

USAP TRAVEL INSTRUCTIONS

Employees

Questions about your job should go to the Point of Contact (POC) identified in your Hiring Packet.

- *What do I bring? What is the mailing address down on the Ice?* Check out the *USAP Participant Guide* for answers to questions like these. Go to <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=541>.
- Raytheon Polar Services Company (RPSC) uses e-mail for all deployment processing. Please check e-mail weekly throughout the PQ/ticketing process!
- Keep copies of everything you submit, in case anything is lost in transit.
- Extra copies of all forms can be downloaded from the Internet at <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=765>.
- **New! All travel originates from major airports only. RPSC will coordinate ground transportation to the airport for participants that need it.**
- We will e-mail your travel itinerary approximately three (3) weeks prior to your departure. Please contact us within 24 hours, otherwise we will ticket as is. We issue e-tickets, so it is important to check your e-mail frequently (including SPAM folders) as PQ and deployment times approach. You *must* submit all your HR paperwork and be PQ'd before we can issue your ticket.
- All hotel accommodations are direct billed to RPSC. Reservations in Christchurch are handled by the Christchurch Travel Office. They will e-mail your hotel and other arrival information once you are ticketed. Hotel reservations in Punta Arenas are handled by AGUNSA, who will provide your hotel reservations upon meet/greet.
- New! Bring your own water bottle, sunglasses, extra socks and extra long johns to the Ice. (Only two pairs of socks and one pair of lightweight long johns will be issued. Medium and heavyweight long johns will be issued as needed.
- Some airlines now charge for baggage, preferred seating and meals. Most seats are assigned at the airport. RPSC will try to honor your preferences, but we cannot pre-pay or reimburse these charges.
- For flight information, hotel and other travel questions, contact the Deployment Specialists Group (DSG) at: 1-800-688-8606 (prompt 2); 303-790-8606 (prompt 2), or deployment@usap.gov.
- **Notary Services are not available in Antarctica.** Make every effort to settle outstanding legal matters before you leave for Antarctica, including a Power of Attorney.

PLEASE RETURN THE FOLLOWING:

- 1) Housing Request Worksheet (DS-A-100j)
- 2) Passport Details (DS-D-100aa)
- 3) Traveler Info (DSG-DT-100AE)
- 4) Passport Reimbursement (DA-A-015a)
- 5) Fulltime RPSC employees must also submit an Employee Deployment Travel Request Worksheet (DS-A-100a)

Send to: Raytheon Polar Services or Fax: (303) 705-0742
Attn: DSG
7400 South Tucson Way
Centennial CO 80112-3938

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



SUMMARY OF CHANGES – CONTRACT EMPLOYEES

This notice is being sent to all participants in the United States Antarctic Program.

This deployment season brings many changes. Please take a moment to review, and contact the Deployment Specialists Group with concerns or questions.

1-800-688-8606 (prompt 2) or 303-790-8606 (prompt 2) or deployment@usap.gov

USAP Participant Guide, 2008-2010

- The *USAP Participant Guide* is now entirely electronic. It may be viewed and printed at <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=541>.

Deployment Packets

- Deployment packets are split: the Medical packet is separate from the Travel packet. Both are accessible from <http://www.usap.gov/travelAndDeployment/deploymentPackets.cfm>.

Hotels and Ground Transportation

- Hotels in Christchurch and Punta Arenas will be direct-billed to Raytheon, just as for Orientation in Denver. There will be several hotels to choose from and we will continue to make every effort to provide the hotel of choice. The hotels are currently under review – a separate e-mail will be sent to you requesting your preference. Single rooms will be reserved unless otherwise requested. All hotels meet appropriate standards. You will *not* be able to change these reservations.
- In addition, ground transportation in Christchurch will be direct-billed, just as for Denver Orientation. AGUNSA will continue to support ground transportation in Punta Arenas.
- Travel Funds will be adjusted, accordingly.

Airlines

- Airline operating policies have drastically reduced RPSC's ability to book flights, make connections, honor seating requests, and other traveler preferences. Please be flexible.
- Ticketing is from the closest major airport. DSG will coordinate, and pay for, alternative transportation (shuttle, train, car rental, bus, etc.) for participants who need it.
- You have 24 hours to approve the itinerary e-mailed from RPSC Travel. After 24 hours, you will be ticketed. We cannot hold the itinerary or we risk losing the seats/flights. With the reduction in world-wide flight availability, our ability to deploy as scheduled is challenging.
- Be prepared to pay for airline surcharges at the counter. These surcharges (specific/preferred seat assignments, meals, etc.) are not reimbursable by the Program.
- You will be reimbursed if/when the airline charges for the first or second piece of checked luggage. Keep the receipt and contact deployment@usap.gov for reimbursement.
- Seat assignments cannot be guaranteed – if we are able to provide a seat assignment, we will, but with the flights near or at capacity, we may not be able to identify a seat assignment at the time of ticketing. The airlines can reassign seats at time of boarding.
- Check your carrier's website for ever-changing rules.

