

# Non-U.S. Participant Forms

Please refer to the ANDRILL MIS Participation Guide for Instruction

The Hotel List following this form should be consulted and used when filling out your appropriate travel form(s).  
Hotel costs given are in NZ dollars.

**Self-Ticketing Grantees (Non-U.S. Participants ONLY):  
Travel Information**

The NSF has directed Raytheon Polar Services Company's (RSPC) Travel Department to not support, monetarily, your group's deployment (or certain members of your group) to Christchurch/Punta Arenas. Support for your travel should be arranged through your National Funding Agency as described in Section 3.7.1 of this Guide. While RSPC will neither purchase your airline tickets nor pay for any other deployment-related expenses, there are several important services RSPC will provide for you.

**RSPC will provide you with the following services, as appropriate, if this form is completed and returned to the SMO no later than three weeks prior to your deployment:**

- Provide you with original copies of New Zealand customs forms if you are carrying technical goods.
- Meet and greet you in Christchurch with details of your ECW clothing issue time (if appropriate).
- Reserve a hotel room for you in Christchurch, though not pay for it.
- Manifest you for a flight to McMurdo and advise your reporting time at Clothing Distribution Center (CDC).
- Ensure that your departure from Christchurch to Antarctica is on schedule and your field season is not delayed.

**It is imperative that you complete and return this form to the ANDRILL Science Management Office at the address or fax number below no later than three weeks prior to your deployment. The SMO will forward information to RSPC.**

ANDRILL Science Management Office  
University of Nebraska-Lincoln  
Attention: Laura Lacy  
126 Bessey Hall  
Lincoln, NE 68588-0341 USA

Fax: +1 402.472.6724  
Phone: +1 402.472.6725

**Updates to this form should be forwarded to the SMO as soon as they are known. It is critical that the SMO/RSPC receive any changes to your hotel or travel information so that your deployment to Antarctica is not delayed.**

Last Name/First Name/Title (as it appears on your Passport): \_\_\_\_\_

RSPC/SMO PoC: Jessie Crain/Laura Lacy Event #: G-091-M

Principal Investigator: David Harwood Cruise #: \_\_\_\_\_

Airport of Departure: (Airport/City/Country) \_\_\_\_\_

Home Phone: ( ) - - Emergency Contact Name: \_\_\_\_\_

Business Phone: ( ) - - Emergency Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Passport Country of Issue: \_\_\_\_\_ / \_\_\_\_\_ Passport Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Travel Arrangements**

<b>HOTEL REQUESTS:</b> (Christchurch, NZ, and Punta Arenas, Chile hotel suggestions are listed on the Hotel List: RSPC form: DS-A-100d)	
Check in date _____	Check out date _____
<input type="checkbox"/> Christchurch, NZ	<input type="checkbox"/> Punta Arenas, Chile
<input type="checkbox"/> Other _____	
Contact phone number/address if "other" _____	
<input type="checkbox"/> 1 <sup>st</sup> Choice of Hotel _____	Willing to Dorm? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 2 <sup>nd</sup> Choice of Hotel _____	Willing to Dorm? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> No Hotel Preference	<input type="checkbox"/> Smoking Room <input type="checkbox"/> NON-SMOKING Room
<input type="checkbox"/> Roommate _____ (name)	<input type="checkbox"/> Single <input type="checkbox"/> Twin Beds <input type="checkbox"/> Double
<input type="checkbox"/> NO HOTEL REQUIRED Local contact phone number if no hotel required _____	

Please attach a copy of your itinerary or list your travel itinerary as it appears on your tickets for Airport of Departure (AOD) to Christchurch/ Punta Arenas.

From City/State/Country and/or Airport	To City/State/Country And/or Airport	Airline and Flight Number	Arrival Date Month/date/year	Arrival Time
				a.m./p.m.
				a.m./p.m.
				a.m./p.m.

The Staff of Raytheon Polar Services Company and the ANDRILL Science Management Office wishes you a successful season.

