

Antarctic Deployment Packet for ASC Participants

2024-2025

Please review this Deployment Packet carefully. It includes information you need to know before you leave for the Ice and some forms to fill out and return to ASC. You do not have to wait until you physically qualify, please return the forms ASAP. All candidates please, including alternates, and self-ticketers. Thank you!

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Return Forms to ASC Travel

PLEASE COMPLETE AND RETURN

Do not return forms by email. ASC email servers are not secure.

ADDRESS

ASC Travel

7400 S. Tucson Way

Centennial, CO 80112-3938

FAX

303-705-0742

DOCUMENTS

1. Trip Details (ASC-Travel-0090)
2. Trip Details (ASC-Travel-0091)
3. Passport Details (ASC-Travel-0025)
4. Extreme Cold Weather Clothing Sizes (ASC-Travel-0089)
5. Antarctic Lodging Request Worksheet (ASC-Travel-0092)

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



CONTACT INFORMATION

ANTARCTIC SUPPORT CONTRACT

7400 S. Tucson Way
Centennial, CO 80112-3938

TRAVEL

800-688-8606 x33202
303-790-8606 x33202
Fax: 303-705-0742
Email: deploy@usap.gov

MEDICAL - UTMB

855-300-9704
Fax: 409-877-5500
Email: medical@usap.gov

HR - AMENTUM

720-201-6529

HR - GANA-A'YOO (GSC)

800-688-8606 x32303
720-568-2303

HR - GHG

800-688-8606 x32138
720-568-2138

HR - LEIDOS

800-688-8606 x32528
720-568-2528

HR - SIX MILE

800-688-8606 x32214
720-568-2214

HR - UTMB

409-772-3631



What's New in 2024-2025

PRE-DEPLOYMENT ZOOM MEETINGS

About a month before your deployment, you will be invited to join a zoom meeting with ASC leadership, medical and travel teams. This is a means to disseminate information and is a forum for questions. Participation is optional but highly recommended.

COVID

- To McMurdo and South Pole, expect to leave your AOD up to five days before your Ice date, though this is subject to change.
- To Palmer Station and the vessels, expect to leave your AOD up to seven days before boarding the ship, though this is subject to change.
- This extra day allows for COVID testing and is expected to be effective throughout the 24-25 season.
- Chilean entry requirements with regard to COVID are subject to change at any time, but we expect them to be relatively relaxed this season.
- Vaccines: Yes, you still need to be fully-vaccinated against COVID.
- Bring a record of your COVID vaccination(s) when you travel. It should be carried with your passport.
- COVID is still a risk. Please continue to practice safe COVID measures, especially as deployment approaches.

Please keep checking email (spam too) as your deployment approaches.



Important USAP Deployment Information

PASSPORTS

- Passports must be valid for six months after your return, undamaged beyond normal wear and tear, with a blank page for each country to be visited.
- Airlines will not allow you to board, and some countries will not allow entry, if these requirements are not met. Please take the time to check it now.
- Do not wait to apply for or renew your passport. ASC Travel needs the new passport details six weeks before travel commences.
- **If you do not possess a U.S. passport**, check entry requirements with the consulate of the countries to be transited/visited. Allow plenty of time; you must obtain the necessary visas and provide a copy to ASC Travel in advance of the 21 day ticketing deadline. It is your responsibility to obtain the necessary visas. Failure to do so could delay or even prevent your deployment. See the *Customs and Immigration* page, in this packet, for more information.

FORMS IN THIS PACKET

- Do not wait until after you physically qualify to return the forms in this packet. Fill them out and return them ASAP. (All candidates please, including alternates, and self-ticketers.)
- Do not return forms via email. Fax and U.S. Mail are more secure.
- Be sure ASC has your current contact info! ASC uses the email and mailing address you give us on your travel forms. Let ASC Travel know if your situation changes. Also ...
- The name on your ticket must match your passport and if it does not, the airlines will stop you at check-in. "Name exactly as it appears on passport" means exactly that.
- Keep copies of your travel forms in case anything is lost in transit.

