

2012-2013 Antarctica Deployment Packet for Grantees and Technical Events

Please review this Deployment Packet carefully. It includes information you need to know before you get to the Ice and the forms you'll need to fill out and return to ASC.



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

Travel:

800-688-8606 x33202
303-790-8606 x33202
fax: 303-705-0742
email: deploy@usap.gov

Medical - UTMB:

1-855-300-9704
fax: 409-772-3600
email: medical@usap.gov

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***Please Complete and Return to:**

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

- 1) Trip Details (TL-502)
- 2) Personal Information/Emergency Contact Information (NSF-1458)
- 3) ECW Clothing Sizes (NSF-1458)
- 4) Excess Baggage Request & NZ High Value Goods, if applicable (TL-503)

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



CHANGES IN 2012-2013 for GRANTEES AND TECHNICAL EVENTS

New Contractor

Lockheed Martin is the prime contractor supporting the U.S. Antarctic Program and we are known as Antarctic Support Contract, or ASC. Several teammates are joining ASC as partners:

Lockheed Martin	ASC program management; Science planning
Best Recycling	Waste
DAMCO	Cargo; Port Hueneme operations; Punta Arenas operations
Gana-A'Yoo (GSC)	Housing; Food & Beverage; Recreation; Retail; Post Office
GHG Corporation	IT and Comms
PAE	Infrastructure and Operations; Transportation and Logistics
PAE New Zealand	Christchurch operations
SecureInfo	Information Security
University of Texas Medical Branch	Medical, Dental, Psych PQs; Telemedicine

Denver remains the headquarters; phone numbers and emails remain the same for the most part.

Medical

The University of Texas Medical Branch (UTMB) has assumed all medical responsibilities, including Physical Qualifications (PQ). PQ questions can be directed to medical@usap.gov or 1-855-300-9704.

Self-Ticketers

ASC will ticket all deployment travel. Exceptions will be handled on a case-by-case basis.

QANTAS

As of this writing, QANTAS no longer services the Los Angeles – Auckland route. Be prepared to fly through Australia.

Ticketing

Tickets are purchased based on the information submitted on your travel forms. Please contact the ASC Travel Office if your situation changes.

Baggage Allowance for Winterovers

McMurdo and South Pole winterovers were previously allowed three bags on the commercial flight(s) to Christchurch. This season, winterovers are limited to two bags of up to 70 pounds (32kg) each. Anything beyond that is considered excess baggage.

The baggage allowance on commercial flights to Punta Arenas remains 50 lbs (23kg) for all participants.

Travelex

Travelex in New Zealand no longer offers currency exchange discounts to USAP participants. You can of course still exchange money at Travelex, but you will pay the same rates and fill out the same paperwork as other travelers.

Training in Christchurch

There will be trainings in Christchurch on the same day as ECW issue; the details are still being worked out. For this reason, plan on two nights in Christchurch.

South America

- DAMCO is the new agent in Punta Arenas, replacing AGUNSA.
- The Chilean Entrance fee increased from US\$140 to US\$160.

Finance

You can no longer cash personal checks on the Ice, at any station. Palmer Station is now cashless.

Travel to/from the Ice

- Travelocity Business is the Program's new travel agent.
- ASC Travel may be able to accommodate certain requests for personal/leisure travel if the cost does not exceed the cost of Programmatic travel.
- Once a redeployment date is confirmed, ASC Travel will book return travel to your Airport of Departure. If you wish to change dates or routing for personal/leisure travel, it is your responsibility to contact Travelocity or the airline(s) or other carriers directly to implement such changes; you incur any and all additional fees, penalties or fare differences.
- If the scheduled flight from McMurdo to Christchurch, or the vessel's arrival at Punta Arenas, is delayed or cancelled (for weather, mechanical or any other reason), ASC Travel will only assist with rebooking return travel to your Airport of Departure. If such delays impact your personal/leisure travel, it is your responsibility to contact Travelocity or the airline(s) or other carriers directly to reschedule; you incur any and all additional fees, penalties or fare differences.
- For this reason, it is highly recommended you delay planning personal/leisure travel until off the Ice.

