

# USAP DEPLOYMENT INFORMATION

## RPSC and NANA 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.  
<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 two or three times per week throughout the PQ/ticketing process! Check spam mail – some computers filter unknown e-addresses.
- 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>.
- **All travel originates from major airports.** RPSC will coordinate ground transportation to the airport for participants that need it. You may be flown from one airport and returned to another if it is reasonable.
- At WINFLY, baggage allowance to the Ice is 75lb/34kg for summer participants and 145lb/66kg for winter participants. For Mainbody, baggage allowance to the Ice is 150lb/68kg for summer and winter participants. This allowance is the combined checked weight of your ECW gear and personal luggage. Maximum weight for a single piece is 70 pounds (32 kg).  
  
Review your airline's baggage policies prior to departure. *Generally* domestic flights allow two 50 lb checked bags and international flights allow two 70 lb checked bags. If the airline charges for baggage, we will reimburse you within the Ice flight allowance and *with receipts*. No airline accepts bags over 70 lbs.
- Some airlines charge for preferred seating and meals. Most seats are assigned at the airport. RPSC will try to honor your preferences, but cannot pre-pay or reimburse these charges.
- Use the purple USAP luggage tag on each checked bag; they are mandatory on the international flights.
- Passports must be valid for six (6) months *after* your return.
- If you do not possess a U.S. passport:
  - You must register with ESTA (Electronic System for Travel Authorization) at  
<https://esta.cbp.dhs.gov/esta/>.
  - You will need an Australian transit visa before you leave home. Apply online at  
[www.australianvisaonline.com/#australia\\_transit\\_visa](http://www.australianvisaonline.com/#australia_transit_visa).
  - The Program/RPSC does not pay for or provide assistance in obtaining visas. Please contact the appropriate Embassy or Consulate.
- **You *must* submit all your HR paperwork and be PQ'd before travel can be arranged.**
- **Once PQ'd, if any changes occur to your medical or dental health, you must notify [medical@usap.gov](mailto:medical@usap.gov) to update your medical records prior to deployment.**
- 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 and will be provided upon arrival.

- The Denver Travel Office will e-mail your travel itinerary approximately three (3) weeks prior to departure. Please contact us within 24 hours, otherwise we will ticket as is. *Please* check your e-mail (including SPAM folders) frequently as deployment approaches. Your final itinerary will be e-mailed from BCD Travel. Tickets are e-tickets.
- 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 [deploy@usap.gov](mailto:deploy@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.
- Redeployments are processed from the Ice and are coordinated with your supervisor or MPC. **ALL REDEPLOYMENT TICKETS MUST BE PURCHASED BY MARCH 19, 2010**, including leisure travel.

**PLEASE RETURN THE FOLLOWING:**

- 1) Influenza Vaccination Agreement (DSG-DT-001GA)
- 2) Important Notice for Participants (NSF 1457)
- 3) Personal Information Form (NSF 1458)
- 4) Housing Request Worksheet (DSG-DT-100AX)
- 5) Passport Details (DSG-DT-100AS)
- 6) Traveler Info (DSG-DT-100AE)
- 7) Passport Reimbursement, if applicable (DS-A-015a)
- 8) Permanent, fulltime employees must also submit a Deployment Travel Request Worksheet (DS-A-100a)

**SEND TO:**

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

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

## CHANGES FOR 2009/2010 – RPSC AND NANA EMPLOYEES

Please take a moment to review changes for the upcoming season, and contact the Deployment Specialists Group with concerns or questions.

1-800-688-8606 (prompt 2) or 303-790-8606 (prompt 2) or [deploy@usap.gov](mailto:deploy@usap.gov)

### Passports

U.S. Customs require, and enforce, a passport valid for six months *after* your return. You can and will be denied boarding at gateway cities (Los Angeles, Dallas, Miami) if your passport does not meet this requirement. RPSC must have verification, either a copy of the passport title page or a completed Passport Details form (DSG-DT-100AS), before we can issue your ticket. Please take the time to check your passport *now*, especially if you plan leisure travel afterwards. Remember that RPSC reimburses passport costs up to \$150.

### USAP Luggage Tags

American Airlines now *requires* USAP luggage tags on international flights. You **MUST** use a purple USAP luggage tag on each checked bag this season. Ask at Orientation if you need extras.



