



# The National Science Foundation Office of Polar Programs United States Antarctic Program

## AIL-POL\_1000.01b USAP Lodging Policy

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### Document Release History

Release Number	Revision Date	Description of Changes	Changes Made By
1	August 2012	Reviewed and updated by EMB. Copy edited. Layout and fonts changed. Provided NSF document number.	Content by NSF staff. Formatting and copy edits by ASC Technical Communication staff
2	September 2015	Updated by NSF to encompass all USAP stations. Additional information inserted.	Content changes by NSF staff. Edited by ASC Tech Comm staff.
3	October 2020	Updates to sections 1, 3, 4, 5.2, and 5.2.2.	NSF staff (A. Rowell) Edited by J. Mastro, ASC

**Consult the Master List for the most current version.**

HARDCOPY NOT CONTROLLED – Verify Effective Date Before Use

## Signature Approval

Approved by:

\_\_\_\_\_  
AIL Section Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Note** This policy is released and becomes effective on the date of signing.  
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## **1. Purpose**

This document establishes the policy regarding dormitory lodging at all stations for all United States Antarctic Program (USAP) participants. This document replaces any previous version dated prior to this document's effective date.

## **2. Scope**

This policy applies to all personnel housed at all USAP stations, either as part of the USAP or hosted by the USAP.

## **3. Responsibilities**

The Antarctic support contractor is responsible for developing and implementing a lodging management plan that meets all the conditions of this policy. The plan must also explain how the policy will be applied to the contractor's workforce and other USAP participants. The contractor will provide a separate, written copy of a lodging management plan for McMurdo Station to the Antarctic Infrastructure and Logistics (AIL) section of the National Science Foundation/Office of Polar Programs (NSF/OPP) by 1 August each year. Annual written lodging management plans for Palmer and South Pole Stations are not required unless specifically requested by NSF/OPP. For assigned housing blocks, the Antarctic support contractor, or Support Forces Antarctica (SFA) are responsible for room inspection before and after occupancy, monthly safety and configuration/condition inspections, collection for damages, and prompt repair. This also applies to any fixed and rotary wing contractor with an assigned housing block.

The support contractor and SFA will ensure compliance with this policy. A roster that shows room utilization will be updated daily and made available to NSF/OPP.

The USAP is not responsible for any loss or damage to personal possessions in the dormitories resulting from fire, theft, casualty, or any other cause. Residents are responsible for their personal security and that of their belongings. The USAP also is not responsible for loss or damage to personal possessions left in rooms after the occupants have vacated or after the rooms have been turned over to new occupants.

## **4. Dormitory Designation**

NSF/OPP will provide annual guidance to the support contractor that designates the use of each dormitory for the upcoming season. This guidance will take construction schedules, among other factors, into consideration for lodging and population management.

## **5. Policy**

### **5.1. General Provisions**

McMurdo Station, South Pole Station, and Palmer Station are US government facilities. Residents at all USAP facilities are required to adhere to the terms of this lodging policy. Responsible management of government property and the safety of USAP participants make it necessary to implement this policy and the rules of behavior outlined below.

## 5.2. McMurdo Station Special Provisions

Special provisions are required for McMurdo Station due to its size and the frequent presence of transient and invited personnel.

NSF/OPP manages McMurdo staff lodging in Building 202 and distinguished visitor (DV) lodging in both Building 202 and Hut 10. The 1<sup>st</sup> floor of Bldg. 202 and four rooms on the 2<sup>nd</sup> floor are managed by NSF, while the rest of the rooms on the 2<sup>nd</sup> floor are managed and designated for ASC senior management. SFA manages its assigned lodging block in McMurdo, as will any fixed and rotary wing contractor if assigned a lodging block. The support contractor manages the remaining lodging for all stations. Lodging for all non-Department of Defense (DOD) participants, except in the buildings called out above, is managed by the support contractor. Both SFA and the support contractor will have designated lodging management coordinators.

Room assignments and keys (if applicable) will be issued to all participants by the lodging management coordinator for either SFA or the support contractor. Most individuals will be assigned to rooms having a maximum capacity of two persons. Because of the limited availability of lodging in McMurdo Station during the austral summer, participants should expect to have at least one roommate.

Due to ongoing Antarctic Infrastructure Modernization for Science (AIMS) construction, less bed space will be available in the coming seasons. NSF/OPP will anticipate and evaluate bed space requirements and retain the flexibility to move personnel at any time to accommodate station requirements.

All USAP participants, or their supervisors, must notify their lodging management coordinator when they will be temporarily departing, regardless of the duration away.

### 5.2.1. McMurdo Residency Criteria

Residency criteria do not apply to winter-over residence.

**Permanent Residents** - McMurdo Station residents that are scheduled to spend the entire summer at McMurdo Station are considered permanent residents. Every effort will be made to house these residents with a permanent roommate. They will be housed in a dorm with a stabilized and fixed population.

**Transient Residents** - McMurdo residents that will depart and return to McMurdo are considered transient residents and will be housed in a dormitory that does not have a fixed population. These residents can expect to have two roommates during various periods of the season.

