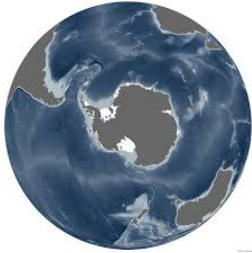


# 2019-2020 Antarctic Deployment Packet for ASC Personnel

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 - Gana-A'Yoo (GSC):

800-688-8606 x32494 or 32351  
720-568-2494  
720-568-2351  
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 x32492  
720-568-2492  
fax: 303-662-8770

#### HR - Parsons

210-477-1634

#### HR - Six Mile:

800-688-8606 x32214  
720-568-2214

#### HR - UTMB:

409-772-8699

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Passport Details\*

Extreme Cold Weather Clothing Sizes\*

Antarctic Lodging Request Worksheet\*

Return Forms to ASC Travel

## Document #

TL-GDE-0005

TL-GDE-0007

TL-GDE-0009

TL-GDE-0010

TL-GDE-0017

TL-GDE-0021

TL-FRM-0090

TL-FRM-0097

TL-FRM-0089

TL-FRM-0092

TL-GDE-0020

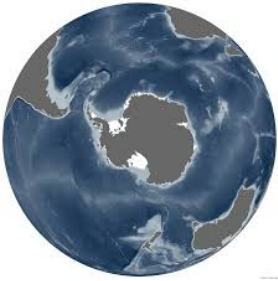
### \*Please complete and return to:

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

- 1) Trip Details (TL-FRM-0090)
- 2) Passport Details (TL-FRM-0097)
- 3) Extreme Cold Weather Clothing Sizes (TL-FRM-0089)
- 4) Antarctic Lodging Request Worksheet (TL-FRM-0092)
- 5) Permanent, fulltime employees please submit a Fulltime Deployment TRW (TL-FRM-0095) instead of a Trip Details.

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





# WHAT'S NEW IN 2019-2020 for ASC PERSONNEL

## E-Tickets

E-tickets are emailed from ASC's corporate travel agency TLC and will come from [antarcticagents@tlcorporate.com](mailto:antarcticagents@tlcorporate.com). If you haven't already done so, please adjust your spam filters to accept emails from this address.

## No More IT Forms in the Deployment Packet

In past seasons, Information Security documents and forms were included in this Deployment Packet. But they aren't required for travel, so this season they'll be emailed to you separately.

It's still important to review the information and take the training and fill out the forms and return them to ASC. Failure to do so means no access to the USAP network, but it will not prevent ASC Travel from purchasing your ticket to the Ice.

## Air Center Helicopters

Air Center Helicopters (ACH) is now the sub-contractor for USAP helicopter operations.

## SOPP is Now NPP

The Space and Naval Warfare Systems (SPAWAR) Office of Polar Programs, known as SOPP, has changed their name to "Naval Information Warfare Centers Atlantic," or NIWC (pronounced NY-wick). Around the USAP you'll see that abbreviated as NPP, for "NIWC Polar Programs."

## Seating Assignments

Increasingly, airlines are restricting the number of seats that can be pre-assigned and for that reason, ASC Travel no longer has the ability to pre-select your seat when your ticket is purchased. More often than not, you'll need to wait until you check in to select a seat, especially on international flights.

## Ultramar Is the New USAP Agent in Santiago

Some of you are already aware that DAMCO, ASC's logistics partner in South America, has contracted with a new agent for meet-and-greets in Santiago. Ultramar has vast logistics experience in Chile and is very familiar with the task of expediting American travelers through Chilean Customs and Immigration.

## New Process for Carrying High Value Goods Through Chile

All high value goods and specialized equipment carried to the Ice via Chile must now be documented. If you plan on taking excess baggage (that is, more than the two bags up to 50 pounds each allowed by the USAP), or, if any single piece of your equipment has a value of more than \$1000, indicate "Carrying high value equipment" on the *Trip Details* form in this packet. ASC will send a *Peninsula High Value Good and Hand Carry Inventory List* form for you to fill out. Submit it to ASC before travel begins, and keep a copy to present to Customs in Santiago.



