

# 2017-2018 Antarctic Deployment Packet for ASC Personnel

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



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

## Travel:

800-688-8606 x33202  
303-790-8606 x33202  
fax: 303-705-0742  
email: [deploy@usap.gov](mailto:deploy@usap.gov)

## Medical - UTMB:

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

## HR - Best Recycling:

800-688-8606 x32214  
720-568-2214

## HR - Gana-A'Yoo (GSC):

800-688-8606 x32494 or 32120  
720-568-2494  
720-568-2120  
fax: 303-662-8770

## HR - GHG:

800-688-8606 x32138  
720-568-2138

## HR - Leidos:

800-688-8606 x32173  
720-568-2173  
fax: 303-662-8770

## HR - PAE:

800-688-8606 x32351  
720-568-2351  
fax: 303-662-8770

## HR - UTMB:

409-772-8699

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Airport of Departure (AOD)

Trip Details\*

Passport Details\*

ECW\*

Antarctic Lodging Request Worksheet\*

United Airlines Status Match\* (optional)

Return Forms to ASC Travel

## \*Please complete and mail to:

### **ASC Travel**

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

1) Acknowledgement of Information Security Policies & Permission for Use (ICT-FRM\_5000.24a)

2) Acknowledgement of USAP Rules of Behavior for Sensitive Information and Personally Identifiable Information (ICT-FRM\_5000.24b)

3) Trip Details (TL-FRM-0090)

4) Passport Details (TL-FRM-0097)

5) ECW Sizes (TL-FRM-0089)

6) Antarctic Lodging Request Worksheet (TL-FRM-0092)

7) United Airlines Status Match (TL-FRM-0109) (optional)

8) Permanent, fulltime employees please submit a Fulltime Deployment TRW (TL-FRM-0095) instead of a Trip Details.

## Document #

TL-GDE-0005

TL-GDE-0007

TL-GDE-0009

TL-GDE-0010

TL-GDE-0017

IS-FRM-0012

IS-ATT-0001

ICT-FRM\_5000.24a

ICT-FRM\_5000.24b

TL-GDE-0021

TL-FRM-0090

TL-FRM-0097

TL-FRM-0089

TL-FRM-0092

TL-FRM-0109

TL-GDE-0020

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





## WHAT'S NEW IN 2017-2018 for ASC PERSONNEL

### Christchurch Travel Office Move

The Christchurch Travel office and computer suite has relocated from the ground floor of the warehouse building upstairs to the second floor of the USAP Administration building. For those of you who remember, this is where they were housed temporarily after the earthquake.

A photo ID is required for admittance.

### United Airlines to NZ

Leidos has contracted with United Airlines as its primary carrier.

- United has direct flights from the U.S. to Auckland.
- If you have gold or higher level status with American Airlines and meet eligibility requirements, United has offered to match your status upon submitting a claim to ASC Travel. See the *United Airline Status Match* page in this packet for details.
- Regardless of what airline personnel tell you, you **MUST** collect your bags in Auckland and go through NZ Customs and Immigration.
- In Auckland, Air New Zealand has a check-in counter in the International Terminal. It is no longer necessary to carry your bags to the Domestic Terminal yourself if your connecting flight to Christchurch is on AirNZ.

