

2022-2023 Antarctic Deployment Packet for ASC Personnel

Please review this Deployment Packet carefully. It includes information you need to know before you leave for 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

Medical - UTMB:

855-300-9704
fax: 409-877-5500
email: medical@usap.gov

HR - Gana-A'Yoo (GSC):

800-688-8606 x32303
720-568-2303

HR - GHG:

800-688-8606 x32138
720-568-2138

HR - Leidos:

800-688-8606 x32528
720-568-2528

HR - PAE:

720-201-6529

HR - Six Mile:

800-688-8606 x32214
720-568-2214

HR - UTMB:

409-772-8699

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ASC-Travel-0089
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*Please complete and return to:

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

- 1) Trip Details (ASC-Travel-0090)
- 2) Passport Details (ASC-Travel-0025)
- 3) Extreme Cold Weather Clothing Sizes (ASC-Travel-0089)
- 4) Antarctic Lodging Request Worksheet (ASC-Travel-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 2022-2023 for ASC PERSONNEL

A Normal Season?

- ASC plans on booking regularly-scheduled commercial airlines to Auckland/Christchurch and Santiago/Punta Arenas for the upcoming season.
- Vaccines: Yes, you still need to be fully-vaccinated against COVID and carry proof with you.
- NZ Visas: You won't have to apply for a NZ visa yourself anymore, the USAP is going back to 12-month visa letters.
- Chilean entrance requirements: These change constantly, stay tuned.

New Zealand Entry Requirements

New Zealand entrance requirements are subject to change based on government requirements and COVID conditions. As of this writing, New Zealand requires three items to enter the country. More information on each appears below.

- Current, valid passport
- 12-month visa letter
- NZeTA

Chilean Entry Requirements

Chilean entrance requirements change constantly. ASC will coordinate the specifics with you before you travel. As of this writing ...

- A Salvoconducto is no longer required.
- A Traveler's Affidavit (c19 form) is still required, prepared less than 48 hours before arrival.
- A Mobility Pass might or might not be required, but you need a Mobility Pass *account* to obtain a Traveler's Affidavit.
- You will need to carry proof of a health insurance policy that provides coverage for COVID-19 and related health issues while in Chile, with minimum coverage of USD \$30,000. Contact your insurance carrier or HR department for assistance.

12-Month Visa Letter / New Zealand Visas

- This season, the USAP will issue 12-month visa letters. Those of you who deployed before COVID will remember them.
- It is not a visa. It is a letter to NZ Immigration that identifies you as a USAP participant. Upon arrival in Auckland, you are granted a 12-month visa instead of the 3 months typically awarded to US citizens.
- This is a special privilege granted to USAP participants.
- So, if you are a US citizen, you will not need to apply for a NZ visa yourself this season.
- Citizens of other countries should check NZ entry requirements and, if needed, obtain a visa before travel commences.

NZeTAs

US citizens traveling to NZ need a New Zealand Electronic Travel Authority (NZeTA) and International Visitor Conservation and Tourism Levy (IVL).

- This was a requirement before COVID and has recently been reinstated.
- NZ and Australian citizens are exempt.
- 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.
- ASC will obtain the NZeTA/IVL on your behalf, at no cost to you, IF ...
 - You hold a valid passport from the US or one of the other 60 visa-waiver countries *and* ...
 - Submit it to ASC Travel a minimum of six weeks before deploying. (A list of visa-waiver countries can be found at www.nzetavisawaiver.com.)
- You will see an email from New Zealand eTA (info@info.newzealand-etavisa.com) when your NZeTA/IVL is successfully processed. It is attached electronically to your passport, there is no physical copy, and it will be visible to the airlines when you check in.
- If you are not a US citizen and need a visa to enter NZ, the NZeTA is included with your visa.

Travel in a Post-COVID World

- Commercial flight schedules within the US 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 US international airport.
 - Increased demand means fewer seats and fuller flights.
- Carry your original vaccination card with your passport, and bring extra copies.
- COVID is still a risk. Please continue to practice safe COVID measures, especially as deployment approaches.
- The COVID situation might worsen while you are on the Ice, which might necessarily restrict your post-deployment personal travel.

Return Forms ASAP

- 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* six weeks before travel commences.
- For the same reason, alternates are also encouraged to submit all forms as quickly as possible.



We ask for your patience and flexibility as COVID continues to impact the USAP. Please keep checking email (spam too) as your deployment approaches. If deployment requirements change, ASC will contact you.



IMPORTANT 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.
- Do not wait to apply for or renew your passport. ASC Travel needs the new passport details six 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.
 - 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, please indicate that on the *Trip Details* form in this packet.
 - 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.
- Hotel stays expensed without pre-authorization from ASC Travel will not be reimbursed.
- Please do not ask ASC Travel to consider special routing or layovers on your way to the Ice, which 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'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 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 approximately 14-21 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. Room and taxes are direct billed to ASC but the hotel will require a personal credit card for incidentals.