USAP DEPLOYMENT INFORMATION for Grantees and Technical Events

- Antarctic Support Contract (ASC) communicates by email. Please check email two or three times per week throughout the PQ/ticketing process! Check spam mail too – some computers filter unknown e-addresses.
- Please return all forms eight (8) weeks before your scheduled deployment date. Tickets are purchased no later than 21 days in advance. You must submit all your paperwork and successfully PQ before tickets can be purchased.
- Keep copies of everything you submit in case anything is lost in transit.
- Blank forms can be downloaded from <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=764>.
- Please check the expiration of your ATM and credit cards *before* you deploy.

- All travel originates from major airports. ASC Travel will coordinate ground transportation to the airport if needed.

- The Program does not reimburse excess baggage costs – please check your airline’s website for baggage allowances. (Or ship equipment through the USAP cargo system, which is cheaper.)

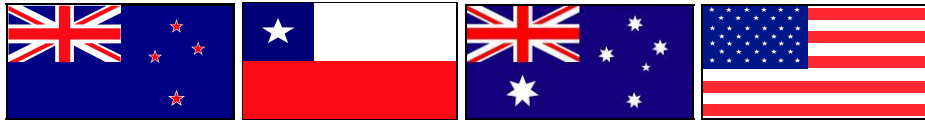
No airline accepts bags over 70lb/32kg. *Generally* domestic flights allow two 50lb/23kg checked bags. The USAP allows two 70lb/32kg checked bags on international flights to New Zealand, and two 50lb/23kg checked bags on international flights to Chile.

For the Ice flight between Christchurch and McMurdo, the baggage allowance is 150lb/68kg for all participants, including winterovers. This is the combined checked weight of your ECW gear and personal luggage. They don’t care how many bags you bring, but the maximum weight for a single piece is 70lb/32kg.

There are no weight restrictions on board the vessels, but space is limited.

- Airlines charge for baggage, preferred seating and meals. Most seats are assigned at the airport. ASC Travel will try to honor your preferences, but cannot pre-pay or reimburse these charges.
- For cargo, that is, items not carried as personal baggage, shipping by sea is the preferred method of transport. Make every effort to allow sufficient time for shipment by sea to the Ice. Work with your ASC Science Planner and refer to the Packing and Shipping Instructions at <http://www.usap.gov/usapgov/logistics/index.cfm?m=4#shippingInfo>.
- Passports must be valid for six (6) months *after* your return.
- Tickets are e-tickets. *Please* check your email (including SPAM folders) frequently as deployment approaches. Your final itinerary will be emailed from Travelocity Business; print it and bring it with you.
- Travel documents (luggage tags, 12-month visitors permit, etc.) will be mailed after you PQ, even to alternates. Keep them safe and bring them with you when you deploy. Use the luggage tags on all checked bags. If you’ll have more than two bags let ASC Travel know in plenty of time so they can send extra tags.
- Hotel rooms in Christchurch are selected by the Christchurch Travel Office; they will email your hotel information once you are ticketed. Hotel reservations in Punta Arenas are handled by DAMCO and will be supplied upon arrival.

- Shuttles in Christchurch between the airport, hotel and Antarctic Centre are pre-arranged with Super Shuttle, but are not pre-paid. Payment is on board with \$NZ or credit card; cash is preferred. The Christchurch Travel Office will email the details once you are ticketed. It is your responsibility to contact Christchurch Travel if you prefer to make other arrangements.
- Notary Services are not available in Antarctica. Make every effort to settle outstanding legal matters before you leave for Antarctica, including Power of Attorney if needed.
- If there are changes to your medical or dental health after you PQ, you *must* notify medical@usap.gov before you deploy.
- All wintering females of child-bearing age will be screened for pregnancy 1 to 2 weeks before station close. Pregnancy is a “Not Physically Qualified” condition for Antarctic deployment.
- Redeployments are processed from the Ice.



CUSTOMS AND IMMIGRATION

PASSPORTS

Regardless of nationality, your passport must be valid for six months *after* your return.

VISAS – U.S.Citizens

If you are a U.S. citizen you will not need a visa for New Zealand or Australia or Chile.