### Full Middle Names

Airlines increasingly require full middle names on travel documents. Please provide your full middle name on deployment forms when requested, or state "NMI" for no middle initial.

### ESTA

The U.S. Department of Homeland Security requires participants with non-U.S. passports to register with ESTA (Electronic System for Travel Authorization) at <https://esta.cbp.dhs.gov>. You can do it now or when you receive your final itinerary. (We'll remind you.)

### Sydney

Most of you will deploy through Sydney this season instead of Auckland.

- Participants with non-U.S. passports must obtain a transit visa *before* deploying. Apply online at [www.australianvisaonline.com/#australia\\_transit\\_visa](http://www.australianvisaonline.com/#australia_transit_visa); there is no charge. If in doubt, contact an Australian Embassy or Consulate.
- Wait until Sydney or Christchurch to purchase duty-free liquids, aerosols or gels (LAGs). LAGs purchased at LAX will be confiscated in Australia. Non-LAG purchases are allowable.
- QANTAS personnel will meet your flight and escort you to the Transfer Area. You will not be able to leave the terminal or receive your checked baggage. You will be re-screened again before your flight to Christchurch, but will bypass Australian Customs. Checked baggage will transit directly from the United States to Christchurch – you will not receive it in Sydney.
- Leaving the terminal is in violation of Australian law.

### Currency Exchange

Travelex offices at the Auckland airport and in downtown Christchurch (Cathedral Square and Colombo/Armagh Streets) are the only offices that waive currency exchange fees for USAP participants. Present the USAP Travelex letter in your travel folder and your passport.

## **New Luggage Allowance**

Effective September 29, 2009 the checked baggage allowance for USAP flights between Christchurch and Antarctica is increased to 150 pounds (68 kg) for summer and winter participants. This allowance is the **combined checked weight** of your ECW gear and personal luggage. Maximum weight for a single piece is 70 pounds (32 kg).

At WINFLY, the baggage allowance remains 75 pounds (34 kg) for summer participants and 145 pounds (66 kg) for winter participants, due to operational considerations. However, items can be mailed through the Christchurch APO and will be sent to McMurdo during WINFLY on a space-available basis.

Changes to the RPSC-issued commercial airline flights are not affected and remain 70 pounds maximum per checked bag.

## **E-Mail Addresses**

USAP e-mail addresses changed from [first.last@usap.gov](mailto:first.last@usap.gov) to either [first.last.contractor@usap.gov](mailto:first.last.contractor@usap.gov) or [first.last.guest@usap.gov](mailto:first.last.guest@usap.gov). This applies to your contacts within RPSC as well as your own e-mail address on the Ice.

RPSC and NANA employees changed to [first.last.contractor@usap.gov](mailto:first.last.contractor@usap.gov).

Grantee e-mail addresses changed to [first.last.guest@usap.gov](mailto:first.last.guest@usap.gov).

More details:

- All NSF (sub)contractors, including RPSC, NANA, PHI, KBA, SPAWAR contract and full-time employees, have “contractor” addresses. Grantees and visitors have “guest” addresses.
- Generic and group e-mail addresses, such as [medical@usap.gov](mailto:medical@usap.gov) or [MCM-MacOps](mailto:MCM-MacOps), remain the same.
- Military and U.S. Government e-mail addresses remain the same.
- Vessel addresses still use the vessel name to the right of the @ sign, e.g., [first.last.guest@img.usap.gov](mailto:first.last.guest@img.usap.gov).

## **Airlines**

Airline operating policies continue to present challenges to the Program. We aim to accommodate everyone’s travel preferences, but please be flexible.



**United States Antarctic Program**  
RPSC and NANA Employee  
Information Security Training  
and Computer Requirements

**Raytheon**  
Polar Services

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## **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:

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

These mandates stem from the Federal Information System Management Act of 2002 (FISMA), and are required as a condition for deployment.

**RPSC and NANA employees are required to complete the USAP Information Security Awareness Training and USAP Enterprise Rules of Behavior Acknowledgement at Deployment Orientation.**

## **Computer Requirements for Connecting to the USAP Network**

As a reminder, all computers (including science experiments, mission operation systems, workstations, PCs, servers, laptops, and portable notebooks) are screened prior to connecting to the USAP network, or accessing the Internet from a USAP location. This process 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 information on ensuring your system meets USAP computer requirements prior to your deployment, see *Computer Requirements for Connecting to the USAP Network* provided with the Deployment Paperwork.



