

USAP TRAVEL INSTRUCTIONS

Grantees

- *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) utilizes 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=764>.
- **New! All travel originates from major airports. RPSC will coordinate ground transportation to the airport for participants that need it. RPSC no longer reimburses for excess baggage – please check your airline’s website for baggage allowances and costs.**
- The Denver Travel Office will e-mail your travel itinerary approximately three (3) weeks prior to your deployment. Please contact us within 24 hours, otherwise we will ticket as is. We issue e-tickets; PLEASE check your e-mail (including SPAM folders) frequently as deployment approaches. You *must* be PQ'd before we can issue your ticket.
- Hotel reservations in Christchurch are handled by our 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.
- 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); Local # 303-790-8606 (prompt 2), or deployment@usap.gov.
- **Notary Services are not available on 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) Grantee Deployment Travel Request Worksheet (DS-A-100b)
- 3) Passport Details (DS-D-100aa)
- 4) Excess Baggage Request, if applicable (DS-A-100c)

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

Your Deployment Packet also includes Information Security requirements and information about obtaining permits for transiting organic and hazardous materials through New Zealand.

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



SUMMARY OF CHANGES - GRANTEES

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>.

Excess Baggage

- The NSF no longer authorizes RPSC to issue excess baggage coupons or reimburse excess baggage costs on commercial carriers. The only exception is for winterovers. Excess baggage for Ice flights must still be approved by the NSF, so please complete the *Excess Baggage Form* (DS-A-100c) if you plan on carrying excess baggage on flights to/from McMurdo and the South Pole.

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, rental car, 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. Scheduling deployment is even more challenging due to the reduction in world-wide flights.
- Be prepared to pay for airline surcharges at the counter. These surcharges (first or second piece of checked luggage, specific/preferred seat assignments, meals, etc.) are not reimbursable by the Program.
- 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 is 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 | 60.00 | 120.00 | |
| | 125323 | Metal Grey | Photochromic 2-4 | | | |
| | 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 | 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 | | | 85.00 | 170.00 |
| | | 336950 | Black/Brown | | | | | |
| | Nova | 340214 | Black | Spectron X4 | 50.00 | 100.00 | | |
| | | 340256 | Brown/Turquoise | | | | | |
| | | 340914 | Black | Polar HD | | | 90.00 | 180.00 |
| | | 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 | 50.00 | | | 100.00 | |
| Cube | 88114 | Black | Spectron X5 | 25.00 | 50.00 | | | |
| | 88119 | Pink | | | | | | |
| | 88154 | Army Green | | | | | | |
| | 88922 | Soft Black | | | | Polarized | 45.00 | 90.00 |

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 | |
| | 200715 | | Nautic/Race | | |
| | 200716 | | Outdoor/Explorer | | |
| | 200802 | | Desert/Lifestyle | | |
| | 200803 | | Ski/Goggle | | |
| | 200804 | | Lens booklet | | |
| | 200805 | | Polarized POS | | |
| | 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 | | | |
| 123224 | | Fushia | Spectron X4 | 15.00 | 30.00 | |
| 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.

GRANTEES:

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). Personal checks (from U.S. banks) are accepted at the Disbursing Office, for up to \$500 per calendar month. The McMurdo Station Store accepts Visa and Master Card.

South Pole and Palmer Stations

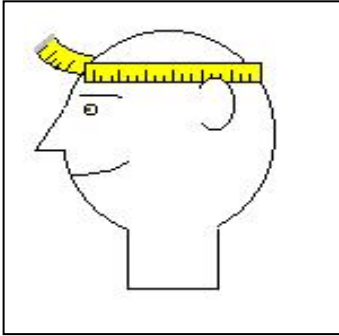
There is no ATM available at the Palmer and South Pole Stations. The Palmer Station Store accepts Visa and Master Card. The Finance/Human Resources Representative will cash personal checks (from U.S. banks) for up to \$500 per calendar month. Transactions can also be made by cash or travelers cheques in the summer.

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

You will have access to the facilities available at foreign ports but you should plan ahead and bring a supply of cash and travelers cheques.

