 lbs (23kg) each + carry on**	**COMMERCIAL FLIGHTS to Punta Arenas** 2 BAGS* 50 lbs (23kg) each + carry on**
ICE FLIGHT 85 lbs (38.5kg) + carry on** *(save room for 10 lbs of ECW gear)*	**ICE FLIGHT** 85 lbs (38.5kg) + carry on** *(save room for 10 lbs of ECW gear)*	**ON BOARD** *no weight restrictions but space is limited*

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 ★

*any bag larger than 62 inches (158 cm) overall (length + width + height) is considered oversize and is subject to extra (non-reimbursable) baggage fees

**must fit into a standard airline sizing box

AIRLINE POLICIES

Airline policies are beyond ASC's control.

Passports:	Valid six months *after* return.	If not, the airline has the right to deny boarding at your AOD.
	Undamaged beyond normal wear and tear.	
	At least one blank page for every country you plan on visiting.	
Limited Baggage Transfers:	*Ask when you check in*: How far are your bags going?	You might have to retrieve your bags and re-check while them en route, especially if you switch airlines.
	Increasingly, airlines are not honoring baggage transfers between carriers.	ASK when you check in.
Number of Bags:	See the *USAP Baggage Allowance* page.	Be prepared to pay baggage fees at the counter, reimbursable within USAP limits.
	NOTE: The USAP baggage allowance does not apply to personal travel. If you elect anything other than FAA at redeployment, baggage fees going north are not reimbursable.	
Lithium Batteries:	Increasingly, airlines are prohibiting lithium batteries in checked baggage.	Check the airline website for more info about prohibited items.
Check-in:	90 minutes domestic, 2 hours international.	Later than that, the airline can deny boarding.
Special Meals:	Airlines often charge for special meals.	ASC will submit your request but cannot reimburse airline surcharges.
Seat Preference:	Airlines often charge for preferred seating.	Seat assignment on international flights is often delayed until check-in. ASC will submit your preference but cannot guarantee aisle or window seating.
ID:	Name on your government-issued ID (i.e., passport) must match the name on your ticket *exactly.*	If not, you WILL be denied boarding at your AOD.
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.

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.

ASC-Contracted Hotels in Punta Arenas, Chile

Hotel	Address	Phone	Price Range
Chalet Chapital https://www.hotelchaletchapital.cl/en/	ARMANDO SANHUEZA #974	273 0100	$$$$
Dreams http://hoteldreamsdelestrecho.redhotelera.cl	O`HIGGINS #1235	220 4500	$$$$
Hotel Cabo de Hornos http://www.hotelcabodehornos.com/en/	PLAZA MUNOZ GAMERO #1025	271 5000	$$$$
Hotel Diego de Almagro http://www.dahotelespuntaarenas.com/en/	AVENIDA COLON #1290	220 8800	$$$
Hotel Finis Terrae https://www.hotelfinisterrae.cl/index_eng.php	AVENIDA COLON #766	220 9100	$$$$
Hotel Jose Nogueira https://www.hotelnogueira.com/en/	BORIES #959	271 1000	$$$
Hotel Tierra del Fuego **http://www.puntaarenas.com/**	AVENIDA COLON #716	222 6200	$$$
Isla Rey Jorge http://www.islareyjorge.com/index2.html	21 DE MAYO #1243	224 2681	$$

Notes:

Foreign guests do not pay 19% IVA (Chilean VAT) when paying the hotel directly.

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

TRIP DETAILS
FOR GRANTEES AND TECHNICAL EVENTS

Date: _____

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

NAME *(last, first, full middle name)*:	NICKNAME:	GENDER: ☐ M ☐ F	CONTACT INFO:

MAILING ADDRESS:

CONTACT INFO:
CELL: _____
WORK: _____
HOME: _____

EMERGENCY CONTACT INFO:

Name: _____
Relationship: _____

Home Phone: _____
Work Phone: _____
Cell Phone: _____

EMAIL(s): _____
_____
_____

Event #: _____ PI Name: _____ ASC Science Implementer: _____

Destination (business-related stopovers must be approved by the NSF):

☐ MCM   ☐ South Pole   ☐ Palmer   ☐ Vessel - Cruise #: _____   ☐ Port Call

☐ Conference/Meeting: _____   ☐ Other: _____

Travel Legs (ASC 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:* ☐ Aisle ☐ Window	Freq Flyer #(s):
Special Meals:*	TSA/Global Entry #:

Are you traveling with other USAP participants? If so, whom?

