

Antarctica Deployment Packet for Grantees and Technical Events

2023-2024

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 and self-ticketers. Thank you!

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PLEASE COMPLETE AND RETURN

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

ADDRESS

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

DOCUMENTS

1. Trip Details (ASC-Travel-0091)
2. Passport Details (ASC-Travel-0025)
3. Extreme Cold Weather Clothing Sizes (ASC-Travel-0089)
4. Antarctic Lodging Request Worksheet (ASC-Travel-0092)

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



CONTACT INFORMATION

ANTARCTIC SUPPORT CONTRACT

7400 S. Tucson Way
Centennial, CO 80112-3938
800-688-8606
303-790-8606

TRAVEL

800-688-8606 x33202
303-790-8606 x33202
Fax: 303-705-0742
Email: Deploy@usap.gov

MEDICAL - UTMB

855-300-9704
Fax: 409-877-5500
Email: medical@usap.gov



What's New in 2023-2024 for Grantees and Technical Events

PRE-DEPLOYMENT ZOOM MEETINGS

About a month before your deployment, you will be invited to join a zoom meeting with ASC leadership, medical and travel teams. This is a means to disseminate information and is a forum for questions. Participation is optional but highly recommended.

COVID

- To McMurdo and South Pole, expect to leave your AOD up to five days before your Ice date, though this is subject to change.
- To Palmer Station and the vessels, expect to leave your AOD up to five days before boarding the ship, though this is subject to change.
- This extra day allows for COVID testing and is expected to be in effect the entire 23-24 season.
- Chilean entry requirements with regards to COVID are subject to change at any time, but we expect them to be relatively relaxed this season.
- Vaccines: Yes, you still need to be fully-vaccinated against COVID.
- Bring a record of your COVID vaccination(s) when you travel. It should be carried with your passport.
- COVID is still a risk. Please continue to practice safe COVID measures, especially as deployment approaches.

LATAM: 1 PIECE OF LUGGAGE

- LATAM has changed its international baggage allowance from two pieces of checked baggage to one. This is worldwide and applies to everyone, including USAP passengers.
- Expect to pay at check-in for the second bag. Both ways, southbound and northbound. Reimbursable.

NZ TRAVELLER'S DECLARATION

- The NZ Traveller's Declaration, previously required for COVID but suspended, is back and revamped.
- Its new purpose is to replace the paper Passenger Arrival Card you used to fill out on the plane.
- ASC will send instructions on how to apply with the visa letter, emailed prior to deployment.

Please keep checking email (spam too) as your deployment approaches.



Important USAP Deployment Information for Grantees and Technical Events

PASSPORTS

- 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.
- 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.
- Do not wait to apply for or renew your passport. ASC Travel needs the new passport details six weeks before travel commences.
- If you do not possess a U.S. passport, check entry requirements with the consulate of the countries to be transited/visited. Allow plenty of time; you must obtain the necessary visas and provide a copy to ASC Travel in advance of the 21 day ticketing deadline. It is your responsibility to obtain the necessary visas. Failure to do so could delay or even prevent your deployment. See the *Customs and Immigration* page, in this packet, for more information.

FORMS IN THIS PACKET

- Do not wait until after you physically qualify to return the forms in this packet. Fill them out and return them ASAP. (All candidates please, including alternates and self-ticketers.) There will be no opportunity to review your itinerary and changes might not be possible, so please be accurate.
- 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 COSTS

- ASC tickets grantees according to their Support Information Package (SIP). For those identified as self-ticketers, ticketing is the responsibility of the science event and travel costs come out of the grant. Ticketing must still follow FAR regulations, and limited support services are offered by ASC.
- Technical Events vary. The responsibility for purchasing deployment tickets is defined in the Statement of Work (SOW) between ASC and the sub-contractor.

ASC TICKETING

- Expect to depart from a major U.S. or Canadian international airport.
 - The Airport of Departure (AOD) is the major international airport closest to your home. If you wish to depart from another city, please indicate that on the *Trip Details* form in this packet.
 - Regional airports might or might not be supportable, depending on flight availability and deployment requirements.
 - The goal is to ticket 21 days before you leave your AOD. You must submit your travel paperwork and be physically qualified before tickets can be purchased. For more details about where you are in the process, please contact your ASC Science Implementer.
 - Be prepared to travel on weekends and maybe holidays.



