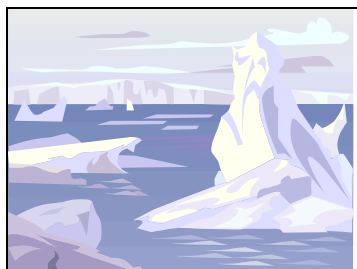


2011-2012 Antarctic Season Deployment Packet

Grantees and Subcontractors



Raytheon Polar Services
Attn: DSG
7400 S. Tucson Way
Centennial, CO 80112-3938

Deployment Specialists Group:

800-688-8606 ext 2
 303-790-8606 ext 2
 fax: 303-705-0742
 email: deploy@usap.gov

Medical:

800-688-8606 ext 3
 303-790-8606 ext 3
 fax: 303-649-9275
 email: Medical@usap.gov

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USAP DEPLOYMENT INFORMATION

Grantees and Subcontractors

- *What do I bring? What is the mailing address 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) communicates by e-mail. Please check e-mail two or three times per week throughout the PQ/ticketing process! Check spam mail too – 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=764>.
- **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.
- Use a USAP luggage tag on each checked bag; they are mandatory. If you plan on more than two pieces of checked luggage, let DSG know in plenty of time so that we can send extra USAP luggage tags.
- Airlines charge for baggage, 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.
- The Program does not reimburse excess baggage costs – please check your airline's website for baggage allowances and costs. (Or ship equipment through the USAP cargo system, which is significantly cheaper and easier than traveling with excess baggage.)

No airline accepts bags over 70lb/32kg. *Generally* domestic flights allow two 50lb/23kg checked bags. International flights to New Zealand allow two 70lb/32kg checked bags; international flights to Chile allow two 50lb/23kg checked bags. The baggage allowance on the Ice flight between Christchurch and McMurdo is 150lb/68kg for ALL participants. This allowance is the combined checked weight of your ECW gear and personal luggage. Maximum weight for a single piece is 70lb/32kg.

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

- **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 RPSC science Point-of-Contact 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.
- IF you do **not** possess a U.S. passport, *and*:
 - IF your travel originates in a foreign country (including 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.
- The Program does not pay for, and RPSC cannot provide assistance with, obtaining visas. RPSC will provide a USAP support letter to submit to the appropriate Embassy or Consulate with your visa application.

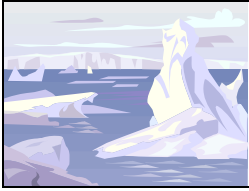
- **Once PQ'd, if any changes occur to your medical or dental health, you *must* notify medical@usap.gov to update your medical records prior to deployment.**
- Travel documents (luggage tags, 12-month visitors permit, etc.) will be mailed as soon as you PQ. Please keep them safe and bring them with you when you deploy.
- The Denver Travel Office will e-mail your travel itinerary approximately three (3) weeks prior to deployment. 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.
- Hotel 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.
- Shuttles in Christchurch between the airport, hotel and the CDC are ***pre-arranged*** with Super Shuttle but ***not pre-paid***. (Payment is on board with \$NZ or credit card.) The Christchurch Travel Office will e-mail the details once you are ticketed. It is *your responsibility* to contact Christchurch Travel if you prefer to make other arrangements.
- 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 deploy@usap.gov.
- The Deployment Packet includes information security requirements, laptop screening requirements, and information about obtaining permits for transiting organic and hazardous materials through New Zealand.
- **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.
- 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. **ALL REDEPLOYMENT TICKETS MUST BE PURCHASED BY MARCH 16, 2012**, including leisure travel.

PLEASE RETURN THE FOLLOWING to Raytheon Polar Services, Attn: DSG, 7400 S. Tucson Way, Centennial, CO 80112-3938, or fax to 303-705-0742:

- 1) Influenza Vaccination Agreement (DSG-DT-001GA)
- 2) Important Notice for Participants (NSF 1457)
- 3) Personal Information Form (NSF 1458)
- 4) Housing Request Worksheet(s) (DSG-DT-100BM to -100BP)
- 5) Grantee Deployment Travel Request Worksheet (DS-A-100b)
- 6) Passport Details (DSG-DT-100AS)
- 7) Excess Baggage Request, if applicable (DSG-DT-100AU)

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

CHANGES FOR 2011/2012 – GRANTEES AND SUBCONTRACTORS



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.