ECW Clothing Issue

- The items distributed as ECW gear have changed.
 - Bring your own water bottle.
 - Non-prescription sunglasses are no longer issued. Julbo USA (www.julbousa.com) offers discounts to USAP participants.
 - Only one pair of lightweight, long underwear are issued. (Heavier weights, if required on the job, are issued as before.)
 - Only two pairs of wool socks will be issued.

ECW Clothing Requirements

- You are only required to wear six core pieces on the Ice flight to/from McMurdo.
 - Parka (red parka or Carhartt parka)
 - Bib wind pants or Carhartt bib overall
 - Goggles
 - Balaclava or knit hat
 - White bunny boots or blue FDX boots
 - Mittens or gloves

Christchurch Travel Services

- The Christchurch Travel Office will still coordinate redeployment. The Denver Travel Office will ticket those returning straight home (to Airport of Departure). HRG Travel in Christchurch will continue to support redeployment leisure travel.

Rechargeable Telephone Calling Cards

- Rechargeable telephone calling cards are no longer available at the Antarctic Stations. Participants should bring their own.

Mandatory Flu Shots

- An e-mail was issued on July 22, 2008 related to mandatory flu shots. The subject line read: Mandatory Flu Vaccine Program. Please review it and return the form at your earliest opportunity.



United States Antarctic Program Deployment Requirements Information Security Training

Raytheon
Polar Services

Information Security Training and Acknowledgement Requirement

The National Science Foundation has mandated that prior to gaining access to the USAP network, including accessing the Internet from a USAP location, all USAP participants are required to:

- o Complete Information Security Awareness training
- o Acknowledge and accept the *USAP Information Resource Management Directives and Enterprise Rules of Behavior*
- o Agree to accept the *Acknowledgement of Information Security Policies and Permission for Use*.

These requirements stem from the Federal Information System Management Act of 2002 (FISMA), and Raytheon Polar Services requires it as a condition for deployment. This information sheet provides details on how to complete this training and accept acknowledgments prior to deployment.

How to complete Information Security Awareness training, and accept the Enterprise Rules of Behavior and Acknowledgement of Information Security Policies and Permission for Use

The *USAP Deploying Medical Packet* email sent by the USAP medical department includes the Information Security Awareness Training course access code. This access code is required in order to enroll in the course. To create a USAP Online Learning Center (OLC) account and enroll in the Information Security Awareness course:

1. Go to the OLC web page (<http://www.usap.gov/onlinelearningcenter>), which provides technical requirements for using the site.
2. While on the OLC web page, click on **Enter USAP Online Learning Center**.
3. Create an OLC membership account using the Information Security course access code provided in the *USAP Deploying Medical Packet* email.
4. Follow the site instructions for taking the course, and accepting the *Enterprise Rules of Behavior* (EntROB) and *Acknowledgement of Information Security Policies and Permission for Use*.

Completing the Information Security training requirement qualifies you for this portion of the deployment requirements, and enables you to be granted access to the USAP network upon arrival at a USAP location.

Contacts and Help

If you cannot find the Information Security course access code, please contact the Denver Headquarters IT Help Desk at 1-800-688-8606, extension 32001, or Denver.HelpDesk@usap.gov.

If you encounter problems with the OLC web site or while taking the course, go to the Contacts and Help page provided on usap.gov for assistance from the course administrator.

Laptop Screening Requirement

As a reminder, all laptops or other computing devices must be screened before connecting to the USAP network, or accessing the Internet from a USAP location. This ensures your device complies with minimum operating system and antivirus requirements. A USAP staff member will screen your device when you arrive in Denver, Colorado; Christchurch, New Zealand; or Punta Arenas, Chile. For more information, see the *Computer Screening Requirements* provided with the Deployment Paperwork.



AIRLINE INDUSTRY CHANGES

The airline industry is changing every day.
These changes affect you!