## United States Antarctic Program

### Computer Requirements for Connecting to the USAP Network

**Raytheon**  
Polar Services

The United States Antarctic Program (USAP) addresses U.S. federal government security and operational requirements for computing systems by screening all computers (including science experiments, mission operation systems, workstations, PCs, servers, laptops, and portable notebooks) prior to connecting to the USAP network. The following system requirements and operating system specifications apply to all equipment that will connect to the USAP network. These requirements are aligned with the *NSF Computer Security Policy*. Please direct inquiries to the USAP Help Desk at (720)568-2001 or [helpdesk@usap.gov](mailto:helpdesk@usap.gov).

To minimize wait time for computer screening, please ensure your system meets the following requirements prior to deployment. Failure to comply with the following guidelines may result in excessive delays or a denial of access.

**A computer system has to continuously maintain compliance with the computer requirements. A system that falls out of compliance such as falling behind in anti-virus definitions, patches, or vulnerability remediation may be disconnected without notice if NSF determines there is an unacceptable level of risk or threat to the USAP environment.**

### System Requirements

- **Administrator Access**  
*Obtain administrator username and password for computers prior to deployment.* Screening technicians must have the authority to log on to the computer at an administrator level to accurately review the system configuration and run screening software. If the administrator username and password are not available, the screening process, as well as the ability to connect to the USAP network and its resources, will be delayed.
- **Connectivity**  
Participants must provide all the equipment necessary to connect the computer system to the USAP network, including the Network Interface Card (NIC), external dongles or attachments used by the NIC, device drivers, etc. All equipment must be in working order.
- **Antivirus**  
For computers running McAfee antivirus software, the Admin ID and password are needed to configure the software to update automatically from a local USAP server. The USAP IT division can provide current DAT files for McAfee and Norton users. All other antivirus software users must ensure proper updates are installed and the computer is virus free prior to deployment.
- **Patches**  
Computers running an operating system (OS) must include the most current patch level of the OS, including the latest security patches.

- **Client and Server Software**
  - Client software used for the purposes of email and web browsing, and other client software, such as SSH and SFTP, are permitted.
  - Software that is not permitted for use on the USAP network includes:
    - Peer-to-peer (P2P) software, e.g., KaZaA, Skype
    - Email server software that provides SMTP/POP port services
    - Web server software that provides HTTP/HTTPS/FTP services
    - Network management servers, such as DNS and SNMP

## Operating System Specifications

Operating systems must meet the following criteria to pass the computer screening process. All operating systems should be currently supported by the vendor. If the OS is not in one of the following categories, connection to the network must be evaluated at a USAP location by an IT technician before connecting the system to the USAP network.

- **Apple**
  - Mac OS version X, or later
  - Current antivirus software with latest virus definition files (DAT files)
  - Current patches installed and active for the operating system.
  - Current vulnerabilities remediated.
- **Linux**

RedHat Linux version 5, Fedora version 10, or later.

  - Current antivirus software with latest virus definition files (DAT files)
  - Current patches installed and active for the operating system.
  - Current vulnerabilities remediated.
- **Microsoft**
  - Windows XP, 2003, 2005, 2008, or later.
  - Current antivirus software with latest virus definition files (DAT files)
  - System32/wins folder does not contain “dllhosts.exe” or “svchosts.exe”
  - Current patches installed and active for the operating system.
  - Current vulnerabilities remediated.
- **Other Operating Systems, Embedded Systems, and Appliances**
  - Proactively work with USAP IT several months in advance of deployment to design your science support requests or mission support requests and get a preliminary connection determination.
  - Ensure that you have a current commercial off the shelf (COTS) operating system that is secure, robust, and can withstand continuous security, maintenance, and network management.
  - Current antivirus software with latest virus definition files (DAT files)
  - Current patches installed and active for the operating system.
  - Current vulnerabilities remediated.
- **Virtual Machines (VMs), Dual-Boot, Multi-Boot Systems**

These systems must meet the requirements for each operating system on the equipment as listed above.