## Christchurch, New Zealand : Hotel List

For further details refer <http://www.polar.org/dsg/CHCHotels/ARB.htm>

Location	Name	Single	Phone	Address
AirportHotel	Copthorne Hotel Commodore	\$140.63 <b>NZD</b>	(3) 358 8129	449 Memorial Ave
	Outrigger at Clearwater Resort	\$135.00	(3) 360 1000	Clearwater Ave,
	Russley Hotel	\$90.00	(3) 358 6500	73 Roydvale Ave
	Sudima Hotel Grand Chancellor	\$119.25	(3) 358 3139	Cnr Memorial Ave/ Orchard Road
AirportMotel	Aarburg Airport Motel	\$84.00	(3) 358 8122	94-98 Roydvale Ave
	Airport Delta Motel	\$120.00	(3) 358 0969	61 Roydvale Ave
	Airport Gateway Motor Lodge	\$104.00	(3) 358 7093	45 Roydvale Ave
	Airport Lodge Motel	\$110.00	(3) 358 5119	105 Roydvale Ave
City B&B	Croydon House B & B	\$140.00	(3) 366 5111	63 Armagh Street
	Devon Bed and Breakfast Hotel	\$99.00	(3) 366 0398	69 Armagh Street
	Grange Guest House,The	\$95.00	(3) 366 2850	56 Armagh Street
	Home Lea Bed & Breakfast	\$75.00	(3) 379 9977	195 Bealey Ave
	Turret House	\$100.00	(3) 365 3900	435 Durham Street
	Windsor Bed and Breakfast	\$77.30	(3) 366 1503	52 Armagh Street
City Backpackers	Akron Lodge Backpackers	\$35.00	(3) 366 1633	85 Bealey Ave
	Base Backpackers	\$30.00	(3) 982 2225	56 Cathedral Square
	Boulevard Backpackers (from Oct 2005)	\$50.00	(3) 377 0550	Cnr Worcester St/ Latimer Square
	Charlie Bs Backpackers	\$40.00	(3) 379 8429	268 Madras Street
	Coachman Backpackers	\$80.00	(3) 377 0908	144 Gloucester Street
	Excelsior Backpackers	\$48.00	(3) 366 7570	Crn Manchester and High Street
	Frauenreizehaus Womens Hostel	\$35.00	(3) 366 2585	272 Barbadoes Street
	Living Space – The Mill Street	\$89.00	(3) 963 0202	96 Lichfield
	Stonehurst Hotel & Backpackers	\$60.00	(3) 379 4620	241 Gloucester Street
	YHA Christchurch City YMCA	\$59.00 \$45.00	(3) 379 9535 (3) 365 0502	273 Manchester Street 12 Hereford Street
City Hotel	Camelot Cathedral Square	\$95.00	(3) 365 2898	66 Cathedral Square
	Cashel Apartments	\$151.88	(3) 365 4220	87 Cashel Street
	Chateau Blanc Suites	\$146.25	(3) 365 1600	Cnr Kilmore & Montreal Street
	Copthorne Central	\$146.25	(3) 379 5880	776 Colombo Street
	Copthorne Durham Street	\$151.87	(3) 365 4699	Cnr Durham and Kilmore Street
	Crowne Plaza Hotel	\$185.63	(3) 365 7799	Cnr Durham & Kilmore Street
	Fino Casementi	\$153.00	(3) 366 8444	87-89 Kilmore Street
	George Hotel,The	\$191.25	(3) 379 4560	50 Park Tce
	Heritage Hotel	\$156.38	(3) 377 9722	28-30 Cathedral Square
	Heritage Suites	\$184.50	(3) 377 9722	28-30 Cathedral Square
	Holiday Inn City Centre	\$140.63	(3) 365 8888	356 Corner of Cashel and High Street
	Holiday Inn on Avon	\$129.38	(3) 379 1180	356 Oxford Tce
	Hotel Grand Chancellor	\$146.25	(3) 379 2999	161 Cashel Street
	Hotel off the Square	\$172.22	(3) 374 9980	115 Worcester Street
	Millennium Hotel	\$157.50	(3) 365 1111	14 Cathedral Square
	Pacific Park	\$85.00	(3) 379 8660	263 Bealey Ave
	Poplars Apartments,The	\$140.63	(3) 365 4220	Cnr Madras Street/ Chester Street East
Quest Christchurch	\$137.25	(3) 964 6200	Cathedral Junction,	

