

# Non-U.S. Participant Forms

Please refer to the ANDRILL SMS 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 and Lyttelton New Zealand: Accommodation List (New Zealand Currency Rate)

Location	Hotel Name	Address	Phone	Single	Twin	
<b>B&amp;B - City</b>	Croydon House B & B	63 Armagh St	(03) 366 5111	\$127.30	\$163.65	**
	Devon B & B	69 Armagh St	(03) 366 0398	\$125.00	\$165.00	**
	Grange Guest House, The	56 Armagh Street	(03) 366 2850	\$95.00	\$130.00	**
	Home Lea B & B	195 Bealey Ave	(03) 379 9977	\$100.00	\$135.00	**
	Windsor B & B	52 Armagh St	(03) 366 1503	\$80.95	\$116.40	**
<b>Backpackers - City</b>	Akron Lodge Backpackers	85 Bealey Ave	(03) 366 1633	\$35.00	\$60.00	
	Base Backpackers	56 Cathedral Square	(03) 982 2225	\$60.00	\$60.00	
	Boulevard Backpackers	Cnr Worcester St / Latimer Square	(03) 377 0550	\$60.00	\$60.00	
	Charlie Bs Backpackers	268 Madras Street	(03) 379 8429	\$40.00	\$54.00	
	Coachman Backpackers	144 Gloucester Street	(03) 377 0908	\$65.00	\$75.00	
	Excelsior Backpackers	Crn Manchester and High Street's	(03) 366 7570	\$45.00	\$60.00	
	Living Space - The Mill	96 Lichfield Street	(03) 963-0202	\$89.00	\$89.00	
	Stonehurst Hotel/Backpackers	241 Gloucester St	(03) 379 4620	\$60.00	\$70.00	
	Thomas's Hotel	36 Hereford Street	(03) 379 9536	\$80.00	\$85.00	
	YHA Christchurch Central City	273 Manchester Street	(03) 379 9535	\$60.00	\$75.00	
	YMCA	12 Hereford St	(03) 365 0502	\$48.00	\$60.00	
<b>Hotel - Airport</b>	Cophorne Commodore Hotel	449 Memorial Ave	(03) 358 8129	\$146.25	\$146.25	
	Outrigger at Clearwater Resort	Clearwater Ave, Harewood	(03) 360 1000	\$135.00	\$135.00	
	Russley Hotel	73 Roydvale Ave	(03) 358 6500	\$104.63	\$104.63	
	Sudima Hotel	Cnr Memorial Ave/Orchard Road	(03) 358 3139	\$121.50	\$121.50	
<b>Hotels - City</b>	Bealey's Hotel	263 Bealey Ave	(03) 379 8660	\$85.00	\$85.00	
	Camelot Cathedral Square	66 Cathedral Square	(03) 365 2898	\$95.00	\$95.00	
	Cophorne Central	776 Colombo Street	(03) 379 5880	\$146.25	\$146.25	
	Cophorne Durham Street	Cnr Durham and Kilmore St	(03) 365 4699	\$157.50	\$157.50	
	Crowne Plaza Hotel	Cnr Durham & Kilmore Streets	(03) 365 7799	\$170.00	\$170.00	
	George Hotel, The	50 Park Tce	(03) 379 4560	\$190.13	\$190.13	
	Heritage Hotel	28-30 Cathedral Square	(03) 377 9722	\$164.25	\$164.25	
	Holiday Inn City Centre	Corner of Cashel and High Street	(03) 365 8888	\$125.00	\$125.00	
	Holiday Inn on Avon	356 Oxford Tce	(03) 379 1180	\$115.00	\$115.00	
	Hotel Grand Chancellor	161 Cashel Street	(03) 379 2999	\$151.88	\$151.88	
	Latimer Hotel	30 Latimer Square	(03) 379 6760	\$123.75	\$123.75	
	Millennium Hotel	14 Cathedral Square	(03) 365 1111	\$174.37	\$174.37	
	Quest Christchurch	Cathedral Junction, Worcester Street	(03) 964 6200	\$139.86	\$139.86	
	Rydges Hotel	Cnr Worcester St/Oxford Tce	(03) 379 4700	\$151.88	\$151.88	
	Warners Historic Hotel	50 Cathedral Square	(03) 366 5159	\$120.00	\$160.00	**
	<b>Apartments</b>	Cashel Apartments	87 Cashel Street	(03) 365 4220	\$194.63	\$194.63
Chateau Blanc Suites		Cnr Kilmore & Montreal St	(03) 365 1600	\$146.25	\$146.25	
Fino Casementi		87-89 Kilmore St	(03) 366 8444	\$198.00	\$247.50	**
Heritage Suites		28-30 Cathedral Square	(03) 377 9722	\$193.50	\$193.50	
Outrigger at Clearwater Resort		Clearwater Ave, Harewood	(03) 360 1000	\$205.00	\$205.00	
Poplars Apartments, The		Cnr Madras Street/Chester Street	(03) 365 4220	\$171.00	\$171.00	
Quest Christchurch		Cathedral Junction, Worcester Street	(03) 964 6200	\$158.84	\$158.84	
<b>Hotels - Other</b>	West-Fitzroy Apartments	66 Armagh Street	(03) 372 3408	\$135.00	\$135.00	
	Chateau on the Park	189 Deans Ave, Riccarton	(03) 348 8999	\$150.75	\$150.75	
	Cotswold Hotel	88 Papanui Rd, St Albans	(03) 355 3535	\$123.75	\$123.75	
	Elms Hotel	456 Papanui Rd, Papanui	(03) 355 3577	\$97.88	\$97.88	
	Garden Hotel	108 Marshlands Road, Shirley	(03) 385 3132	\$80.00	\$85.00	
	Kingsgate Hotel Autolodge	72 Papanui Road, St Albans	(03) 355 6109	\$123.75	\$123.75	
	Quality Hotel Pavilions	42 Papanui Road, St Albans	(03) 355 5633	\$129.38	\$129.38	
	Riccarton Village Inn	110 Mandeville St, Riccarton	(03) 348 5049	\$79.00	\$89.00	
<b>Motel - Airport</b>	Aarburg Airport Motel	94-98 Roydvale Ave	(03) 358 8122	\$89.00	\$99.00	
	Airport Delta Motel	61 Roydvale	(03) 358 0969	\$117.00	\$117.00	
	Airport Gateway Motor Lodge	45 Roydvale Ave	(03) 358 7093	\$115.00	\$115.00	
	Airport Lodge Motel	105 Roydvale Ave	(03) 358 5119	\$105.00	\$105.00	
<b>Motel - City</b>	Akron Motel	87 Bealey Ave	(03) 366 1633	\$89.00	\$99.00	
	Bella Vista Motel	193 Bealey Ave	(03) 377 3363	\$98.00	\$120.00	
	City Centre Motel	876 Colombo Street	(03) 372 9294	\$115.00	\$115.00	
	Comfort Hotel Carlton Mill	19 Bealey Ave	(03) 366 1068	\$89.00	\$99.00	**
	Tuscana Motor Lodge	74 Bealey Ave	(03) 377 4485	\$125.00	\$125.00	

