

# 2021-2022 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 some forms to fill out and return to ASC. You do not have to wait until you physically qualify, please return the forms ASAP. All candidates please, including alternates. Thank you!



**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):

720-442-4203

#### HR - GHG:

800-688-8606 x32138  
720-568-2138

#### HR - Leidos:

800-688-8606 x32528  
720-568-2528

#### HR - PAE:

800-688-8606 x32162  
720-568-2162

#### HR - Six Mile:

800-688-8606 x32114  
720-568-2214

#### HR - UTMB:

409-772-8699

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## Document #

TL-GDE-0005  
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TL-FRM-0092  
TL-GDE-0020

### **\*Please complete and return to:**

**ASC Travel**  
7400 S. Tucson Way  
Centennial, CO 80112-3938  
fax: 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

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

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





## WHAT'S NEW IN 2021-2022 for ASC PERSONNEL

ASC and the National Science Foundation are committed to keeping Antarctica free of COVID-19. No cases have reached McMurdo, South Pole, Palmer or the vessels to date.

### Cohorts

- Travel to the Ice this season will follow the cohort format. (A cohort is a group of people who share a particular experience or characteristic, such as traveling together to Antarctica.)
- You will first fly to a U.S. cohort departure city (probably San Francisco, with Seattle, Houston or Albany as possible alternatives), where you will quarantine with your cohort.
- Expect multiple COVID tests and health screenings.
- Bring a laptop or tablet because you'll need access to Zoom and email.
- Your meals (breakfast, lunch, dinner) while quarantining will be prepared according to the dietary restrictions you indicate on the *Trip Details* form in this packet.
- Rooms are single rooms unless otherwise requested.
- You will fly as a group to Christchurch or Punta Arenas on a charter aircraft.

### Commercial Flights AOD – U.S. Cohort Departure City

- Tickets are one-way. (Your return ticket will be purchased when you redeploy.)
- Commercial flight schedules within the U.S. are not back to normal yet.
  - Expect longer, less direct routing, especially if you live in a remote area.
  - Be prepared to fly from a major U.S. international airport.
- You will be charged baggage fees on the domestic flight from your AOD to your cohort city. As long as your bags are within ASC baggage allowances (two normal-size 50lb/23kg checked bags), these fees are reimbursable, with receipts.

### Passports

- New passport applications, and passport renewals, are taking up to 18 weeks to process. ASC Travel recommends expediting.
- Passports must be valid for 3 months after return.
- (If you have been vaccinated, be sure to carry your *original* vaccination card with your passport, and bring extra copies.)

### Return Forms ASAP

- Because of COVID, the USAP must coordinate all deployments with New Zealand and Chile well in advance. ASC must have your Deployment Packet forms *with a valid passport* four weeks before travel commences.
- For the same reason, alternates are also encouraged to submit all forms as quickly as possible.



## Participants Living Abroad

- If you are currently living at an international AOD, you must make your own way to the U.S. two weeks before your scheduled arrival at the U.S. cohort departure city, *or* arrive at the U.S. cohort departure city seven days before your flight to New Zealand or Chile.
  - You must self-isolate at your U.S. AOD according to USAP COVID-19 precautions (see below) before joining your cohort.
  - All incurred air travel, ground transport and accommodation costs from your international AOD to your U.S. AOD are your responsibility.
  - ASC is responsible for travel from your U.S. AOD to the cohort city, then onward to New Zealand or Chile.
- Residents of Canada are exempt from this requirement as long as they remain in Canada two weeks before joining their cohort.
- Residents of New Zealand are exempt from this requirement as long as they remain in New Zealand for a month before joining their cohort.
- If you are already in New Zealand or Chile, you must quarantine for 14 days in a USAP-managed quarantine facility. Expect to arrive in Christchurch or Punta Arenas the day before your cohort arrives from the U.S. ASC Travel will coordinate the specifics with you.
- Please contact a Human Resources representative if you have questions.

## International Travel before Deployment

- If you travel internationally for *any* length of time in the 14 days before arrival at the U.S. cohort departure city, including your travel to the U.S. for the purpose of deployment, you must arrive at least 7 days before the charter flight to New Zealand or Chile, and follow the latest USAP COVID-19 precautions and USAP quarantine expectations.
- If so, you will be tested once before joining the USAP cohort, and again with your USAP cohort before traveling to New Zealand or Chile.
- If this applies to you, please coordinate your early arrival to the U.S. cohort departure city with your Human Resources representative and/or ASC Travel at [travel@usap.gov](mailto:travel@usap.gov).