VISAS – non U.S.Citizens

If you do not possess a U.S. passport, the U.S. Antarctic Program does not pay for, or provide advice about, obtaining visas. Any necessary visas should be obtained *at least eight weeks before deployment* by contacting the embassy of the countries to be visited. Failure to do so might delay or even prevent your deployment.

If you need a letter identifying you as a USAP participant in order to obtain a visa, please contact the ASC Travel Group.



New Zealand

All participants will receive a letter that identifies them as a USAP participant and grants an extended visitor visa valid for 12 months.

For U.S. citizens whose visa expires while on the Ice, there is a 14-day grace period upon returning to New Zealand. For those planning a longer stay, electronic visa extensions are available for up to three months and can be coordinated with the Christchurch Travel Office before you leave the Ice.

High Value Goods

If you plan on carrying any single item worth more than USD \$10,000, please contact ASC Travel.

Websites

New Zealand Customs home page: www.customs.govt.nz

Visas: <http://www.customs.govt.nz/inprivate/traveltonz/immigration/Pages/default.aspx>

Duties and allowances: www.customs.govt.nz/features/charges

Prohibited and restricted items: <http://www.customs.govt.nz/features/prohibited/imports/Pages/default.aspx>



Chile

If this is your first trip to Chile on your current passport, you will need to pay a Chilean entrance fee (otherwise known as a reciprocity tax) of US\$160.00. American Express, Visa, MasterCard, or cash in good condition is accepted. ASC employees are reimbursed for this fee. Keep the tissue copy of the Immigration Form in your passport; you'll need it to exit the country.

Websites

Chilean Customs home page: www.aduana.cl/prontus_aduana_eng/site/edic/base/port/home.html

Visas (unofficial, but in English): www.chile.travel/en/about-chile/tips-for-travellers.html

Duties and allowances: www.aduana.cl/prontus_aduana_eng/site/artic/20070227/pags/20070227222529.html



Australia

U.S. citizens transiting through Sydney will not need a visa, however, you must stay inside the Transfer Area in Sydney. Leaving the terminal is a violation of Australian law.

Websites

Australian Customs home page: <http://www.customs.gov.au/>

Visas: <http://www.immi.gov.au/visitors/tourist/visa-options.htm>

Transit visas: <http://www.immi.gov.au/visitors/transit/>

Duties and allowances: <http://www.customs.gov.au/site/page4352.asp#items>

Prohibited and restricted items: <http://www.customs.gov.au/site/page4351.asp#items>



United States

ESTA

IF you do **not** possess a U.S. passport, *and*:

- IF your travel originates in a foreign country (excluding Canada), *and*
- IF you are transiting through the U.S. en route to Antarctica,

you must register with ESTA (Electronic System for Travel Authorization) at <https://esta.cbp.dhs.gov/esta/> before you leave home. This is a requirement of the U.S. Department of Homeland Security and applies even if you are only in the U.S. to connect to another flight.

From the U.S. Customs and Border Protection website:

“If a traveler is only planning to transit through the United States en route to another country, when he or she completes the ESTA application, the traveler should enter the words "In Transit" and his or her final destination in the address lines under the heading ‘Address While In The United States.’”