*RPSC Form DS-A-100d, Deployment Specialists Group, Revision #10, February 11, 2007, All Locations, Approved by Lynn Dormand*

<b>Motel - Other</b>	Adelphi Motel	49 Papanui Rd, St Albans	(03) 355 6037	\$95.00	\$95.00
	Alcala Motor Lodge	100 Sherborne St, St Albans	(03) 365 8180	\$95.00	\$120.00
	Alexandra Court Motel	960 Colombo St, Edgeware	(03) 366 1855	\$90.00	\$108.00
	Alglenn Motel	59 Papanui Road, St Albans	(03) 355 7010	\$95.00	\$105.00
	City Park Lodge	22 Riccarton Rd, Riccarton	(03) 348 0909	\$85.00	\$89.00
	Towers Motor Inn, The	Cnr Deans and Kilmarnock, Riccarton	(03) 348 0613	\$109.00	\$109.00
<b>Lyttelton</b>	Dockside Accommodation	22 Sumner Road	(03) 328 7344	\$100.00	\$100.00
	Empire Hotel (Backpackers)	9 London Street	(03) 328 8202	\$50.00	\$50.00
	Harbour Lodge B & B	1 Selwyn Road	(03) 328 7755	\$120.00	\$150.00 **
	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 2006, 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	55.-	65.-	75.-	-----
SAVOY	JOSE MENENDEZ #1073	247979	247979	60.-	76.-	102.-	-----
TIERRA DEL FUEGO	COLON AVENUE #716	226200	226200	98.-	118.-	130.-	-----
LOS NAVEGANTES	JOSE MENENDEZ #647	244677	247545	56.-	68.-	88.-	-----
FINIS TERRAE	COLON AVENUE #766	228200	248124	ST SUP 88 -105	105.-	121.-	154.-
JOSE NOGUEIRA	BORIES #99	248840	248832	67.-	81.-	-----	123.-
ISLA REY JORGE	21 DE MAYO #1243	248220	248220	70.-	85.-	100.-	125.-
CABO DE HORNOS	PLAZA MUÑOZ GAMERO #1025	715000	715050	115.-	133.-	185.-	-----
HOSTAL	ADDRESS	PHONE	FAX	SINGLE	DOUBLE	TRIPLE	SUITE
CALAFATE	MAGALLANES #926	241281	241281	S/B P/B 24.- 36.-	S/B P/B 38.- 46.-	S/B P/B 43.- 63.-	-----
LA AVENIDA	COLON AVENUE #534	247532	247523	54.-	70.-	76.-	-----
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 OCTOBER 2006 TO MARCH 2007  
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>

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 <i>(Including Serial no., etc.)</i>	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 \_\_\_\_\_ assigned to Antarctica as part of: *(Agency name)*
    - 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

## APPENDIX G: HOUSING REQUEST FORM

**Note:** U.S. Participants will receive this form with their information packet from RSPC; Non-U.S. Participants will receive a similar form from the SMO. Do not complete this form. This is an EXAMPLE only. U.S. participants will return completed form to RSPC, please send a copy to the SMO. Non-U.S. Science Team Members will return completed form to the SMO. If you have any questions or would like assistance when filling out, please contact the SMO. Use information (red text) provided below as a guide when completing the actual form, which you should receive in June/July 2007.

### 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 TV-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: *10/06/2007* Approximate length of stay in McMurdo: *2 months (mid-Dec. 2007)*

Will you remain in McMurdo for the duration of your stay? Yes No (Dependent on where you will conduct science activities: Crary Lab = McMurdo and "Yes"; Drill Site = Drill Camp and "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:	