## NZeTA and IVLs for New Zealand

As of October 1, citizens of the 60 countries that are not required to obtain a visa before entering New Zealand must now obtain both an Electronic Travel Authority (NZeTA) and an International Visitor Conservation and Tourism Levy (IVL) before travel commences. This affects most of you traveling to McMurdo and South Pole for Mainbody.

It is not a visa. It is similar to the entrance fees charged by many countries. The purpose of the NZeTA is enhanced security and reduced immigration risks. The purpose of the IVL is sustainable tourism and conservation.

However, New Zealand Immigration has agreed to pre-assign NZeTA/IVL status and waive the fees for USAP participants, IF ...

- ASC Travel purchases your ticket *and* ...
- You hold a valid passport from the U.S. or one of the other 60 visa-waiver countries\* *and* have it in your possession a minimum of two weeks before deploying.

What this means to you:

- If you are applying for or renewing a passport, it is critical that you get it two weeks before travel commences. Without a valid passport by the two-week deadline, you will not be able to deploy as scheduled. NO EXCEPTIONS.
- Before you leave home, New Zealand Immigration will flag your passport with an NZeTA/IVL at no cost to you. It is good for two years or the life of the passport, whichever is less, and for multiple entries.
- It is attached to your passport electronically, there is no physical document.
- This NZeTA/IVL will be visible to the airlines when you check in.
- Nevertheless, ASC will provide an additional document with the 12-month visa letter that explains how New Zealand Immigration is granting NZeTA/IVLs to USAP participants.
- The NZeTA/IVL covers redeployment travel too.

The NZeTA/IVL does not affect citizens of non-waiver countries that require a visa before entering New Zealand.\* If you needed a visa before, you still need a visa.

Self-ticketers must obtain their own NZeTA/IVL before travel commences and can do so from New Zealand's NZeTA website.\*

[\\*https://www.etanewzealand.com/](https://www.etanewzealand.com/)



# 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, and some countries will not allow entry, if these requirements are not met.
- Don't wait to apply for or renew your passport. It must be in your possession a minimum of two weeks before travel commences because of New Zealand Immigration requirements – your deployment depends on it.
- 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. (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 physically qualify.
- 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.
- **Once you submit your paperwork, you cannot change your Airport of Departure (AOD).** The AOD is the closest major airport to your home address. If you wish to depart from another city, you'll be returned to that same location.
- You must submit your HR and travel paperwork and be physically qualified 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.
- Please check regularly for USAP emails. Check spam folders too.
- 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 prohibited items and baggage dimension/weight, especially if traveling on more than one airline. Be prepared to pay baggage fees at check-in and if/when you change carriers. But regardless of what the airline website states ...
- **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.



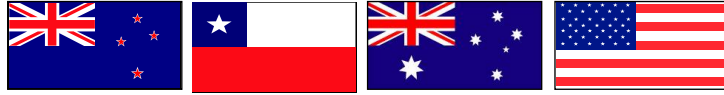
- USAP baggage allowances do not apply to personal travel. If you elect anything other than FAA during redeployment, you are responsible for all airline baggage fees.
- For the Ice flight between Christchurch and McMurdo, the baggage allowance is 85lb/38.5kg for all participants, strictly enforced. (Save room for about 10lbs of extra 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.

- Increasingly, airlines are restricting the number of seats that can be pre-assigned and for that reason, ASC Travel does not have the ability to pre-select your seat when your ticket is purchased. More often than not, you'll need to wait until check in to select a seat. Do not pay money or use frequent flier miles to change or upgrade your ticket, or any part of your ticket. If you do, ASC loses control of the ticket and ASC Travel is unable to assist with travel issues en route or during redeployment and all changes en route and at redeployment become your financial responsibility, with no reimbursement.
- 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 (including SPAM folders) frequently as deployment approaches.
- Once you're ticketed, further details about your time in New Zealand or Chile (hotel, ECW, etc.) will be emailed from the Christchurch or Punta Arenas Travel office. Room and taxes 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 physically qualify, 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

U.S. Citizens are granted visas at the port of entry for New Zealand and Chile. It is not necessary to obtain a visa before travel commences.

### 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."

USAP participants are excepted from the new Electronic Travel Authority (NZeTA) and an International Visitor Conservation and Tourism Levy (IVL), but only if 1) you are a citizen of one of the 60 countries that do not require a visa to New Zealand, 2) ASC Travel purchases your ticket, and 3) you have a valid passport in your possession a minimum of two weeks before deploying.