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

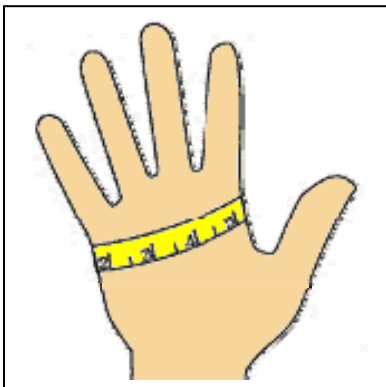
How to Measure Hat Size



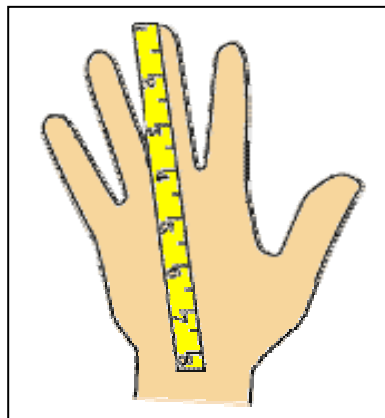
To measure hat size accurately, just wrap a tape measure (or a string from which you can take measurements while laying it flat against a ruler) around your head where you like to wear a hat. Take the number and compare it to the top entry of the table below. If your head measurement falls between two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

Christchurch and Lyttelton New Zealand: Accommodation List (New Zealand Currency Rate)