## New Zealand Visas

- U.S. citizens *will* need a visa to enter New Zealand
- If you need to apply for a visa yourself, ASC will let you know.
- Stay tuned and do not take any action at this point.
- 12-month visa letters will not be issued this season.
- If you are not a U.S. citizen, any necessary visas should be applied for at least 8 weeks before deployment. See the *Customs and Immigration* page in this packet.

## Chilean Entry Requirements

- Chilean entrance requirements change constantly. ASC will coordinate the specifics with you before you travel. What we know so far:
  - Chile will probably require a special “Salvo Conductos” visa from everybody. ASC will assist.
  - Plan on bringing a 2x2 passport-like photo.
  - Expect to be fingerprinted by the Chilean embassy.



## Quarantining in NZ or Chile

- Your meals will be prepared according to the dietary restrictions you indicate on the *Trip Details* form in this packet.
- You will need a travel adapter for your electronic devices if you quarantine at a New Zealand or Chile hotel. You will not need an adapter if you quarantine on one of the vessels.
- Expect to quarantine in Christchurch or Punta Arenas for a minimum of 14 days, until your Ice flight or until the ship departs.

## No Personal Travel

- ASC cannot book personal travel southbound or northbound for any reason. All redeployment travel for 2021-2022 will be FAA, first available air.

## USAP COVID-19 Precautions

The USAP's COVID-19 precautions are stricter than the CDC's. They must be in order to keep COVID from reaching the Ice. We ask you to follow these guidelines while self-isolating or in quarantine.

- Wearing a double-layer mask that snugly covers nose, mouth, chin, and sides of face.
- Frequent washing of hands for a minimum of 20 seconds, or use of a hand sanitizer.
- Keeping a physical distance of six feet from other people.
- Frequent cleaning and disinfecting of surfaces, e.g., doorknobs, countertops, desks, toilets.
- Monitoring of personal health for COVID-19 symptoms (fever, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea).
- COVID-19 Personal Protective Equipment (PPE): double-layer mask (requirement is one mask with two layers of fabric that is considered effective at trapping respiration droplets), hand sanitizer, and sanitizing wipes (for surface cleaning).

Bufs, single layers masks, and bandanas are not consider appropriate facemasks. Facemask recommendations can be found at [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html).



We ask for your patience and flexibility as COVID continues to impact the USAP. Please keep checking email (spam too) as your deployment approaches.



# USAP DEPLOYMENT INFORMATION

## for ASC Employees

### Passports

- Passports must be valid for three months *after* your return, undamaged beyond normal wear and tear, with a blank page for each country to be visited.
- Airlines will not allow you to board, and some countries will not allow entry, if these requirements are not met. Please take the time to check it now.
- Don't wait to apply for or renew your passport. ASC Travel needs the new passport details four weeks before travel commences.

### Forms in this Packet

- Do not wait until you after you physically qualify to return the forms in this packet. Fill them out and return them ASAP. (All candidates please, including alternates.)
- 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.
- Keep copies of your travel forms in case anything is lost in transit.

### Travel

- Expect to depart from a major U.S. international airport and return to the same airport.
  - The Airport of Departure (AOD) is the major U.S. international airport closest to your home address. If you wish to depart from another city, you'll be returned to that same location.
  - Once you submit your paperwork, you cannot change your AOD.
  - 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. The goal is to ticket 21 days before your flight.
  - Be prepared to travel on weekends and maybe holidays.
- 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.
- Increasingly, airlines are restricting the number of seats that can be pre-assigned.
  - ASC Travel does not have the ability to pre-select your seat.
  - 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.
- Tickets are e-tickets. The only e-ticket you will receive is from your U.S. AOD to San Francisco or other cohort city, emailed from antarcticagents@tlcorporate.com. Return tickets are purchased upon redeployment.
- Comprehensive itineraries, with information about your travel to and time in the cohort city, are emailed from ASC Travel about a week before your departure.



- Further details about your time in New Zealand or Chile (quarantine, ECW, etc.) are emailed from the Christchurch or Punta Arenas Travel Office.

## **Baggage**

- 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.
- ASC allows two normal-size 50lb/23kg checked bags on domestic flights to your cohort city and on charter flights to New Zealand and Chile.
  - If you travel within these allowances and are still charged baggage fees, you may expense them, with receipts.
  - Charges for oversize bags, that is, any bag larger than 62 inches (158 cm) overall (length + width + height), are not reimbursable.
- For the Ice flight between Christchurch and McMurdo, the baggage allowance is 85lbs/38.5kgs for all participants, strictly enforced. (South Pole winterovers are allowed 100lbs to the Ice.)
  - That's 100 pounds to New Zealand but 85 pounds on the Ice flight.
  - Save room for about 10 pounds of extra Extreme Cold Weather gear.
  - The number of bags is not limited but the maximum weight for a single piece is 70lbs/32kgs.
  - 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.