Number of bags:	See your carrier's website for the latest changes	Anything above the carrier's allowance, YOU pay unless previously approved by the DSG. If you are a preferred flyer on the airline(s), additional charges may be waived.
Luggage weight:	See your carrier's website for the latest changes	More than the allowance, YOU pay; you cannot check a bag over 70 lbs on <i>any</i> carrier
Check-in:	90 mins domestic, 2 hrs international	Later than that, you may be denied boarding.
Flight Times:	Longer	Longer trip time; harder to make connections.
Seat Assignments:	Window/aisle/bulkhead/exit row	YOU pay for preferred seating.
Security:	Last minute changes	Raises red flags, incurs delays at check-in.
Routes:	More flight cancellations	Fewer direct flights, less flexible departure times, more flights sold out, fewer reroute options. USAP travel booked from major airports only.

Please check with your airline before departing. These changes are beyond RPSC's control.

RPSC MUST TICKET YOU NO LATER THAN THREE WEEKS PRIOR TO TRAVEL.

Delays may cost you your job or impact science.

DON'T RISK IT!

Submit your paperwork! (Travel, HR, Medical)

PQ now!

Get your passport ASAP!

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! RPSC may not be able to rebook you.

Above all, be flexible.

ECW Clothing Issue:

Bring your own:

- **Extra socks**
(Only 2 pr will be issued.)
- **Extra lightweight underwear**
(Only 1 pr - top/bottom - will be issued. Mid- and heavyweight underwear will be issued as usual.)
- **Water bottle**
- **Sunglasses**



and:

The Following Must Be Worn or Carried on All Flights



Sunglasses and long underwear are recommended for comfort.

- Closed-toe shoes or boots must be worn.
- In the event of a 'turn-around,' only the boomerang bag will be returned to passengers.

Greetings USAP Participants!

This year the Antarctic Program will no longer be providing sunglasses at Extreme Cold Weather Gear Issue. However, Julbo Sunglasses is offering employees of the Program the opportunity to purchase their non-prescription sunglasses at wholesale cost, which is 50% off the suggested retail price. They come in many different styles, which you may view at www.julbousa.com.

Attached is the order form and price list. Costs for shipping aren't shown on the form but will generally run \$6-\$8 for ground and \$15-\$20 for 2-Day FedEx. You will need to place your order before 9/15/08 to get these special prices, and follow the directions on the order sheet carefully. Please do note that expenses for non-prescription sunglasses are not reimbursable by the Program.



2008 Spring - Summer Price List

PRICES EFFECTIVE 2/01/08 - 7/31/08

MOUNTAIN	Model	Item #	Color	Lens	Whls	MSR
	Explorer	326111	White	Alti Spectron X6	60.00	120.00
		326114	Soft Black			
		326153	Titan			
		326511	White	Camel Antifog	90.00	180.00
		326514	Soft Black			
		326722	Soft Black			
	Micropore	24214	Black	Spectron X4	45.00	90.00
		24614	Black	Alti Arc X8	60.00	120.00
		24620	Nickel			
	Drus	14114	Black	Spectron X6	42.50	85.00
		14120	Nickel			
	Teardrop	30114	Black	Alti Spectron X6	42.50	85.00
		30120	Nickel			
	Neve	316121	Silver	Alti Spectron X6	25.00	50.00
		316122	Black			
	Sherpa	79162	Black	Spectron X5	22.00	44.00
	Colorado	39112	Blue	Alti Spectron X6	27.50	55.00
		39114	Black			
	Tasman	13112	Blue	Alti Spectron X6	27.50	55.00
13114		Black				
Nomad	125114	Black	Alti Spectron X6	37.00	74.00	
	125123	Metal Grey				
	125314	Black	Zebra Antifog Photochromic 2-4	60.00	120.00	
	125323	Metal Grey				
	125514	Black	Camel Antifog	80.00	160.00	
Legend	330114	Soft Black	Alti Spectron X6	45.00	90.00	
	330153	Titan				
Advance	26314	Black	Zebra Antifog Photochromic 2-4	60.00	120.00	
	26321	Matt Silver				
	26323	Bronze				
	26350	Chocoblack				
Dolgan	325122	Soft Black	Alti Spectron X6	32.50	65.00	
	325154	Bronze				
	325222	Soft Black	Spectron X4	27.50	55.00	
	325254	Bronze				
<i>Around Excel</i>	<i>M201354</i>	<i>Kaki</i>	<i>Orange Lens + Flash Silver cat 3</i>	<i>42.50</i>	<i>85.00</i>	
	<i>M201321</i>	<i>Silver</i>	<i>Blue Lens + Flash Silver Cat 3</i>			
	<i>M201414</i>	<i>Black</i>	<i>Black Cat 4</i>			
<i>Around Excel (OTG) Over The Glasses</i>	<i>M301314</i>	<i>Metal Black</i>	<i>Orange Lens+Flash Silver Cat 3</i>	<i>42.50</i>	<i>85.00</i>	
	<i>M301320</i>	<i>Silver</i>				
<i>Venus Excel</i>	<i>M214312</i>	<i>Blue</i>	<i>Orange Lens Cat 3</i>	<i>40.00</i>	<i>80.00</i>	
	<i>M214219</i>	<i>Pink</i>	<i>Pink Lens Cat 2</i>			
<i>Gravit</i>	<i>M207114</i>	<i>Black</i>	<i>Yellow Lens Cat 1</i>	<i>30.00</i>	<i>60.00</i>	
<i>Mix Excel</i>	<i>M203321</i>	<i>Silver</i>	<i>Orange +Flash Silver Cat 3</i>	<i>42.50</i>	<i>85.00</i>	
	<i>M203414</i>	<i>Black</i>	<i>Black Cat 4</i>			