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 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*.
 - 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/debit 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 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.

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."

U.S. citizens require an Electronic Travel Authority (NZeTA) and an International Visitor Conservation and Tourism Levy (IVL) 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 3) 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/IVL.

If you're 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.nzetavisawaiver.com

NZ Traveller Declaration: www.travellerdeclaration.govt.nz

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): <http://chile.travisa.com/Common/TVSVisaInstructions.aspx?countryid=c>



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

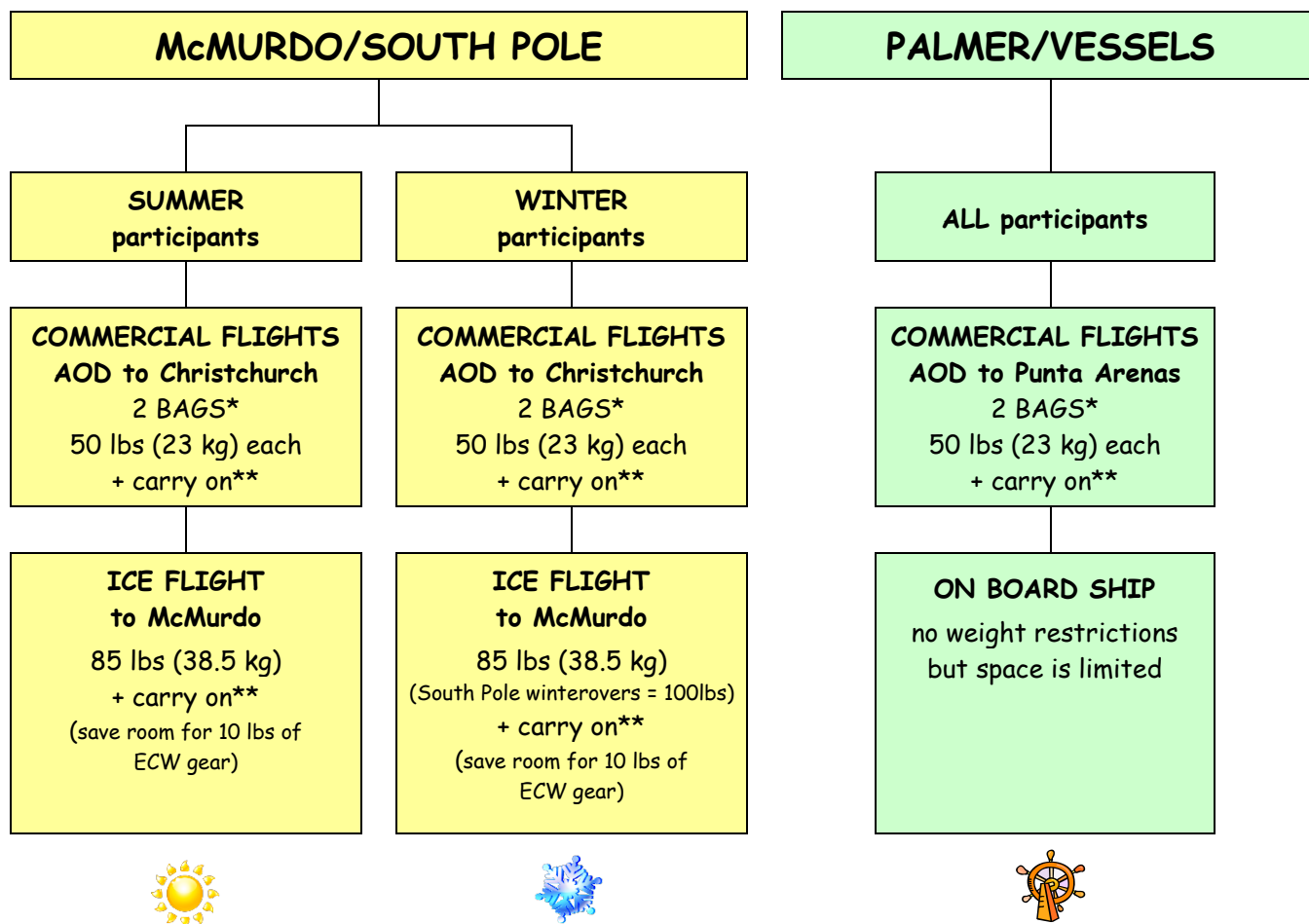
SOUTHBOUND

If your luggage is within the USAP baggage allowance (two bags up to 50 lbs/23 kg each), 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.