## **Ice Dates**

- Your Ice dates are determined by your job and your supervisor. ASC Travel is unable to change your Ice dates so please do not ask them.
- Please direct job-specific questions to your Hiring Manager.

## **Life on the Ice**

- For other information about life on the Ice, consult the online [USAP Participant Guide](#). For example:
  - Power adapters are required for electronic devices at New Zealand and Chilean hotels.
  - Bring (extra) sunglasses.
  - Bed linens are provided but not towels.
  - No skyping, no drones without approval.
  - Bring your own long underwear.

## **Miscellaneous**

- Check the expiration of your ATM and credit cards, too. Palmer Station is cashless.
- TDY (temporary duty) 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.
- Please check your email (including SPAM folders) frequently as deployment approaches.

**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 three months after your return. (The requirement is normally six months but this year is an exception for COVID.)

### 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

U.S. citizens have always needed a visa to enter New Zealand. In the past, ASC sent a 12-month visa letter to everyone and the visa was granted upon arrival in Auckland.

The process has changed.

If you need to apply for the visa yourself, ASC will let you know, but take no action for now.

And if your visa expires while you're on the Ice, the Christchurch Travel Office will coordinate with New Zealand Immigration to extend it until after your redeployment date.

### 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: <https://www.customs.govt.nz/personal/prohibited-and-restricted-items>