Carrying high-value equipment (single piece of equipment worth more than $1,000, excluding laptops or cameras)? ☐ Yes ☐ No

Excess baggage is anything over the 85 lb (38.5kg) Ice flight limit.	Excess Baggage?* ☐ Yes ☐ No	Extra Weight	# of Extra Pieces

Hotel Check-In Date:		Check-Out Date:	

Hotel in Christchurch:	Hotels in Christchurch are assigned

Hotel in Punta Arenas:	1st Choice	2nd Choice	3rd Choice

Room Type: ☐ Smoking   ☐ Non-Smoking   ☐ Single   ☐ 2 Twin Beds   ☐ 1 Double Bed

Roommate Request: _____

No Hotel Required: ☐ | Local contact phone number: _____

Notes or Other Special Requests (the southbound default is 2 nights Christchurch; 1 night Punta Arenas):

You are responsible for airline surcharges.

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.

Your passport must be valid for six months after redeployment, undamaged beyond normal wear and tear, with a blank page for each country en route.

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.

Extreme Cold Weather Clothing Sizes

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

Is this your first deployment? ☐ Yes ☐ No

You are a (check one):

☐ Grantee ☐ Tech Event ☐ Seasonal Contractor ☐ Fulltime ☐ Other (specify):

Event #: _____

☐ NSF Staff

☐ Best Recycling
☐ Gana-A'Yoo (GSC)
☐ GHG
☐ Leidos
☐ PAE
☐ UTMB

_____

Job Title: _____

Height:	Weight:

Jacket Size:	☐ x-small ☐ small ☐ medium ☐ large ☐ XL ☐ 2XL ☐ 3XL ☐ 4XL ☐ bringing personal jacket
Chest Size:	
Glove Size:*	☐ x-small ☐ small ☐ medium ☐ large ☐ XL ☐ 2XL ☐ 3XL
Waist (inches):	Inseam (inches):
Shoe Size:	_____ ☐ bringing personal boots
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

Extreme Cold Weather Gear

USAP participants must supply their own <u>socks</u> and <u>base layer insulation clothing</u> to fulfill the Extreme Cold Weather (ECW) clothing requirement.

The following ECW items are <u>**required**</u> to deploy to Antarctica, including both USAP- and participant-provided clothing. Ask your supervisor or science implementer if you have questions about appropriate clothing.

USAP-Provided ECW Clothing

- Parka (continental) or windbreaker jacket (peninsula)
- Boots
- Windpant with fleece pant liner or insulated Carhartt bib
- Fleece jacket
- Hat
- Gloves
- Neck gaiter
- Goggles
- Rain jacket and rain pants (peninsula only)

Participant-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 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 to wick 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 wicks moisture from the 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

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

Want to Bring Your Own ECW?

If this is your first deployment, you cannot bring your own ECW gear.

Returning participants have the option to bring their own ECW, use the gear provided by the USAP, or a combination of both. The option to bring your own ECW only applies to participants returning to locations and seasons with which they have previous experience (e.g., McMurdo at WINFLY, summer at Dome C, sea ice summer, South Pole winter, etc.).

South Pole winterovers may bring their own ECW but must also accept USAP-provided items.

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.

If you elect to bring your own ECW, items **MUST** meet the technical specifications below.

Parka (Expedition/Belay Weight Insulated Jacket)
- 800+ cubic inches of synthetic or down fill (loft of the insulation - "puffiness")
- 250+ grams of insulation (weight of the insulation itself)
- Windproof outer shell
- Attached hood
- Fitted closures at cuffs and bottom, to prevent drafts
- Longer than waistline, especially when bending over, to prevent drafts
- Must keep you warm when inactive for 12 hours, in case of aircraft delays or other field situations

Examples: Rab Positron Jacket 800 fill/275 grams, Patagonia Fitz Roy Down Parka 800 fill

Boots
- 1000+ grams of insulation
- Removable liner-insert style boot
- Enough additional liner inserts so as to always have a dry liner available
- For summer deployments to Palmer Station, McMurdo Station and the Dry Valleys, temperature rated for -40C/F
- For South Pole and all other continental field locations and seasons, temperature-rated for -100C/-148F
- Must keep your feet warm and dry when standing on snow or ice while inactive for 12 hours, in case of aircraft delays or other field situations