		Rydgcs Hotel	\$150.00	Worcester Street (3) 379 4700 Oxford Tce	Cnr Worcester St/ Oxford Tce
		Thomas's Hotel	\$69.00	(3) 379 9536	36 Hereford Street
		Warners Historic Hotel	\$140.00	(3) 366 5159	50 Cathedral Square
		West-Fitzroy Apartments	\$125.00	(3) 372 3408	66 Armagh Street
City	Motel	Akron Motel	\$89.00	(3) 366 1633	87 Bealey Ave
		Bella Vista Motel	\$93.00	(3) 377 3363	193 Bealey Ave
		CentrePoint on Colombo Motel	\$110.00	(3) 377 0859	859 Colombo Street
		City Centre Motel	\$120.00	(3) 372 9294	876 Colombo Street
		City Court Motel	\$90.00	(3) 366 9099	850 Colombo Street
		Colombo in the City Motel	\$110.00	(3) 366 8775	863 Colombo Street
		Comfort Hotel Carlton Mill	\$99.00	(3) 366 1068	19 Bealey Ave
		Holiday Lodge	\$85.00	(3) 366 6584	862 Colombo Street
		Tuscana Motor Lodge	\$125.00	(3) 377 4485	74 Bealey Ave
Other	Hotel	Chateau on the Park	\$150.75	(3) 348 8999	189 Deans Ave, Riccarton
		Cotswold Hotel	\$106.88	(3) 355 3535	88 Papanui Road, St. Albans
		Elms Hotel	\$96.75	(3) 355 3577	456 Papanui Road, Papanui
		Garden Hotel	\$80.00	(3) 385 3132	108 Marshlands Road, Shirley
		Kingsgate Hotel Autolodge	\$123.75	(3) 355 6109	72 Papanui Road, St. Albans
		Quality Hotel Pavilions	\$129.38	(3) 355 5633	42 Papanui Road, St Albans
		Riccarton Village Inn	\$69.00	(3) 348 5049	110 Mandeville St, Riccarton
Other	Motel	Adelphi Motel	\$95.00	(3) 355 6037	49 Papanui Road, St. Albans
		Airport Birches Motel	\$95.00	(3) 342 3338	390 Yaldhurst Road, Avonhead
		Airways Motel	\$105.00	(3) 342 9464	3 Dinton Street, Yaldhurst
		Alcala Motor Lodge	\$95.00	(3) 365 8180	100 Sherborne Street, St Albans
		Alexandra Court Motel	\$90.00	(3) 366 1855	960 Colombo Street, Edgewater
		Alglen Motel	\$105.00	(3) 355 7010	59 Papanui Road, St Albans
		City Park Lodge	\$85.00	(3) 348 0909	22 Riccarton Road, Riccarton
		Racecourse Hotel Motor Lodge	\$75.00	(3) 342 7150	118 Racecourse Road, Yaldhurst
		Towers Motor Inn, The	\$110.00	(3) 348 0613	Cnr Deans and Kilmarnock, Riccarton

All prices are current as of Jun-06, in NZ dollars, inc. tax and are subject to change. TO CALL NZ, DIAL 011 64 AND HOTEL NUMBER

**NOTE: PLEASE ENTER YOUR HOTEL REQUEST ON  
YOUR TRAVEL PAPERWORK**

**YOU CAN VIEW ADDITIONAL HOTEL INFORMATION AT**

<http://www.polar.org/dsg/travelersalert.htm>

Please see Appendix E in the MIS Guide to Participation for Instructions.



Te Mana Arai o Aotearoa

NZCS/NSF Surety  
Approval No. 200 \_\_\_\_ / \_\_\_\_

## APPROVED GOODS ACCOMPANYING PASSENGERS EN ROUTE TO ANTARCTICA

I, \_\_\_\_\_ (Importer's full name) declare that:

- (i) the goods listed will NOT be left, sold or disposed of in New Zealand without the written permission of the New Zealand Customs Service (NZCS), Christchurch, and, the payment of such duties and taxes as applicable on the said goods under the Tariff Act 1988 and Section 12 (1)(a) of the Goods and Services Tax Act 1985; and
- (ii) the goods listed will be exported from New Zealand to a point outside New Zealand (except Antarctica) within twelve months from the date of their first landing in New Zealand; and
- (iii) the goods listed in this entry are:

Quantity	Description of Goods (Including Serial no., etc.)	Value (US\$)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

(See Note 4 Overleaf for Additional Goods)

(iv) AND (Tick  applicable)

- I am an employee of the National Science Foundation (NSF) and the goods listed are the property of NSF; or
- I am an employee of Raytheon Polar Services Company (RPSC) and the goods listed are the property of NSF; or
- I am a Scientist/Grantee operating under "S event" number \_\_\_\_\_, and the goods listed belong to \_\_\_\_\_, and my "event" is funded and administered by NSF;  
(University/Government Agency/Organization)

I am a technician operating under "T event" number \_\_\_\_\_, and the goods listed belong to \_\_\_\_\_, and my "event" is funded and administered by the NSF;

OR

I am a US Government Agency employee \_\_\_\_\_ (Agency name) assigned to Antarctica as part of:

- US Geological Survey; or
- National Oceanic Atmospheric Administration; or
- National Aeronautic and Space Administration; or
- \_\_\_\_\_ (event) which has been approved by NZCS, Christchurch

and the goods listed belong to \_\_\_\_\_, and the operation/ "event" is funded and administered by NSF;