- All travel arrangements are made in accordance with Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government.
- Due to COVID, personal travel on the southbound trip to Antarctica is not allowed in 2023-2024.
- Please do not ask ASC Travel to consider special routing or layovers on your way to the Ice without NSF approval. It can be considered misuse of government funds. ASC cannot use government funds for personal travel.
- 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 will 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, from USAP-Deploy-DoNotReply. 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 7-21 days before deployment from antarcticagents@tlcorporate.com; you'll want to print it and bring it with you. Please check your email (including spam folders) frequently as deployment approaches.
- ASC normally issues one-way tickets. Return tickets are purchased upon redeployment.
- 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.
- Your hotel room is reserved by ASC but not paid for; you are responsible for settling the bill at checkout.
- In Christchurch, shuttles between the airport, hotel and Antarctic Centre are pre-arranged with Super Shuttle but not pre-paid. Payment (about \$NZ12 per trip) is on board with \$NZ or credit card; cash is preferred. Please contact the Christchurch Travel office if you wish to make other arrangements.

BAGGAGE

- Review airline baggage policies before departure for prohibited items and baggage dimensions/weight, especially if traveling on more than one airline.
- Be prepared to pay baggage fees at check-in and if/when you change carriers.
- The USAP allows two normal-size 50lb/23kg checked bags on commercial flights to New Zealand and Chile.
 - If you travel within these allowances and are still charged baggage fees, you may expense them, with receipts.
 - LATAM has changed its international baggage allowance from two pieces of checked baggage to one, so *do* expect to pay for (and expense) the second bag to/from Chile. Both ways, southbound and northbound.
 - Charges for oversized 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, plus carry-on, for all participants, strictly enforced. (South Pole winterovers are allowed 100lbs to the Ice.)
 - Please coordinate any excess baggage (weight and/or pieces) with your ASC Science Implementer.



- That's 100 pounds to New Zealand but 85 pounds on the Ice flight. Extra items can be stored in Christchurch until after deployment, camping gear, for example.
- Save room for about 10 pounds of extra Extreme Cold Weather gear.
- For the Ice flight, 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.
- For cargo, that is, items not carried as personal baggage, shipping by sea is the preferred method of transport. Make every effort to allow sufficient time for shipment by sea to the Ice. Please work with your ASC Science Implementer.

ICE DATES

- Ice dates are determined by your PI. Changes are coordinated through your ASC Science Implementer.
- ASC Travel is unable to change your Ice dates so please do not ask them.

MISCELLANEOUS

- For other information about life on the Ice, consult the online [USAP Participant Guide](#).
- Check the expiration of your ATM and credit/debit cards, too. Palmer Station is cashless. McMurdo accepts cash or credit, and South Pole is cash only.
- If there are changes to your medical or dental health after you physically qualify, you must notify medical@usap.gov before you deploy.
- Redeployments are processed on the Ice and are coordinated with your PI or MPC.
- Please check your email (including SPAM folders) frequently as deployment approaches.

CONTACT

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 applied for 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."

U.S. citizens require an Electronic Travel Authority (NZeTA) to enter New Zealand. ASC will obtain these on your behalf if 1) you are a citizen of the United States or one of the 60 countries that do not require a visa to New Zealand, and 2) you have a valid passport in your possession and have submitted the passport details to ASC Travel a minimum of six weeks before travel commences. If you are not a US citizen and need a visa to enter NZ, the NZeTA is included with your visa. New Zealand and Australian citizens are exempt from the NZeTA.

If you are deployed longer than 12 months, the Christchurch Travel Office will coordinate with New Zealand Immigration to extend your visa 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

Visas: www.immigration.govt.nz/new-zealand-visas



NZeTA: www.immigration.govt.nz/new-zealand-visas/visas/visa/nzeta

Duties and allowances: www.customs.govt.nz/personal/duty-and-gst/whats-my-duty-estimator

Prohibited and restricted items: 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.

There are likely to be other entry requirements. ASC will coordinate with each traveler as needed.