# USAP DEPLOYMENT INFORMATION

## for ASC Employees

- Please direct job-specific questions, and questions about your Ice dates, to your Hiring Manager.
- 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 at your AOD, 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.
- 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.) Blank forms are available at <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=765>. You do not have to wait until you PQ.
- Do *not* return forms via email; fax and U.S. Mail are more secure.
- Be sure ASC has your current contact info! ASC uses the email and mailing address you give us on your travel forms. Let ASC Travel know if your situation changes. Also:
  - The name on your ticket *must* match your passport and if it does not, the airlines will stop you at check-in. "Name exactly as it appears on passport" means exactly that.
  - The Airport of Departure is the airport closest to your home address. If you wish to depart from another city, your ticket is roundtrip and you'll be returned to that same location.
- You must submit your HR and travel paperwork and be PQ'd before tickets can be purchased. Late submittal might jeopardize your deployment or even your employment.
- Keep copies of your travel forms in case anything is lost in transit.
- Your Ice dates are determined by your job and your supervisor. Changes are coordinated through your Hiring Manager. Be prepared to travel on weekends and maybe holidays. ASC Travel is unable to change your Ice dates so please do not ask them.
- Orientation for McMurdo and South Pole is partly in Christchurch, partly on the Ice. There isn't a lot of free time in Christchurch. Orientation for Palmer and vessels is in Denver.
- All travel arrangements are made in accordance with the Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government. Contract employees are not allowed pre-deployment personal travel en route to Antarctica. Please do not ask ASC Travel to consider special routing or layovers, which can be considered misuse of government funds.
- Review airline baggage policies before departure for weight/size restrictions and prohibited items, especially if traveling on more than one airline. Be prepared to pay baggage fees at AOD 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 (for example, hockey or ski bags) are not reimbursable.
- USAP baggage allowances do not apply to personal or leisure travel. If you elect anything other than FAA during redeployment, you are responsible for all airline baggage fees.
- For the Ice flight between Christchurch and McMurdo, the baggage allowance is 85lb/38.5kg for all participants, strictly enforced. (Save room for about 10lbs of extra ECW gear.) The number of



bags is not limited but the maximum weight for a single piece is 70lb/32kg. Hand carry is limited to 15 pounds that must fit into a standard airline sizing box.

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

- Some airlines charge for preferred seating and special meals. ASC Travel tries to honor your preferences but cannot pre-pay or reimburse airline surcharges. Most seats on international flights aren't assigned until check-in.
- Travel documents are emailed after you return the forms in this packet, about a month before deployment. These include a 12-month visa for New Zealand or a USAP participation letter for Chile, but *not* your ticket which is emailed separately.
- Tickets are e-tickets. Your final itinerary is emailed 14-21 days before deployment; you'll want to print it and bring it with you. Please check your email (including SPAM folders) frequently as deployment approaches.
- Once you're ticketed, the Christchurch office emails the details of your hotel reservation and ECW issue. For those of you going to South America, those details are provided when you arrive in Punta Arenas. Room and taxes in Christchurch and Punta Arenas are direct billed to ASC but the hotel will swipe a personal credit card for incidentals.
- Package mail to the Ice is limited after Thanksgiving, so holiday packages should be mailed via U.S. Mail no later than October 15th. (Tell your friends and families, too.) Even so, there are no guarantees with package deliveries. First Class mail is not restricted so it might be wisest to mail essential items to the Ice as First Class flat/envelope mail.
- For other information about life on the Ice, consult the online [USAP Participant Guide](#). For example:
  - Bring (extra) sunglasses.
  - Bed linens are provided but not towels.
  - No skyping, no drones.
  - Bring your own long underwear.
- Any TDY in Christchurch must be pre-approved.
- If there are changes to your medical or dental health after you PQ, you *must* notify [medical@usap.gov](mailto:medical@usap.gov) before you deploy.
- 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 and are coordinated with your supervisor or MPC.

**ASC Travel**  
**7400 South Tucson Way**  
**Centennial, CO 80112**  
**phone: 800-688-8606 x33202 or 303-790-8606 x33202**  
**fax: 303-705-0742**





# CUSTOMS AND IMMIGRATION

## PASSPORTS

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

## VISAS – U.S.Citizens

If you are a U.S. citizen you do not need a visa for New Zealand, Chile, or while transiting through Australia.

## VISAS – non U.S.Citizens

If you do not possess a U.S. passport, the U.S. Antarctic Program does not, 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 [INZCHCExpress@mbie.govt.nz](mailto:INZCHCExpress@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 [INZCHCExpress@mbie.govt.nz](mailto:INZCHCExpress@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](http://www.customs.govt.nz)

Visas: <http://www.customs.govt.nz/inprivate/traveltonz/immigration/Pages/default.aspx>

Duties and allowances: [www.customs.govt.nz/features/charges](http://www.customs.govt.nz/features/charges)

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





## Chile

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](http://www.aduana.cl/frequently-asked-questions-international-travelers/aduana_eng/2013-04-15/142533.html)



## Australia

U.S. citizens transiting through Sydney do not need a visa, however, you must stay inside the transfer area 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 Customs 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.’”