And be sure to check for late-breaking changes before you deploy:
<http://www.usap.gov/usapgov/travelAndDeployment/ContentHandler.cfm?id=2333>.

Winterover Pregnancy Screening

The USAP Federal Medical Review Panel (comprised of physicians from the USAP, NASA, Federal Occupational Health Administration, the Air Force, and independent subject matter experts) recommended that tests for pregnancy, which is a “Not Physically Qualified” condition for Antarctic deployment, be administered 1 to 2 weeks before station closing to women of child bearing age. The NSF accepted the Panel’s recommendation and all wintering females of child-bearing age will be screened.

Christchurch Hotels

The number of hotel rooms in Christchurch is limited due to earthquake damage. RPSC will assign hotel rooms based on availability, regardless of preference. Also, the hotels will not have many AC adapters available; the CDC has a limited supply to lend but it is wise to bring your own.

Mutilated Passports

Damaged passports are not accepted for international travel. The U.S. Department of State defines damage as “water damage, a significant tear, unofficial markings on the data page, missing visa pages (torn out), a hole punch and other injuries.” The State Department advises against adding unofficial stamps to your passport.

A reminder also that there should be at least four blank pages remaining in your passport before you deploy.

Cash for Chilean Entrance Fee

If you are traveling through Chile on a first-time passport, you will pay a Chilean Entrance fee in U.S. dollars. Customs officials have been known to refuse cash if it is not in good condition. You can use a debit or credit card but if are going to pay with cash, please plan on using newer bills over well-used dollars.

Redeployment – Ticketing Deadline

ALL REDEPLOYMENT TICKETS MUST BE PURCHASED BY MARCH 16, 2012. You may continue leisure travel but your return flight to the U.S. must be booked by then.

The new contractor is under no obligation to assist after this date. If you do not coordinate your redeployment with RPSC by March 16, 2012, RPSC will book a random flight to the U.S. and you will be responsible for all change fees, penalties and fare differences.

Natural Disaster Management

Due to natural disasters in Chile and New Zealand, expect a stronger crisis management presence this season. This may take the form of post-season check-ins, centralized social networking sites, e-mail/ phone/text trees, etc. We need to account for your safety from the time you leave your home to deploy until your safe return, and will share details as they become available.

Emergency Contact Wallet Card

An Emergency Contact card will be included with your travel documents. Please place it in your wallet in case there is an emergency during your travels.

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 Deployment Requirements for Information Security Training and Acknowledgement

Raytheon
Polar Services

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 requirements stem from the Federal Information System Management Act of 2002 (FISMA), and are required as a condition for deployment. To complete the Information Security Awareness Course and Acknowledgement follow the steps below.

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 via email (usap.support@serebra.com) or call 888.546.7704, operating hours 7:00 AM-3:00 PM Pacific Time Zone.



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.

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

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

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

Thank you.

Medical Director
RPSC Medical Department

INFLUENZA VACCINATION 2011-2012

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 2011-2012 season.

Please check one of the following options indicating your status:

Grantee Contract Employee NANA Employee Fulltime RPSC Sub-Contractor

Printed Name – Last, First and MI

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



AIRLINE INDUSTRY CHANGES

The airline industry is changing every day and changes are beyond RPSC's control.
These changes affect you!

Number of bags:	See the <i>Baggage Allowance</i> page.	Be prepared to pay baggage fees at the counter. If you are a preferred flyer on the airline(s), additional charges may be waived. RPSC and NANA employees will be reimbursed up to the USAP baggage allowance, with receipts.
Luggage weight:	See the <i>Baggage Allowance</i> page.	Be prepared to pay baggage fees at the counter. You cannot check a bag over 70 lbs on any carrier. RPSC and NANA employees will be reimbursed up to the USAP baggage allowance, with receipts.
Check-in:	90 minutes domestic, 2 hours int'l	Later than that, you may be denied boarding.
Seat Assignments:	Window/aisle/bulkhead/exit row	YOU pay for preferred seating.
ID:	Name on your government-issued ID (i.e., passport) must match the name on your ticket <i>exactly</i>	If not, you WILL be denied boarding.
Passports:	Valid six months <i>after</i> return	If not, you may be denied boarding.
Homeland Security:	Last minute changes; no-shows	Raises red flags, incurs delays at check-in. If you skip, miss, or change any flight leg, notify RPSC Travel.
Routes:	More flight cancellations	Fewer direct flights, less flexible departure times, more flights sold out, fewer reroute options. USAP travel is booked from major airports only.