Note: The NZeTA/IVL does not affect citizens of non-waiver countries that require a visa to enter New Zealand. If you needed a visa before, you still need a visa.

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 [ChristchurchApplications@mbie.govt.nz](mailto:ChristchurchApplications@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 [ChristchurchApplications@mbie.govt.nz](mailto:ChristchurchApplications@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: <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>

NZeTAs and IVLs: <https://www.etanewzealand.com/>



## 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=c1>



## 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, 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): <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/electronic-travel-authority-601>

Maritime visas (MCV subclass 988): <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/maritime-crew-988>

Duties and allowances: <https://www.abf.gov.au/entering-and-leaving-australia/duty-free>



## 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

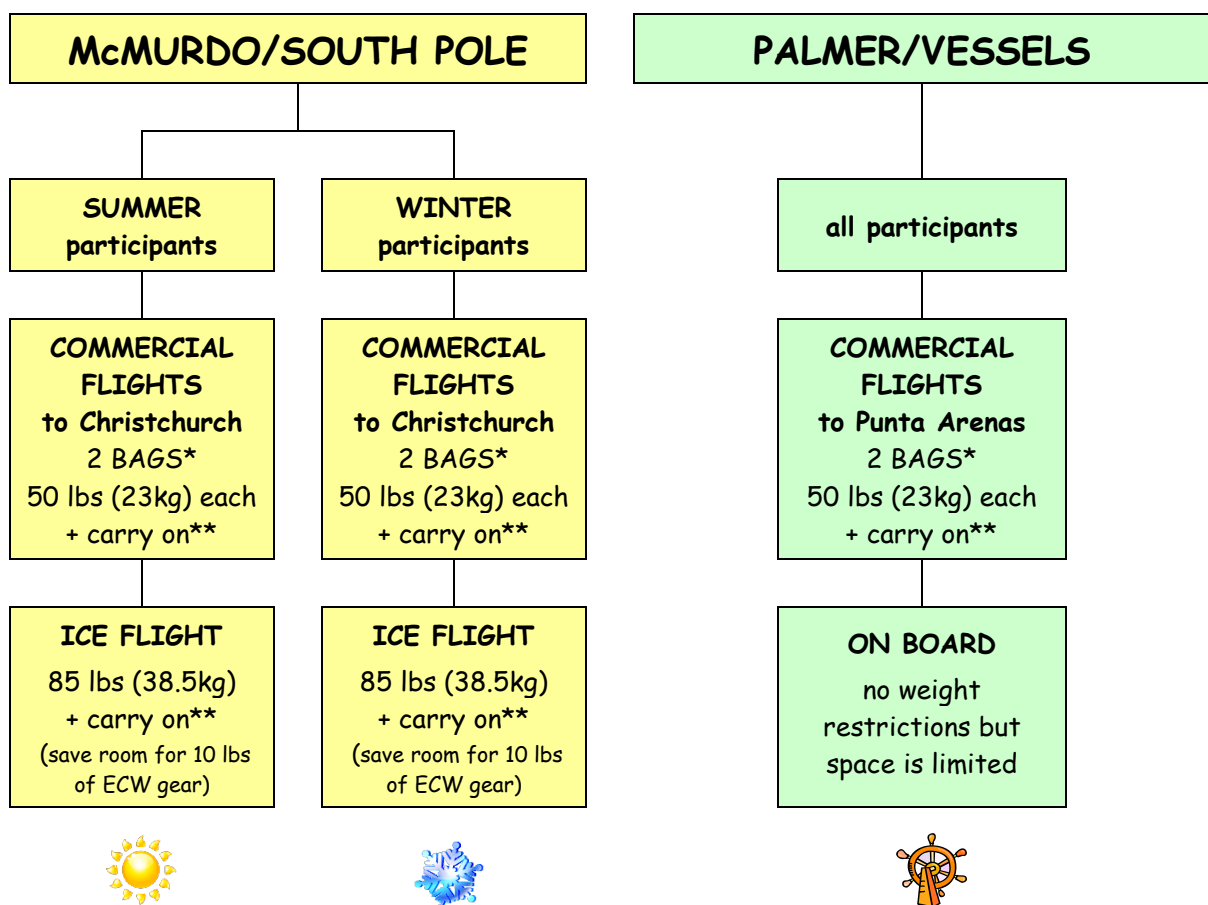
## SOUTHBOUND

If your luggage is within the USAP baggage allowance, you should not have to pay baggage fees on United or American 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.