## Computer Screening Process

Screening technicians gather the following information during the computer screening process. Users using the USAP network without a screening rating of *Pass* are in violation of USAP information security policy and may be denied access to the USAP network. A *Fail* rating indicates the system owner is responsible for remediating the system before connecting to the USAP network.

Data Collected By Computer Screening	
<ul style="list-style-type: none"><li>▪ User name</li><li>▪ Date of check</li><li>▪ Computer make and model</li><li>▪ Computer affiliation (personal, grantee, NSF, other)</li><li>▪ NSF Tag number (if applicable)</li><li>▪ Computer hostname</li><li>▪ OS version</li><li>▪ OS patch level</li></ul>	<ul style="list-style-type: none"><li>▪ Service pack/service release level</li><li>▪ Serial number</li><li>▪ MAC address</li><li>▪ Wireless MAC address</li><li>▪ Antivirus software</li><li>▪ Virus DAT file date</li><li>▪ <b>Pass</b> (computer cleared to connect to network) or <b>Fail</b> (computer needs remediation)</li></ul>

Computer screening is performed at the following locations.

- **Denver, Colorado (Orientation) and Christchurch, New Zealand (Clothing Issue)**  
Computer screenings are performed for USAP personnel at orientation in Denver and for all deploying participants at clothing issue in Christchurch. Computers that receive a *Pass* rating within two weeks of deployment may connect to the USAP network upon arrival.
- **McMurdo and South Pole Stations**  
Computer screening at McMurdo or South Pole station is only required for computers that did not received a *Pass* rating when screened in Denver or Christchurch within two weeks of deployment. If a computer arrives on station without being screened or having failed a screening, the system owner must contact the McMurdo or South Pole station Help Desk.
- **Marine Research Vessels (LMG or NBP)**  
IT personnel perform screening onboard vessel during the port call or within the first two days at sea.
- **Palmer Station**  
Computer screening at Palmer station is only required for computers that did not received a *Pass* rating when screened on vessel. If a computer arrives on station without being screened or having failed a screening, the system owner must contact Palmer Station IT personnel for screening prior to connecting to the network.



## **Influenza Vaccination – Important Notice**

Effective 14 July 2008, every deploying USAP participant is required to receive an influenza vaccination prior to deployment. The National Science Foundation concluded that influenza resulted in a significant impact to 2007-2008 operations and therefore, going forward, all deploying personnel must receive a flu immunization.

### **\*\* Requires Signature and Return \*\***

The *Influenza Vaccination - Read, Sign, Return* form requires your signature and return to RPSC Medical prior to purchase of deployment airline tickets. *Sign and return the document immediately.*

### **Obtaining Flu Immunizations:**

1) Participants will be given flu immunizations in Denver at orientation, in Christchurch prior to departing for Antarctica, or upon arrival at Palmer Station.

OR

2) Participants may obtain a flu immunization from their medical provider during the PQ process and submit the supporting documentation to RPSC Medical.

Below you will find Frequently Asked Questions (FAQs) regarding the Influenza Vaccination program. Once you have reviewed all the information, please contact your hiring manager or the Human Resources department for questions relating to your employment. For medical-based inquiries, please contact the Medical department at 1.800.688.8606 ext 3.

### **FAQs**

Q: Why do we have to take the flu immunization to go to Antarctica?

A: A panel of medical consultants to the National Science Foundation has reviewed health care in Antarctica. Previously there have been influenza outbreaks that have had significant impact on productivity and health care costs. The medical experts recommended that the vaccine should be given in order to prevent the likelihood of similar outbreaks in the future. The NSF has accepted the recommendation and issued a directive making the immunizations mandatory. Success of this initiative was recognized throughout the 2008-2009 summer season with only two positive flu tests.

Q: Will having the immunization prevent me from getting the flu?

A: Not always. The vaccine is made up of multiple strains of influenza virus. There are many strains of “flu” viruses. Reports from all over the world are studied each year to predict the strains most likely to cause flu epidemics across different regions. The vaccine is 90% effective in protecting healthy young adults from illness when the vaccine strain is similar to the infecting strain. It is important for everyone to keep their immune systems healthy through regular exercise and good nutrition because the vaccine is less effective in preventing illness in older people and those that have diseases that reduce immunity.