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! PQ early!

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

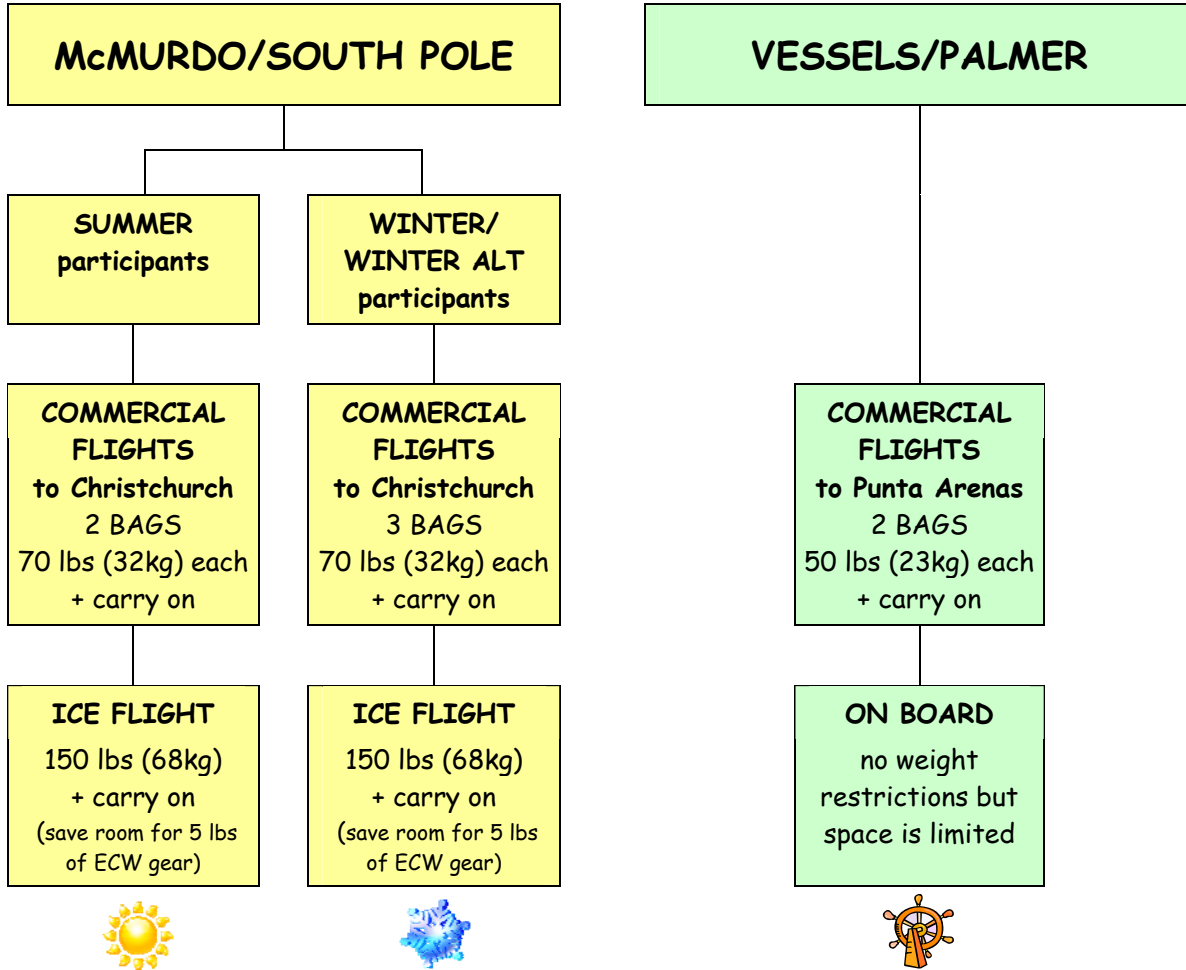


Sunglasses and long underwear are recommended for comfort.