ASC Travel
7400 South Tucson Way
Centennial, CO 80112

phone: 800-688-8606 x33202 or 303-790-8606 x33202

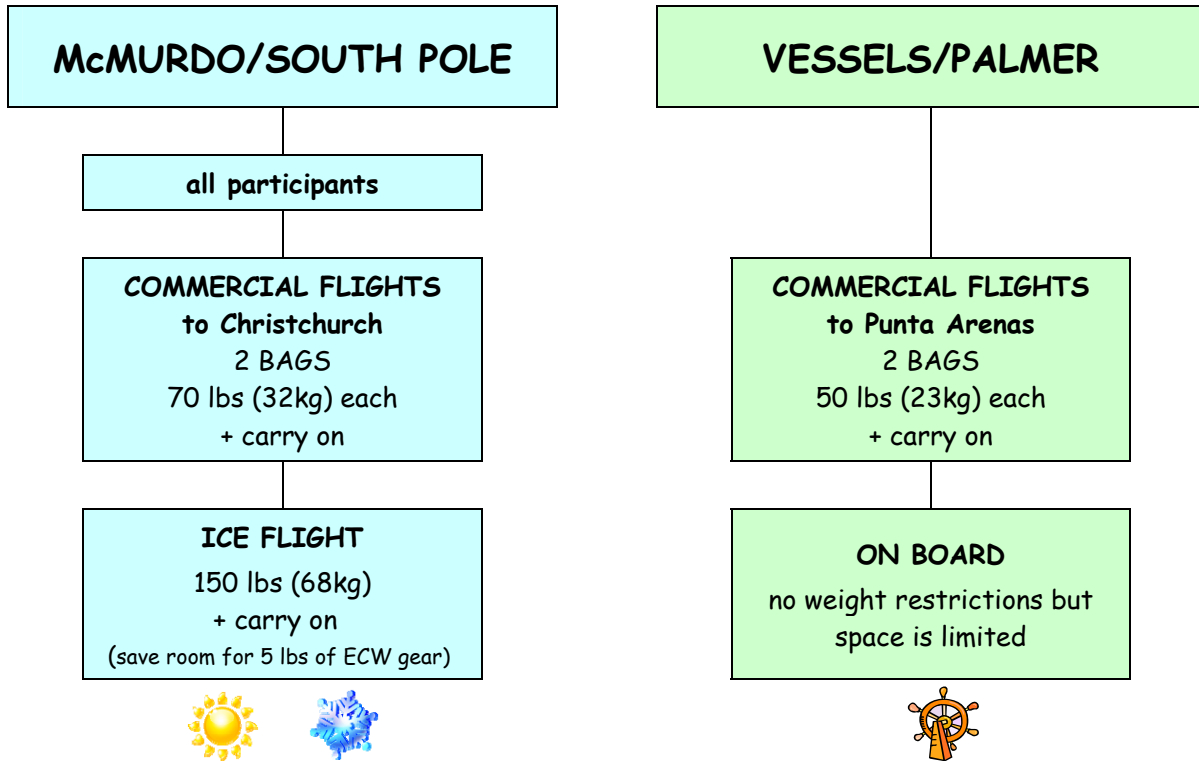
fax: 303-705-0742

email: deploy@usap.gov

The information on this page is subject to change.

BAGGAGE ALLOWANCE

Check your airline's baggage policies before departure. If charged a fee, ASC will reimburse ASC employees within the baggage allowance *with receipts*.
The Program does not reimburse grantees for baggage fees.



*** NO AIRLINE ACCEPTS BAGS OVER 70 LBS ***

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

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.



ASC Hotels in Punta Arenas, Chile



Hotel	Address	Phone	Fax	TYPE OF ROOM	CHILEAN PESOS	US DOLLARS	From	To
Dreams jalvarado@mundodreams.com	O`HIGGINS #1235	204500	---	single/double standard	62,900	\$133.83	1-Jan-12	31-Dec-12
				single/double suite	104,300	\$221.91		
Isla Rey Jorge reservas@hotelreyjorge.com	21 DE MAYO #1243	248220	248220	single	32,000	\$68.09	30-Mar-12	1-Oct-12
				double	38,000	\$80.85		
				triple	44,000	\$93.62		
Condor de Plata info@condordeplata.cl	COLON AVENUE #556	247987 229809	241149	single	23,529	\$50.06	1-Jan-12	31-Dec-12
				double	25,210	\$53.64		
				triple	29,412	\$62.58		
Chalet Chapital reservas@hotelchaletchapital.cl	ARMANDO SANHUEZA #974	730100	730101	single	24,370	\$51.85	1-Jan-12	31-Dec-12
				double	31,933	\$67.94		
				triple	36,975	\$78.67		
Rey Don Felipe reservas@hotelreydonfelipe.com	ARMANDO SANHUEZA #965	295000	295002	single	35,294	\$75.09	1-Jan-12	31-Dec-12
				double	45,000	\$95.74		
				triple	66,555	\$141.61		
Hotel Cabo de Hornos reservas@hotelesaustralis.com	PLAZA MUNOZ GAMERO #1025	715000	715050	single	55,000	\$117.02	1-Mar-12	31-Dec-12
				double	63,000	\$134.04		
				triple	80,000	\$170.21		
Hostal De La Avenida	COLON AVENUE #534	247532	247532	single	25,210	\$53.64	1-Mar-12	31-Dec-12
				double	33,613	\$71.52		
				triple	37,815	\$80.46		
				quadruple	42,017	\$89.40		
Hotel Jose Nogueira reservas@hotelnogueira.com	BORIES #99	711000	711011	single	45,000	\$95.74	16-Apr-12	30-Sep-12
				double	58,000	\$123.40		
				suite	90,000	\$191.49		
				extra bed	20,000	\$42.55		
Hotel Diego de Almagro reservas-pug@dahoteles.com	COLON AVENUE #1290	208800	208900	Single	40,000	\$85.11	1-Mar-12	30-Sep-12
				double	48,000	\$102.13		
				extra bed	15,000	\$31.91		