Examples: Baffin Impact, Baffin Apex, Sorel Caribou

Pants
- Layered system consisting of a windproof outer shell (Gore-Tex or Schoeller equivalent), worn with insulating long underwear of puffy layers underneath
- Or, Carhartt quilted pants/bibs with 400 grams of insulation
  Note: Carhartt 400 gram quilted items are the *only* products utilizing cotton that are acceptable
- Must keep you warm when inactive for 12 hours, in case of aircraft delays or other field situations

Examples: Arctic Cat Advantage bib, Canada Goose Tundra bib overall, Ski-Doo Expedition highpants

It is no longer necessary to inform the Christchurch Clothing Distribution Centre of your intention to bring your own ECW.

Antarctic Lodging Request Worksheet
(Complete for McMurdo, South Pole and Palmer Stations)

Name: _____ ☐ Male   ☐ Female

Station: ☐ McMurdo   ☐ South Pole   ☐ Palmer

Winterover? ☐ Yes   ☐ No

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: _____

If known, do you snore?   ☐ Yes   ☐ No   ☐ Unknown

Are you a smoker?   ☐ Yes   ☐ No

(Note: Smoking is prohibited in dorm rooms. Smoking is permitted in designated outside areas only.)

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

United States Antarctic Program

Computer Requirements for Connecting to the USAP Network

The United States Antarctic Program (USAP) addresses US federal government security and operational requirements for computing systems by screening *all* computers (including scientific/research instrumentation systems, mission operation systems, workstations, personal computers (PCs), servers, laptops, and portable notebooks) prior to connecting to the USAP network.

The following system requirements and operating system specifications apply to all participants desiring to connect to the USAP network with a non-USAP issued computing device, including bring your own device (BYOD), mobile devices (if authorized), and science equipment. Screening requirements apply to all participants who request access to USAP systems.

The latest information regarding USAP computer requirements, service, and infrastructure can also be found at https://www.usap.gov/usapgov/technology/index.cfm?m=4. 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 that your system meets the requirements identified in this document prior to deployment. Failure to comply with these 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 (e.g., falls behind with 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

Device operating systems (OS) must be running on a version that is currently in accordance with USAP computer requirements and be updated with the most current patch level of the OS, including the most current security patches. Applications running on the system must also be patched when patches are released by the software vendor.

Antivirus

All devices must have antivirus software running at the current version and must be configured for automatic updates. Computers must be free of viruses prior to connecting to the USAP network and must maintain the current DAT version as updates are available.

Connectivity

Participants must provide all necessary equipment 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

Applications and software that utilize clear text are prohibited (e.g., Telnet, FTP, and Cisco SmartInstall), as they present a high risk to the USAP network. These protocols must be replaced with secure versions, such as SSH and SFTP.

Prohibited Actions

Prohibited actions include any activity designed to create an anonymous identity, inspect network traffic, determine vulnerabilities, and circumvent security or any other action that is not explicitly allowed or allowed by a Research Support Plan (RSP), including the following:

- Changing a MAC address
- Man-in-the-middle
- Sniffing and network scanning
- Utilizing credentials other than those provided
- Performing any action to circumvent enterprise security

Client and Server Software

Client software used for email and web browsing, as well SSH and SFTP software, are permitted. Software that is not permitted for use on the USAP network includes, but is not limited to, the following:

- 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, and send mail.
- Web server software that provides HTTP/HTTPS/FTP services; some examples include IIS, Apache, and Lightppd.
- Network management servers, such as DNS and SNMP.
- Network or port scanning software, such as Nessus.
- Penetration tools such as Metasploit, BackTrack, and Wireshark.
- Unauthorized wireless access points and other network devices (firewalls, routers, etc.)
- Anonymizers or anonymous proxy tools

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, including video and audio streaming software.

Computer Screening Process

Screening technicians gather the information in the following table 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 that the system owner is responsible for remediating the system as soon as possible to remain connected to the USAP network.

Data Collected By Computer Screening	
Owner's full name	All MAC addresses
Agency	OS version and patch level
Computer make and model	Antivirus software version and DAT file date
Computer hostname	Technician's name

For any concerns or clarifications, contact USAP-InformationSecurity@usap.gov.

United States Antarctic Program

Grantee Deployment Requirements for Information Security and Privacy Training

This document outlines information regarding information security awareness training requirements for all United States Antarctic Program (USAP) participants and provides instructions for meeting those requirements. For more information, refer to USAP Information Security Policies and Instructions page.