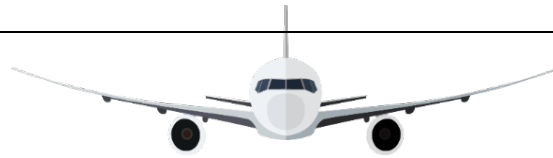


There are weight and balance concerns on all flights to the Ice. The USAP reserves the right to delay personal baggage in order to meet safety and cargo requirements.

*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. 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.	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:	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.



Date: _____

Fax: 303-705-0742; phone: 800-688-8606 x33202 or 303-790-8606 x33202

Please print clearly or type.

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:	DEPARTURE ADDRESS:*(<i>if different</i>)	CONTACT INFO: CELL: _____ WORK: _____ HOME: _____ PREFERRED EMAIL: _____
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Departing from: ☐ Mailing address ☐ Departure address* **U.S. Airport of Departure:** _____

**Physical address local to AOD required for mileage reimbursement (no P.O. boxes).*

Passport Status:

☐ Valid for three months after redeployment ☐ No passport yet ☐ Renewing

Job Title:	Winterover? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employed by (check one): <div> <input type="checkbox"/> Amentum/PAE <input type="checkbox"/> Leidos <input type="checkbox"/> UTMB </div> <div> <input type="checkbox"/> Gana-A-‘Yoo (GSC) <input type="checkbox"/> Parsons <input type="checkbox"/> Other: _____ </div> <div> <input type="checkbox"/> GHG <input type="checkbox"/> Six Mile </div>	
Have you deployed before? <input type="checkbox"/> Yes <input type="checkbox"/> No What year?	

Dietary Restrictions: <i>You are responsible for airline meal surcharges.</i>	Freq Flyer 1: Airline _____ FF # _____
	Freq Flyer 2: Airline _____ FF # _____
	Freq Flyer 3: Airline _____ FF # _____
	Freq Flyer 4: Airline _____ FF # _____
	TSA/Global Entry #: _____

Hotels: Hotels are assigned. All hotels rooms in NZ and Chile are non-smoking.

Room Type: ☐ 1 Bed ☐ 2 Beds Hotel Roommate (opt): _____

No Hotel Required: ☐ Local contact phone number: _____





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 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. 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 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.



PASSPORT
PASSEPORT
PASAPORTE

UNITED STATES OF AMERICA

Type / Type / Tipo: P Code / Code / Código: USA Passport No. / No. du-Pasport / No. de Pasaporte: **123456789**

Surname / Nom / Apellidos: **DOE** **JR**

Given Names / Prénoms / Nombres: **JONATHAN** **JAMES**

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

Date of birth / Date de naissance / Fecha de nacimiento: **01 JAN 1980**

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

Sex / Sexe / Sexo: **M**

Date of issue / Date de délivrance / Fecha de expedición: **06 Feb 2008**

Date of expiration / Date d'expiration / Fecha de caducidad: **05 Feb 2018**

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

Endorsements / Mentions Spéciales / Anotaciones: **SEE PAGE 27**

LAST Name **Suffix** **FIRST Name** **MIDDLE Name** **Passport Number** **Nationality** **Date of Birth** **Gender** **Date of Issue** **Date of Expiration** **Country of Birth** **Issuing Authority**

Extreme Cold Weather Clothing Sizes

Please print clearly or type

Last Name:

First Name:

Middle Name:

Suffix:

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 #: _____

☐ NSF Staff

☐ Amentum/PAE

☐ Gana-A'Yoo (GSC)

☐ GHG

☐ Leidos

☐ 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

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?

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



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.

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 in advance and as soon as possible prior to arrival at 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.

Roommate Allocation

Participants will not be required to lodge with a roommate who identifies differently unless requested. Gender-Inclusive Lodging is an option that allows participants to live with whomever they choose regardless of gender, sex, gender identity, or expression. Check the box on the next page and write any additional notes in the Notes/Comments field on the *Lodging Request Worksheet* if you are open to Gender-Inclusive Lodging.

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 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.



Antarctic Lodging Request Worksheet

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

Station: ☐ McMurdo ☐ South Pole ☐ Palmer

If you have a specific roommate request, for example living with a friend or partner, you must specify that on this worksheet. Placement priority will be given to participants who specify requests on the lodging form in advance of deployment. Lodging requests are always evaluated but **not guaranteed**. Requests made after participant is onsite will be handled as appropriate spaces become available and on a case-by-case basis.

Are you open to lodging with someone of 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 ☐ 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

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 2022-2023 Antarctic Deployment Packet.

- Fax the completed forms to ASC Travel at 303-705-0742. (Just the forms please, keep the informational pages for reference.)
- 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 three 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.

