



GENERAL INFORMATION
HERE-THERE-EN ROUTE

HOLMES & NARVER, INC.



A Resource Sciences company

EXHIBIT A

Accidental death and dismemberment insurance coverage is provided at no cost to full-time employees as follows:

<u>Employee Class</u>	<u>Annual Salary</u>	<u>Amount of Coverage</u>
Class I	Under \$18,000	\$ 50,000
Class II	\$18,000 & over	\$100,000

This is an all-risk insurance and covers the employee while he is in official business travel status to and from Antarctica.

In addition, an optional voluntary accident insurance plan is available. You may select any amount of insurance in multiples of \$10,000 up to a maximum of \$250,000. However, any amount in excess of \$150,000 cannot exceed ten times your annual salary. Premiums on the amount you select will be deducted from your paycheck the third payday of each month.

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HOLMES & NARVER, INC.
ANTARCTIC SUPPORT SERVICES

Antarctica - General Information
Here - There - En Route

For many of you, this is your first trip to Antarctica. It is urged that you read all the information contained herein very carefully, and if you have any questions, please call Holmes & Narver, Inc., Antarctic Support Services, at (714) 870-5700.

I. GENERAL

All applicants for Antarctic employment must take a medical and dental examination, which must be approved by the Force Medical Officer, U. S. Naval Support Force, Antarctica, prior to their employment with Holmes & Narver (H&N). Upon our receipt of the Force Medical Officer's approval of your examination, you will be so advised, and arrangements will be made with you regarding your travel to Anaheim, California to be placed on the H&N payroll.

The costs of your direct travel and associated expenses from your point of origin to Anaheim, California and return, are borne by H&N. The transportation from the continental United States to Christchurch, New Zealand and from there to Antarctica, which is on military aircraft, is also at no cost to you.

Depending upon your particular assignment in Antarctica, you will either remain in Anaheim for an indefinite period for special indoctrination or proceed directly to the West Coast point of embarkation (usually Point Mugu, California) for Christchurch, New Zealand.

A. Point of Hire Processing

At the point of hire (Anaheim), the following processing will occur:

1. Signing an Employment Agreement.
2. Completion of a form (Deduction Authorization) for disposition of your payroll check by designating an allottee, and W-2 form. Have your bank address and account number, or your allottee's address. Those of you who will be wintering over should be aware of the fact that you must

make arrangements regarding the handling of your income tax returns, as there is no mail service to or from Antarctica after the latter part of February.

3. Completion of W-4 form.
4. Some travel accidental death/dismemberment insurance coverage (see Exhibit A) is provided at no cost to you. Winter-over personnel also have the option of coverage by the H&N group life and medical insurance. Payment of your contribution towards the group life and medical insurance is by monthly deductions from your payroll check.
5. Issuance of an H&N Travel Authorization and travel advance. The travel advance is not an advance on your salary, but is a sum of money specifically for travel expenses and must be accounted for on a Travel & Expense Statement. An explanation of authorized travel expenses and instructions on how to complete the expense statement are covered in a separate set of instructions.

B. Point of Embarkation Processing

At the point of embarkation for Christchurch, New Zealand, you will be provided with a copy of your approved Report of Medical Examination and a set of military travel orders (required to board all military flights). Keep copies of the military travel orders, as this same set is used for your return travel from Antarctica.

C. Pay

Your initial payroll check should arrive at its destination within two weeks of your time of hire and weekly thereafter. The checks are mailed from Anaheim on Wednesdays of each week.

D. Token Pay

As payroll checks are not sent to Antarctica, token pay may be drawn at McMurdo and South Pole Stations, but not at Siple Station. Siple has no Station Store so no cash is required at that station. Therefore, Siple Station personnel should be prepared financially to prepay all personal items procured at McMurdo prior to deployment to Siple. The amount of token pay desired, by personnel assigned to McMurdo or South Pole,

is to be indicated on the same form used for disposition of the payroll check, and the amount is then deducted from the payroll check sent to the designated allottee. From \$5 to \$25 (in increments of \$5) may be drawn as weekly token pay.

E. Mail

Mail service from the United States to Antarctica usually takes eight to ten days, when aircraft to Antarctica are available. The address is as follows:

Your name
Holmes & Narver, Inc.
c/o USARP * Station
FPO San Francisco 96692

*Name of the station to which you are assigned

F. Baggage Allowance

You are allowed 100 pounds of personal baggage while en route to Antarctica. Approximately 50 pounds of this allowance will be consumed by the cold weather clothing you will receive in Christchurch. However, locked storage is provided in Christchurch for such items as dress clothing, which you wish to have available in Christchurch but will not require in Antarctica. (Note: For information on clothing, see Section II, Clothing and Personal Items.)

G. Personal Finances

It is most important that you provide yourself with funds in addition to the travel advance issued to you at the time of hire. The travel advance usually covers the estimated costs of room accommodations and meals en route; however, unexpected delays in Christchurch, both en route to and from Antarctica, can occur because of changes in aircraft scheduling, weather delays, etc., so the advisability of providing yourself with additional funds cannot be overemphasized. Also, you may wish to purchase personal items in New Zealand or other locations.