| Location | Hotel Name | Address | Phone | Single | Twin | |
|---|-------------------------------------|--------------------------------------|----------------------|-----------------|-----------------|-----------|
| B&Bs - City | Croydon House B & B | 63 Armagh Street | (03) 366 5111 | \$129.00 | \$162.00 | ** |
| | Devon B & B | 69 Armagh Street | (03) 366 0398 | \$132.00 | \$164.00 | ** |
| | Grange Guest House, The | 56 Armagh Street | (03) 366 2850 | \$100.00 | \$160.00 | ** |
| | <i>Windsor B & B ***</i> | <i>52 Armagh Street</i> | <i>(03) 366 1503</i> | <i>\$89.00</i> | <i>\$128.00</i> | <i>**</i> |
| Backpackers/ Budget - City | Akron Lodge Backpackers | 85 Bealey Ave | (03) 366 1633 | \$40.00 | \$70.00 | |
| | Base Backpackers | 56 Cathedral Square | (03) 982 2225 | \$67.00 | \$67.00 | |
| | Bealey's Hotel | 263 Bealey Ave | (03) 379 8660 | \$90.00 | \$90.00 | |
| | Charlie Bs Backpackers | 268 Madras Street | (03) 379 8429 | \$50.00 | \$60.00 | |
| | Excelsior Backpackers | Crn Manchester and High Streets | (03) 366 7570 | \$48.00 | \$60.00 | |
| | Living Space - The Mill | 96 Lichfield Street | (03) 963-0202 | \$89.00 | \$89.00 | |
| | Living Space - The Mill | * \$50 pp in 3 & 4 Bedroom Apts | | | | |
| | Stonehurst Hotel & Backpackers | 241 Gloucester Street | (03) 379 4620 | \$70.00 | \$75.00 | |
| | <i>Thomas's Hotel ***</i> | <i>36 Hereford Street</i> | <i>(03) 379 9536</i> | <i>\$55.00</i> | <i>\$69.00</i> | |
| <i>YMCA ***</i> | <i>12 Hereford Street</i> | <i>(03) 365 0502</i> | <i>\$50.00</i> | <i>\$65.00</i> | | |
| Hotels/Motels - Airport area | Aarburg Airport Motel | 94-98 Roydvale Ave | (03) 358 8122 | \$95.00 | \$109.00 | |
| | Airport Delta & Christchurch Motel | 55-61 Roydvale Ave | (03) 358 0969 | \$130.00 | \$130.00 | |
| | Airport Gateway Motor Lodge | 45 Roydvale Ave | (03) 358 7093 | \$134.00 | \$134.00 | |
| | Copthorne Commodore Hotel | 449 Memorial Ave | (03) 358 8129 | \$157.50 | \$157.50 | |
| | Peppers Clearwater Resort | Clearwater Ave, Harewood | (03) 360 1000 | \$175.00 | \$175.00 | |
| | <i>Sudima Hotel ***</i> | <i>Cnr Memorial Ave/Orchard Road</i> | <i>(03) 358 3139</i> | <i>\$123.75</i> | <i>\$123.75</i> | |
| | <i>Sudima Hotel ***</i> | <i>* November & February</i> | | <i>\$132.75</i> | <i>\$132.75</i> | |
| Hotels - City | <i>Camelot Cathedral Square ***</i> | <i>66 Cathedral Square</i> | <i>(03) 365 2898</i> | <i>\$95.00</i> | <i>\$95.00</i> | |
| | Chateau Blanc Suites | Cnr Kilmore and Montreal Streets | (03) 365 1600 | \$160.00 | \$160.00 | |
| | Copthorne Central | 776 Colombo Street | (03) 379 5880 | \$157.50 | \$157.50 | |
| | Crowne Plaza | Cnr Durham and Kilmore Streets | (03) 365 7799 | \$195.00 | \$195.00 | |
| | Crowne Plaza | * December & January | | \$175.00 | \$175.00 | |
| | Heritage Hotel | 28-30 Cathedral Square | (03) 377 9722 | \$175.00 | \$175.00 | |
| | Heritage Suites | 28-30 Cathedral Square | (03) 377 9722 | \$206.00 | \$206.00 | |
| | Holiday Inn City Centre | Cnr Cashel and High Streets | (03) 365 8888 | \$130.00 | \$130.00 | |
| | Holiday Inn on Avon | 356 Oxford Terrace | (03) 379 1180 | \$120.00 | \$120.00 | |
| | Hotel Grand Chancellor | 161 Cashel Street | (03) 379 2999 | \$129.38 | \$129.38 | |
| | Hotel Grand Chancellor | * November & February | | \$163.13 | \$163.13 | |
| | Hotel Ibis | 107 Hereford Street | (03) 367 8666 | \$119.00 | \$119.00 | |
| | <i>Hotel So ***</i> | <i>165 Cashel Street</i> | <i>(03) 968 5000</i> | <i>\$67.00</i> | <i>\$100.00</i> | |
| | Latimer Hotel & Apartments | 30 Latimer Square | (03) 379 6760 | \$125.00 | \$125.00 | |
| | Millennium Hotel | 14 Cathedral Square | (03) 365 1111 | \$185.00 | \$185.00 | |
| | Oaks on Cashel | 187 Cashel Street | (03) 968 2200 | \$99.00 | \$99.00 | |
| | Quest Hotel & Apartments | Cathedral Junction, Worcester Street | (03) 964 6200 | \$148.00 | \$148.00 | |
| | Rydges Hotel | Cnr Worcester St/Oxford Terrace | (03) 379 4700 | \$160.00 | \$160.00 | |
| West-Fitzroy Apartments | 66 Armagh Street | (03) 372 3408 | \$129.00 | \$129.00 | | |
| Hotels/Motels - Other | Akron Motel | 87 Bealey Ave (City) | (03) 366 1633 | \$95.00 | \$99.00 | |
| | Chateau on the Park | 189 Deans Ave, Riccarton | (03) 348 8999 | \$140.63 | \$140.63 | |
| | City Park Lodge | 22 Riccarton Road, Riccarton | (03) 348 0909 | \$89.00 | \$92.00 | |
| | Elms Hotel | 456 Papanui Rd, Papanui | (03) 355 3577 | \$100.13 | \$100.13 | |
| | Riccarton Village Inn | 110 Mandeville Street, Riccarton | (03) 348 5049 | \$79.00 | \$89.00 | |
| Lyttelton (port) | Dockside Accommodation | 22 Sumner Road | (03) 328 7344 | \$100.00 | \$100.00 | ** |
| | Empire Hotel (Backpackers) | 9 London Street | (03) 328 8202 | \$70.00 | \$70.00 | |
| | Harbour Lodge B & B | 1 Selwyn Road | (03) 328 7755 | \$140.00 | \$160.00 | ** |
| | Royal Hotel (Backpackers) | 34 Norwich Quay | (03) 328 7020 | \$40.00 | \$70.00 | |
| | Tunnel Vision (Backpackers) | 44 London Street | (03) 328 7576 | \$48.00 | \$48.00 | |