Notes:

Prices are special USAP rates.

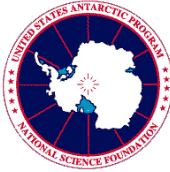
Prices do not include 19% IVA (VAT). Foreigner passengers do not pay this tax if passenger pays directly.

Prices assume an exchange rate of CLP/1USD = 470.

The Cabo de Hornos, Diego de Almagro and Jose Nogueira offer direct billing to ASC employees, with 19% IVA waived.

To call Chile, dial country/city codes = 011 56 61 and the hotel phone number.

You can view additional hotel details at www.usap.gov/travelAndDeployment/travelInformation/paHotels.cfm



United States Antarctic Program

Deployment Requirements for Information Security Training and Computer Requirements



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. This information sheet provides details on how to complete this training and accept acknowledgments prior to deployment.

1. Open an Internet Explorer browser to the USAP Online Learning Center:
<http://www.usap.gov/usapgov/onlinelearningcenter>
2. Click on *Enter USAP Online Learning Center*.
3. Below the Log In box, click on *Create an Account*.
4. Complete fields on the USAP Account Creation page. The Access Code required to create an account is: **91nbe1a3**
5. Click *Submit*. Your account is created and you are automatically signed in.
6. Click on the *My Courses* tab.
7. Click on the *Launch Page* option under Information Security, Course Launch.
8. Scroll to the bottom of the Launch Page and click on the **little yellow Launch button** next to Information Security Awareness to launch the course. The course launches in a separate pop-up window presenting the course materials.
9. Read the course material.
10. On the final page of the course material, click the Next button. The Enterprise Rules of Behavior (EntROB) appear.
11. After reading the EntROB, select "I accept ..." and click Submit. The Congratulations page appears.
12. Click *Launch Final Test*.
13. Complete the test. Once you submit your answers, the Test Results page appears.
14. Click on the *Completion Certificate* link -or- Exit the course (by closing the popup window) and return to the Launch Course page, then under Certification (on right-hand side) click *View Certificate*. Your personal certificate of completion appears.
15. Verify that your name is correct. If your information is accurate you are now recorded in the USAP Online Learning Center as complete.
16. Save an electronic version of the certificate in a personal folder, or print and keep it as evidence that you have completed this requirement.
17. Close the Certificate popup window.
18. Log out of the Online Learning Center by clicking the Log Out tab.

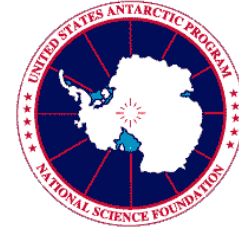
Technical Support

If you have technical issues with the Online Learning Center website, please contact Technical Support by calling 888.546.7704, between 7:00 AM-3:00 PM Pacific Time.



United States Antarctic Program

Computer Requirements For Connecting to the USAP Network



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 computing devices including iPhones, iPads, tablet devices and Personal Digital Assistance (PDA) that could 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.

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. For more information on meeting USAP computer requirements see *How to Pass Computer Screening*.

A computer system must continuously maintain compliance with these 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 the 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. To maintain the security of your system it is recommended that you set a temporary administrator username and password for use during computer screening. 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**
All devices must have antivirus software running at the current version and be configured for auto-updates. Computers must be virus free prior to connecting to the USAP network and maintain the current DAT version as updates are available.
- **Operating System and Software Patches**
Devices running an operating system (OS) must be running at a version currently supported by the vendor, and be updated with the most current patch level of the OS, including the latest security patches. Applications running on the system must also be patched when patches are released by the software vendor.