WATER SPORTS

Model	Item #	Color	Lens	Whls	MSR
Race	239514	Black	Octopus Hydrophobic	90.00	180.00
	239523	Asphalt			
	239913	Red	Polarized	62.50	125.00
	239914	Black			
	2390	Optical Clip for Race			
Sail	238214	Black	Spectron X4	37.00	74.00
	238235	Blue			
	238914	Black	Polarized	60.00	120.00
	238923	Asphalt			
	238514	Black	Octopus Hydrophobic	80.00	160.00
	238523	Asphalt			
Sail XL	334214	Black	Spectron X4	35.00	70.00
	334235	Blue			
	334914	Black	Polarized	60.00	120.00
	334923	Asphalt			
	334514	Black	Octopus Hydrophobic	80.00	160.00
	334523	Asphalt			
Typhoon	185522	Soft Black	Octopus Hydrophobic	80.00	160.00
	185523	Asphalt			
	185578	Orange			
	185922	Soft Black	Polarized	55.00	110.00
	185923	Asphalt			

SPEED

Clipoprace	2390	Optical Clip for Off Road, Trail, Race, and Cross		10.00	20.00
Off Road	345314	Black	Zebra Antifog Photochromic 2-4	75.00	150.00
	314321	Silver			
Trail	346311	White	Zebra Antifog Photochromic 2-4	75.00	150.00
	346314	Black			
	346354	Mocha			
Race	239314	Black	Zebra Antifog Photochromic 2-4	65.00	130.00
	239323	Asphalt			
Instinct	328014	Black	4 Lens Set	50.00	100.00
	328054	Army Green			
	328314	Black			
	328320	Chrome	Zebra Antifog Photochromic 2-4	60.00	120.00
	328354	Army Green			
	328378	Orange			
Light	43114	Black	Spectron X5	25.00	50.00
	43126	Plum			
	43136	Pearly Blue			
	43150	Chocoblack			
Cross	345011	White	3 Lens Set	70.00	140.00
	345014	Black			
	345078	Orange			
	345214	Black	Hi Contrast Anti-fog	40.00	80.00
Deep	230219	Pink	Spectron X4	30.00	60.00
	230222	Soft Black			
	230226	Plum			
	230922	Soft Black			
Addict	231222	Soft Black	Spectron X4	30.00	60.00
	231254	Army Green			
	231922	Soft Black	Polarized	45.00	90.00

	Model	Item #	Color	Lens	Whls	MSR
LIFESTYLE	Zoo	336214	Black	Spectron X4	45.00	90.00
		336250	Black/Brown			
		336914	Black	Polar HD		
		336950	Black/Brown			
	Nova	340214	Black	Spectron X4	50.00	100.00
		340256	Brown/Turquoise			
		340914	Black	Polar HD		
		340978	Grey/Orange			
	Rage	341211	White	Spectron X4	50.00	100.00
		341214	Black			
	Miss	337216	Chrome/Green	Spectron X4	45.00	90.00
		337219	Chrome/Rose			
	Dub	268250	Black/Amber	Spectron X4	45.00	90.00
		268950	Black Amber	Polar HD	90.00	180.00
	Tanker	348211	White	Spectron X4	40.00	80.00
		348222	Black			
	Cartel	347211	White	Spectron X4	40.00	80.00
		347250	Chocoblack			
	Pride	275211	White	Spectron X4	35.00	70.00
		275214	Black			
275914		Black	Polarized			
Cube	88114	Black	Spectron X5	25.00	50.00	
	88119	Pink				
	88154	Army Green				
	88922	Soft Black	Polarized			45.00