WEBSITES

Visas (unofficial but in English): <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 longer than eight hours requires an electronic visitor's visa (ETA subclass 601). Passengers with ETAs are allowed to leave the terminal. When/if you are routed through Australia, ASC Travel will send you instructions to apply for an ETA; there is a small fee which is reimbursable. Participants from ETA-ineligible countries should apply for a visitor's visa at least eight weeks before deployment.

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 five days.

WEBSITES

Australian Department of 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>

Prohibited and restricted items: <https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in>

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 (two bags up to 50 lbs/23 kgs each), you should not have to pay baggage fees on United, American Airlines or Air New Zealand. 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*. Oversized bags such as hockey bags* are not reimbursable.

NORTHBOUND

If you elect first available air (FAA) when redeploying, normal USAP baggage allowances apply.

For personal travel, the USAP baggage allowance applies only from Christchurch or Punta Arenas/Santiago on United, American, Air New Zealand and QANTAS. Even so, be prepared to pay baggage fees. Baggage fees incurred during personal travel on other airlines and other routes are the responsibility of the participant and are not reimbursable. ASC baggage rules still apply, that is, two bags up to 50 lbs/23 kgs each, no oversized bags.

MCMURDO/SOUTH POLE

SUMMER PARTICIPANTS

COMMERCIAL FLIGHTS AOD TO CHRISTCHURCH

2 BAGS* 50 lbs (23 kgs) each + carry on**

ICE FLIGHT TO MCMURDO

85 lbs (38.5 kgs)+ carry on** (save room for 10 lbs of ECW gear)

WINTER PARTICIPANTS

COMMERCIAL FLIGHTS AOD TO CHRISTCHURCH

2 BAGS* 50 lbs (23 kgs) each + carry on**

ICE FLIGHT TO MCMURDO

85 lbs (38.5 kgs) (South Pole winterovers = 100lbs) + carry on** (save room for 10 lbs of ECW gear)

PALMER/VESSELS

ALL PARTICIPANTS

COMMERCIAL FLIGHTS AOD TO PUNTA ARENAS

2 BAGS* 50 lbs (23 kgs) each + carry on**

ON BOARD SHIP

No weight restrictions but space is limited



NOTES

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 oversized and is subject to extra (non-reimbursable) baggage fees*

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



Airline Policies

Airline policies are beyond ASC's control.

PASSPORTS

- Valid six months after return.
- 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

- Ask when you check in: 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 *ASC Baggage Allowance* page.
- Be prepared to pay baggage fees at the counter, reimbursable within USAP 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.
 - Less 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

- The name on your government-issued ID (e.g., passport) must match the name on your ticket exactly.
 - If not, you WILL be denied boarding at your AOD.

HOMELAND SECURITY

- Last minute changes; no-shows.
 - Raises red flags, incurs delays at check-in.
- If you skip, miss, or change any flight leg, notify ASC Travel.

Confirm your itinerary with the airline(s) 24 hours prior to flight. Last minute changes are difficult, if not impossible to accommodate. Don't miss your flight! ASC might not be able to rebook you.



TRIP DETAILS FOR GRANTEES AND TECHNICAL EVENTS

Date: _____

Tickets are purchased no later than twenty-one (21) days in advance.

LAST NAME: <i>(exactly as it appears on passport)</i>	FIRST NAME:	MIDDLE NAME:	SUFFIX: <i>(Jr, Sr, etc)</i>
NICKNAME:		GENDER: <input type="checkbox"/> M <input type="checkbox"/> F	
MAILING ADDRESS:		CONTACT INFO: CELL: _____ WORK: _____ HOME: _____	
EMERGENCY CONTACT INFO: Name: _____ Relationship: _____		Home Phone: _____ Work Phone: _____ Cell Phone: _____	
Event #:		PI Name:	
		ASC Science Implementer:	
Destination (business-related stopovers must be approved by the NSF):			
<input type="checkbox"/> MCM <input type="checkbox"/> South Pole <input type="checkbox"/> Palmer <input type="checkbox"/> Vessel - Cruise #: _____ <input type="checkbox"/> Port Call <input type="checkbox"/> Conference/Meeting: _____ <input type="checkbox"/> Other: _____			
Travel Legs (ASC tickets from the closest major U.S. or Canadian international airport.)			
From City/State or Airport	To City/State or Country	Departure Date (even if approximate)	Desired Departure Time (Earliest - Latest)
			-
			-
			-
			-
Dietary Restrictions: <i>You are responsible for airline meal surcharges.</i>	United Freq Flyer #: _____ American Freq Flyer #: _____ Delta Freq Flyer #: _____ TSA/Global Entry #: _____		
Are you traveling with other USAP participants? If so, whom?			
Excess baggage? (more than 2 pieces, or over the 85 lb (38.5 kg) Ice flight limit)		# of extra pieces:	extra weight:
Carrying high-value equipment (single piece of equipment worth more than \$1,000, excluding laptops or cameras)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Hotels are assigned. All hotel rooms in New Zealand and Chile are non-smoking.			
Hotel Check-In Date:		Check-Out Date:	
Room Type: <input type="checkbox"/> 1 Bed <input type="checkbox"/> 2 Beds <input type="checkbox"/> 3 Beds			
Hotel Roommate(s):			
No Hotel Required: <input type="checkbox"/> Local contact phone number:			
Notes or Other Special Requests:			

