



United States Antarctic Program Deployment Requirements Information Security Training

Raytheon
Polar Services

Information Security Training and Acknowledgement Requirement

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

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

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

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

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

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

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

Contacts and Help

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

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

Laptop Screening Requirement

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



AIRLINE INDUSTRY CHANGES

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

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

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

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

Delays may cost you your job or impact science.

DON'T RISK IT!

Submit your paperwork! (Travel, HR, Medical)
PQ now!

Get your passport ASAP!

Confirm your itinerary with the airline(s) 24 hours prior to flight!

Last minute changes are hard, if not impossible, to accommodate.

Don't miss your flight! RPSC may not be able to rebook you.

Above all, be flexible.

GRANTEES:

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

McMurdo Station

McMurdo Station has a Wells Fargo ATM! The Antarctic ATM is exactly like any Wells Fargo ATM you would use in the United States and DOES NOT CHARGE A FEE (but your bank may charge a fee). Personal checks (from U.S. banks) are accepted at the Disbursing Office, for up to \$500 per calendar month. The McMurdo Station Store accepts Visa and Master Card.

South Pole and Palmer Stations

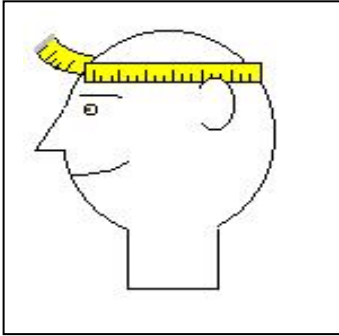
There is no ATM available at the Palmer and South Pole Stations. The Palmer Station Store accepts Visa and Master Card. The Finance/Human Resources Representative will cash personal checks (from U.S. banks) for up to \$500 per calendar month. Transactions can also be made by cash or travelers cheques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

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

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

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

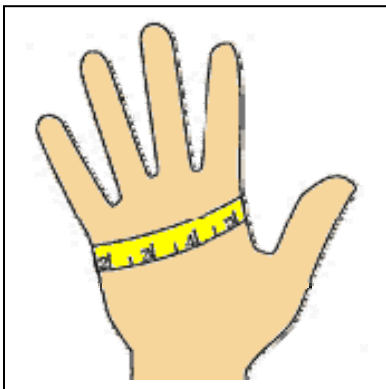
How to Measure Hat Size



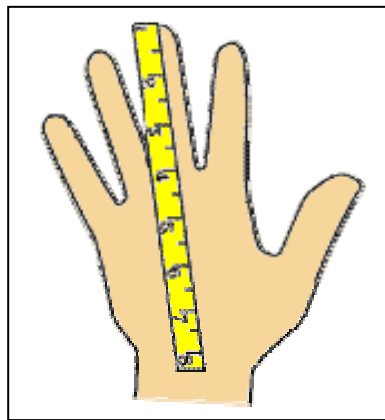
To measure hat size accurately, just wrap a tape measure (or a string from which you can take measurements while laying it flat against a ruler) around your head where you like to wear a hat. Take the number and compare it to the top entry of the table below. If your head measurement falls between two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

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

How to Measure Glove Size



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



GLOVE SIZES

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

McMurdo Station, Antarctica

HOUSING REQUEST WORKSHEET

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

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

Name: _____
Last First MI Nickname

Gender: M F

Number of previous months with USAP: _____

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

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

You are a (check one):

Grantee Fulltime RPSC Contract Employee NANA Employee Sub-Contractor

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

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

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

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

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

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

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

Approximate length of stay in McMurdo: _____

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

ALL OTHERS, please fill out this section:

Department and Job: _____

Contracted to work mainly at: McMurdo South Pole Field Camp

Will you be working nights? Y N Unknown

Do you have a winter contract? Y N

For RPSC use only:

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

PALMER STATION, ANTARCTICA

HOUSING REQUEST WORKSHEET

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

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

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

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

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

Age Range (Please Check One):

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

Roommate Requested: _____

Is Roommate Your Spouse? Yes No

Room or Building Requested: GWR BIO

If Known, Do You Snore? Yes No

Are You a Smoker? Yes No

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

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

(Note: You must provide your own tent.)