- **Client and Server Software and Data Transfer**
 - Client software used for the purposes of email and web browsing, and other client software, such as SSH and SFTP, are permitted.
 - Computers are not permitted to use insecure protocols such as Telnet for accessing systems or FTP for transferring data across the USAP network.
 - Software that is not permitted for use on the USAP network includes but not limited to:
 - Peer-to-peer (P2P) software, e.g., BitTorrent, KaZaA, Gnutella, Freenet
 - 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
 - Network or port scanning software, such as Nessus
 - Unauthorized wireless access points
 - Software requiring NSF approval for use on the USAP network for official business purposes (such as educational outreach) includes Skype and other video and audio streaming software.

If your system has embedded software or can only be patched when the vendor releases an update, notify USAP IT several months in advance of deployment to design your science support requests or mission support requests to receive a preliminary connection determination. The system will be evaluated to determine if it is secure, robust, and able to withstand continuous security, maintenance, and network management activities that occur on the USAP network.

Computer Screening Process

Screening technicians gather the following information during the computer screening process. System operators who connect to the USAP network without a screening rating of *Pass* are in violation of USAP information security policy and may be disconnected without notice. A *Fail* rating indicates the system owner is responsible for remediating the system as soon as possible in order to remain connected to the USAP network.

Data Collected By Computer Screening	
<ul style="list-style-type: none">▪ Computer make and model▪ Computer hostname▪ MAC address	<ul style="list-style-type: none">▪ Wireless MAC address▪ OS version and patch level▪ Antivirus software version and DAT file date

Computer screening is performed at the following locations:

- Denver, Colorado
- Christchurch, New Zealand
- McMurdo, Palmer and South Pole Stations
- Marine Research Vessels (LMG and NBP)

TRIP DETAILS

FOR GRANTEES AND TECHNICAL EVENTS

Please submit all forms eight (8) weeks before your scheduled deployment date.
 Tickets are purchased no later than fourteen (14) days in advance.

NAME (exactly as it appears on Passport):		Gender: <input type="checkbox"/> M <input type="checkbox"/> F		TELEPHONE NUMBERS (include area code)	
MAILING ADDRESS (Street, City, State, Zip Code, Country):				RESIDENCE: _____	
FEDEX ADDRESS, if different (no PO boxes please):				WORK: _____	
				CELL: _____	
				EMAIL(s): _____	

Event #:		PI Name:		ASC Science Planner:	
Destination (business-related stopovers must be approved by the NSF.):					
_____ MCM		_____ South Pole		_____ Palmer	
_____ Conference/Meeting:		_____		Vessel - Cruise #: _____	
				Port Call _____	
				Other: _____	
Travel Legs (The USAP tickets from the closest major airport.)					
From City/State or Airport	To City/State or Country	Departure Date (even if approximate)	Desired Departure Time (Earliest - Latest)	Desired Arrival Time (Earliest - Latest)	
			-	-	
			-	-	
			-	-	
			-	-	
Seating:* ___ Aisle ___ Window		Special Meals:*		Freq Flyer #(s):	
Are you traveling with others USAP participants? If so, who?					
Excess baggage is anything over 2 bags at 70 pounds (32kg) each, or if any one piece of equipment is worth more than \$10K.					
Excess Baggage?* ___ Yes ___ No If yes, please fill out the USAP Excess Baggage Request and NZ High-Value Goods Declaration form.					
<i>*You are responsible for any airline surcharges.</i>					
Hotel Check-In Date:				Check-Out Date:	
Hotel in Christchurch:		<u>Hotels in Christchurch are assigned</u>			
Hotel in Punta Arenas:		1 st Choice		2 nd Choice	
				3 rd Choice	
Room Type:		___ Smoking ___ Non-Smoking		___ Single ___ 2 Twin Beds ___ 1 Double Bed	
Roommate Request: ___ Yes ___ No Name: _____					
No Hotel Required:		Local contact phone number: _____			
Notes or Other Special Requests (the Southbound default is 2 nights Christchurch; 1 night Punta Arenas):					