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

BAGGAGE ALLOWANCE

Check your airline's baggage policies before departure. If charged a fee, RPSC will reimburse RPSC and NANA employees within the baggage allowance *with receipts*.



*** 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.

GRANTEES:

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

South Pole and Palmer Stations

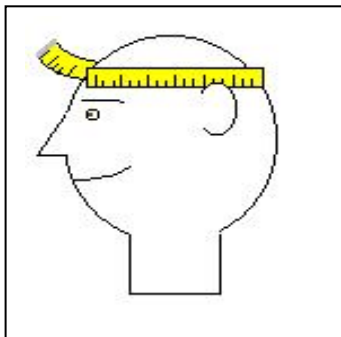
There is no ATM available at the Palmer and South Pole Stations. The Palmer Station Store accepts Visa and Master Card. The Finance/Human Resources Representative will cash personal checks (from U.S. banks) for up to \$500 per calendar month. Transactions can also be made by cash or travelers cheques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

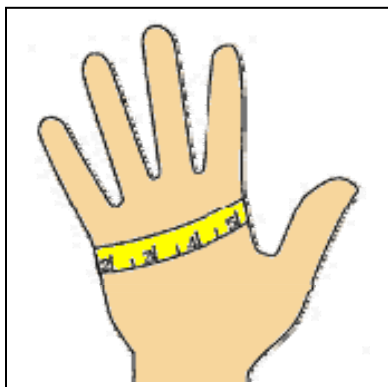
How to Measure Hat Size



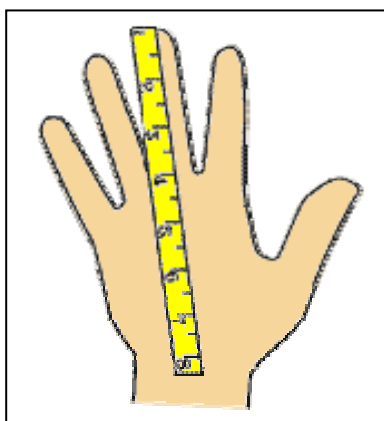
To measure hat size accurately, just wrap a tape measure (or a string which you can measure while laying flat against a ruler) around your head where you like to wear a hat. Take the number and compare it to the top entry of the table below. If your head measurement falls between two blocks, select the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

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.

Print Name

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)
----------------------------------	---------------------------------------

U. S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO	NATIONALITY (if not a U.S. Citizen)
---	-------------------------------------

NAME OF PERSON TO BE NOTIFIED IN CASE OF ACCIDENT/DEATH	RELATIONSHIP
---	--------------

ADDRESS	TELEPHONE NUMBER(S)
---------	---------------------

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">CLOTHING INFORMATION</p> <p>HEIGHT: _____ WEIGHT: _____</p> <p>COAT SIZE: _____ CHEST SIZE: _____</p> <p>SHIRT SIZE (check one):</p> <p><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">WORK SITE INFORMATION</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 VALLEY CAMP _____</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 – WINFLY/SUMMER

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

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: _____ 2nd choice: _____ 3rd 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?):

Punta Arenas, Chile: Accommodation List

(U.S. Currency Rate)

see <http://www.usap.gov/travelAndDeployment/travelInformation/paHotels.cfm> for more details