All prices are current as of 01 June 2008 in NZ dollars, including tax, and are subject to change.
**RAYTHEON AND NANA PARTICIPANTS WILL HAVE THEIR HOTEL ROOM AND TAXES
DIRECT BILLED TO RPSC. THE HOTEL CHOICES ARE IDENTIFIED IN *ITALICS****, ABOVE.**

** Breakfast included.

To call New Zealand, dial 011 643 and 7-digit hotel number

Punta Arenas, Chile: Accommodation List

(U.S. Currency Rate)

| HOTEL | ADDRESS | PHONE | FAX | SINGLE | DOUBLE | TRIPLE | SUITE | |
|---------------------------|--------------------------|------------------|--------|--|--------|--------|-------|-------|
| <i>CONDOR DE PLATA***</i> | COLON AVENUE #556 | 247987 229809 | 241149 | 45.- | 55.- | 65.- | ----- | |
| SAVOY | JOSE MENENDEZ #1073 | 247979 | 247979 | 68.- | 72.- | 108.- | ----- | |
| TIERRA DEL FUEGO | COLON AVENUE #716 | 226200 | 226200 | 98.- | 118.- | 130.- | ----- | |
| LOS NAVEGANTES | JOSE MENENDEZ #647 | 244677 | 247545 | 90.- | 100.- | 130.- | ----- | |
| FINIS TERRAE | COLON AVENUE #766 | 228200 | 248124 | ST SUP 88.-/105.- | 105.- | 121.- | 154.- | |
| <i>JOSE NOGUEIRA***</i> | <i>BORIES #99</i> | 248840 | 248832 | 76.- | 91.- | ----- | 136.- | |
| <i>ISLA REY JORGE***</i> | <i>21 DE MAYO #1243</i> | 248220 | 248220 | 70.- | 80.- | 100.- | 125.- | |
| DIEGO DE ALMAGRO | COLON AVENUE #1290 | 208800 | 208900 | 105.- | 118.- | ----- | | |
| CABO DE HORNS | PLAZA MUÑOZ GAMERO #1025 | 715000 | 715050 | 115.- | 133.- | ----- | ----- | |
| HOSTAL | ADDRESS | PHONE | FAX | SINGLE | DOUBLE | TRIPLE | SUITE | |
| CALAFATE | MAGALLANES #926 | 241281 | 241281 | SB | PB | SB | PB | ----- |
| | | | | 26.- | 38.- | 44.- | 45.- | |
| LA AVENIDA | COLON AVENUE #534 | 247532 | 247523 | 56.- | 74.- | 84.- | ----- | |
| FITZ ROY | LAUTARO NAVARRO #850 | 240430 | 240430 | 30.- | 40.- | 50.- | ----- | |
| NENAS | BOLIVIANA #366 | 242411 | ----- | USD 10 PER PERSON (NO SINGLE ROOMS) | | | | |

- NOTES:**
- 1) THE ABOVE PRICES ARE SPECIALLY RATED FOR AGUNSA'S PASSENGERS.
 - 2) THESE PRICES DO NOT INCLUDE 19% CHILEAN TAX. (FOREIGN PASSENGERS DO NOT PAY THIS TAX.)
 - 3) PRICES ARE SUBJECT TO CHANGE AND ARE PROVIDED AS A REFERENCE
 - 4) SB (SHARED BATHROOM), PB (PRIVATE BATHROOM).
 - 5) TO CALL CHILE, DIAL COUNTRY/CITY CODES = 011 56 61 AND HOTEL PHONE NUMBER.
 - 6) FULLTIME EMPLOYEES: PER DIEM RATES CHANGE CONSTANTLY – HIGHER END HOTELS (NOTEABLY SUITES) WILL BE ABOVE THE ALLOWABLE PER DIEM RATES – THE LATEST PER DIEM WAS PROVIDED AT TIME OF BOOKING YOUR DEPLOYMENT TRAVELS. IF YOU ARE UNSURE, PLEASE CONTACT TRAVEL@USAP.GOV.
 - 7) RAYTHEON AND NANA PARTICIPANTS WILL HAVE THEIR HOTEL ROOM AND TAXES DIRECT BILLED TO RPSC. THE HOTEL CHOICES ARE IDENTIFIED IN *ITALICS****, ABOVE.