Q: How will I get the immunization?

A: Ideally, you would get the immunization from your personal physician as part of the physical qualification (PQ) examination. However, the vaccine may not be available in the United States until late September, after many are on their way to Antarctica. The vaccine will also be given at the Denver HQ during deployment orientation, if available. The vaccine will be given in Christchurch if it is not available in the U.S. before deployment. It will be available at McMurdo, and given to the winter-over employees there. There is a one–two week period after getting the immunization before full protection has developed, so the earlier in the deployment cycle it can be given, the better for you and your contacts.

Q: What if I'm allergic? Will I have a localized reaction?

A: If you have had a severe reaction to a flu immunization in the past (severe reaction is throat, mouth or airway swelling, difficulty breathing, rash or hives), then bring documentation from the treating physician or emergency room. If you have a proven severe reaction to egg protein (same symptoms as above), then bring the report from your physician or allergist. People with previous severe reactions to the immunization or to egg protein should not receive the immunization. With proper documentation, you will be excused from the requirement. Localized reactions associated with the flu immunization may include mild problems such as soreness, redness or swelling where the immunization was given. These reactions have occurred less often as vaccine preparation has improved. They are generally not serious and do not justify exemption from the annual requirement for receiving the immunization.

Q: How can I learn more about the flu immunization?

A: To learn more about the flu vaccine, related benefits, risks, and precautions contact the Centers for Disease Control and Prevention (CDC):

- Call 1-800-232-4636 (1-800-CDC-INFO)
- Visit CDC's website at [www.cdc.gov/flu](http://www.cdc.gov/flu)

Remember to sign and return the ***Influenza Vaccination - Read, Sign, Return*** form.

Thank you.

Medical Director  
RPSC Medical Department

# INFLUENZA VACCINATION

## READ, SIGN, RETURN

**This sheet must be signed and returned to RPSC DSG before we can purchase deployment airline tickets.**

Every deploying USAP participant is required to receive an influenza vaccination prior to deployment.

You will receive the flu shot at no cost to you in Denver at orientation, in Christchurch prior to departing for Antarctica, or upon arrival at Palmer Station. Alternatively, you may obtain the flu shot from your medical provider during the PQ process and submit the supporting documentation to RPSC Medical, returned with your medical packet. Medical's fax is (303) 649-9275.

Receiving the vaccination is a condition of your deployment. Exemptions based on medical reasons will be considered on an individual basis and must be approved by RPSC Medical.

**Please sign, date and return this completed form to:**

Raytheon Polar Services  
DSG  
7400 S. Tucson Way  
Centennial, CO 80112

**Or fax to:**

(303) 705-0742

*My signature below indicates that I am aware of this requirement and agree to receive an influenza vaccine for the 2009-2010 season.*

**Please check one of the following options indicating your status:**

Grantee  Contract Employee  NANA Employee  Fulltime RPSC  Sub-Contractor

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Printed Name – Last, First and MI

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Signature

Date

*To learn more about the flu vaccine, contact the Centers for Disease Control and Prevention (CDC):*

- Call 1-800-232-4636 (1-800-CDC-INFO)
- Visit CDC's website at [www.cdc.gov/flu](http://www.cdc.gov/flu)



# 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 GEAR

Next season

**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**



## 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.

# EMPLOYEES:

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

(Please check the expiration of your ATM and credit cards before deployment.)

### 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 might 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 or NANA 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 (MPC) 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 ship.

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## General Finance Information

<b>Travel Funds</b>	A travel fund will be issued to you at Orientation. The travel fund is provided to cover the costs an employee incurs en route to Antarctica. The amount of the travel fund is determined by your itinerary.
<b>Income Tax</b>	The IRS does not consider Antarctica extraterritorial, so U.S. tax laws apply. State and Federal income taxes will be withheld from all RPSC/NANA employee paychecks.
<b>Stateside Representative</b>	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. <b>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.</b>

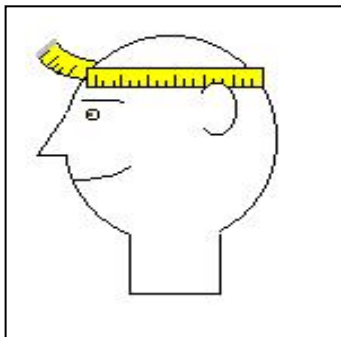
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## Reimbursable Expenses

<b>TDY</b>	Temporary Duty performed in the Denver office is reimbursable based on actual costs (up to the per diem amount provided by DSG Travel) for meals. 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 representative for assistance.
<b>Training</b>	Actual training costs are reimbursed up to the government per diem rate for both meals and lodging (retain <u>all</u> hotel and meal receipts), unless training is attended in conjunction with deployment. If you attend training 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 representative for assistance.)