HOTEL	ADDRESS	PHONE	FAX	SINGLE	DOUBLE	TRIPLE	SUITE	FROM	TO			
CABO DE HORNOS	PLAZA MUNOZ GAMERO #1025	715000	715050	96	117	145	---	Apr-1-11	Sep-30-11			
CHAPITAL	ARMANDO SANHUEZA #974	730100	730101	44	52	60	---	Apr-16-11	Sep-30-11			
CONDOR DE PLATA	COLON AVENUE #556	247987 229809	241149	58	65	73	---	Apr-1-11	Sep-15-11			
<i>DIEGO DE ALMAGRO***</i>	COLON AVENUE #1290	208800	208900	75	75	105	---	Jan-1-11	Sep-30-11			
DREAMS	O'HIGGINS #1235	204500	---	149	149	Jr. Suite 176	---	Jan-2-11	Dec-28-11			
FINIS TERRAE	COLON AVENUE #766	228200	228124	88	99	110	JR 132 154	Apr-1-11	Sep-30-11			
<i>ISLA REY JORGE***</i>	21 DE MAYO #1243	248220	248220	60	70	90	---	Apr-1-11	Sep-30-11			
<i>JOSE NOGUEIRA***</i>	BORIES #99	711000	711011	87	94	---	135	Apr-1-11	Sep-30-11			
LOS NAVEGANTES	JOSE MENENDEZ #647	617700	617717	60	70	80	---	Apr-1-11	Sep-30-11			
MERCURIO	FAGNANO #595	242300	242300	50	57/62	70	---	Apr-1-11	Sep-30-11			
REY DON FELIPE	ARMANDO SANHUEZA #965	295000	295002	76	94	132	165	Jan-1-11	Dec-31-11			
SAVOY	JOSE MENENDEZ #1073	247979	247979	44	57	90	---	Apr-1-11	Aug-31-11			
HOSTEL	ADDRESS	PHONE	FAX	SINGLE	DOUBLE	TRIPLE	QUAD	FROM	TO			
PATAGONIA (formerly CALAFATE)	MAGALLANES #926	241281	241281	SB	PB	SB	PB	SB	PB	---	Apr-1-11	Sep-30-11
				30	49	49	69	69	87			
FITZ ROY	LAUTARO NAVARRO #850	240430	240430	SB	PB	SB	PB	SB	PB	DORM	Apr-1-11	Sep-30-11
				32	43	43	53	---	64	18		
EL CONVENTILLO	PASAJE KORNER #1034	242311	---	18 PER PERSON (NO SINGLES)					Apr-1-11	Sep-30-11		
LA AVENIDA	COLON AVENUE #534	247532	247532	53	64	81	85	Apr-1-11	Sep-30-11			
TRAGALUZ	MEJICANA #1194	613938	---	64	75	85	---	Apr-1-11	Sep-30-11			

- NOTES:**
- 1) The above prices are specially rated for USAP passengers. Prices assume an exchange rate of CLP/1USD = 470.
 - 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 (notably 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 deploy@usap.gov.
 - 7) Raytheon Technical Event and Raytheon and NANA contract participants will have their hotel room and taxes direct billed to RPSC. Hotel choices are identified in *italics****, above.

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 prompt 2
303-790-8606 prompt 2
Email: deploy@usap.gov

RPS POC: _____
Principal Investigator: _____
Event #: _____
AA Frequent Flyer #: _____
Other FF #s: _____

Please print clearly

Name: _____
(First name, Full Middle Name, Last Name)

Airport of Departure: _____
Closest major airport

Need transportation to airport? YES NO

Emergency Contact Name and Phone Number:

Home Phone: () _____

Business Phone: () _____

Cell Phone: () _____

Email Address: _____

FedEx Delivery Address (P.O. Boxes not accepted):

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: _____ Cruise #: _____
Arrival Date at McMurdo Station: _____
Arrival Date at South Pole Station:* _____
*Arrival dates must be coordinated with the South Pole Asst Area Manager
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 RPS – 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, RPS DSG will provide you with an original, individually assigned New Zealand customs form for your items. Contact RPS DSG for further instructions at 800-688-8606 prompt 2 or 303-790-8606 prompt 2.

HOTEL REQUESTS (see RPS form DSG-DT-100BI for hotel suggestions):

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

The Department of Homeland Security (DHS) is currently implementing Secure Flight, a program developed to provide a uniform watch list matching by the Transportation Security Administration (TSA). By establishing a consistent watch list matching system, Secure Flight will enhance aviation security and help make travel easier for passengers.