NOTE: PLEASE ENTER YOUR HOTEL REQUEST ON YOUR TRAVEL PAPERWORK

YOU CAN VIEW ADDITIONAL HOTEL INFORMATION AT

<http://www.usap.gov/travelanddeployment>

GRANTEE DEPLOYMENT TRAVEL REQUEST WORKSHEET (TRW)

This form should be returned **eight (8) weeks** before the scheduled departure date.

All tickets will be purchased a **minimum** of fourteen (14) days in advance.

| | | |
|---|--|--|
| Please complete and return to: Raytheon Polar Services Attn: Deployment Specialists Group 7400 South Tucson Way Centennial, CO 80112-3938 | Fax: 303-705-0742 Phone: 800-688-8606 ext 2 303-790-8606 ext 33202 Email: deployment@usap.gov | RPSC POC: _____ Principal Investigator: _____ Event #: _____ AA Frequent Flyer #: _____ Other FF #s: _____ |
|---|--|--|

| | |
|---|--|
| <p style="text-align: center;">Please print clearly</p> Name: _____ Exactly as it appears on passport Airport of Departure: _____ Closest major airport (Airport/City/State) Need transportation to airport? YES <input type="checkbox"/> NO <input type="checkbox"/> Emergency Contact Name and Phone Number: _____ _____ _____ | Home Phone: () _____ Business Phone: () _____ Cell Phone: () _____ Email Address: _____ FedEx Delivery Address (P.O. Boxes not accepted): Is this a residential address? YES <input type="checkbox"/> NO <input type="checkbox"/> _____ _____ _____ |
|---|--|

REQUESTED TRANSPORTATION ARRANGEMENTS: (YOU MUST PROVIDE RETURN DATE EVEN IF APPROXIMATE)

| From City/State and/or Airport | To City/State or Country | *Date | ETD Earliest/Latest | ETA Earliest/Latest | Seating Requests | Special Meal Requests |
|-----------------------------------|-----------------------------|-------|------------------------|------------------------|---------------------|--------------------------|
| | | | : | : | | |
| | | | : | : | | |
| | | | : | : | | |
| | | | : | : | | |

Any necessary visa should be obtained before leaving the U.S. by contacting the embassies of the countries to be visited. Failure to do so may complicate or delay your travel. The U.S. Antarctic Program does not pay for or provide assistance in obtaining visas.

| | |
|--|---|
| Vessel Departure Date: _____ Arrival Date at McMurdo Station: _____ Arrival Date at South Pole Station:* _____ <small>*Arrival dates must be coordinated with the South Pole Asst Area Manager</small> Arrival Date at Palmer Station: _____ | *Allow a minimum of four (4) days prior to requested date of departure to Antarctica for travel time from AOD to Christchurch, NZ and three (3) days prior to requested date of departure to Antarctica for travel time from AOD to Punta Arenas, Chile, or vessel departure date. All travel arrangements are made in accordance with the Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government. |
|--|---|

All business stops must be approved by the NSF in advance of ticketing. If stops are required, please provide an explanation. Any personal stops en route must be coordinated directly with the airline, and any additional costs incurred due to personal stops will be the traveler's responsibility. **Excess Baggage costs are no longer reimbursed by RPSC – please review your airline's website prior to flight to ensure you are prepared to pay any associated costs.** The USAP Participant Guide provides further instructions regarding excess baggage. If you plan to transport high value/high tech items through New Zealand, RPSC DSG will provide you with an original, individually assigned New Zealand customs form for your items. Contact RPSC DSG for further instructions at 800-688-8606 ext. 2 or 303-790-8606 ext. 33202.