(v) and that the particulars contained in this declaration are true and correct and I fully understand if any of the conditions set out above are violated then I am immediately liable for any duties and taxes payable on the said goods jointly and severally with NSF.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

Entry Passed
_____ (Customs Officer)
Date: _____ STAMP

**NOTES**

1. This entry is made pursuant of Section 110 of the Act.
2. This entry is **NOT** to be used for **YOUR OWN** personal effects which are to be entered separately.
3. The approval number shown on the face of this declaration is a unique approval reference for you only. It is only applicable for the season noted in the approval number.
4. If there is insufficient room in paragraph (iii) for all the goods, then list the balance of goods on a separate page. Note the paragraph (iii) overleaf accordingly plus sign and date the extra page.
5. This entry and any additional pages of goods listed are to be completed in duplicate. A copy will be returned to you prior to your departure to New Zealand which should be returned to:

Raytheon Polar Services Company  
Attention: Travel Supervisor  
7400 S. Tucson Way  
Centennial  
Colorado 80112-3938  
USA

Telephone: 1-800-688 8606 Prompt "2"  
E-mail: kelly.nevins@usap.gov  
Facsimile: 303-705 0742

The original should be kept by you and produced on demand or if questioned by a New Zealand Customs Officer about the goods at points of arrival or departure to/from New Zealand. Once you return to the USA or your overseas location please note the country or continent where the goods listed have been relocated to and return the completed form immediately to the address shown above.

6. **Important Note:** Apart from where the form requires you to input specific information or where marked, there should be no deletions, additions or alterations to the declaration overleaf without the express approval of the New Zealand Customs Service, at Christchurch.
7. Should you require further information in relation to this entry or on any other New Zealand Customs Service requirements you should contact:

New Zealand Customs Service  
Client Services  
Drury Street  
International Airport  
Christchurch  
New Zealand

Hours: Monday to Friday 0830 to 1630 hours  
Telephone: +64-3-358 0600  
Facsimile: +64-3-358 0604

# HOUSING REQUEST FORM

If you have any questions or would like assistance when filling out, please contact the SMO.

## McMurdo Station, Antarctica HOUSING REQUEST WORKSHEET

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

(a) Due dates: July 15<sup>th</sup> for WINFLY/August 15<sup>th</sup> for summer season

Name: \_\_\_\_\_ Gender: Male Female  
Last First MI Nickname

Roommate request: \_\_\_\_\_ Is this person your spouse/partner? Yes No  
If you are not a permanent McMurdo resident (permanent = over 30 days for RPS employees and over 15 days for grantees), roommate requests may not be honored. This includes spouse/significant others.

(b) Are you a (please circle one): Grantee Fulltime Employee Contract Employee Sub-Contractor

(c) Please circle all that apply to you:

Smoker Snorer Prefer tidy room Stay up late Non-drinker T V -  
watcher

Sensitive to perfumes/other odors Prefer cool room temperature Quiet personality

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

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

Are you a Principal Investigator or Co-Principal Investigator? Yes No Event number: G-091-M

Approximate deployment date: 10/15/2006

Approximate length of stay in McMurdo: 2.5 months (end of Dec. 2006)

Will you remain in McMurdo for the duration of your stay? Yes No

Please indicate approximate dates you will be away from McMurdo, if applicable:

(e) ALL OTHERS, please fill out this section:

Department and Job: \_\_\_\_\_ Agency (RPSC, NANA, etc.): \_\_\_\_\_

Number of previous months with USAP since 1990: \_\_\_\_\_ Approximate deployment date: \_\_\_\_\_

Do you have a winter contract? Yes No Do you have a 12 month contract? Yes No

Contracted to work mainly at: McMurdo South Pole Field Camp

Will you be working nights? Yes No Unknown

(f) All residents are required to check out with the Housing Office when leaving McMurdo overnight for any length of time. Storage will be available as needed.

(g) For RPSC use only:

PTS: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_ UPT: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Job Code: \_\_\_\_\_ Total Housing Points: \_\_\_\_\_

# National Science Foundation Acknowledgment of Information Security Policies and Permission for Use of NSF/USAP Information Systems and Services

NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VIRGINIA 22230

## Acknowledgement of Information Security Policies & Permission for Use of National Science Foundation/United States Antarctic Program Information Systems and Services

### Scope of Authorization

Permission for use of National Science Foundation/United States Antarctic Program (NSF/USAP) information systems and services is restricted to authorized participants in the United States Antarctic Program, designated contractors and U.S. Government employees, official visitors, or individuals otherwise having an authorized purpose for gaining access to, and utilizing the services of, NSF/USAP owned, operated, or provided information systems and services. USAP information systems and services include, but are not limited to, those located at the support contractor's headquarters and at USAP facilities in Port Hueneme, CA; Christchurch, NZ; Punta Arenas, Chile; Antarctic stations and research vessels.