Return to ASC Travel, 7400 South Tucson Way, Centennial, CO 80112-3938 Fax: 303-705-0742





PASSPORT DETAILS

ASC Travel must collect current passport information from all deploying participants for ticketing and visa purposes. If you hold multiple passports, provide details on the passport you will use for deployment.

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. 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: _____ *example: 31 Dec 2023*

Country of Birth: _____

Date of Issue Day: _____ Month: _____ Year: _____ *example: 31 Dec 2023*

Date of Expiration Day: _____ Month: _____ Year: _____ *example: 31 Dec 2023*

Passport must be valid 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.



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

Suffix → Suffix: **JR**

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

MIDDLE Name → Given Names / Prénoms / Nombres: **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 or type

Last Name: _____ First Name: _____ Middle Name: _____ Suffix: _____

Clothing cut preference: Male cut Female cut

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 #: _____

NSF Staff

- Amentum/PAE
- Gana-A'Yoo (GSC)
- GHG
- Leidos
- Parsons
- Six Mile
- UTMB



Job Title: _____

Height (inches):		Weight (pounds):	
Parka/Coat 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 parka		
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):	
Boot 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

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
- Fleece jacket
- Hat
- Gloves
- Neck gaiter
- Goggles
- Rain jacket and rain pants (peninsula only)

Participant-Required ECW Clothing

The following items must be supplied by the participant.

- Socks
 - Mountaineering, winter-weight, non-cotton
 - Fabric suggestions: Merino wool or nylon/lycra blend
 - An additional, lightweight, liner sock to be worn underneath is suggested to assist in wicking sweat away from the foot (e.g., merino wool or polypropylene)
 - Suggested quantity is 2-4 pairs each
- Base layer, lightweight (thermal, long underwear - tops and bottoms)*
 - This insulation layer is worn directly next to skin to wick moisture away from the body
 - Fabric suggestion: synthetics (e.g., polypropylene, polyester, branded materials) or natural fibers (e.g., silk or merino wool)
 - Non-cotton
 - Density approximately 140-200 grams per square meter
 - > The clothing label or website might list this as “140 weight” or another number within this range
- Base layer, mid-weight (thermal, long underwear - tops and bottoms)*
 - This insulation layer can be worn independently or over base layer
 - Helps protect against cold and wicks moisture from the body
 - Non-cotton
 - Fabric suggestions are synthetics (e.g., polyester, nylon, non-bulky fleece, branded materials such as PolarTec) and natural fibers (e.g., merino wool, down)
 - Density approximately 260-320 grams per square meter
 - > The clothing label or website might list this as “260 weight” or another number within this range

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



Want to Bring Your Own ECW?

If this is your first deployment, you cannot bring your own ECW gear. *If you have deployed with another program to the Antarctic and/or Arctic and have your own gear and/or are working with an experienced PI/Field Lead, you can email Field Risk Manager, Kate Koons, to discuss bringing your personal gear (katherine.koons.contractor@usap.gov).