For prescription glasses, please call Opticus at 800-870-5557

POP	Display Stands	98156B	Kids Looping 12 Pce Display	Free with purchase of 12 glasses	20.00
		98038	Kids 18 Piece Display	Free with purchase of 20 glasses	50.00
		98097	40 Piece Locking Display	Free with purchase of 40 glasses	125.00
		98032N	20 Piece Locking Display	Free with purchase of 25 glasses	85.00
		98138V	Locking Counter Display	Free with purchase of 15 glasses	50.00
	Counter Cards	200714	Bike/Instinct		no charge
		200715	Nautic/Race		
		200716	Outdoor/Explorer		
		200802	Desert/Lifestyle		
		200803	Ski/Goggle		
		200804	Lens booklet		
	Stickers	97004	Julbo mini stickers	assorted 10 packs	no charge
		97002	Reversed Julbo sticker	250 x 70	
		97003	Julbo Sticker	250 x 70	
	Kids	200710	Kids Consumer Brochure		no charge
		200622	Kids Protection Poster		
		200801	Teddy Bear/Looping		

25 Omega Drive, Suite 150; Williston, VT 05495

Phone: 800-651-0833 Fax: 802-651-0986

website: www.julbousa.com

E-mail: contact@julbousa.com

	Model	Item #	Color	Lens	Whls	MSR
Baby	Looping 1 + Cord 0-12 months	189112C	Blue / Grey	Alti Spectron X6	15.00	30.00
		189115C	Yellow / Grey			
		189118C	Dk Grey/Pink			
		189119C	Fushia/Anise			
		189120C	Dk Grey/Anise			
		189126C	Lavender / Pink			
	Looping 2 + Cord 12-24 months	332112C	Dark Blue/Anise	Alti Spectron X6	15.00	30.00
		332116C	Anise/Purple			
		332119C	Pink/Blue			
		332120C	Dk Grey/ Orange			
		332126C	Purple/Anise			
		332178C	Orange/Purple			
	Looping 3 + Cord 24-36 months	349112C	Blue/Grey	Alti Spectron X6	15.00	30.00
		349116C	White/Anise			
		349118C	White/Pink			
		349119C	Plum/Pink			
		349150C	Chocolate/Blue			
		349178C	Army Green/Orange			
	Toon 2-3 years	123113	Red	Spectron X5	15.00	30.00
		123136	Pearly Blue	Spectron X4	15.00	30.00
123224		Fushia				
Kola 3-5 years	236219	Pink	Spectron X4	15.00	30.00	
	236236	Blue				

Kids	Peekaboo 6-10 years	83112	Crystal Blue	Spectron X5	15.00	30.00			
		83124	Crystal Violet						
		83114	Black				Alti Spectron X6	15.00	30.00
		83119	Pink						
		83121	Silver						
	Coach 3-8 years	220113	Red	Spectron X5	15.00	30.00			
		220114	Black						
		220121	Silver						
		220135	Blue						
	Noa 6-10 years	126214	Black	Spectron X4	15.00	30.00			
		126219	Crystal Pink						
		126224	Crystal Violet						
		126236	Crystal Blue						
	Keedz 3-8 years	187120	Matt Grey	Spectron X5	15.00	30.00			
		187121	Matt Silver						
		187125	Cherry						
		187136	Pearly Blue						
	Spot 3-6 years	118220	Grey	Spectron X4	15.00	30.00			
		118225	Cherry						
	Next 5-16 years	41119	Pink	Spectron X5	15.00	30.00			
		41120	Metal Grey						
		41122	Black Metal						
		41136	Pearly Blue						
	Play 8-16 years	164114	Black	Spectron X5	22.50	45.00			
		164154	Army Green						
	Ozone 6-10 years	237219	Pink	Spectron X4	15.00	30.00			
		237222	Matt Black						
		237254	Army Green						
	Ozone L 8-16 years	333219	Satin Pink	Spectron X4	20.00	40.00			
333222		Matt Black							
333254		Army Green							
Match 8-16 years	179214	Shiny Black	Spectron X4	22.50	45.00				
	179253	Titanium							
Street 6-12 years	178212	Blue	Spectron X4	20.00	40.00				
	178214	Black							
	178240	Chrome							



2008 US ARCTIC PROGRAM PRO FORM
MAXIMUM 3 PAIR
PROGRAM DEADLINE 9/15/08

Name _____
 Ship to address: _____

 City _____ State _____
 Zip _____ Email: _____

Please read carefully:

1. Pro purchase pricing is at wholesale.
2. All sales are final. No refunds or exchanges allowed.
3. All orders must be paid for by approved credit card.
4. Please allow 2 weeks for delivery; allow 7 days for items shipped Fed Ex.
5. Program deadline is 9/15/08
6. Maximum 3 pair of sunglasses per person.