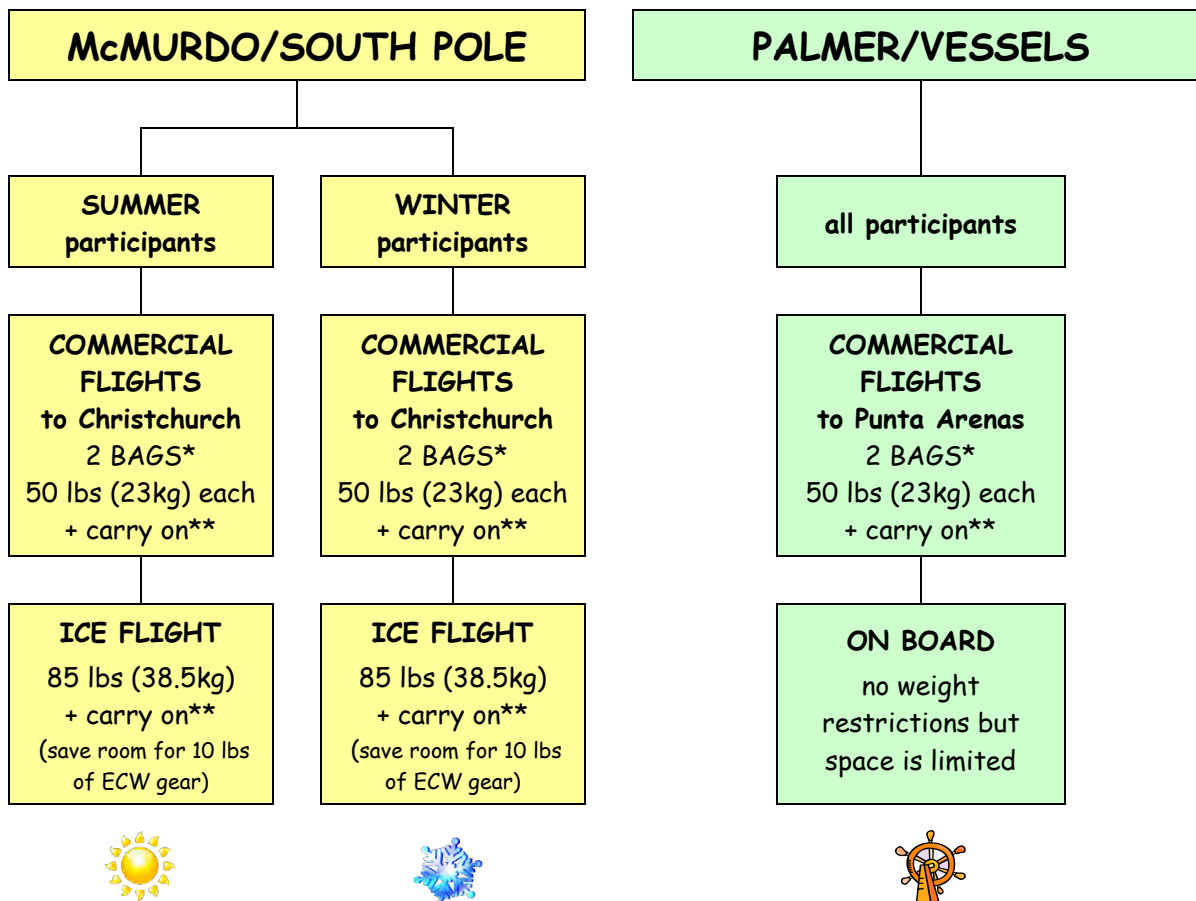
*Information on this page is subject to change.*



# BAGGAGE ALLOWANCE

Check airline baggage policies before departure and be prepared to pay fees at the counter. ASC will reimburse within the baggage allowance *with receipts*.