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

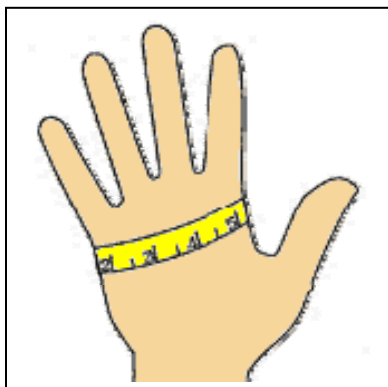
## How to Measure Hat Size



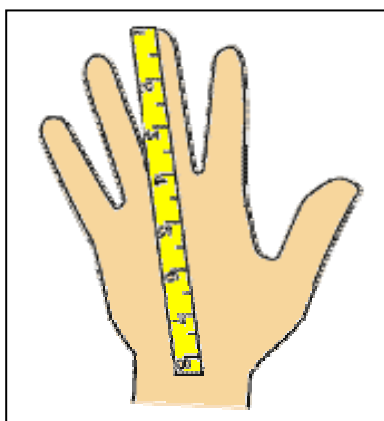
To measure hat size accurately, just wrap a tape measure (or a string which you can measure while laying flat against a ruler) around your head where you like to wear a hat. Take the number and compare it to the top entry of the table below. If your head measurement falls between two blocks, select the 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
Size	<b>XS</b>		<b>S</b>		<b>M</b>		<b>L</b>		<b>XL</b>		<b>XXL</b>	

## How to Measure Glove Size



Measure (in inches) around your hand with a tape measure across your palm at the fullest part (exclude thumb). 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

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

NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VIRGINIA 22230

**OFFICE OF POLAR PROGRAMS**

**IMPORTANT NOTICE FOR PARTICIPANTS IN THE UNITED STATES ANTARCTIC PROGRAM**

Participants in the United States Antarctic Program are expected to present themselves in such a manner that their activities and demeanor reflect credit on themselves and their sponsoring organizations. The special circumstances and conditions prevailing in Antarctica require some high standards of conduct.

The potential for mishap in Antarctica is a constant threat. Your ability to deal effectively with a mishap is reduced if you are under the influence of alcohol or other drugs. The National Science Foundation will not condone abuse of alcohol or controlled substances in Antarctica. Unauthorized use or use in excess of such substances will not be tolerated.

The laws of the United States prohibit the possession, shipping or mailing of illegal drugs. In addition, governments in New Zealand and South American countries have strict laws forbidding the possession or transportation through their country of firearms, knives, pornographic materials, marijuana or nonprescription dangerous drugs. These laws are strictly enforced and penalties for violation are severe. For example, in New Zealand the importation of illegal drugs, including marijuana, is punishable by up to fourteen years imprisonment. Letter mail, parcels, and cargo being sent to Antarctica are subject to examination and opening by United States and foreign authorities. For example, all incoming and outgoing mail for McMurdo station transits New Zealand and is subject to interdiction by New Zealand Customs Service through the use of narcotics detection dogs and other direct inspection procedures. Like any traveler, you must abide by local foreign law. If you are found in violation thereof, you are subject to prosecution in the courts of that country. Association with the United States Antarctic Program affords neither preferential treatment nor immunity from prosecution. The New Zealand and Chilean Governments have expressly stated their intention to vigorously prosecute violators.

Conviction for any criminal action under the laws of the United States, or foreign countries may result in your removal from the United States Antarctic Program.

I have read and understand this information sheet.