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 Hoody 800 fill

Boots

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

Examples: Baffin Impact, Baffin Apex, Sorel Caribou

Pants

- Layered system consisting of a windproof outer shell (Gore-Tex or Schoeller equivalent), worn with insulating long underwear of puffy layers underneath
- Or, Carhartt quilted pants/bibs, Level 4 Extreme Warmth Rating (this is the newer version of the 400 gram insulation)
Note: Carhartt Level 4 Extreme Warmth Rating 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



Lodging Guidelines

Please read the following before filling out the worksheet on the next page.

Dorm Facilities

It is likely a first-year or short-term resident will have up to 3-4 roommates and share a common bathroom. Dorms have a strict 24/7 quiet hour policy to support participants who operate on different work/sleep schedules. Each dorm has a common area lounge for socializing. Participants must be respectful of others sleeping nearby at any time of day or night. All dorms are government facilities and the *USAP Housing Policy* should be adhered to at all times. Failure to do so is a violation of the *USAP Polar Code of Conduct*.

Confidential Process for Lodging Participants

ASC is committed to providing safe living arrangements while deployed at McMurdo, South Pole, and Palmer Stations. Participants who have accommodation requests related to gender identity/expression are expected to notify Lodging as soon as possible and in advance of their arrival to their respective stations by accurately filling out the *Lodging Request Worksheet* and/or by contacting Lodging at MCM-Lodging@usap.gov or DEN-GSC-Lodging-Supervisor@usap.gov. Requests will be handled confidentially. **Requests are not guaranteed** and any requests made after deployment will be handled as appropriate spaces become available and on a case-by-case basis.

Gender-Inclusive Lodging

Gender-Inclusive Lodging is an option that allows participants to live with whomever they choose regardless of gender, sex, gender identity, or expression. Participants will not be required to lodge with someone who identifies differently than their birth gender unless requested. If you select “Yes” to being open to lodging with someone who identifies differently than their birth gender, the Lodging Office will confirm that you are comfortable before allocating you to a mixed gender room.

What Happens if Your Requested Roommate/s Does Not Deploy or Leaves Mid-Season?

If your requested roommate does not deploy or leaves mid-season, you may request another roommate and Lodging will accommodate as ability and lodging criteria allows. If another roommate is not specifically requested, Lodging will assign another roommate based on the specifications of your onboarding paperwork.

Questions or Lodging Concerns

Lodging questions or concerns can be emailed to MCM-Lodging@usap.gov or DEN-GSC-Lodging-Supervisor@usap.gov. Lodging will handle each question discreetly and will not ask for more information than is required to meet the participant’s lodging needs.



Antarctica Lodging Request Worksheet

Last Name: _____ First Name: _____ Middle Name: _____ Suffix: _____

Station: McMurdo South Pole Palmer Vessel

If you have a specific roommate request, such as living with a friend or partner, you must specify on this worksheet. Placement priority is offered to participants who specify requests on Lodging Forms in advance of deployment. Lodging requests are evaluated but **not guaranteed**. Requests made after participant has deployed will be handled as space is available, on a case-by-case basis.

Placement in dorms is determined using a Lodging points system that takes into account prior time on Ice in the previous 5 years and projected duration of deployment.

Notes about roommate preference and inclusive accommodation can be made in the Notes/Comments section below.

Please select the gender you identify by:

Male Female Non-Binary Transgender

To protect your privacy, gender information is used solely for Lodging and will not be shared.

Are you open to lodging with someone of the opposite birth gender or who identifies differently than birth gender? Yes No

Roommate Request Name(s): _____

Suitemate Request Name(s): _____

Do you snore? Yes No

Are you a smoker? Yes No

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

Lodging at all stations is assigned.

Palmer Station Room or Building Request: GWR BIO

Notes / Comments: _____

ASC Travel

7400 S. Tucson Way
Centennial, CO 80112

Travel phone: 800-688-8606 x33202 or 303-790-8606 x33202, fax: 303-705-0742

Lodging email: MCM-Lodging@usap.gov



Return Forms to ASC Travel

Thank you for completing the 2023-2024 Antarctic Deployment Packet.

SENDING FORMS

- Fax the completed forms to ASC Travel at 303-705-0742. (Just the forms please, keep the informational pages for reference.)
 - Trip Details
 - Passport Details
 - Extreme Cold Weather Clothing Sizes
 - Antarctica Lodging Request Worksheet
- 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

CONFIRMATION

You will receive email confirmation once your packet is reviewed. 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.