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



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 ★

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

\*no oversize bags such as hockey or ski bags

\*\*must fit into a standard airline sizing box







# AIRLINE INDUSTRY POLICIES

**Airline policies are beyond ASC's control.**

Passports:	Valid six months <i>after</i> return. Undamaged beyond normal wear and tear. At least one blank page for every country you plan on visiting.	If not, the airline has the right to deny boarding at your AOD.
Limited Baggage Transfers:	<i>Ask when you check in:</i> How far are your bags going? Increasingly, airlines are not honoring baggage transfers between carriers.	You might have to retrieve your bags and re-check them en route, especially if you switch airlines. ASK when you check in.
Number of Bags:	See the <i>Baggage Allowance</i> page.	Be prepared to pay baggage fees at the counter, reimbursable if within USAP limits.
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 <i>exactly</i> .	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.







## 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* computing devices — including laptops, smart phones, tablet devices, and Personal Digital Assistance (PDA) — that could connect to the USAP network.

**The latest information regarding USAP computer requirements, service, and infrastructure can also be found at <http://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](mailto: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

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 most recent 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

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

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 Lighttpd.
- Network management servers, such as DNS and SNMP.
- Network or port scanning software, such as Nessus.
- Network 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

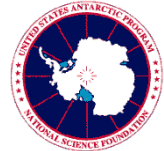
Screening technicians gather the information in the following table during the computer screening process. System operators who connect to the USAP network without a screening rating of “Pass” are in violation of USAP information security policy and may be disconnected without notice. A “Fail” rating 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





## United States Antarctic Program



# 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 the parent document, *Information Security and Privacy Awareness Training* (IS-SOP-9106).

## Information Security Training Acknowledgment Requirement

The National Science Foundation (NSF) has mandated that all USAP participants 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
- Sign and return the *Acknowledgement of USAP Rules of Behavior for Sensitive Information and Personally Identifiable Information* 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.**

ASC participants are required to complete Information Security and Privacy Training prior to deployment or during orientation and annually thereafter, for as long as they are on contract. 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:

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**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](mailto:notifications@usap.bridgeapp.com)

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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).

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**Note** If you do not know your USAP ID/Pipeline number, refer to your medical deployment packet or contact your Human Resources representative.

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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.
  - Deploying/contract personnel 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 reset 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.

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

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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.

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**Note** Some participants are required to complete an additional course: Privileged User Training. If this training appears on your My Learning page, feel free to take the course. If not, you will be notified when the course is due.

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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* and the *Acknowledgement of USAP Rules of Behavior for Sensitive Information and Personally Identifiable Information* forms, both of which are included in your deployment packet.

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**Note** Electronic signatures for these two acknowledgement forms are not accepted at this time.

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12. Return the completed forms (5 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](mailto:USAP-InformationSecurity@usap.gov).





# **The National Science Foundation Polar Programs United States Antarctic Program**

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Acknowledgement of Information Security Policies & Permission for  
Use of National Science Foundation/United States Antarctic Program  
Information Systems and Services  
ICT\_FRM\_5000.24a

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## **Document Release History**

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



## 1 SCOPE OF AUTHORIZATION

Permission for use of National Science Foundation/United States Antarctic Program (NSF/USAP) information systems and services is restricted to authorized participants in the United States Antarctic Program, designated contractors and U.S. Government employees, official visitors, or individuals otherwise having an authorized purpose for gaining access to, and utilizing the services of, NSF/USAP owned, operated, or provided information systems and services. USAP information systems and services include, but are not limited to, those located at the Denver, CO; Charleston, SC; Arlington, VA operating locations and at USAP facilities in Port Hueneme, CA; Christchurch, NZ; Punta Arenas, Chile; Antarctic stations and research vessels.