### 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>





## 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 with little notice due to COVID.*



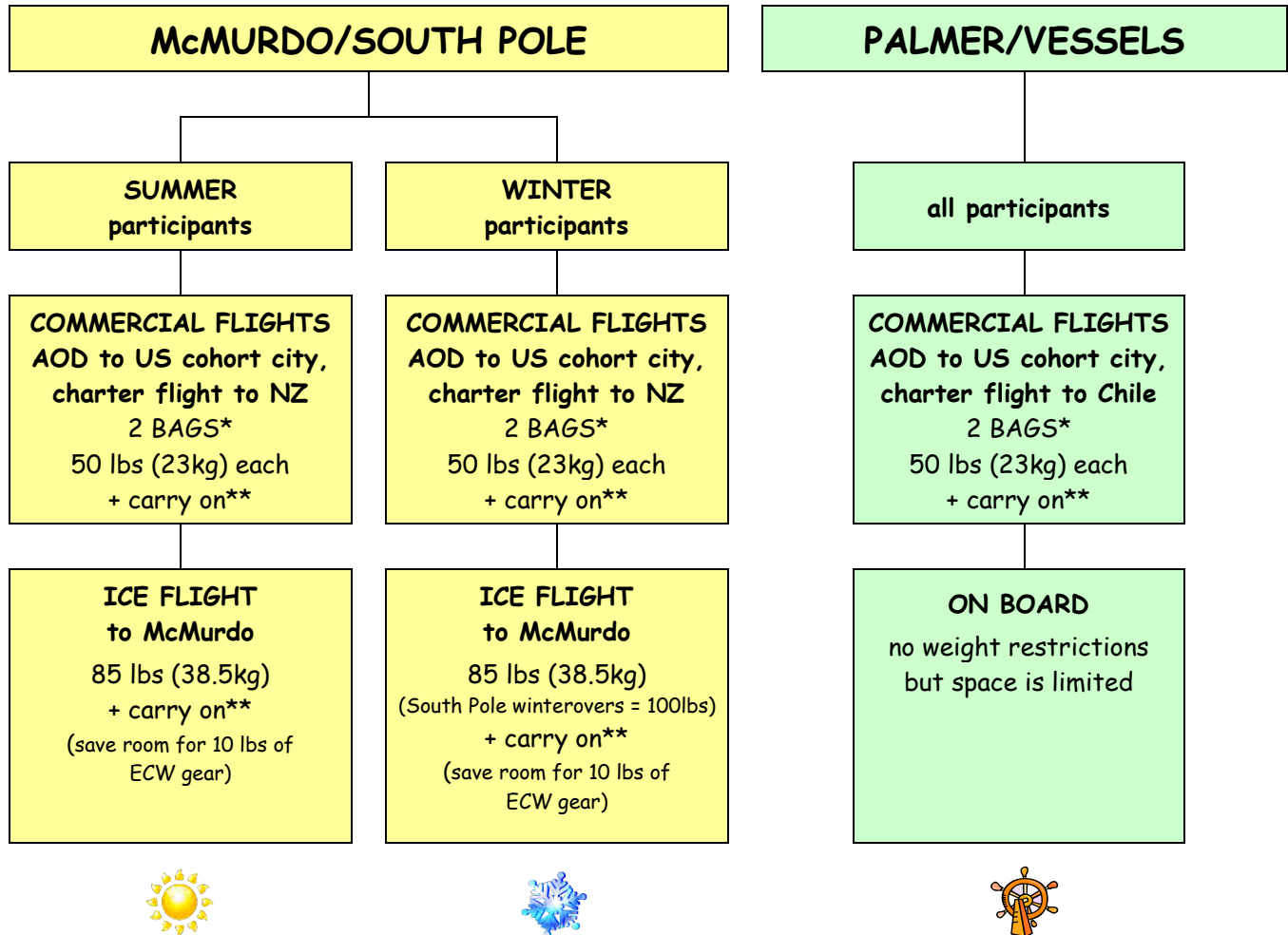


# ASC BAGGAGE ALLOWANCE

ASC does not have baggage agreements for domestic flights, so be prepared to pay baggage fees en route to San Francisco (or other cohort city). As long as your luggage is within the ASC baggage allowance, ASC will reimburse *with receipts*.

Oversize bags such as hockey bags\* are not reimbursable.

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 delay 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 three months <i>after</i> return (this season only). 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.	Even on domestic routes, you might have to retrieve your bags and re-check them during stopovers, especially if you switch airlines. ASK when you check in. You will ALWAYS retrieve your bag at Port of Entry in New Zealand or Chile to go through Customs and Immigration.
Number of Bags:	See the <i>ASC Baggage Allowance</i> page.	Be prepared to pay baggage fees at the counter, reimbursable within ASC limits.
Batteries:	Increasingly, airlines are prohibiting lithium batteries in checked baggage. Some airlines restrict regular batteries, too.	Check the airline website(s) for prohibited items.
Check-in:	90 minutes domestic, 3 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: The point of origin before deployment and the point of return after redeployment.

## **Major Airport**

- Reduced and cancelled domestic routings make it difficult for ASC Travel to find flights from smaller, regional airports, though every effort is made to ticket you from your requested AOD.
- Expect to depart from a major U.S. international airport near your home.

## **Round Trip**

- 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.
- If you select another AOD besides your home, you must return to the same AOD.
- 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.
- Deviation can be considered misuse of government funds.

## **No Changes**

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

### **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 303-790-8606 x33202

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

Departing from:  Mailing address  Permanent address **U.S. Airport of Departure:** \_\_\_\_\_  
 Other: \_\_\_\_\_  
*Physical address required (no P.O. boxes) for mileage reimbursement. Address must be local to AOD.*

**Passport Status:**  
 Valid for three 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?** \_\_\_\_\_

<b>Dietary Restrictions:*</b>	Freq Flyer 1: Airline _____ FF # _____ Freq Flyer 2: Airline _____ FF # _____ Freq Flyer 3: Airline _____ FF # _____ TSA/Global Entry #: _____
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**Hotels:** Hotels are assigned  
 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 three 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.**

*New Zealand travelers: Submitting this form gives ASC permission to forward passport details to Immigration New Zealand, limited to the purpose of applying for a NZ visa, Managed Isolation Quarantine and/or an NZeTA/IVL.*

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 three (3) 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.



**LAST Name** → Surname / Nom / Apellidos: **DOE**

**Suffix** → Suffix: **JR**

**FIRST Name** → Given Names / Prénoms / Nombres: **JONATHAN**

**MIDDLE Name** → Middle Name: **JAMES**

**Passport Number** → Passport No. / No. du Passeport / No. de Pasaporte: **123456789**

**Nationality** → Nationality / Nationalité / Nacionalidad: **UNITED STATES OF AMERICA**

**Date of Birth (day/mon/yr)** → Date of birth / Date de naissance / Fecha de nacimiento: **01 JAN 1980**

**Gender** → Sex / Sexe / Sexo: **M**

**Issuing Authority** → Authority / Autorité / Autoridad: **United States Department of State**

**Date of Issue (day/mon/yr)** → Date of issue / Date de délivrance / Fecha de expedición: **06 Feb 2008**

**Date of Expiration (day/mon/yr)** → Date of expiration / Date d'expiration / Fecha de caducidad: **05 Feb 2018**

**Country of Birth** → Place of birth / Lieu de naissance / Lugar de nacimiento: **CALIFORNIA, U.S.A.**

SEE PAGE 27



# 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  ASC Seasonal Contractor  ASC Fulltimer  Other (specify): \_\_\_\_\_

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

Gana-A'Yoo (GSC)

GHG

Leidos

PAE

Parsons

Six Mile

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						
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 2021-2022 Antarctic Deployment Packet.

- Please fax the forms to ASC Travel at 303-705-0742.
- Because of COVID's restrictions on international travel, ASC must have the forms ASAP.
- Do not 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.

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.*