TRAVEL COSTS

- ASC contractors and full-time employees are ticketed directly by ASC. Grantees who are not identified as self-ticketers are also directly ticketed by ASC.
- ASC tickets **grantees** according to their Support Information Package (SIP). For those identified as self-ticketers, ticketing is the responsibility of the science event and travel costs come out of the grant. Ticketing must still follow FAR regulations, and limited support services are offered by ASC.
- Technical Events vary. The responsibility for purchasing deployment tickets is defined in the Statement of Work (SOW) between ASC and the sub-contractor.

TRAVEL

- Expect to depart from a major U.S. or Canadian international airport.
 - The Airport of Departure (AOD) is the major international airport closest to your home address. If you wish to depart from another city, please indicate that on the *Trip Details* form in this packet.
 - Regional airports might or might not be supportable, depending on flight availability and deployment requirements.
 - The goal is to ticket 21 days before you leave your AOD. You must submit your HR (if applicable) and travel paperwork and be physically qualified before tickets can be purchased. For more details about where you are in the process, please contact your HR representative or Science Implementer.
 - Be prepared to travel on weekends and maybe holidays.



- All travel arrangements are made in accordance with Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government.
- ASC is does not allow or arrange pre-deployment personal travel en route to Antarctica.
- Hotel stays expensed without pre-authorization from ASC Travel will not be reimbursed.
- Please do not ask ASC Travel to consider special routing or layovers on your way to the Ice, which can be considered misuse of government funds. ASC cannot use government funds for personal travel.
- Increasingly, airlines are restricting the number of seats that can be pre-assigned.
 - ASC Travel does not have the ability to pre-select your seat.
 - More often than not, you will need to wait until check-in to select a seat.
- It is not recommended to upgrade your ticket, or any part of your ticket. If you do ...
 - ASC may lose control of the ticket and ASC Travel will unable to assist with travel issues en route or during redeployment, and ...
 - All changes en route and at redeployment become your financial responsibility, with no reimbursement.
- Travel documents are emailed in a separate email when you are ticketed by the USAP from USAP-Deploy-DoNotReply. These include a 12-month visa letter for New Zealand or a USAP participation letter for Chile, but not your ticket which is emailed separately.
- Tickets are e-tickets. Your final itinerary is emailed approximately 7-21 days before deployment from antarcticagents@tlcorporate.com; you'll want to print it and bring it with you. Please check your email (including SPAM folders) frequently as deployment approaches.
- ASC normally issues one-way tickets. Return tickets are purchased upon redeployment.
- Once you're ticketed, further details about your time in New Zealand or Chile (hotel, ECW, etc.) will be emailed from the Christchurch or Punta Arenas Travel office. Room and taxes are direct billed to ASC but the hotel will require a personal credit card for incidentals.
 - **Grantees** - Your hotel room is reserved by ASC but not paid for; you are responsible for settling the bill at checkout.

ICE DATES

- Your Ice dates are determined by your job, supervisor, or PI. ASC Travel is unable to change your Ice dates. Changes must be coordinated with your employer or ASC Science Implementer.
- Please direct job-specific questions to your Hiring Manager.

MISCELLANEOUS

- For other information about life on the Ice, consult the online [USAP Participant Guide](#).
- Check the expiration of your ATM and credit/debit cards, too. Palmer Station is cashless. McMurdo accepts cash or credit, and South Pole is cash only.
- TDY (temporary duty) in Christchurch must be pre-approved.
- If there are changes to your medical or dental health after you physically qualify, you must notify medical@usap.gov before you deploy.
- Redeployments are processed on the Ice and are coordinated with your supervisor or MPC.
- Please check your email (including SPAM folders) frequently as deployment approaches.



Customs and Immigration

PASSPORTS

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

VISAS – U.S. CITIZENS

U.S. citizens are granted visas at the port of entry for New Zealand and Chile. It is not necessary to obtain a visa before travel commences.

VISAS – NON U.S. CITIZENS

If you do not possess a U.S. passport, the U.S. Antarctic Program does not, and cannot, provide advice about obtaining visas. Check entry requirements with the consulate of the countries to be transited/visited. Any necessary visas should be applied for at least eight weeks before deployment. **FAILURE TO DO SO COULD DELAY OR EVEN PREVENT YOUR DEPLOYMENT.**

- For Australia and New Zealand, request a visitor's visa.
- For Chile, request a multiple-entry tourist visa. As far as Customs and Immigration is concerned, you will be entering and departing Chile twice.
- If you need a letter identifying you as a USAP participant in order to obtain a visa, please contact ASC Travel.