## 2 AGREEMENT PROVISIONS

Permission for use of NSF/USAP information systems and services requires the following acknowledgements:

1. Government owned system. The information systems of the United States Antarctic Program are National Science Foundation federal government owned information systems. When attaching or otherwise interconnecting personally or privately owned information systems with government systems, the NSF reserves the right to extend its information security policies, Rules of Behavior, procedures, and guidance to these systems in order to ensure the integrity of NSF/USAP systems.
2. Mandatory awareness training. Individuals using NSF/USAP information systems and services must receive information security awareness training no less than once annually. Awareness training is a prerequisite for gaining permission to use NSF/USAP information systems and services. Permission to use NSF/USAP information systems and services may be suspended, revoked or denied, as appropriate, for individuals who have not fulfilled the mandatory awareness training requirement.
3. Only authorized use is permitted. Individuals using NSF/USAP information systems and services without authority, or in excess of their assigned authority, are subject to revocation of access privileges, in part or in whole. Further, access for purposes beyond authorization or assigned authority may be a violation of federal law. Penalties for misuse may include, but are not limited to, appropriate administrative sanctions, civil liability or criminal prosecution.
4. No expectation of privacy. Individuals using NSF/USAP information systems and services should be aware that they have no expectation of privacy. Files maintained in NSF/USAP information systems, including electronic mail files, may be reviewed by NSF officials who have legitimate reasons to do so when authorized by the Director or Deputy Director, or by the Inspector General. Individuals should be aware that NSF reserves the right to conduct work-related investigations for the purpose of investigating work-related misconduct, such as violations of the acceptable use policy.
5. Common Authority and Consent to be Monitored. In the course of conducting routine and corrective systems maintenance and administration, NSF designated systems technical personnel have legitimate work-related needs for access to files, contents of files, configuration data, and system log information, as well as monitoring of user

activities. This extends to any personally or privately owned information systems attached to, or otherwise interconnected with, NSF/USAP systems such that the electronic exchange of information between the two is possible. If such work-related activities reveal possible evidence of criminal wrongdoing, NSF authorizes system personnel to provide the information gained from such activity to NSF officials for administrative action, with referral of such matters to law enforcement officials when appropriate.

6. Protection of sensitive information. Individuals granted access to NSF/USAP information systems and services may, in the course of their official duties, have access to information designated by NSF as sensitive, or protected by federal law including, but not limited to, personal information, procurement information, trade secrets, and other information types. Individuals in such circumstances agree that the confidentiality, integrity, and availability of this information must be protected from unauthorized disclosure, loss, or corruption. Individuals found to be in violation of this prohibition may be subject to appropriate administrative sanctions, civil liability or criminal prosecution.

### 3 LIMIT OF ACCESS AUTHORITY

Permission to access or otherwise utilize NSF/USAP information systems and services shall be terminated upon separation from the United States Antarctic Program to include, but not limited to, termination of grant or grant extensions, termination of employment in support organizations, termination of Government employment, termination of guest/visitor status, determinations by NSF designated authorities to restrict or terminate access, etc. Continued use of NSF/USAP information systems and services, once access authority has terminated is a violation of federal law.

### 4 ACKNOWLEDGEMENT

I, the undersigned, understand that I am authorized to access NSF/USAP information systems and services, as defined under the provisions of this Agreement. I acknowledge that I have received the required information security awareness briefing and my responsibility to abide by all information security policies, Rules of Behavior, procedures, and guidance issued by the National Science Foundation as applied to the United States Antarctic Program information systems and services, either directly or through its duly designated support organizations. I further acknowledge that I have read and understood the terms of this Agreement and agree to abide by them.