Item #	Item Description	Wholesale Cost
Subtotal		

For personal use only (friends and relatives are not eligible).

Payment: VISA/MC _____ AMEX _____
 Name on card _____
 Bill to address _____
 City _____ ST _____ Zip _____
 Card # _____
 Exp. Date _____ CVC# _____

Actual freight charges apply.

Shipping preference:

Ground
 FedEx 2 day

Please don't call on Pro Orders.
In return we will get your order out as quickly as possible.

*25 Omega Drive, Suite 150; Williston, VT 05495
 Phone: 802-651-0833 Fax: 802-651-0986
 E-mail: contact@julgousa.com*

EMPLOYEES:

Accessing Money Once You Arrive in Antarctica Or Embark the NBP/LMG

McMurdo Station

McMurdo Station has a Wells Fargo ATM! The Antarctic ATM is exactly like any Wells Fargo ATM you would use in the United States and DOES NOT CHARGE A FEE (but your bank may charge a fee). Employees should rely on the ATM machines. The Station Post Office will cash postal money orders and the Station Store accepts Visa and Master Card. **The Finance Representative will not cash Bank Drafts for RPSC personnel, but will cash traveler's checks.**

South Pole and Palmer Stations

There are no ATM's available at the Palmer and South Pole Stations. The Palmer Station store does accept Visa and Master Card. You may obtain cash via a Remote Cash Disbursement. Once you reach your final destination you will need to see your Finance/Human Resources Representative to select the amount to be deducted from your pay each pay period. These funds will be distributed at routine intervals while you are on Station.

R/V Nathaniel B. Palmer and R/V Laurence M. Gould

You may obtain cash via a Remote Cash Disbursement. Once you embark the vessel you will need to see the Marine Project Coordinator to select the amount to be deducted from your pay each pay period. These funds will be distributed at routine intervals while you're aboard the vessel.

General Finance Information

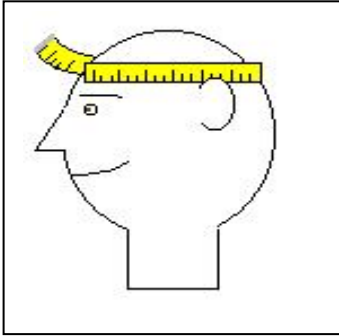
- Travel Funds** A travel fund will be issued to you at Orientation. The travel fund is provided to cover the costs an employee will incur en route to Antarctica. The amount of the travel fund will be determined by your itinerary.
- Income Tax** The IRS does not consider Antarctica extraterritorial, so U.S. tax laws apply. State and Federal income taxes will be withheld from all RPSC employee paychecks.
- State Side Representative** It can be difficult to handle financial, as well as other personal matters, from Antarctica. Before you leave, designate someone you trust as your stateside representative. **If you wish to establish a general or special Power of Attorney you will need to do so before your leave as there is no universally recognized notary service available in Antarctica.**

Reimbursable Expenses

- TDY** Temporary Duty performed in the Denver office is reimbursable based on actual costs (up to the government per diem) for meals, and the hotel will be direct-billed to RPSC. You will need to complete an expense report using the online expense report WebTE system to receive reimbursement. (see local Finance person for assistance).
- Training** Actual training costs will be reimbursed up to the government per diem rate for both meals and lodging (please retain all hotel and meal receipts), unless training is attended in conjunction with deployment. If training is attended in conjunction with deployment, you will be advised of the reimbursement amounts. For all training reimbursements you will need to complete an expense report using the online expense report WebTE system to receive reimbursement. (see local Finance person for assistance).