Previous Number of Months On Ice: _____

Last Season on the Ice: _____

Dates on Station: _____ to _____

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

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

Location	Hotel Name	Address	Phone	Single	Twin	
B&B - City	Croydon House B & B	63 Armagh St	(03) 366 5111	\$127.30	\$163.65	**
	Devon B & B	69 Armagh St	(03) 366 0398	\$132.00	\$164.00	**
	Grange Guest House, The	56 Armagh Street	(03) 366 2850	\$100.00	\$160.00	**
	Home Lea B & B	195 Bealey Ave	(03) 379 9977	\$125.00	\$160.00	**
	Windsor B & B	52 Armagh St	(03) 366 1503	\$80.95	\$116.40	**
Backpackers/ Budget - City	Akron Lodge Backpackers	85 Bealey Ave	(03) 366 1633	\$40.00	\$70.00	
	Base Backpackers	56 Cathedral Square	(03) 982 2225	\$65.00	\$65.00	
	Bealey's Hotel	263 Bealey Ave	(03) 379 8660	\$87.00	\$87.00	
	Boulevard Backpackers	Cnr Worcester St / Latimer Square	(03) 377 0550	\$35.00	\$60.00	
	Charlie Bs Backpackers	268 Madras Street	(03) 379 8429	\$45.00	\$60.00	
	Coachman Backpackers	144 Gloucester Street	(03) 377 0908	\$65.00	\$65.00	
	Excelsior Backpackers	Crn Manchester and High Street's	(03) 366 7570	\$48.00	\$60.00	
	Living Space - The Mill	96 Lichfield Street	(03) 963-0202	\$95.00	\$95.00	
	Stonehurst Hotel/Backpackers	241 Gloucester St	(03) 379 4620	\$60.00	\$85.00	
	Thomas's Hotel	36 Hereford Street	(03) 379 9536	\$65.00	\$75.00	
	YHA Christchurch Central City	273 Manchester Street	(03) 379 9535	\$60.00	\$70.00	
YMCA	12 Hereford St	(03) 365 0502	\$50.00	\$65.00		
Hotel/Motel - Airport area	Aarburg Airport Motel	94-98 Roydvale Ave	(03) 358 8122	\$89.00	\$99.00	
	Airport Delta Motel	45 Roydvale Ave	(03) 358 7093	\$129.00	\$129.00	
	Copthorne Commodore Hotel	449 Memorial Ave	(03) 358 8129	\$151.88	\$151.88	
	Peppers Clearwater Resort	Clearwater Ave, Harewood	(03) 360 1000	\$185.00	\$185.00	
	Russley Hotel	73 Roydvale Ave	(03) 358 6500	\$110.25	\$110.25	
	Sudima Hotel	Cnr Memorial Ave/Orchard Road	(03) 358 3139	\$119.25	\$119.25	
Hotels - City	Camelot Cathedral Square	66 Cathedral Square	(03) 365 2898	\$99.00	\$99.00	
	Chateau Blanc Suites	Cnr Kilmore & Montreal St	(03) 365 1600	\$155.00	\$155.00	
	Copthorne Central	776 Colombo Street	(03) 379 5880	\$157.50	\$157.50	
	Copthorne Durham Street	Cnr Durham and Kilmore St	(03) 365 4699	\$157.50	\$157.50	
	George Hotel, The	50 Park Tce	(03) 379 4560	\$201.37	\$201.37	
	Heritage Hotel	28-30 Cathedral Square	(03) 377 9722	\$168.75	\$168.75	
	Heritage Suites	28-30 Cathedral Square	(03) 377 9722	\$199.13	\$199.13	
	Holiday Inn City Centre	Corner of Cashel and High Street	(03) 365 8888	\$130.00	\$130.00	
	Holiday Inn on Avon	356 Oxford Tce	(03) 379 1180	\$120.00	\$120.00	
	Hotel Grand Chancellor	161 Cashel Street	(03) 379 2999	\$163.13	\$163.13	
	Hotel Ibis	107 Hereford Street	(03) 367 8666	\$114.00	\$114.00	
	Hotel So	165 Cashel Street	(03) 968 5000	\$65.00	\$100.00	
	Latimer Hotel & Apartments	30 Latimer Square	(03) 379 6760	\$115.00	\$115.00	
	Millennium Hotel	14 Cathedral Square	(03) 365 1111	\$185.00	\$185.00	
	Oaks on Cashel	187 Cashel Street	(03) 968 2200	\$99.00	\$109.00	
	Poplars Apartments, The	Cnr Madras Street/Chester Street	(03) 365 4220	\$165.00	\$165.00	
	Quest Hotel & Apartments	Cathedral Junction, Worcester Street	(03) 964 6200	\$162.00	\$162.00	
	Rydges Hotel	Cnr Worcester St/Oxford Tce	(03) 379 4700	\$155.00	\$155.00	
	Warners Historic Hotel	50 Cathedral Square	(03) 366 5159	\$135.00	\$165.00	**
West-Fitzroy Apartments	66 Armagh Street	(03) 372 3408	\$129.00	\$129.00		
Hotels/Motels - Other	Akron Motel	87 Bealey Ave	(03) 366 1633	\$95.00	\$99.00	
	Chateau on the Park	189 Deans Ave. Riccarton	(03) 348 8999	\$151.88	\$151.88	
	City Park Lodge	22 Riccarton Rd, Riccarton	(03) 348 0909	\$89.00	\$89.00	
	Comfort Hotel Carlton Mill	19 Bealey Ave (City)	(03) 366 1068	\$95.00	\$110.00	
	Elms Hotel	456 Papanui Rd, Papanui	(03) 355 3577	\$99.00	\$99.00	
	Garden Hotel	108 Marshlands Road, Shirley	(03) 385 3132	\$80.00	\$85.00	
	Riccarton Village Inn	110 Mandeville St, Riccarton	(03) 348 5049	\$79.00	\$89.00	
Lyttelton	Dockside Accommodation	22 Sumner Road	(03) 328 7344	\$120.00	\$120.00	
	Empire Hotel (Backpackers)	9 London Street	(03) 328 8202	\$60.00	\$70.00	
	Harbour Lodge B & B	1 Selwyn Road	(03) 328 7755	\$140.00	\$160.00	**
	Royal Hotel (Backpackers)	34 Norwich Quay	(03) 328 7020	\$40.00	\$70.00	
	Tunnel Vision (Backpackers)	44 London Street	(03) 328 7576	\$48.00	\$48.00	

