

# USAP TRAVEL INSTRUCTIONS

## Employees

Questions about your job should go to the Point of Contact (POC) identified in your Hiring Packet.

- *What do I bring? What is the mailing address down on the Ice?* Check out the *USAP Participant Guide* for answers to questions like these. Go to <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=541>.
- Raytheon Polar Services Company (RPSC) uses e-mail for all deployment processing. Please check e-mail weekly throughout the PQ/ticketing process!
- Keep copies of everything you submit, in case anything is lost in transit.
- Extra copies of all forms can be downloaded from the Internet at <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=765>.
- **New! All travel originates from major airports only. RPSC will coordinate ground transportation to the airport for participants that need it.**
- We will e-mail your travel itinerary approximately three (3) weeks prior to your departure. Please contact us within 24 hours, otherwise we will ticket as is. We issue e-tickets, so it is important to check your e-mail frequently (including SPAM folders) as PQ and deployment times approach. You *must* submit all your HR paperwork and be PQ'd before we can issue your ticket.
- All hotel accommodations are direct billed to RPSC. Reservations in Christchurch are handled by the Christchurch Travel Office. They will e-mail your hotel and other arrival information once you are ticketed. Hotel reservations in Punta Arenas are handled by AGUNSA, who will provide your hotel reservations upon meet/greet.
- New! Bring your own water bottle, sunglasses, extra socks and extra long johns to the Ice. (Only two pairs of socks and one pair of lightweight long johns will be issued. Medium and heavyweight long johns will be issued as needed.
- Some airlines now charge for baggage, preferred seating and meals. Most seats are assigned at the airport. RPSC will try to honor your preferences, but we cannot pre-pay or reimburse these charges.
- For flight information, hotel and other travel questions, contact the Deployment Specialists Group (DSG) at: 1-800-688-8606 (prompt 2); 303-790-8606 (prompt 2), or [deployment@usap.gov](mailto:deployment@usap.gov).
- **Notary Services are not available in Antarctica.** Make every effort to settle outstanding legal matters before you leave for Antarctica, including a Power of Attorney.

### **PLEASE RETURN THE FOLLOWING:**

- 1) Housing Request Worksheet (DS-A-100j)
- 2) Passport Details (DS-D-100aa)
- 3) Traveler Info (DSG-DT-100AE)
- 4) Passport Reimbursement (DA-A-015a)
- 5) Fulltime RPSC employees must also submit an Employee Deployment Travel Request Worksheet (DS-A-100a)

Send to: Raytheon Polar Services                      or Fax: (303) 705-0742  
Attn: DSG  
7400 South Tucson Way  
Centennial CO 80112-3938

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