To comply with Secure Flight and to ensure our travelers are neither inconvenienced nor incur fines from the airlines, RPS will collect TSA Secure Flight passenger data beginning September 15, 2010.

TSA regulations require all airline passengers to provide the following personal data when making travel reservations:

- Full Name (as listed on passport)
- Birth Date
- Gender
- Redress Number (if applicable)*

You are a (check one):

Grantee Sub-Contractor Fulltime RPS Contract Employee NANA Employee

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

Last Name: _____

First Name: _____

Full Middle Name: _____ **no middle initial:**

Passport Number: _____

Date of Expiration: _____

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

Nationality: _____

Date of Birth: _____

Gender: Male Female

Redress # (if any)*: _____

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

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

* A Redress Number is a unique 13-digit identifier issued by the Department of Homeland Security to individuals who have applied for a Redress Number through the Traveler Redress Inquiry Program (TRIP). Under the terms of the Secure Flight program, such individuals shall provide their Redress Number when making all travel reservations.

USAP Excess Baggage Request and NZ High-Value Goods Declaration

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. 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 RPSC Travel directly 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 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 N.Z. 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**

Arranging Your Own Travel?

Approved Self-Ticketers:

If your NSF grant stipulates self-ticketing (as identified in the Operational Notice), you are required to book your own roundtrip travel to Christchurch or Punta Arenas. RPSC does not reimburse or assist with ticketing or travel en route. If in doubt, contact your PI or RPSC Point-of-Contact.

Once you make your arrangements, please send a copy of your itinerary and New Zealand/Chile hotel request to deploy@usap.gov. The Christchurch/Punta Arenas Office will be happy to assist with hotel reservations.

Book Your Own Travel (RPSC reimburses):

Ordinarily RPSC books your travel and pays for your ticket. If you reside outside the United States, or for other reasons prefer to purchase your own roundtrip ticket to Christchurch or Punta Arenas, please note that RPSC can only reimburse up to the not-to-exceed (NTE) amount. The NTE is the amount it would cost RPSC to purchase your airline ticket from your home institution/gateway city airport of departure to Christchurch or Punta Arenas and return.

- > If possible, wait until after you PQ to purchase tickets. You will not be reimbursed if you do not PQ.
- > In order to qualify for reimbursement, **you must purchase your ticket on a U.S. Flag Carrier, or on its code share flight**, if available. For example, fly United Airlines instead of Air New Zealand.
- > RPSC can only reimburse individuals, not institutions or other entities.
- > The Program does not reimburse airline-imposed baggage fees.
- > You will need to complete, sign, and date an expense report, and include your ticket receipt(s) indicating payment in full. The expense report form (with instructions) will be provided with the NTE. **Your reimbursement is processed the day you start your travel.**
- > If your personal schedule changes, or if flights are changed/cancelled en route, or if your Ice flight changes, whether for deployment or redeployment, you will need to work directly with the airline(s) or your travel agent. RPSC cannot assist because they do not control the ticket.
- > Be aware that the class/type of tickets you purchase can seriously limit your ability to make changes. Flights may not be available and the ticket can have significant restrictions and penalties.
- > Change fees or other penalties will not be reimbursed if they exceed the NTE amount.
- > Once you make your arrangements, please send a copy of your itinerary and New Zealand/Chile hotel request to deploy@usap.gov. The Christchurch/Punta Arenas office will be happy to assist with hotel reservations.

Please let RPSC book your travel if at all possible. They issue flexible, open-ended tickets with generous baggage allowances (two bags up to 70 lbs each), offer 24/7 support, and are experienced Antarctic travel specialists.

If you still wish to book your own travel, please request the NTE amount via e-mail from deploy@usap.gov.

And remember that if you do not possess a U.S. passport and are transiting through the U.S. from a foreign country (including Canada) 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.

We wish you safe travels and a productive deployment!

The Deployment Specialists Group

Raytheon Polar Services Company
7400 S. Tucson Way, Centennial CO 80112-3938
(720) 568-2083 or (800) 688-8606, prompt 2
Secured fax: (303) 705-0742
E-mail: deploy@usap.gov

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 cannot upgrade flights by 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.
- A copy of your current *AAdvantage* account balance must be provided at the time of request. Proof may be submitted via e-mail or fax at (303) 799-6647.