### Agreement Provisions

Permission for use of NSF/USAP information systems and services requires the following acknowledgements:

1. Government owned system. The information systems of the United States Antarctic Program are National Science Foundation federal government owned information systems. When attaching or otherwise interconnecting personally or privately owned information systems with government systems, the NSF reserves the right to extend its information security policies, Rules of Behavior, procedures, and guidance to these systems in order to ensure the integrity of NSF/USAP systems.
2. Mandatory awareness training. Individuals using NSF/USAP information systems and services must receive information security awareness training no less than once annually. Awareness training is a prerequisite for gaining permission to use NSF/USAP information systems and services and may be provided by verbal briefings, written reference materials, and/or on-line training systems. Permission to use NSF/USAP information systems and services may be suspended, revoked or denied, as appropriate, for individuals who have not fulfilled the mandatory awareness training requirement.
3. Only authorized use is permitted. Individuals using NSF/USAP information systems and services without authority, or in excess of their assigned authority, are subject to revocation of access privileges, in part or in whole. Further, access for purposes beyond authorization or assigned authority may be a violation of federal law. Penalties for misuse may include, but are not limited to, appropriate administrative sanctions, civil liability or criminal prosecution.
4. No expectation of privacy. Individuals using NSF/USAP information systems and services should be aware that they have no expectation of privacy. Files maintained in NSF/USAP information systems, including electronic mail files, may be reviewed by NSF officials who have legitimate reasons to do so when authorized by the Director or Deputy Director, or by the Inspector General. Individuals should be aware that NSF reserves the right to conduct work-related investigations for the purpose of investigating work-related misconduct, such as violations of the acceptable use policy.
5. Common Authority and Consent to be Monitored. In the course of conducting routine and corrective systems maintenance and administration, NSF designated systems technical personnel have legitimate work-related needs for access to files, contents of files, configuration data, and system log information, as well as monitoring of user activities. This extends to any personally or privately owned information systems attached to, or otherwise interconnected with, NSF/USAP systems such that the electronic exchange of information between the two is possible. If such work-related activities reveal possible evidence of criminal wrongdoing, NSF authorizes system personnel to provide the information gained from such activity to NSF officials for administrative action, with referral of such matters to law enforcement officials when appropriate.

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NSF/OPP Information Security Acknowledgement  
United States Antarctic Program  
September 9, 2005

\_\_\_\_\_  
Initials      Date

(over)



6. Prohibition on tampering. Unless explicitly authorized by NSF designated personnel, individuals using NSF/USAP information systems and services do not have permission to physically access, modify, or alter configuration settings or in any way change or disrupt any information system or network infrastructure (data centers, servers, embedded systems, telephone systems, wiring closets, frame rooms, cable plant other than accessing designated outlets, etc.). Individuals found to be in violation of this prohibition may be subject to appropriate administrative sanctions, civil liability or criminal prosecution.
7. Protection of sensitive information. Individuals granted access to NSF/USAP information systems and services may, in the course of their official duties, have access to information designated by NSF as sensitive, or protected by federal law including, but not limited to, personal information, procurement information, trade secrets, and other information types. Individuals in such circumstances agree that the confidentiality, integrity, and availability of this information must be protected from unauthorized disclosure, loss, or corruption. Individuals found to be in violation of this prohibition may be subject to appropriate administrative sanctions, civil liability or criminal prosecution.

**Limit of Access Authority**

Permission to access or otherwise utilize NSF/USAP information systems and services shall be terminated upon separation from the United States Antarctic Program to include, but not limited to, termination of grant or grant extensions, termination of employment in support organizations, termination of Government employment, termination of guest/visitor status, determinations by NSF designated authorities to restrict or terminate access, etc. Continued use of NSF/USAP information systems and services, once access authority has terminated is a violation of federal law.

**Acknowledgement**

I, the undersigned, understand that I am authorized to access NSF/USAP information systems and services, as defined under the provisions of this Agreement. I acknowledge that I have received the required information security awareness briefing and my responsibility to abide by all information security policies, Rules of Behavior, procedures, and guidance issued by the National Science Foundation as applied to the United States Antarctic Program information systems and services, either directly or through its duly designated support organizations. I further acknowledge that I have read and understood the terms of this Agreement and agree to abide by them.

Printed Full Name:	Date:
Signature:	
Organizational Affiliation:	
Sponsoring Organization:	