Printed Full Name:	Date:
Signature:	
Organizational Affiliation:	
Sponsoring Organization:	





# **The National Science Foundation Polar Programs United States Antarctic Program**

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## **Acknowledgement of United States Antarctic Program Rules of Behavior for Sensitive Information and Personally Identifiable Information ICT\_FRM-5000.24b**

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### **1 GENERAL INFORMATION**

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

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

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

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

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

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

Federal laws and guidelines pertaining to SI and PII include:

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

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

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

## 2 USER RESPONSIBILITIES

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

\_\_\_\_\_/\_\_\_\_\_  
Initials                      Date

### 3 RESPONSIBILITY/ACCOUNTABILITY REQUIREMENTS

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

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

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of User

\_\_\_\_\_  
Affiliation

# **AIRPORT OF DEPARTURE (AOD)**

Airport of Departure (AOD): The point of origin before deployment and the point of return after redeployment. The AOD is the closest major airport to your home address.

The USAP requirement is to purchase ROUND TRIP tickets from a U.S. location to Antarctica and back to the **SAME LOCATION**. ASC is a government subcontractor and must abide by USAP policy. Deviation can be considered misuse of government funds.

Once submitted, the AOD cannot be changed unless it is under the following circumstances:

- Household move (proof required)
- Family emergency
- Other exceptions on a case by case basis

Any change of AOD requires approval from your employer (teammate) and ASC Travel.

## **Redeployment**

Please understand, the USAP is not a travel agency and, as a government subcontractor, cannot expend labor or funds to support leisure travel.

If, upon redeployment, you elect to return to a different city, that is considered leisure travel.

You will have the opportunity to ask questions and review leisure travel options at the redeployment meetings on the Ice.

### **ASC Travel**

7400 S. Tucson Way  
Centennial, CO 80112-3938  
1-800-688-8606 or 303-790-8606, x33202  
303-705-0742 (fax)



# TRIP DETAILS FOR ASC EMPLOYEES

Date: \_\_\_\_\_

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

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

Departing from: <input type="checkbox"/> Mailing address <input type="checkbox"/> Permanent address		<b>AIRPORT OF DEPARTURE:</b> _____
<input type="checkbox"/> Other: _____		
<i>Physical address required (no P.O. boxes) for mileage reimbursement.</i>		

Passport Status:		
<input type="checkbox"/> Valid for six months after redeployment	<input type="checkbox"/> No passport yet	<input type="checkbox"/> Other: _____

Job Title:	Winterover? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employed by (check one):		
<input type="checkbox"/> Best Recycling	<input type="checkbox"/> Leidos	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Gana-A-'Yoo (GSC)	<input type="checkbox"/> PAE	
<input type="checkbox"/> GHG	<input type="checkbox"/> UTMB	

Have you deployed before? <input type="checkbox"/> Yes <input type="checkbox"/> No	What year? _____
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Seating: * <input type="checkbox"/> Aisle <input type="checkbox"/> Window	Special Meals: *	Freq Flyer 1: Airline _____ FF # _____ Freq Flyer 2: Airline _____ FF # _____ TSA/Global Entry #: _____
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Hotel in Christchurch: <u>Hotels in Christchurch are assigned</u>
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Hotel in Punta Arenas: <i>1<sup>st</sup> choice, not guaranteed</i>	<input type="checkbox"/> Cabo de Hornos <input type="checkbox"/> Jose Nogueira	<input type="checkbox"/> Diego de Almagro <input type="checkbox"/> Isla Rey Jorge	<input type="checkbox"/> Dreams <input type="checkbox"/> straight to vessel
--	---	--	--

Hotel Check-In Date:	Check-Out Date:
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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: _____	

*\*You are responsible for airline surcharges.*





# 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.



# ECW SIZES

CLOTHING

HAT

Boots

Gloves

Please print clearly

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

Gender: ☐ Male ☐ Female

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

Season: ☐ WINFLY ☐ Summer ☐ Winter

Is this your first deployment? ☐ Yes ☐ No

## You are a (check one):

☐ Grantee ☐ Tech Event

☐ Seasonal Contractor ☐ Fulltime

☐ Other (specify): \_\_\_\_\_

Event #: \_\_\_\_\_

☐ Best Recycling

☐ Gana-A'Yoo (GSC)

☐ GHG

☐ Leidos

☐ PAE

☐ UTMB

☐ NSF Staff

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 <input type="checkbox"/> bringing personal jacket (sign page 3)		
Chest 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		
Waist (inches):		Inseam (inches):	
Shoe Size:	_____ <input type="checkbox"/> bringing personal boots (sign page 3)		
Additional Requirements:			

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

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





# ECW GEAR

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

The following ECW items are **required** 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

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



# WANT TO USE YOUR OWN GEAR?

Returning participants may bring their own ECW, or use the gear provided by the USAP, or a combination of both. South Pole winterovers may bring their own boots and parka but must also accept USAP-provided items.