NEW ZEALAND

All participants receive a letter that identifies them as a USAP participant, to whom New Zealand grants an extended visitor visa valid for 12 months. The 12 months start the day you arrive in New Zealand and Ice time is included in your New Zealand "trip."

U.S. citizens require an Electronic Travel Authority (NZeTA) to enter New Zealand. ASC will obtain these on your behalf if 1) you are a citizen of the United States or one of the 60 countries that do not require a visa to New Zealand, and 2) you have a valid passport in your possession and have submitted the passport details to ASC Travel a minimum of six weeks before travel commences. If you are not a US citizen and need a visa to enter NZ, the NZeTA is included with your visa. New Zealand and Australian citizens are exempt from the NZeTA.

If you are deployed longer than 12 months, the Christchurch Travel Office will assist in your coordination New Zealand Immigration to extend your visa until after your redeployment date.

NZ TRAVELLER DECLARATION

- The NZ Traveller Declaration is a requirement to enter New Zealand. ASC will send instructions on how to apply with the visa letter, emailed prior to deployment.

HIGH VALUE GOODS

If you plan on carrying any single item worth more than US \$1000, excluding personal items such as laptops and cameras, please indicate that on the *Trip Details* form in this packet.

TOBACCO PRODUCTS

You are entitled to bring the following quantities of tobacco into New Zealand duty-free. Anything more is subject to Customs duty and goods and services tax (GST). These restrictions do not apply to electronic cigarettes.

- 50 cigarettes, or
- 50 grams of cigars or loose tobacco, or
- A mixture of all three weighing not more than 50 grams.



WEBSITES

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

Visas: www.immigration.govt.nz/new-zealand-visas

NZeTA: www.immigration.govt.nz/new-zealand-visas/visas/visa/nzeta

Duties and allowances: www.customs.govt.nz/personal/duty-and-gst/whats-my-duty-estimator

Prohibited and restricted items: www.customs.govt.nz/personal/prohibited-and-restricted-items

CHILE

U.S. citizens with a valid passport can enter Chile for up to 90 days on a tourist visa, reset at each port of entry.

There are likely to be other entry requirements. ASC will coordinate with each traveler as needed.

WEBSITES

Visas (unofficial but in English): <http://chile.travisa.com/Common/TVSVisalInstructions.aspx?countryid=cl>

AUSTRALIA

U.S. citizens transiting through Sydney do not need a visa, however, you must stay inside the transfer area of the international terminal. "Transiting" is defined as changing flights/traveling through the airport for less than eight hours. Leaving the terminal is a violation of Australian law.

A scheduled layover longer than eight hours requires an electronic visitor's visa (ETA subclass 601). Passengers with ETAs are allowed to leave the terminal. When/if you are routed through Australia, ASC Travel will send you instructions to apply for an ETA; there is a small fee which is reimbursable. Participants from ETA-ineligible countries should apply for a visitor's visa at least eight weeks before deployment.

When unscheduled flight delays create a layover longer than eight hours, the airline generates an ETA for you before you land. If you are delayed through your own fault, be prepared to purchase the ETA yourself.

Sea travel also requires a Maritime Crew Visa (MCV subclass 988). If you're boarding a ship, the MCV must be obtained before you arrive in Australia and the application can take up to five days.

WEBSITES

Australian Department of Home Affairs home page: <http://www.customs.gov.au/>

Visas: <http://www.border.gov.au/Trav/Visa>

Electronic Visitor's Visa (ETA subclass 601): <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/electronic-travel-authority-601>

Maritime visas (MCV subclass 988): <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/maritime-crew-988>

Duties and allowances: <https://www.abf.gov.au/entering-and-leaving-australia/duty-free>

Prohibited and restricted items: <https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in>

UNITED STATES

ESTA

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

- If your travel originates in a foreign country (excluding Canada), *and* you are transiting through the U.S. en route to Antarctica you must register with ESTA (Electronic System for Travel Authorization) at <https://esta.cbp.dhs.gov/esta> before you leave home. This is a requirement of the U.S. Department of Homeland Security and applies even if you are only in the U.S. to connect to another flight.



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

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

Information on this page is subject to change.