Return this form to ASC Travel Group, 7400 South Tucson Way, Centennial, CO 80112-3938
Fax: 303-705-0742 email: deploy@usap.gov

NATIONAL SCIENCE FOUNDATION
 4201 WILSON BOULEVARD
 ARLINGTON, VIRGINIA 22230

PERSONAL INFORMATION

YOUR 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: _____
DATE OF BIRTH (month, day, year)	PLACE OF BIRTH (city, state, country)	
U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO	NATIONALITY (if not a U.S. citizen)	
PARENT ORGANIZATION		
<input type="checkbox"/> NSF <input type="checkbox"/> OFFICIAL VISITOR EVENT # _____ <input type="checkbox"/> ASC <input type="checkbox"/> ASC CONTRACTOR _____ <input type="checkbox"/> SCIENCE GROUP MEMBER EVENT # _____ <input type="checkbox"/> TECHNICAL EVENT # _____ Principal Investigator _____ Company Name _____ OTHER _____ JOB TITLE _____ <div style="text-align: right; font-size: small;">(All participants complete for appropriate gear)</div>		

EMERGENCY CONTACT INFORMATION

NAME OF PERSON TO BE NOTIFIED IN CASE OF ACCIDENT/ILLNESS/DEATH	RELATIONSHIP
ADDRESS	TELEPHONE NUMBER(S):
_____	Home: _____
_____	Work: _____
_____	Mobile: _____

PERSONAL INFORMATION
EMERGENCY COLD WEATHER (ECW) CLOTHING SIZES

NAME _____ SEX: M F

JOB TITLE _____ Parent Organization _____

(All participants complete for appropriate gear)

WORK SITE INFORMATION

Check all that apply. For multiple, sites note dates next to sites.

CONTINENTAL SYSTEM

- MCMURDO STATION
- DRY VALLEY CAMP
- SOUTH POLE
- OTHER _____

PENINSULA SYSTEM

- PALMER STATION
- R/V NATHANIEL B. PALMER
- R/V LAURENCE M. GOULD
- OTHER (describe) _____

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)

Have you previously deploy to Antarctica? Yes No

Most recent year: _____

CLOTHING INFORMATION

HEIGHT: _____ WEIGHT: _____

COAT SIZE: _____ CHEST SIZE: _____

SHIRT SIZE (check one): SMALL MEDIUM LARGE EXTRA-LARGE

WAIST: _____ HIP: _____ (women)

INSEAM: _____ (men) SHOE SIZE: _____

HAT SIZE: _____ GLOVE SIZE: _____

ADDITIONAL REQUIREMENTS:

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.

USAP EXCESS BAGGAGE REQUEST and NEW ZEALAND HIGH-VALUE GOODS DECLARATION

The NSF does not authorize Antarctica Support Contractor to issue or reimburse excess baggage costs. Participants are responsible for all commercial airline excess baggage costs.

We suggest you ship excess baggage via the USAP cargo system. Excess baggage is not for personal items!

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 (exactly as it appears on Passport):	<input type="checkbox"/> Peninsula (Punta Arenas, Chile) <input type="checkbox"/> Continental (Christchurch, NZ) <input type="checkbox"/> Other: _____
Affiliation/Event #:	

Commercial Carrier Baggage Allowances

Review your airline's baggage limitations prior to departure. Depending upon airline policy, you may be required to pay a surcharge for each bag. No airline accepts bags over 70 lbs (32 kg).

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 your Science Planner or the USAP Science Cargo office for oversized or overweight items which must be sent through the USAP cargo system.

Ice Flight Baggage Allowances

Total baggage allowance for checked luggage on flights from Christchurch to McMurdo is 150 lbs (68 kg) of personal luggage for ALL participants. Save room for about 5 lbs (2.5 kg) of Emergency Cold Weather Clothing (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, i.e., any piece of equipment worth more than \$10K. These goods require a NZ Customs form, which ASC Travel provides.