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Print Name

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Signature and Date



**PERSONAL INFORMATION**

NAME (Last, First, Middle)	SEX <input type="checkbox"/> M <input type="checkbox"/> F	TELEPHONE NUMBERS (include area code)
PERMANENT ADDRESS (Street, City, State, Zip Code, Country)		RESIDENCE: _____  WORK: _____

**PARENT ORGANIZATION**

NSF     OFFICIAL VISITOR EVENT NUMBER \_\_\_\_\_     RPSC-FULL-TIME     RPSC-CONTRACTOR

SCIENCE GROUP MEMBER EVENT NUMBER \_\_\_\_\_     TECHNICAL EVENT NUMBER \_\_\_\_\_

Principal Investigator \_\_\_\_\_    Company Name \_\_\_\_\_

OTHER \_\_\_\_\_    JOB TITLE \_\_\_\_\_

(All participants complete for appropriate gear)

DATE OF BIRTH (month, day, year)	PLACE OF BIRTH (city, state, country)
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U. S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO	NATIONALITY (if not a U.S. Citizen)	
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NAME OF PERSON TO BE NOTIFIED IN CASE OF ACCIDENT/DEATH	RELATIONSHIP
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ADDRESS	TELEPHONE NUMBER(S)
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**TRAVEL INFORMATION**

U.S. Departure Date (Estimated) \_\_\_\_\_

Dates in Antarctica (Estimated) FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SEASON:     WINFLY (August deployment)     SUMMER (Sep thru Feb)     WINTER (March thru August)

<p align="center"><b>CLOTHING INFORMATION</b></p> <p>HEIGHT: _____    WEIGHT: _____</p> <p>COAT SIZE: _____    CHEST SIZE: _____</p> <p>SHIRT SIZE (check one): <input type="checkbox"/> SMALL    <input type="checkbox"/> MEDIUM    <input type="checkbox"/> LARGE    <input type="checkbox"/> EXTRA-LARGE</p> <p>WAIST: _____    HIP: _____ (women)</p> <p>INSEAM: _____ (men)    SHOE SIZE: _____</p> <p>HAT SIZE: _____    GLOVE SIZE: _____</p> <p>Additional Requirements:</p>	<p align="center"><b>WORK SITE INFORMATION</b></p> <p>Check all that apply. For multiple sites, note dates next to site.</p> <p>CONTINENTAL SYSTEM</p> <p><input type="checkbox"/> MCMURDO STATION</p> <p><input type="checkbox"/> DRY VALLEYS</p> <p><input type="checkbox"/> SOUTH POLE</p> <p><input type="checkbox"/> OTHER _____</p> <p>PENINSULA SYSTEM</p> <p><input type="checkbox"/> PALMER STATION</p> <p><input type="checkbox"/> R/V NATHANIEL B. PALMER</p> <p><input type="checkbox"/> R/V L.M. GOULD</p> <p><input type="checkbox"/> OTHER (describe) _____</p> <hr/> <p>Have you previously deployed to Antarctica?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Most recent year: _____</p>
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NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VIRGINIA 22230

**PRIVACY NOTICE**

**PERSONAL INFORMATION FOR DEPLOYMENT TO AND FROM ANTARCTICA**

The National Science Foundation's Office of Polar Programs provides transport and logistical support for individuals traveling to and working in Antarctica under the auspices of the United States Antarctic Program (USAP). The NSF and its contractors and subcontractors will use the information collected on this form to facilitate deployment or redeployment of individuals participating in the USAP.

The information requested is solicited under the authority of the National Science Foundation Act of 1950, as amended, 42 U.S.C. 1870; 16 U.S.C. § 3101. It may be disclosed to Office of Polar Programs civilian contractors and their subcontractors in connection with their responsibilities for coordinating the administrative processing and tracking of persons deploying to Antarctica. These responsibilities include proper outfitting for deployment, facilitating medical clearances, coordinating cargo handling and tracking, and maintaining emergency contacts. It may also be disclosed to: Air National Guard medical personnel to track medical clearances; family members, or other persons designated by the deploying or deployed individual, in instances of emergency; other Federal agencies providing transport, search and rescue, and other logistical assistance to and from Antarctica, including manifest information for pilots or crew transporting individuals to and from Antarctica; other Federal agencies and academic or other organizations when the records are relevant to an agency decision with regard to disciplinary or other administrative actions concerning an employee; another Federal agency, a court, or a party, or when NSF determines that the litigation or anticipated litigation or proceeding is likely to affect the Agency; Federal, state, or local agencies, or foreign governments, when disclosure is necessary to obtain records in connection with an investigation by or for the NSF; and representatives of the New Zealand government or other foreign governments when deployment involves travel through, or use of, New Zealand or other foreign government facilities, and the information is necessary to ensure safe and efficient deployment, including compliance with immigration requirements.