It must be at least your second season at the same location, at the same time of year (deep field, sea ice, South Pole, winter, etc.).

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.

## Parka (Expedition/Belay Weight Insulated Jacket)

If you bring your own parka it must meet the following requirements:

- 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
- Covers waistline when bending over
- Must keep you warm when inactive for 12 hours

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

## Boots

If you bring your own boots they must meet the following requirements:

- 1000+ grams of insulation
- Removable liner style boot with additional liners
- For field locations other than Dry Valleys, temperature-rated for -100C/-148F
- For MCM and Dry Valleys, temperature rated for -40C/F
- Must keep feet warm and dry when standing on snow or ice while inactive for 12 hours

Examples: Baffin Apex, Baffin Impact, Sorel Caribou

Self-Certify Jacket Acknowledgement:	<p>I am returning to a previous work/research location, during the same time of year, and will bring my own parka/jacket.</p> <p>I certify that my <b>parka/jacket</b> meets the USAP technical requirements identified above.</p> <p><input type="checkbox"/> Yes, my personal clothing meets technical requirements.</p> <p>I would also like a USAP-issued parka/jacket. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Self-Certify Boot Acknowledgement:	<p>I am returning to a previous work/research location, during the same time of year, and will bring my own boots.</p> <p>I certify that my <b>boots</b> meet the USAP technical requirements identified above.</p> <p><input type="checkbox"/> Yes, my personal footwear meets technical requirements.</p> <p>I would also like USAP-issued boots. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Name (printed): _____</p> <p>Signature: _____ Date: _____</p>



# 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](mailto:deploy@usap.gov)



# United Airlines Status Match

As a benefit to you, United Airlines is offering to match your status with American Airline's AAdvantage program.

In order to qualify for this benefit, you must:

- Be at least a gold-level American AAdvantage member.
- Belong to United Airlines MileagePlus, with any number of miles (even zero). If you do not already have an account, sign up at [www.united.com](http://www.united.com) before you submit this form.
- Submit all required documentation with this form to ASC Travel.\*

Please note, this benefit is a **status match only**, it does not match miles.

Fill out this form AND:

- ☐ Provide a copy of your current American AAdvantage card,\* *and*
- ☐ Provide a copy of your most recent American AAdvantage statement\* that shows:
- frequent flyer number
  - status level
  - year-to-date miles
- ☐ Submit all required documentation\* to ASC Travel **at least 3 weeks** before your scheduled departure date.

<b>Name (as it appears on United MileagePlus account)</b>	
<b>United MileagePlus Account #</b>	
<b>Current Frequent Flyer Program</b>	American Airlines AAdvantage
<b>Current AAdvantage Level</b>	
<b>Current AAdvantage #</b>	
<b>Email Address</b>	

United MileagePlus status will be granted for a 180-day trial period. Beyond the 180-day trial period, certain conditions must be met to maintain status; see [www.united.com](http://www.united.com) for details.

This offer is limited to USAP participants deploying in 2017-2018 and will not be repeated. This offer is only available through ASC Travel.

Your status with American Airlines remains intact.

## ASC Travel

7400 S. Tucson Way  
Centennial, CO 80112-3938

1-800-688-8606 or 303-790-8606, x33202

303-705-0742 (fax)

*\*Required by United. Incomplete applications cannot be submitted to United for consideration.*



# RETURN FORMS TO ASC TRAVEL

Thank you for completing the 2017-2018 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 PQ!
- 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.*