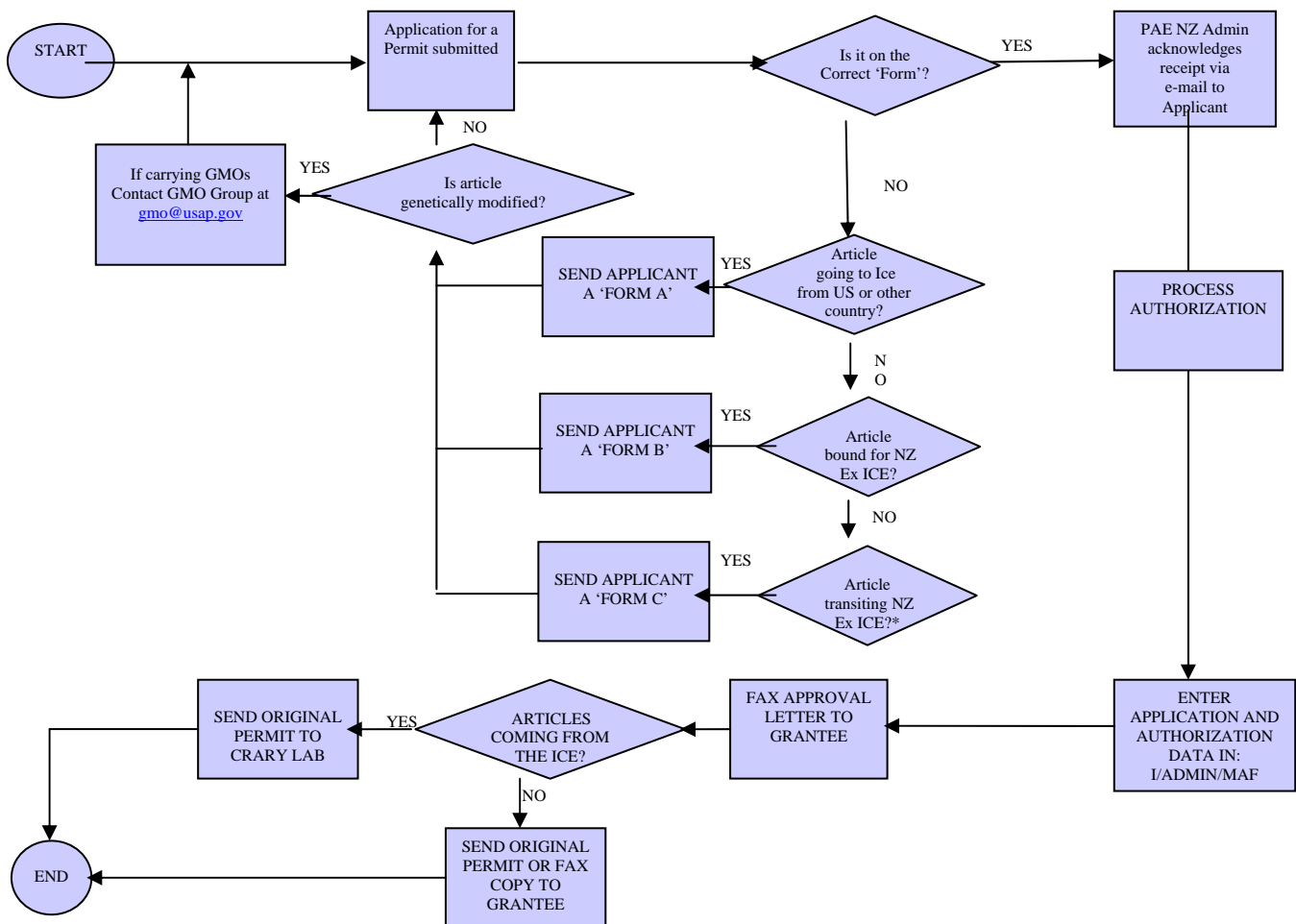
Return this form to ASC Travel, 7400 South Tucson Way, Centennial, CO 80112-3938 Fax: 303-705-0742

NZ PERMITS

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 Protection Authority (EPA) 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.

Individuals and groups traveling to Antarctica are responsible for obtaining any and all required permits to travel with or ship such items. 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 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 Protection Authority (EPA)

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 Protection Authority (EPA) controls the movement of new and genetically modified organisms into and through New Zealand.

If any of your specimens/samples meet the EPA definition of a Genetically Modified Organism (above), please contact the **GMO Group** at 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 Protection Authority (EPA)	12 weeks