HOTEL REQUESTS: (Christchurch, NZ, and Punta Arenas, Chile hotel suggestions are listed on the Hotel List: RPSC form DS-A-100d)

Check in date _____ Check out date _____

Christchurch, NZ
 Punta Arenas, Chile
 Other (include phone) _____

1st Choice of Hotel _____ Willing to Dorm? Yes No

2nd Choice of Hotel _____ Willing to Dorm? Yes No

No Hotel Preference
 Smoking Room
 NON-SMOKING Room

Roommate(s): _____ Single
 Twin Beds
 Double

NO HOTEL REQUIRED Local contact phone number if no hotel required _____

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.

USAP Excess Baggage Request

The NSF does not authorize RPSC to issue or reimburse excess baggage costs. Participants are responsible for all commercial airline excess baggage costs, which should be covered under their Grant.

We suggest you ship excess baggage via the USAP cargo system. Excess baggage is not for personal items! See the *USAP Participant Guide* for details.

As with any commercial flight, there are overall weight and balance concerns on all Ice flights. *Please complete this form* if you are bringing more than the standard Ice flight baggage allowance, or if you are carrying high value/high tech goods through New Zealand. *All excess baggage requests to/from the Ice, as well as intra-continental flights, must be approved by the NSF.*

Name: _____ Peninsula (Punta Arenas, Chile)
(exactly as it appears on passport) Continental (Christchurch, NZ)
 Affiliation/Event #: _____ Other: _____

Commercial Carrier Baggage Allowances

Review your airline's baggage limitations prior to departure. *Generally*, domestic flights allow two 50 lb checked bags and international flights allow two 70 lb checked bags. (Depending upon airline policy, you may be required to pay a surcharge for the second bag.) No airline accepts bags over 70 lbs.

If the flight sequence is broken by the passenger (e.g., an overnight layover or non-contiguous flights that require baggage to be re-checked), you will incur additional costs.

Please contact RPSC Travel directly for oversized or overweight items which must be sent through the USAP cargo system.

Ice Flight Baggage Allowances

Standard checked luggage on flights from Christchurch to Antarctica is 34 kg (75 lbs) of personal luggage for summer and 66 kg (145 lbs) for winter participants. Save room for about 2.5 kg (5 lbs) of ECW gear.

Excess Baggage Requests for Ice Flights

Use one line for each piece of excess baggage requested. Attach additional sheets if necessary.

| Southbound Item (to Antarctica) | Weight | Contents/Justification |
|---------------------------------|--------|------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

| Northbound Item (from Antarctica) | Weight | Contents/Justification |
|-----------------------------------|--------|------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Please check here if you plan to travel through New Zealand with high value/high tech goods. These goods require a Customs form, which RPSC Travel provides.

**Return this form to: RPSC, Attn: DSG, 7400 South Tucson Way, Centennial, CO 80112-3938
 Fax: 303-705-0742**

Self-Ticketing Grantees (Reimbursable)

Grantees: If you reside outside the United States, or due to other required business travel you would prefer to purchase your roundtrip ticket to Christchurch or Punta Arenas for deployment, note that Raytheon Polar Services Company can only reimburse you the not-to-exceed (NTE) amount. The NTE is the amount it would have cost Raytheon to purchase your ticket from your Home Institute/Gateway city airport of departure to Christchurch/Punta Arenas and return. In order to be reimbursed, you **must purchase your ticket on a U.S. Flag Carrier, or on its code share flight**, if available. An example of this would be to purchase the tickets from United Airlines, not through Air New Zealand. **Should you wish to self-ticket, please request the NTE amount via e-mail to: deploy@usap.gov.**

You will need to complete, sign, and date an expense report, and include your ticket receipt(s) indicating payment in full. The expense report and instructions for completion will be provided upon issuance of the NTE amount. Your reimbursement will be processed on the day that you start your travel, and you must be PQ'd.

Please send us your itinerary and New Zealand or Chile hotel request so that we can arrange for your hotel reservations.

We wish you safe travels and a productive deployment!