All prices are current as of 01 June 2007, in NZ dollars, including tax and are subject to change

** Denotes Breakfast included in Rate

TO CALL NZ, DIAL 011 643 and 7-digit HOTEL NUMBER

Punta Arenas, Chile : Accommodation List (U.S. Currency Rate)

HOTEL	ADDRESS	PHONE	FAX	SINGLE	DOUBLE	TRIPLE	SUITE
CONDOR DE PLATA	COLON AVENUE #556	247987 229809	241149	45.-	55.-	65.-	-----
SAVOY	JOSE MENENDEZ #1073	247979	247979	68.-	72.-	108.-	-----
TIERRA DEL FUEGO	COLON AVENUE #716	226200	226200	98.-	118.-	130.-	-----
LOS NAVEGANTES	JOSE MENENDEZ #647	244677	247545	90.-	100.-	130.-	-----
FINIS TERRAE	COLON AVENUE #766	228200	248124	ST SUP 88 -105	105.-	121.-	154.-
JOSE NOGUEIRA	BORIES #99	248840	248832	76.-	91.-	-----	136.-
ISLA REY JORGE	21 DE MAYO #1243	248220	248220	70.-	80.-	100.-	125.-
DIEGO DE ALMAGRO	COLON AVENUE #1290	208800	208900	105	118	---	
CABO DE HORNOS	PLAZA MUÑOZ GAMERO #1025	715000	715050	115.-	133.-	---	-----
HOSTAL	ADDRESS	PHONE	FAX	SINGLE	DOUBLE	TRIPLE	SUITE
CALAFATE	MAGALLANES #926	241281	241281	S/B P/B 26.- 38.-	S/B P/B 44.- 45.-	S/B P/B 60.- 61.-	-----
LA AVENIDA	COLON AVENUE #534	247532	247523	56.-	74.-	84.-	-----
FITZ ROY	LAUTARO NAVARRO #850	240430	240430	30.-	40.-	50.-	---
NENAS	BOLIVIANA #366	242411	-----	USD 10 PER PERSON (NOT SINGLE ROOMS)			

- NOTES:**
- 1) THE ABOVE PRICES ARE SPECIALLY RATED FOR AGUNSA'S PASSENGERS
 - 2) THESE PRICES DO NOT INCLUDE 19% CHILEAN TAX. (FOREIGN PASSENGERS DO NOT PAY THIS TAX)
 - 3) PRICES RUN FROM HIGH SEASON TO APRIL 1ST.
 - 4) SB (SHARED BATHROOM) PB (PRIVATE BATHROOM)
 - 5) TO CALL CHILE, COUNTRY/CITY CODES = 011 56 61 AND THEN THE HOTEL PHONE NUMBER ABOVE