Current requirements for Chile are a passport valid for 6 months past the duration of the trip.

Current requirements for New Zealand are a passport valid for 3 months past the duration of the trip.



USAP Baggage Allowance

SOUTHBOUND

If your luggage is within the USAP baggage allowance (two bags up to 50 lbs/23 kgs each), you should not have to pay baggage fees on United Airlines or Air New Zealand. Be prepared to pay baggage fees on other airlines. If you travel within these allowances and are still charged baggage fees, ASC will reimburse *with receipts*. Submit your receipts to your employer or institution with your expense report for reimbursement.

Review airline baggage policies before departure for prohibited items and baggage dimensions/weight, especially if traveling on more than one airline.

LATAM has changed its international baggage allowance from two pieces of checked baggage to one, so *do* expect to pay for (and expense) the second bag to/from Chile. Both ways, southbound and northbound.

Charges for oversized bags, that is, any bag larger than 62 inches (158 cm) overall (length + width + height), are not reimbursable.

On board the vessels, there are no weight restrictions but space is limited.

NORTHBOUND

If you elect first available air (FAA) when redeploying, normal USAP baggage allowances apply.

For personal travel, the USAP baggage allowance applies only from Christchurch or Punta Arenas/Santiago on United and Air New Zealand. Even so, be prepared to pay baggage fees. Baggage fees incurred during personal travel on other airlines and other routes are the responsibility of the participant and are not reimbursable. ASC baggage rules still apply, that is, two bags up to 50 lbs/23 kgs each, no oversized bags.

MCMURDO/SOUTH POLE

SUMMER PARTICIPANTS

COMMERCIAL FLIGHTS AOD TO CHRISTCHURCH

- 2 BAGS* 50 lbs (23 kgs) each + carry on**

ICE FLIGHT TO MCMURDO

- Ice flight allowances are strictly enforced; excess baggage must be pre-approved.
 - **Grantees** - Please coordinate any excess baggage (weight and/or pieces) with your ASC Science Implementer.
- 85 lbs (38.5 kgs)+ carry on** (save room for 10 lbs of ECW gear)
 - Carry on is limited to 15 pounds that must fit into a standard airline sizing box.

WINTER PARTICIPANTS

COMMERCIAL FLIGHTS AOD TO CHRISTCHURCH

- 2 BAGS* 50 lbs (23 kgs) each + carry on**

ICE FLIGHT TO MCMURDO

- 85 lbs (38.5 kgs) (South Pole winterovers = 100lbs) + carry on** (save room for 10 lbs of ECW gear)



- Carry on is limited to 15 pounds that must fit into a standard airline sizing box.

PALMER/VESSELS

ALL PARTICIPANTS

COMMERCIAL FLIGHTS AOD TO PUNTA ARENAS

2 BAGS* 50 lbs (23 kgs) each + carry on**

ON BOARD SHIP

No weight restrictions but space is limited

NOTES

**any bag larger than 62 inches (158 cm) overall (length + width + height) is considered oversized and is subject to extra (non-reimbursable) baggage fees*

***must fit into a standard airline sizing box*



Extreme Cold Weather Gear

USAP participants must supply their own socks and base layer insulation clothing to fulfill the Extreme Cold Weather (ECW) clothing requirement.

The following ECW items are **required** to deploy to Antarctica, including both USAP- and participant-provided clothing. Ask your supervisor or science implementer if you have questions about appropriate clothing.

USAP-Provided ECW Clothing

- Parka (continental) or windbreaker jacket (peninsula)
- Boots
- Windpant with fleece pant liner
- Fleece jacket
- Hat
- Gloves
- Neck gaiter
- Goggles
- Rain jacket and rain pants (peninsula only)

Participant-Required ECW Clothing

The following items must be supplied by the participant.