It is recommended that you carry travelers checks and/or international credit cards. Personal checks are definitely not recommended while traveling. At McMurdo Station, however,

you may cash personal checks up to \$100. It is well to note that if a personal check is returned for insufficient funds, the individual issuing it is not permitted to depart Antarctica until the amount of the check has been covered in cash.

H. Customs Information

Prior to your departure from the United States, it is recommended that you register with U. S. Customs any valuable items of foreign make, such as watches or cameras, which you plan to take with you to Antarctica. If you do not have proof of previous payment for such items, you may have to pay import duties on them upon your return to the U. S.

Thorough searches, including selective body searches, are routinely conducted by New Zealand authorities at the time of entry into New Zealand. New Zealand prohibits importation and possession of controlled drugs without prescription, marijuana, weapons (especially firearms and switchblade knives), and pornography. In addition, transport of these items aboard U. S. military ships and aircraft is prohibited by Federal law.

I. U. S. Navy Regulations on Civilian Attire

The U. S. Navy has established certain regulations regarding the attire of civilian personnel traveling on military aircraft. Passengers are to be attired in clean, appropriate civilian clothing. Individuals wearing sandals; open shoes; tennis shoes; tattered, dirty, or revealing clothing; or underwear (such as "muscle" shirts) as an outer garment will not be accepted for transportation or permitted to board an aircraft.

J. New Zealand Processing and Facilities

1. On arrival in New Zealand en route to Antarctica, the NSF Contractor Representative will provide you with information concerning your hotel/motel accommodations, your scheduled departure date and time for Antarctica, etc. (Note: Hotel/motel reservations in Christchurch are booked in advance by the NSF Contractor Representative for all civilian personnel. Changes to these bookings must not be made, and will not be reimbursed, without the prior approval of the change by the NSF Contractor Representative.) Be sure to pay your hotel/motel bills, telephone calls, etc., prior to your departure from Christchurch.

2. Shops in Christchurch are generally closed Saturdays and Sundays and after 5:00 p.m. on weekdays. However, some shopping centers are open during selected weekday evenings and the nearby town of New Brighton has shops open on Saturdays.
3. A coat and tie must be worn in order to enter many of the eating and drinking establishments after 6:00 p.m.
4. Medical problems developing in Christchurch are handled by private physicians. Recommendations for physicians may be obtained from the NSF Contractor Representative. Legitimate medical expenses are reimbursed. Invoices must be submitted to Anaheim on a standard H&N Travel & Expense Statement.

K. Importation of Plants and Animals to Antarctica

By terms of the Antarctic Treaty, to which all personnel in Antarctica must adhere, the importation of any seeds, plants, or animals to Antarctica is expressly prohibited, as is the removal of any animals or parts of animals from Antarctica.

II. CLOTHING AND PERSONAL ITEMS

A. Cold Weather Clothing

Cold weather clothing and accessories will be provided to you at no charge at the Christchurch Clothing Distribution Center. These must be returned to the Clothing Distribution Center immediately upon your arrival in Christchurch on your return from Antarctica.

B. Recommended Clothing and Personal Items to be Provided by You

The following is a suggested list of clothing and personal items to be taken to New Zealand and Antarctica. The items and quantities listed are meant as a guide only, and may be adjusted to individual needs and preferences. Winter-over personnel, in particular, may wish to increase the quantities indicated because of their extended stay in Antarctica. It is recommended that all clothing be washable and preshrunk, i.e., wash and wear. The use of polyester doubleknit trousers or slacks is not recommended for Antarctica, as they are not sufficiently warm.

While some clothing may be purchased at the Ships Store at McMurdo, it is not wise to depend upon providing much of your clothing there, as it is usually restricted as to size and variety.

1. General

Underwear, T-shirts and shorts (thermal underwear is provided as part of the cold weather clothing issue)	6 each
Shirts, light wool (machine washable) or cotton flannel, long-sleeved, suitable for work shirts	4
Sport shirt, long-sleeved (for social occasions)	1
Trousers, cotton (heavy twill, denim, or equivalent)	3
Scarf	2
Sweaters, heavy (especially for winter-overs) and light	1 each
Slippers or soft shoes (for indoor wear)	1 pair
Pajamas	2
Robe	1
Handkerchiefs	6
Athletic shorts and gym shoes, for athletic events (McMurdo and South Pole Stations)	1 pr. each
Bath towels and washcloths	2 each
Pocketknife (Swiss army type is very handy)	1
Padlock, combination type (for locking closet or locker)	1
Alarm clock - wind-up type	1
Flight bag, of a size to fit under aircraft seats. While traveling from the U. S. to New Zealand (and return) there is no access to your baggage, so it is recommended that essential items (including a change of clothes) be carried on board the aircraft in a flight bag	1

Laundry bag

1

Sunglasses - ski or other (you may arrive in Antarctica prior to receipt of the H&N-provided sunglasses, especially if you wear prescription sunglasses)

1 pair

Camera gear (if desired)

Radio, battery-operated (if desired). McMurdo has a local FM station which occasionally rebroadcasts to South Pole

Toilet articles as needed. Antarctica is very dry, and it is recommended that hand lotion (useful for both hands and lips) be included. Also, problems have been encountered with aerosol cans in traveling, so packing them in plastic bags is recommended. Sundry toilet articles are usually available at the Ships Store at McMurdo and the Station Store at South Pole.