NOTE: PLEASE ENTER YOUR HOTEL REQUEST ON YOUR TRAVEL PAPERWORK

YOU CAN VIEW ADDITIONAL HOTEL INFORMATION AT
<http://www.usap.gov/travelanddeployment>

GRANTEE DEPLOYMENT TRAVEL REQUEST WORKSHEET (TRW)

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

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

Please complete and return to:
Raytheon Technical Services Company
 Polar Services
 Attn: Deployment Specialists Group
 7400 South Tucson Way
 Centennial, CO 80112-3938

Fax: 303-705-0742
 Phone: 800-688-8606 ext 2
 303-790-8606 ext 33202
 Email: deployment@usap.gov

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

Please print clearly

Name: _____
 Exactly as it appears on Passport

Airport of Departure (AOD) (Airport/City/State) _____

Emergency Contact Name and Phone Number _____

Home Phone: () _____
 Business Phone: () _____
 Cell Phone: () _____
 E-mail Address: _____

Fed. Ex. Delivery Address (P.O. Boxes not accepted):

Is this a residential address? YES NO

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

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

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

Vessel Departure Date: _____ Arrival Date at McMurdo Station: _____ Arrival Date at South Pole Station** _____ **Arrival dates must be coordinated with the South Pole Assnt 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.
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All business stops must be approved by the NSF in advance of ticketing. If stops are required, please provide an explanation. If personal travel or meetings are planned during deployment, please detail below. 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. **Complete the Excess Baggage Request form when excess baggage is required.** The *Excess Baggage Request* form and/or the *USAP Participant Guide 2006-2008* provides further instructions regarding excess baggage. If you plan to hand-carry high value/high tech items through New Zealand, RPSC DSG will provide you with an original, individually assigned New Zealand customs form for your hand-carry items. Contact RPSC DSG for further instructions at 800-688-8606 ext. 2 or 303-790-8606 ext. 33202.

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

Check in date _____ Check out date _____

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

1st Choice of Hotel _____ Willing to Dorm? Yes No
 2nd Choice of Hotel _____ Willing to Dorm? Yes No

No Hotel Preference
 Smoking Room
 NON-SMOKING Room

Roommate: _____ (name)
 Single
 Twin Beds
 Double

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

Passport Details For All Deployments

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

Last Name: _____

First Name: _____

Middle Name: _____

Birth Date: _____

Passport Expiration Date: _____

Country of Passport Issuance: _____

Passport Number: _____

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

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

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

Raytheon Technical Services Company
Polar Services

Excess Baggage Request

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

Name: _____ (As identified on your Passport) Affiliation (RPSC or Event #) _____	<input type="checkbox"/> Peninsula (Punta Arenas, Chile) <input type="checkbox"/> Continental (Christchurch, NZ) <input type="checkbox"/> Other
<p>Commercial Carrier Baggage Allowances</p> <p>Domestic flights allow two 50 lb checked bags, and international flights allow two 70 lb checked bags. If you plan to check in more than two pieces for your commercial airline flight from your airport of departure (AOD) to Christchurch, Punta Arenas, or other destination, please complete the form below. If excess bag(s) are not requested, RPSC will not be responsible for the cost. Please contact RPSC Travel directly for oversized/overweight excess baggage which must be sent through the USAP cargo system. The airlines will not accept bags weighing over 70 lbs. Use one line for each piece of excess baggage requested and attach additional sheets if needed.</p> <p><input type="checkbox"/> If traveling with high value/high tech goods through New Zealand, a Customs form is required. Please check here if you plan to travel with these goods through New Zealand. RPSC Travel will contact you regarding the details for the Customs form. This form will be sent to you with your tickets.</p> <p style="text-align: center;">If all excess baggage forms are not used, they are to be returned to RPSC Travel.</p> <p style="text-align: center;">The NSF will review all Grantee requests for excess baggage. (Refer to the <i>USAP Participant Guide</i> for additional information.)</p>	

Excess Baggage Request from Airport of Departure to Antarctica

Southbound Item #	Weight	Contents/Justification

Standard checked luggage for flights from Christchurch to Antarctica is 34 kg (75 lb.) of personal luggage for Summer Participants and 66 kg (145 lb.) for Winter Participants. This includes approximately 9 kg (20 lb) of ECW. About half of this will be worn on the flight south. Plan that 4.5 kg (10 lb) of your baggage weight limit will be used by ECW gear.