- Socks
 - Mountaineering, winter-weight, non-cotton
 - Fabric suggestions: Merino wool or nylon/lycra blend
 - An additional, lightweight, liner sock to be worn underneath is suggested to assist in wicking sweat away from the foot (e.g., merino wool or polypropylene)
 - Suggested quantity is 2-4 pairs each
- Base layer, lightweight (thermal, long underwear - tops and bottoms)*
 - This insulation layer is worn directly next to skin to wick moisture away from the body
 - Fabric suggestion: synthetics (e.g., polypropylene, polyester, branded materials) or natural fibers (e.g., silk or merino wool)
 - Non-cotton
 - Density approximately 140-200 grams per square meter
 - > The clothing label or website might list this as “140 weight” or another number within this range
- Base layer, mid-weight (thermal, long underwear - tops and bottoms)*
 - This insulation layer can be worn independently or over base layer
 - Helps protect against cold and wicks moisture from the body
 - Non-cotton
 - Fabric suggestions are synthetics (e.g., polyester, nylon, non-bulky fleece, branded materials such as PolarTec) and natural fibers (e.g., merino wool, down)
 - Density approximately 260-320 grams per square meter
 - > The clothing label or website might list this as “260 weight” or another number within this range

*An Internet search for light and mid-weight base layers and mountaineering socks will yield recommendations in several price ranges.



Want to Bring Your Own ECW?

If this is your first deployment, you cannot bring your own ECW gear. *If you have deployed with another program to the Antarctic and/or Arctic and have your own gear and/or are working with an experienced PI/Field Lead, you can email Field Risk Manager, Kate Koons, to discuss bringing your personal gear (katherine.koons.contractor@usap.gov).

Returning participants have the option to bring their own ECW, use the gear provided by the USAP, or a combination of both. The option to bring your own ECW only applies to participants returning to locations and seasons with which they have previous experience (e.g., McMurdo at WINFLY, summer at Dome C, sea ice summer, South Pole winter, etc.).

South Pole winterovers may bring their own ECW but must also accept USAP-provided items regardless if they are a repeat traveler.

ECW clothing is an area of personal responsibility, one that requires participants to maintain awareness of the conditions they are likely to encounter during certain activities.

If you elect to bring your own ECW, items **MUST** meet the technical specifications below.

Parka (Expedition/Belay Weight Insulated Jacket)

- 800+ cubic inches of synthetic or down fill (loft of the insulation - "puffiness")
- 250+ grams of insulation (weight of the insulation itself)
- Windproof outer shell
- Attached hood
- Fitted closures at cuffs and bottom, to prevent drafts
- Longer than waistline, especially when bending over, to prevent drafts
- Must keep you warm when inactive for 12 hours, in case of aircraft delays or other field situations

Examples: Rab Positron Jacket 800 fill/275 grams, Patagonia Fitz Roy Down Hoody 800 fill

Boots

- 1000+ grams of insulation
- Removable liner-insert style boot
- Enough additional liner inserts so as to always have a dry liner available
- For summer deployments to Palmer Station, McMurdo Station and the Dry Valleys, temperature rated for -40C/F
- For South Pole and all other continental field locations and seasons, temperature-rated for -100C/-148F
- Must keep your feet warm and dry when standing on snow or ice while inactive for 12 hours, in case of aircraft delays or other field situations

Examples: Baffin Impact, Baffin Apex, Sorel Caribou

Pants

- Layered system consisting of a windproof outer shell (Gore-Tex or Schoeller equivalent), worn with insulating long underwear of puffy layers underneath
- Or, Carhartt quilted pants/bibs, Level 4 Extreme Warmth Rating (this is the newer version of the 400 gram insulation)
Note: Carhartt Level 4 Extreme Warmth Rating quilted items are the *only* products utilizing cotton that are acceptable
- Must keep you warm when inactive for 12 hours, in case of aircraft delays or other field situations

Examples: Arctic Cat Advantage bib, Canada Goose Tundra bib overall, Ski-Doo Expedition highpants



Lodging Guidelines

Please read the following before filling out the worksheet on the next page.

Dorm Facilities

It is likely a first-year or short-term resident will have up to 3-4 roommates and share a common bathroom. Dorms have a strict 24/7 quiet hour policy to support participants who operate on different work/sleep schedules. Each dorm has a common area lounge for socializing. Participants must be respectful of others sleeping nearby at any time of day or night. All dorms are government facilities and the *USAP Housing Policy* should be adhered to at all times. Failure to do so is a violation of the *USAP Polar Code of Conduct*.