**Temporary Residents** - Temporary residents will be spending the bulk of their deployment in field camps (including the Dry Valleys) or at South Pole Station. They will be housed with roommates in transient quarters.

**Science Residents** – Science group personnel will be lodged primarily in science dorms and grouped according to their permanent or transient status.

### 5.2.2. McMurdo Single Rooms

Each major USAP agency's senior site manager who will be resident in McMurdo for the duration of the austral summer may be offered a permanent

single room. This room may be grouped with the rooms of other senior managers and may not be co-located with the agency's on-site personnel.

Each agency may request single room status for senior members visiting McMurdo Station. The NSF/OPP representative at McMurdo Station will allow single rooms based on availability and the validity of the request.

NSF/OPP allows aircrew members, fixed or rotary wing, that are actively in flight rotation status to have single rooms where possible.

### **5.3. Room Entry by NSF Personnel (All Stations)**

NSF/OPP-designated personnel may enter dormitory rooms and all dormitory spaces at reasonable times for reasonable cause, including, but not limited to, ensuring fire protection, safety and health, performing maintenance, damage inspection, and compliance with this or other applicable USAP policies. Monthly dormitory room inspections will occur to ensure compliance with this lodging policy. Personal belongings will not be inspected or searched except by authorized law enforcement authorities or their duly designated agents.

Except in the case of an emergency or for authorized law enforcement purposes, any entry will be announced with reasonable advance notice. The resident's absence will not prevent the entry of authorized personnel into the dormitory room.

Violations of NSF/OPP policy can result in corrective action, including, but not limited to, civil or criminal liability and complete removal from participation in the USAP. Residents are reminded that various U.S. criminal laws are fully applicable and enforceable in Antarctica. Law enforcement personnel and their duly designated agents may enter dormitory rooms at any time for authorized law enforcement purposes.

## **6. Rules of Behavior**

1. Residents are expected to fully comply with all standards of conduct and rules of behavior for USAP participants, including the provisions of this and any other applicable USAP policies.
2. Residents shall not make any use of their rooms and common areas for commercial, unlawful, or dangerous activities, or for purposes that violate applicable USAP policies.
3. Residents shall not make, or permit any guest or visitor to make, any noises in the rooms or common areas that will interfere with the rights, comfort, or convenience of other occupants. Dormitories are considered quiet spaces 24 hours per day.
4. Residents shall maintain their rooms and common areas in a clean and healthful condition.
5. Each resident is required to participate in scheduled dorm cleaning (house mouse), as directed by the lodging office, resident assistant (RA), station management, or designated USAP authority for dorm management. Activities may include, but are not limited to, cleaning common areas, vacuuming, trash removal, mopping, and snow removal.

6. Beyond normal wear and tear, residents are fully responsible for costs associated with any damage to their room, furnishings, equipment, or other federal property.
7. Residents are permitted to decorate rooms under the following conditions:
  - A. Smoke detectors, fire alarms, and light fixtures must remain uncovered. Residents must not drape or attach decorations to these items, or hang anything from sprinkler pipes or sprinkler heads, or block the sprinkler discharge pattern with furniture, decorations, or stored items.
  - B. Decorations must not obstruct hallways, fire exits, exit signs, or access to fire safety equipment. Further, rearrangements of provided furniture must not obstruct hallways, fire exits, exit signs, or access to fire safety equipment.
  - C. Decorations cannot be comprised of native plants or native animals or parts thereof. Residents may not grow plants of any kind (including Antarctic and nonnative species) or intentionally culture any microorganisms (including, but not limited to, kombucha, yoghurt, or any other products derived from fungus, yeast, and/or bacteria). All seeds, cuttings of plants, and viable microorganisms for culture are prohibited.
  - D. Free-standing or tabletop decorations are permitted. When hanging items in common areas, the use of tape (except paint-friendly tape), tacks, nails, or staples to attach decorations to walls, ceilings, and doors (including room doors) is prohibited. Decorations may be applied to bulletin boards, as long as they comply with the other policies listed herein.
  - E. Most light bulbs and light strings generate enough heat to ignite paper and cloth. Residents must ensure that light bulbs and light strings do not come into contact with anything flammable.
8. The *NSF Safety and Occupational Health Policy PESH-POL\_2000.10a* contains information on fire prevention and protection and should be referred to accordingly. Prohibited dormitory items include candles, open flames, hot plates, toaster ovens, and electric skillets. Electric space heaters are authorized but they must be properly powered, only plugged into wall outlets, and turned off before personnel exit the room.
9. Smoking, including e-cigarette use, is prohibited in all dormitories.
10. Upon termination of residency, residents shall deliver the room in the original configuration and in a broom-clean and vacuumed condition.

## 7. Policy Review

This policy is valid until rescinded. It will be reviewed at an interval of not more than 5 years.

## 8. Glossary

### AIL

Antarctic Infrastructure and Logistics, a section of the National Science Foundation Office of Polar Programs

### DOD

Department of Defense

**DV**

Distinguished Visitor

**RA**

Resident Assistant

**SFA**

Support Forces Antarctica, elements of the Department of Defense that provide logistics support to the USAP