****ADDITIONAL INFORMATION IS PROVIDED IN THE UNITED STATES
ANTARCTIC PROGRAM PARTICIPANT GUIDE****

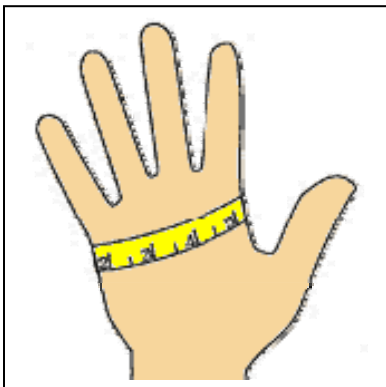
How to Measure Hat Size



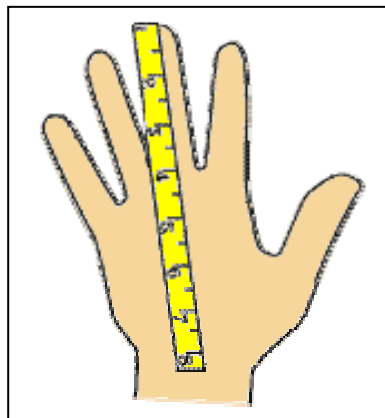
To measure hat size accurately, just wrap a tape measure (or a string from which you can take measurements while laying it flat against a ruler) around your head where you like to wear a hat. Take the number and compare it to the top entry of the table below. If your head measurement falls between two blocks, select the larger one.

Measurement	20-1/2	20-3/4	21-1/8	21-1/2	21-7/8	22-1/4	22-5/8	23	23-1/2	23-7/8	24-1/4	24-5/8
Head Size	6-1/2	6-5/8	6-3/4	6-7/8	7	7-1/8	7-1/4	7-3/8	7-1/2	7-5/8	7-3/4	7-7/8
Alpha Size	XS		S		M		L		XL		XXL	

How to Measure Glove Size



Measure (in inches) around your hand with a tape measure across your palm at the fullest part (exclude thumb). You should measure your dominant hand; the right if you are right-handed, and the left if you are left-handed. Measure from the tip of the middle finger to the base of the hand. Use the LARGEST of these two measurements for the correct size glove. The number of inches measured equals the size of the glove (example: a 7" measurement equals a size 7 glove).



GLOVE SIZES

	XS	S	M	L	XL	XXL
inch	7	7½ - 8	8½ - 9	9½ - 10	10½ - 11	11½ - 12
cm	18	20	23	25	28	30

McMurdo Station, Antarctica

HOUSING REQUEST WORKSHEET

Following the McMurdo Housing Guidelines, the RPSC Housing office provides housing for all participants residing in or passing through the station. Your input will assist Housing in making room assignments. Please complete this form and return it with your deployment packet to RPSC, DSG, 7400 South Tucson Way, Centennial, CO 80112-3938.

Due dates: July 15th for WINFLY/August 15th for summer season

Name: _____
Last First MI Nickname

Gender: M F

Number of previous months with USAP: _____

Roommate request:* _____ **Is this person your spouse/partner?** Y N

*If you are not a permanent McMurdo resident (permanent = over 30 days for RPSC employees and over 15 days for grantees), roommate requests may not be honored. **This includes spouses/significant others.**

You are a (check one):

Grantee Fulltime RPSC Contract Employee NANA Employee Sub-Contractor

Please select Y or N for each of the following categories:

Smoker: Y N Snorer: Y N Prefer tidy room: Y N Stay up late: Y N

Non-drinker: Y N TV-watcher: Y N Quiet personality: Y N

Sensitive to perfumes/other odors: Y N Prefer cool room temperature: Y N

Please give any other information pertinent to your room assignment. Please note that specific requests may not be honored:

GRANTEES, Artists/Writers and Sub-Contractors (T- and R-Events), please fill out this section:

Are you a Principal Investigator or Co-PI? Y N **Event #:** _____

Approximate length of stay in McMurdo: _____

Approximate dates you will be away from McMurdo, if applicable:

ALL OTHERS, please fill out this section:

Department and Job: _____

Contracted to work mainly at: McMurdo South Pole Field Camp

Will you be working nights? Y N Unknown

Do you have a winter contract? Y N

For RPSC use only:

UPT: _____ Date: _____ Initials: _____ Job Code: _____ Total Housing Points: _____

PALMER STATION, ANTARCTICA

HOUSING REQUEST WORKSHEET

The Palmer Station Manager and Admin assign housing for all RPSC employees and Grantees residing at Palmer Station. To facilitate your housing assignment, the following information is extremely helpful.

Please understand that we cannot guarantee a specific roommate or room assignment. Also, keep in mind that rooms at Palmer are all two-person rooms and that they are fairly small.

Please complete this form and return it with your deployment packet to RPSC, DSG, 7400 South Tucson Way, Centennial, CO 80112-3938.

