

USAP DEPLOYMENT INFORMATION

Grantees and Subcontractors

- *What do I bring? What is the mailing address on the Ice?* Check out the *USAP Participant Guide* for answers to questions like these.
<http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=541>
- Raytheon Polar Services Company (RPSC) communicates by e-mail. Please check e-mail two or three times per week throughout the PQ/ticketing process! Check spam mail too – some computers filter unknown e-addresses.
- 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=764>.
- **All travel originates from major airports.** RPSC will coordinate ground transportation to the airport for participants that need it. You may be flown from one airport and returned to another if it is reasonable.
- Use a USAP luggage tag on each checked bag; they are mandatory. If you plan on more than two pieces of checked luggage, let DSG know in plenty of time so that we can send extra USAP luggage tags.
- Airlines charge for baggage, preferred seating and meals. Most seats are assigned at the airport. RPSC will try to honor your preferences, but cannot pre-pay or reimburse these charges.
- The Program does not reimburse excess baggage costs – please check your airline’s website for baggage allowances and costs. (Or ship equipment through the USAP cargo system, which is significantly cheaper and easier than traveling with excess baggage.)

No airline accepts bags over 70lb/32kg. *Generally* domestic flights allow two 50lb/23kg checked bags. International flights to New Zealand allow two 70lb/32kg checked bags; international flights to Chile allow two 50lb/23kg checked bags. The baggage allowance on the Ice flight between Christchurch and McMurdo is 150lb/68kg for ALL participants. This allowance is the combined checked weight of your ECW gear and personal luggage. Maximum weight for a single piece is 70lb/32kg.

There are no weight restrictions on board the vessels, but space is limited.

- **For cargo, that is, items not carried as personal baggage, shipping by sea is the preferred method of transport. Make every effort to allow sufficient time for shipment by sea to the Ice. Work with your RPSC science Point-of-Contact and refer to the Packing and Shipping Instructions at <http://www.usap.gov/usapgov/logistics/index.cfm?m=4#shippingInfo>.**
- Passports must be valid for six (6) months *after* your return.
- IF you do **not** possess a U.S. passport, *and*:
 - IF your travel originates in a foreign country (including Canada), *and*
 - IF you are transiting through the U.S. en route to Antarctica,you must register with ESTA (Electronic System for Travel Authorization) at <https://esta.cbp.dhs.gov/esta/> before you leave home. This is a requirement of the U.S. Department of Homeland Security.
- The Program does not pay for, and RPSC cannot provide assistance with, obtaining visas. RPSC will provide a USAP support letter to submit to the appropriate Embassy or Consulate with your visa application.

- **Once PQ'd, if any changes occur to your medical or dental health, you *must* notify medical@usap.gov to update your medical records prior to deployment.**
- Travel documents (luggage tags, 12-month visitors permit, etc.) will be mailed as soon as you PQ. Please keep them safe and bring them with you when you deploy.
- The Denver Travel Office will e-mail your travel itinerary approximately three (3) weeks prior to deployment. Please contact us within 24 hours, otherwise we will ticket as is. *Please* check your e-mail (including SPAM folders) frequently as deployment approaches. Your final itinerary will be e-mailed from BCD Travel. Tickets are e-tickets.
- Hotel 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 and will be provided upon arrival.
- Shuttles in Christchurch between the airport, hotel and the CDC are ***pre-arranged*** with Super Shuttle but ***not pre-paid***. (Payment is on board with \$NZ or credit card.) The Christchurch Travel Office will e-mail the details once you are ticketed. It is *your responsibility* to contact Christchurch Travel if you prefer to make other arrangements.
- For flight information, hotel and other travel questions, contact the Deployment Specialists Group (DSG) at: 1-800-688-8606 (prompt 2); Local # 303-790-8606 (prompt 2), or deploy@usap.gov.
- The Deployment Packet includes information security requirements, laptop screening requirements, and information about obtaining permits for transiting organic and hazardous materials through New Zealand.
- **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.
- All wintering females of child-bearing age will be screened for pregnancy 1 to 2 weeks before station close. Pregnancy is a "Not Physically Qualified" condition for Antarctic deployment.
- Redeployments are processed from the Ice. **ALL REDEPLOYMENT TICKETS MUST BE PURCHASED BY MARCH 16, 2012**, including leisure travel.

PLEASE RETURN THE FOLLOWING to Raytheon Polar Services, Attn: DSG, 7400 S. Tucson Way, Centennial, CO 80112-3938, or fax to 303-705-0742:

- 1) Influenza Vaccination Agreement (DSG-DT-001GA)
- 2) Important Notice for Participants (NSF 1457)
- 3) Personal Information Form (NSF 1458)
- 4) Housing Request Worksheet(s) (DSG-DT-100BM to -100BP)
- 5) Grantee Deployment Travel Request Worksheet (DS-A-100b)
- 6) Passport Details (DSG-DT-100AS)
- 7) Excess Baggage Request, if applicable (DSG-DT-100AU)

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