The Deployment Specialists Group

1-800-688-8606 (prompt 2)

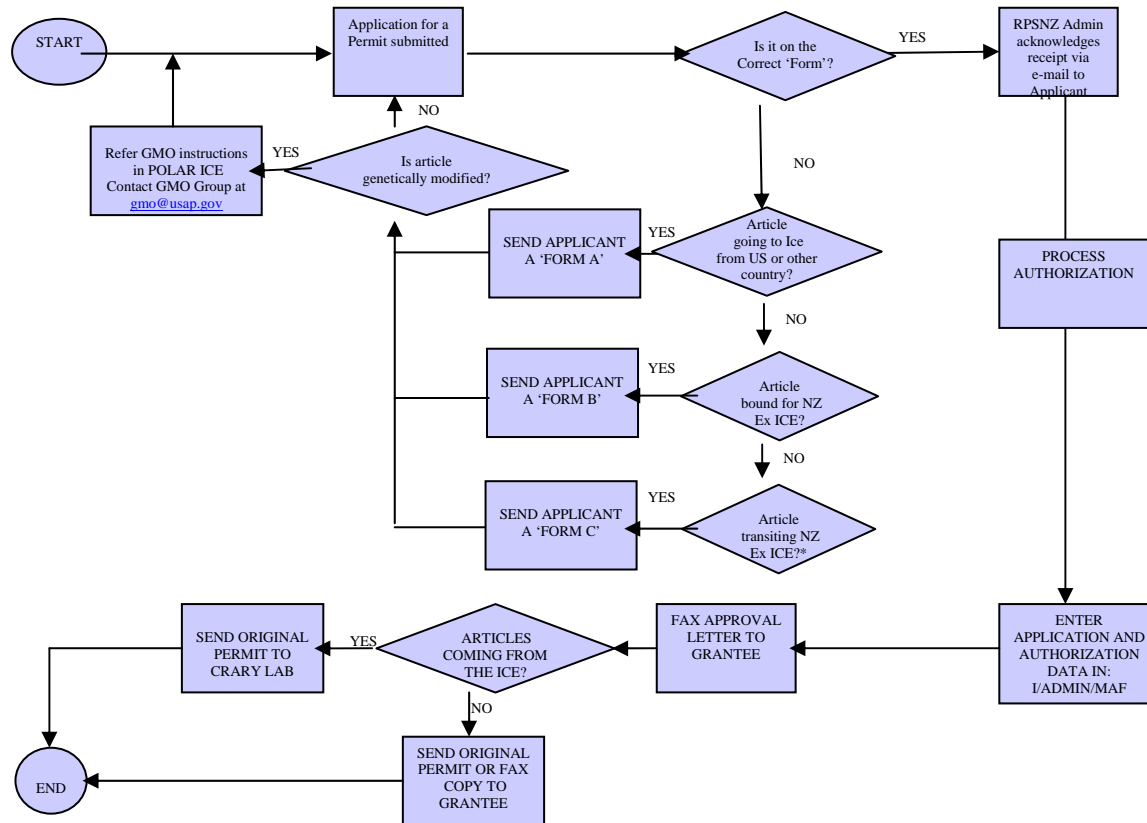
Raytheon Technical Services Company Polar Services

PERMITS

Individuals and groups traveling to Antarctica are responsible for obtaining any and all required permits. An initial assessment of permit needs should be made by the individual (or group) based on planned itinerary, the nature of interactions with wildlife, materials to be handled and shipped to or from Antarctica, and the need to enter Antarctic Specially Protected Areas.

The National Science Foundation (NSF), the National Marine Fisheries Service (NOAA/NMFS), U.S. Department of Agriculture (USDA), U.S. State Department (DOS), New Zealand Environmental Risk Management Authority (ERMA), and the New Zealand Ministry of Agriculture and Forestry (MAF) have regulations governing the taking of marine mammals, plants, introduction of non-indigenous species, importation and exportation, transshipment of specimens, genetically modified organisms (GMO), and research vessel clearances for work in foreign exclusive economic zones.

The following flowchart outlines New Zealand permit processing.



NOTES:

* Articles transiting NZ on the vessel that are not being landed do not require a permit.