Name: _____ **Gender:** M F
Last First MI

Are You a Principal Investigator or co-Principal Investigator? Yes No

Age Range (Please Check One):

18-24 25-29 30-35 36-40 41+

Roommate Requested: _____

Is Roommate Your Spouse? Yes No

Room or Building Requested: GWR BIO

If Known, Do You Snore? Yes No

Are You a Smoker? Yes No

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

Are You Planning on Camping Long-Term in the "Backyard"? Yes No

(Note: You must provide your own tent.)

Previous Number of Months On Ice: _____

Last Season on the Ice: _____

Dates on Station: _____ to _____

Please Provide Any Additional Information You Feel Might Be Helpful (i.e., What time do you tend to go to sleep at night? Are you a light sleeper? Do you prefer a dark room? Do you like your room cold/warm? Will you work odd hours? Are you messy/neat?):

Passport Details For All Deployments

Please enter all information exactly as it appears on your passport.

Last Name: _____

First Name: _____

Middle Name: _____

Birth Date: _____

Passport Expiration Date: _____

Country of Passport Issuance: _____

Passport Number: _____

We ask for your passport information to ensure accuracy on your airline tickets.

In Punta Arenas, Chile, we ask for your passport information to create a Punta Arenas Pier Security card prior to your arrival. If you do not provide this information, you will be delayed access to the vessel.

The form can be faxed to our secured faxes: 303-705-0742 or 303-799-6647.

TRAVELER INFO

CHRISTCHURCH, New Zealand / PUNTA ARENAS, Chile

Return to: RPSC, Attn: DSG, 7400 South Tucson Way, Centennial, CO 80112-3938

Fax: 303-705-0742; E-Mail: deployment@usap.gov

Hotel accommodations in Christchurch and Punta Arenas are direct billed to RPSC. Please indicate desired hotel preferences and roommate(s), if any, below. We will continue to make every effort to provide the hotel of choice. You will not be able to change these reservations.

You will receive your hotel confirmation via e-mail from the Christchurch Travel office or upon arrival in Punta Arenas.

Some airlines now charge for baggage, preferred seating and meals. **Most seats are assigned at the airport.** RPSC will try to honor your preferences, but we *cannot* pre-pay or reimburse these surcharges.

Name: _____
(exactly as it appears on your passport)

Traveling through: Christchurch, NZ Punta Arenas, Chile

FedEx delivery address for receipt of travel packet 2-3 weeks prior to deployment:
(no P.O. Boxes)

Phone # at this address: _____ Is this a residential address? Yes No

Phone # where you can be reached one month prior to deployment: _____

E-Mail address: _____

AA Freq Flyer #: _____ Seat Request:* Aisle Window

Airport of Departure: _____ Special Meal:* _____
(closest major airport)

No Hotel Required: Local contact phone number: _____

Hotel in Christchurch: Camelot Square Thomas's
 Hotel So Windsor B&B
 Sudima YMCA

Hotel in Punta Arenas: Jose Nogueira Condor de Plata
 Isla Ray Jorge

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

Roommate(s): _____

***YOU are responsible for any airline surcharges –
they cannot be provided or reimbursed by RPSC.**

Raytheon Polar Services Company

Deployment Specialists Group

7400 S. Tucson Way, Centennial CO 80112-3938

(720) 568-2083 (800) 688-8606 prompt 2

PASSPORT REIMBURSEMENT FORM

RPSC will reimburse Raytheon employees for passport expenses in relation to their deployment to Antarctica.

Falsifying and/or fraudulent claims may result in penalties and disqualification from the United States Antarctic Program.

RPSC Contract Employees should complete and submit this form along with ORIGINAL RECEIPTS AND ITEMIZED BILLS from the passport agency and any corresponding information. If you will be deploying shortly, it is suggested you wait until you arrive on the Ice and complete a WebTE expense report, which will enable direct deposit to your checking account.

Note: EXPENSE REIMBURSEMENTS MUST BE SUBMITTED BY MARCH 1st OF THE FOLLOWING CALENDAR YEAR. THE MAXIMUM REIMBURSEMENT AMOUNT IS \$150.

Passport	Amount
Passport Fees (photo, mailing costs, and passport fee)	
PASSPORT TOTAL	

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Signature: _____

Direct Deposit is available for current employees only; therefore a mailing address must be furnished.

For RPSC use only:	Amount	Approved	Date
Total Reimbursement			
Charge Code: R-PS 0-209A32 08AE \$ _____			