Confidential Process for Lodging Participants

ASC is committed to providing safe living arrangements while deployed at McMurdo, South Pole, and Palmer Stations. Participants who have accommodation requests related to gender identity/ expression are expected to notify Lodging as soon as possible and in advance of their arrival to their respective stations by accurately filling out the *Lodging Request Worksheet* and/or by contacting Lodging at MCM-Lodging@usap.gov or DEN-GSC-Lodging-Supervisor@usap.gov. Requests will be handled confidentially. **Requests are not guaranteed** and any requests made after deployment will be handled as appropriate spaces become available and on a case-by-case basis.

Gender-Inclusive Lodging

Gender-Inclusive Lodging is an option that allows participants to live with whomever they choose regardless of gender, sex, gender identity, or expression. Participants will not be required to lodge with someone who identifies differently than their birth gender unless requested. If you select “Yes” to being open to lodging with someone who identifies differently than their birth gender, the Lodging Office will confirm that you are comfortable before allocating you to a mixed gender room.

What Happens if Your Requested Roommate/s Does Not Deploy or Leaves Mid-Season?

If your requested roommate does not deploy or leaves mid-season, you may request another roommate and Lodging will accommodate as ability and lodging criteria allows. If another roommate is not specifically requested, Lodging will assign another roommate based on the specifications of your onboarding paperwork.

Questions or Lodging Concerns

Lodging questions or concerns can be emailed to MCM-Lodging@usap.gov or DEN-GSC-Lodging-Supervisor@usap.gov. Lodging will handle each question discreetly and will not ask for more information than is required to meet the participant’s lodging needs.



Return Forms to ASC Travel

Thank you for completing the 2024-2025 Antarctic Deployment Packet.

SENDING FORMS

- Fax the completed forms to ASC Travel at 303-705-0742. **(**Just the forms please, keep the informational pages for reference.**)**
 - Trip Details
 - Passport Details
 - Extreme Cold Weather Clothing Sizes
 - Antarctica Lodging Request Worksheet
- Do not wait until you physically qualify.
- Do not send travel forms to Medical (UTMB), or vice versa.
- Is your name on each page?
- Fax is the preferred option. Regular mail is the next best option.

DO NOT RETURN FORMS BY EMAIL. ASC EMAIL SERVERS ARE NOT SECURE.

MAILING ADDRESS

ASC Travel
7400 South Tucson Way
Centennial, CO 80112-3938

FAX

303-705-0742

CONFIRMATION

You will receive email confirmation once your packet is reviewed. Please do not call to ask if we received your fax. These calls reduce our ability to move people efficiently through the system during peak times.

Your forms contain personally-identifiable information.

DO NOT EMAIL YOUR FORMS

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



TRIP DETAILS FOR ASC PARTICIPANTS

Date: _____

Return this form to: ASC Travel, 7400 South Tucson Way, Centennial, CO 80112-3938
Fax: 303-705-0742; phone: 800-688-8606 x33202 or 303-790-8606 x33202

Please print clearly or type.

LAST NAME: <small>(exactly as it appears on passport)</small>	FIRST NAME:	MIDDLE NAME:	SUFFIX: <small>(Jr, Sr, etc.)</small>
GENDER: <input type="checkbox"/> M <input type="checkbox"/> F			
DEPLOYMENT ADDRESS:*	MAILING ADDRESS: <small>(if different)</small>	CONTACT INFO: CELL: _____ HOME: _____ PREFERRED EMAIL: _____	
CLOSEST MAJOR AIRPORT NAME:			

*Physical address local to AOD required for mileage reimbursement (no P.O. boxes).

EMERGENCY CONTACT INFO:	Home Phone:
Name:	Cell Phone:
Passport Status: <input type="checkbox"/> Valid for six months after redeployment <input type="checkbox"/> No passport yet <input type="checkbox"/> Renewing	
FULL-TIME PERSONNEL: Any personal time? (Provide non-programmatic dates):	
TSA/Global Entry #:	
Dietary Restrictions: <small>You are responsible for airline meal surcharges.</small>	
Hotels are assigned. All hotels rooms in NZ and Chile are non-smoking.	
Room Type: <input type="checkbox"/> 1 Bed <input type="checkbox"/> 2 Beds Hotel Roommate (opt): _____	
No Hotel Required: <input type="checkbox"/> Local contact phone number: _____	
Grantees/FT Employees: Carrying high-value equipment (single piece of equipment worth more than \$1,000, excluding laptops or cameras)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	





PASSPORT DETAILS

ASC Travel must collect current passport information from all deploying participants for ticketing and visa purposes. If you hold multiple passports, provide details on the passport you will use for deployment.