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.

\*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 <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 while en route, especially if you switch airlines. ASK when you check in.
Number of Bags:	See the <i>USAP Baggage Allowance</i> page.  <i>NOTE:</i> 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.	Be prepared to pay baggage fees at the counter, reimbursable 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:	Increasingly, airlines are limiting the number of seats that can be pre-selected by the passenger.	ASC Travel does not have the ability to pre-select your seat.  Do not pay money or use frequent flier miles to change or upgrade any part of your ticket. If you do, ASC loses control of the ticket and ASC Travel is unable to assist with travel issues. All changes en route and at redeployment become your responsibility with no reimbursement.
ID:	Name on your government-issued ID (e.g., 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 might not be able to rebook you.



# AIRPORT OF DEPARTURE (AOD)

Airport of Departure (AOD): The point of origin before deployment and the point of return after redeployment.

The USAP requirement is to fly you from a U.S. location to Antarctica and back to the **SAME LOCATION** via the most direct route. ASC is a government subcontractor and must abide by USAP policy. Deviation can be considered misuse of government funds.

Once you submit an AOD (on the *Trip Details* form in this packet), you cannot change it.

## **Redeployment**

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

ASC is not a travel agency. As a government subcontractor, ASC cannot expend labor or funds to adjust an itinerary to accommodate a traveler's preferred routing or to arrange domestic or international layovers.

### **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:  Mailing address  Permanent address **AIRPORT OF DEPARTURE:** \_\_\_\_\_  
 Other: \_\_\_\_\_  
*Physical address required (no P.O. boxes) for mileage reimbursement.*

Passport Status:  
 Valid for six months after redeployment  No passport yet  Other: \_\_\_\_\_

Job Title: \_\_\_\_\_ Winterover?  Yes  No

Employed by (check one):  
 Gana-A-‘Yoo (GSC)  PAE  UTMB  
 GHG  Parsons  Other: \_\_\_\_\_  
 Leidos  Six Mile

Have you deployed before?  Yes  No What year? \_\_\_\_\_

Special Meals:*	Freq Flyer 1: Airline _____ FF # _____ Freq Flyer 2: Airline _____ FF # _____ TSA/Global Entry #: _____
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Hotel in Christchurch: Hotels in Christchurch are assigned

Hotel in Punta Arenas:  Cabo de Hornos  Diego de Almagro  Dreams  
*1<sup>st</sup> choice, not guaranteed*  Jose Nogueira  Isla Rey Jorge  straight to vessel

Hotel Check-In Date: \_\_\_\_\_ Check-Out Date: \_\_\_\_\_

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

Hotel Roommate: \_\_\_\_\_

No Hotel Required:  Local contact phone number: \_\_\_\_\_

\*You are responsible for airline surcharges.





# PASSPORT DETAILS

ASC Travel must collect current passport information from all deploying participants for ticketing and visa purposes.

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

Have you deployed before?  Yes  No

**You are a (check one):**

- Grantee     Tech Event     Seasonal Contractor     Fulltime     Other (specify): \_\_\_\_\_  
 Event #: \_\_\_\_\_  
 NSF Staff
- Gana-A'Yoo (GSC)
  - GHG
  - Leidos
  - PAE
  - Parsons
  - Six Mile
  - UTMB



Job Title: \_\_\_\_\_

Height:		Weight:	
Jacket Size:	<input type="checkbox"/> x-small <input type="checkbox"/> small <input type="checkbox"/> medium <input type="checkbox"/> large <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL <input type="checkbox"/> 4XL <input type="checkbox"/> bringing personal jacket		
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		
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

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**USAP participants must supply their own socks and base layer insulation clothing to fulfill the Extreme Cold Weather (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

\*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?

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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 or 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



# 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





# RETURN FORMS TO ASC TRAVEL

Thank you for completing the 2019-2020 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 (UTMB) or vice versa.
- Is your name on each page?

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.*