Requester: _____ **Date:** _____

Supervisor/POC/P.I.: _____ **Date:** _____

Division Director: _____ **Date:** _____

(Please provide for RPSC Employees only) Charge Code: R-PS _____

Self-Ticketing Grantees (Reimbursable)

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

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

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

We wish you safe travels and a productive deployment!

The Deployment Specialists Group

1-800-688-8606 (prompt 2)

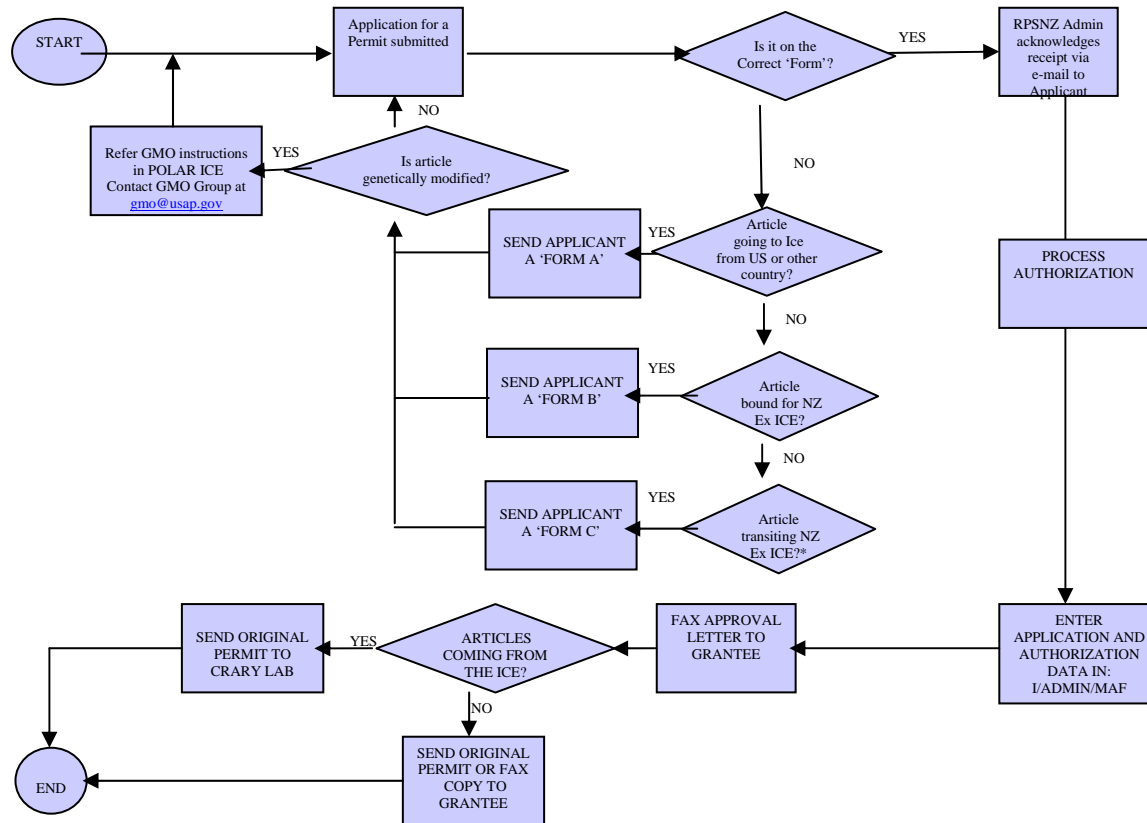
Raytheon Technical Services Company Polar Services

PERMITS

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

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

The following flowchart outlines New Zealand permit processing.



NOTES:

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

Environmental Risk Management Authority (ERMA)

Definition of Genetically Modified Organism

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

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

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

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



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

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

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

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

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

Organism details

2. The identification of the organism:

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

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

Taxonomic Name/Unique identifier:

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

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

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

Information that is commercially sensitive should be clearly identified.

Please supply copies of any referenced scientific papers.

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

4. Antarctic Conservation Act Application and Permit Form:

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

Signature of researcher wishing to tranship organism _____

Date:

Please note:

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