Your passport must be valid for six months after redeployment, undamaged beyond normal wear and tear, with a blank page for each country en route.

Complete and submit form via secure fax 303-705-0742 or U.S. Mail. **Do not email this document.**

New Zealand travelers: Submitting this form gives ASC permission to forward passport details to Immigration New Zealand, limited to the purpose of applying for a NZ visa, Managed Isolation Quarantine and/or an NZeTA/IVL.

Enter information exactly as it appears on passport, and please print legibly.

		PASSPORT NUMBER		
PASSPORT	SURNAME			
	GIVEN NAME (FIRST & MIDDLE NAME)			
	NATIONALITY			
	DATE OF BIRTH (DAY/MONTH/YEAR)			
	PLACE OF BIRTH	SEX		
	DATE OF ISSUE (DAY/MONTH/YEAR)	ISSUE AUTHORITY		
	DATE OF EXPIRATION (DAY/MONTH/YEAR)			
	<<<<<<<<<<<<		Welcome to the USAP!	
	<<<<<<<<<<<<		<<<<<<<<<<<<	

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



Extreme Cold Weather Clothing Sizes

Please print clearly or type

Last Name: _____ First Name: _____ Middle Name: _____ Suffix: _____

Deploying to: McMurdo South Pole remote field camp Palmer/vessels
 Season: WINFLY Summer Winter

Have you deployed before? Yes No

You are a (check one):

- Grantee Tech Event ASC Seasonal Contractor ASC Fulltimer Other (specify): _____
 Event #: _____
 NSF Staff
- Amentum/PAE
 - Gana-A'Yoo (GSC)
 - GHG
 - Leidos
 - Parsons
 - Six Mile
 - UTMB



Job Title: _____

Height (inches):		Weight (pounds):	
Parka/Coat Size:	<input type="checkbox"/> x-small <input type="checkbox"/> small <input type="checkbox"/> medium <input type="checkbox"/> large <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL <input type="checkbox"/> 4XL <input type="checkbox"/> bringing personal parka		
Glove Size:*	<input type="checkbox"/> x-small <input type="checkbox"/> small <input type="checkbox"/> medium <input type="checkbox"/> large <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL		
Waist (inches):		Inseam (inches):	
Boot Size:	_____ <input type="checkbox"/> bringing personal boots		
Additional Requirements:			

*For gloves, measure around the fullest part of the palm (excluding thumb). Measure from the tip of the middle finger to the base of the hand. The largest measurement is your glove size.

Inches	7	7½-8	8½-9	9½-10	10½-11	11½-12	12-13½
Centimeters	18	20	23	25	28	30	33
Glove Size	XS	S	M	L	XL	2XL	3XL



Antarctica Lodging Request Worksheet

Last Name: _____ First Name: _____ Middle Name: _____ Suffix: _____

Station: McMurdo South Pole Palmer Vessel

If you have a specific roommate request, such as living with a friend or partner, you must specify on this worksheet. Placement priority is offered to participants who specify requests on Lodging Forms in advance of deployment. Lodging requests are evaluated but **not guaranteed**. Requests made after participant has deployed will be handled as space is available, on a case-by-case basis.

Placement in dorms is determined using a Lodging points system that takes into account prior time on Ice in the previous 5 years and projected duration of deployment.

Notes about roommate preference and inclusive accommodation can be made in the Notes/Comments section below.

Please select the gender you identify by:

Male Female Non-Binary Transgender

To protect your privacy, gender information is used solely for Lodging and will not be shared.

Are you open to lodging with someone of the opposite birth gender or who identifies differently than birth gender? Yes No

Roommate Request Name(s): _____

Suitemate Request Name(s): _____

Do you snore? Yes No

Are you a smoker? Yes No

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

Lodging at all stations is assigned.

Palmer Station Room or Building Request: GWR BIO

Notes / Comments:

ASC Travel

7400 S. Tucson Way

Centennial, CO 80112

Travel phone: 800-688-8606 x33202 or 303-790-8606 x33202, fax: 303-705-0742

Lodging email: MCM-Lodging@usap.gov



Version 19, April 2024