2. Clothing Recommended for New Zealand

Suit, or sport jacket and slacks

Ties

Dress shirts

Socks

Dress shoes

Lightweight rain gear

Locked storage is provided in Christchurch for items such as dress clothing which you wish to have available while in Christchurch but do not require in Antarctica.

III. ANTARCTIC STATION FACILITIES

Transportation between New Zealand and Antarctica is by C-141 or C-130 aircraft (flights at the end of the austral summer season are on C-130 aircraft only). Intracontinental travel among stations is by C-130 aircraft.

A. McMurdo Station

McMurdo is the main U. S. station in Antarctica. It is located on Ross Island about 2,415 miles south of Christchurch, New

Zealand and 835 miles north of the South Pole. Summer temperatures range from about -20°F up to the low 40's. Winter temperatures can get as low as -60°F.

McMurdo Station is a complex of more than 100 structures, supporting a population of up to 800 persons during the austral summer period.

Living accommodations vary from temporary structures such as Jamesway barracks to more conventional structures. Sanitary facilities and running water are available, but not in every structure.

A well-equipped cafeteria serves Navy and civilian personnel.

There are limited recreational facilities available; however, movies are shown in several locations nightly. The local FM radio station broadcasts on an extremely erratic schedule (as it frequently is manned on a volunteer basis).

Ham radio facilities are available for occasional calls to the U.S.

McMurdo has a Ships Store and a Post Office.

Medical facilities, at no charge, are available year-round. Dental services are provided for emergencies only, and only during the austral summer.

Personnel over 21 years of age may purchase liquor by the bottle on a ration basis or in several clubs by the drink. Beer is available also in the clubs or by the case on specified days.

B. Siple Station

Siple Station is located at the base of the Palmer Peninsula, 1,465 miles from McMurdo Station, at an altitude of 3,456 feet. Temperatures vary from a high of 31°F to a low of -60°F.

Living accommodations for summer support and construction personnel are in Jamesway barracks. Winter-over personnel are quartered in the permanent station vans. Sanitary facilities and running water are available, but not in every structure.

Food service is provided, but all personnel must assist in "household" duties.

Limited recreational facilities are available. Movies may be shown on occasion.

Ham radio facilities are available for occasional calls to the U. S.

Mail service depends on the flight schedules of aircraft from New Zealand and McMurdo Station.

Limited medical facilities, but no dental facilities, are available year-round.

Liquor and beer may be purchased in McMurdo in advance of your departure from there for Siple Station.

C. South Pole Station

South Pole Station is 835 miles south of McMurdo. The elevation is 9,553 feet, but is actually equivalent to 11,000 - 13,000 feet because of polar atmospheric conditions. It is situated on a 9,000-foot thick plateau of ice. Temperatures range between -6°F in the summer and -110°F in the winter, with very low humidity.

A new station was completed during the 1974-75 season to replace the original station built in 1957 which was being crushed by over 30 feet of ice and snow. It is located within a half mile of the geographic south pole. The station is composed of an aluminum geodesic dome 52 feet high and 164 feet in diameter, sheltering three buildings (science facilities, dining/kitchen complex, and living quarters), and 827 feet of aluminum arch covering a garage, powerhouse, biomedical facility, and fuel storage bladders. A network of tunnels (the utilidor) distributes utilities beneath the facilities.

Sinks, showers, a washer and dryer, flush toilets, and a sauna are available.

Recreational facilities are limited, but include a pool table, ping-pong, shuffleboard, darts, card tables, etc. Movies may be shown on occasion.

A Station Store (primarily providing cigarettes and sundry toilet articles) and a Post Office are located at the station

There are ham radio facilities available for occasional calls to the U. S.

Mail service depends on flights from New Zealand and McMurdo.

Meal service is provided, but all personnel must assist in "household" duties.

Limited medical facilities, but no dental facilities, are available on a year-round basis.

Liquor and beer may be purchased by the drink.

IV. DEPARTURE CHECK LIST

The following items should be carried by you (on your person) while traveling to or from Antarctica. Prior to your departure you should check to make sure you have them in your possession.

Passport

International Certificate of Vaccination

*Military Travel Orders

*Approved Report of Medical Examination

**H&N Travel Authorization

**Survival Manual

**Travel Advance

**Instructions for Completing Travel & Expense Statements

**Copy of H&N Employment Agreement

**Copy of H&N Deduction Authorization

Eyeglass prescription (if glasses are worn)

Two pairs of glasses (if glasses are worn)

*These items will be provided to you at the point of embarkation.

**These items will be provided to you by H&N either during your processing for employment or at the time of hire.