Environmental Risk Management Authority (ERMA)

Definition of Genetically Modified Organism

Under the Hazardous Substances and New Organisms (HSNO) Act of 1996, a Genetically Modified Organism is any organism in which any of the genes or other genetic material have been modified by in vitro techniques or are inherited or otherwise derived through any number of replications, from any genes or other genetic material which has been modified by in vitro techniques.

The New Zealand Environmental Risk Management Authority (ERMA) controls the movement of new and genetically modified organisms into and through New Zealand.

If any of your specimens/samples meet the ERMA definition of a Genetically Modified Organism (above), please complete the attached questionnaire (ERMA Application) and forward it to the **GMO Group** at Raytheon Polar Services (NZ), gmo@usap.gov. Due to the time required to process applications to carry GMOs, notification must be given at least 12 weeks prior to deployment.

| PERMIT | LEAD TIME |
|--|-----------|
| Antarctic Conservation Act (ACA) | 12 weeks |
| Marine Mammal Protection Act (MMPA) | 32 weeks |
| U.S. Department of Agriculture Permit | 16 weeks |
| New Zealand Ministry of Agriculture and Forestry Form A | 4 weeks |
| New Zealand Ministry of Agriculture and Forestry Form B | 4 weeks |
| New Zealand Ministry of Agriculture and Forestry Form C | 4 weeks |
| New Zealand Environmental Risk Management Authority (ERMA) | 12 weeks |



Request to amend existing approval TNS02003 to allow transhipment of new organisms (including Genetically Modified Organisms (GMO)) through New Zealand
under Section 51 of the
Hazardous Substances and New Organisms Act 1996

The HSNO Act defines Transhipment as: "The importation into New Zealand of a hazardous substance or now organism solely for the purpose of export within 20 working days to another destination outside New Zealand".

Please note this request can only be used to add organisms to Annex 1 of the existing transhipment approval TNS02003. Should this addition not be considered a 'minor in effect change' by ERMA New Zealand due to the characteristics of the organism a new transhipment approval will be required.

1. Provide in this box a summary of the purpose for making the application.

Please provide a brief background of approximately 200 words outlining the purpose of the transshipment (e.g organism X is required to complete a study of the feeding habits of protozoa in Antarctica).

Organism details

2. The identification of the organism:

This should include all information necessary to identify the organism and should include:

- Latin binomial, including full taxonomic authority;
- If the Latin binomial is not known a means by which the organism can be identified must be provided (for example culture reference number, source and date of isolation).

Taxonomic Name/Unique identifier:

3. If the organism is a genetically modified organism, information on the details of the genetic modifications should be provided:

Please note the definition of a genetically modified organism under the HSNO Act is any organism in which any of the genes or other genetic material have been modified by in vitro techniques or are inherited or otherwise derived through any number of replications, from any genes or other genetic material which has been modified by in vitro techniques

This information shall include full details of the genetic constructs and modifications and the source and characteristics of the foreign nucleic acid. Applicants should also comment on the ability of the organism to be adequately contained in the transitional facility and whether or not the modification increases the potential of the organism to escape containment.

Information that is commercially sensitive should be clearly identified.

Please supply copies of any referenced scientific papers.

Sufficient information should be provided to allow ERMA New Zealand to make a summary statement of the modification (for example pBBR122 plasmids containing a transgenic construct composing promoter sequence from *rpsL* gene (*Bacillus subtilis*), fluorescent protein reporter genes derived from invertebrates (either GFP (Green), CFP (cyan), RFP (red), YFP (yellow) or their derivatives), and *rrnBT1T2* transcription termination sequence (*E. coli*); and a chloramphenicol resistance gene).

4. Antarctic Conservation Act Application and Permit Form:

If the application involves the importation of organisms/samples into Antarctica applicants need to supply a copy of the Antarctic Conservation Act Application and Permit Form obtained from the United States National Science Foundation.

Signature of researcher wishing to tranship organism _____

Date:

Please note:

ERMA New Zealand requires that a completed request be received at least 15 working days prior to transshipment occurring. Requests received less than 15 working days prior to transshipment occurring may incur an additional fee and processing may not be possible prior to desired transshipment date. If request are considered lacking in sufficient information the application may be declined on this basis and a new request with the required information submitted.