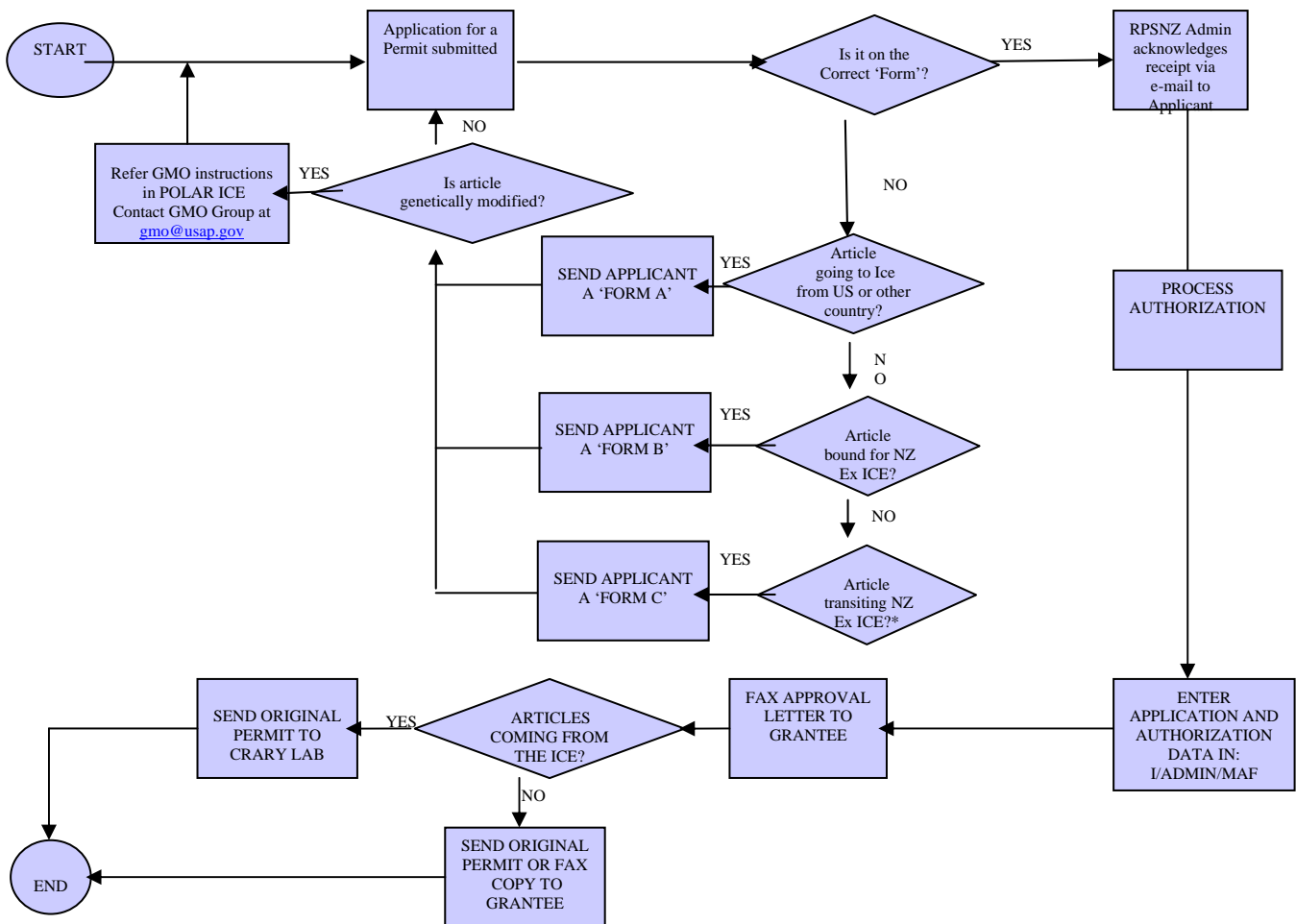
To learn about other ways to redeem or purchase *AAdvantage* miles, go to: www.aa.com.

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.