Information Security Training Acknowledgment Requirement

The National Science Foundation (NSF) has mandated that all USAP grantees are required to do the following prior to gaining access to the USAP network and network resources (including accessing the Internet from a USAP location):

- Complete the Information Security and Privacy Training course online.
- Sign and return the *Acknowledgement of Information Security Policies and Permission for Use* form

These actions are required annually. 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 (EntRob) can be found at http://www.usap.gov/technology/contentHandler.cfm?id=1563

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

USAP grantees are required to complete Information Security and Privacy Training prior to deployment or during orientation and annually thereafter, for as long as they are deploying participants. We strongly encourage completing this requirement prior to deployment to Christchurch, NZ or Punta Arenas, Chile.

Instructions for Completing Information Security and Privacy Training

Use the steps that follow to complete Information Security Privacy Training:

Note	The online learning management system is provided by Bridge. Email notifications generated from this system have the following sender address: notifications@usap.bridgeapp.com

1. Visit the USAP Online Learning Center page [http://www.usap.gov/onlinelearningcenter/] for a basic overview of the training system.
2. Enter Bridge using the button in the Launch section, on the right.
3. Use your USAP ID/Pipeline number (a 7-digit number unique to you) to log into the Bridge Online Learning Center (OLC).

Note	If you do not know your USAP ID/Pipeline number, refer to your medical deployment packet or contact your Antarctic Support Contract (ASC) representative.

4. If you have previously set up a Bridge OLC password, enter the password and log in. Skip to step 7.

5. To set up an initial password (or to reset a forgotten password) please utilize the Forgot Password link.

    - Grantees will receive a "Reset Your Bridge Password" email in the personal email account identified for use in deployment communications.
    - The sender address will be as follows: notifications@usap.bridgeapp.com
    - The password resent link in the "Reset Your Bridge Password" email is valid for 24 hours. If this time passes, return to Bridge and select the Forgot Password link on the login page.

6. Once you have received your Reset Your Bridge Password email, click the link provided to create a new password.

    Note This password is not associated with any other account, such as your USAP network account. This password is unique to the Bridge OLC.

7. The My Learning page appears after login. Click the link for the Information Security and Privacy/Sensitive Information Awareness Training course that all USAP participants are required to complete.

8. A title page appears. Click Enter Course.

9. Read the course information by scrolling down on each page to view all content. Click Continue to move forward through the course.

10. At the conclusion of the course, a "Complete" button becomes available. You will also be able to view your certificate of completion. At this point, your completion has been recorded in the system. Print the certificate for your records.

11. Fill out and sign the *Acknowledgement of Information Security Policies and Permission for Use*, which is included in your deployment packet.

    Note Electronic signatures for this acknowledgement form are not accepted at this time.

12. Return the completed form (3 pages total) to the following address:

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

For questions or issues accessing the OLC or while taking the course, contact ASC Information Security at: USAP-InformationSecurity@usap.gov or 720-568-2323.

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

ICT-FRM_5000.24a Acknowledgement of Information Security Policies &
Permissions for Use of NSF/USAP Information Systems and Services

Effective Date: 10/20/2014

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. <u>Protection of sensitive information</u>. 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 Catagories* 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
- Comercial 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*

_____/_____
Initials   Date

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 transmiting 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

RETURN FORMS TO ASC TRAVEL

Thank you for completing the 2018-2019 Antarctic Deployment Packet.

- Please return (just the forms) to ASC Travel within eight weeks, or ASAP if your deployment is sooner than that.
- It is not necessary to wait until you physically qualify!
- Do not send travel forms to Medical or vice versa.
- Is your name on each page?
- Are all Information Security pages initialed or signed?

Fax is the preferred option.

Regular mail is the next best option. Unless your deployment is within four weeks, it is not necessary to spend extra money to overnight.

Do NOT return forms by email. ASC email servers are not secure.

Mailing address: ASC Travel
                    7400 South Tucson Way
                    Centennial, CO 80112-3938

Fax: 303-705-0742

You will receive email confirmation within two working days of receipt. ***Please do not call to ask if we received your fax.*** These calls reduce our ability to move people efficiently through the system during peak times.

Your forms contain personally-identifiable information:

DO NOT EMAIL YOUR FORMS

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