Submission of the information requested is voluntary. However, if you fail to provide any of the requested information, NSF or its contractor may be unable to process or to approve your application for deployment through the USAP.

Public reporting burden for this collection of information is estimated to average less than one-quarter hour per response. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden to: Ms. Suzanne Plimpton, Reports Clearance Officer, Division of Administrative Services, National Science Foundation, Arlington, VA 22230.

# 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 15<sup>th</sup> for WINFLY/August 15<sup>th</sup> for summer season**

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

Grantee  Fulltime RPSC  Contract Employee  NANA Employee  Sub-Contractor

**Name:** \_\_\_\_\_

Last

First

MI

Nickname

**Number of USAP Months to Date:** **On-Ice** \_\_\_\_\_ **Off-Ice** \_\_\_\_\_  
(MCM, SP, Palmer, vessels) (Denver, Christchurch, etc.)

**Gender:** M  F  **Age Range (optional):** 18-30  30-40  40-50  50-60  60+

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

\*If you are not a permanent McMurdo resident (over 21 days), roommate requests may not be honored. *This includes spouses/significant others.*

**Dorm/Room Preferences (for returning participants, excluding grantees):**

1st choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_ 3<sup>rd</sup> choice: \_\_\_\_\_ No preference:

**Please list any requests or note any information pertinent to your room assignment. It may not be possible to honor all requests.**

\_\_\_\_\_  
\_\_\_\_\_

**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

**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 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

**For RPSC use only:**

UPT: \_\_\_\_\_ Total Housing Points: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

# 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?):

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# Passport Details For All Deployments

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

In Punta Arenas, Chile, we ask for 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.

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

Grantee  Sub-Contractor  Fulltime RPSC  Contract Employee  NANA Employee

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

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Full Middle Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Passport Expiration Date: \_\_\_\_\_

*Passport must be good for six (6) months after return (New Zealand/Chile Customs requirement).*

Country of Passport Issuance: \_\_\_\_\_

Passport Number: \_\_\_\_\_

This 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: [deploy@usap.gov](mailto:deploy@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.

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 1<sup>st</sup> OF THE FOLLOWING CALENDAR YEAR. THE MAXIMUM REIMBURSEMENT AMOUNT IS \$150.**

Passport	Amount
Passport Fees (photo, mailing costs, and passport fee)	
<b>PASSPORT TOTAL</b>	

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: <b>R-PS 0-209A32 03BE</b> \$ _____			

## RAYTHEON POLAR SERVICES COMPANY UPGRADE PROGRAM

Raytheon-issued tickets for Antarctic-bound passengers have the opportunity to upgrade to Business Class on the Qantas operated Trans-Pacific sector (Los Angeles to Auckland/Sydney and/or Auckland/Sydney to Los Angeles) by redeeming American Airlines *AAdvantage* miles. You can not obtain upgraded flights via any other mechanism – this Upgrade Program was specifically created in support of the USAP.

The upgrade program is totally optional and available to all *AAdvantage* members with **proof** of a minimum balance of 50,000 miles in their *AAdvantage* account.

**Upgrades will be issued on a space available basis at the airport upon departure.**

*AAdvantage* accounts will be debited the 50,000 miles post-departure upon confirmation from Qantas that the upgrade was provided.

Eligibility:

- All passengers must be traveling to/from Antarctica.
- 50,000 miles is required for a one-way Trans-Pacific sector upgrade to Business Class.
- Upgrade request(s) must be processed through the RPSC DSG Manager's office in Denver. Contact the DSG Manager at [deploy@usap.gov](mailto:deploy@usap.gov).
- A copy of your current *AAdvantage* account balance must be provided at time of request. Proof can be submitted via e-mail or fax at (303) 799-6647.

To learn about other ways to redeem or purchase *AAdvantage* miles, go to: [www.aa.com](http://www.aa.com).