

# Important USAP Deployment Information

## PASSPORTS

- Passports must be valid for six months after your return, undamaged beyond normal wear and tear, with a blank page for each country to be visited.
- Airlines will not allow you to board, and some countries will not allow entry, if these requirements are not met. Please take the time to check it now.
- Do not wait to apply for or renew your passport. ASC Travel needs the new passport details six weeks before travel commences.
- **If you do not possess a U.S. passport**, check entry requirements with the consulate of the countries to be transited/visited. Allow plenty of time; you must obtain the necessary visas and provide a copy to ASC Travel in advance of the 21 day ticketing deadline. It is your responsibility to obtain the necessary visas. Failure to do so could delay or even prevent your deployment. See the *Customs and Immigration* page, in this packet, for more information.

## FORMS IN THIS PACKET

- Do not wait until after you physically qualify to return the forms in this packet. Fill them out and return them ASAP. (All candidates please, including alternates, and self-ticketers.)
- Do not return forms via email. Fax and U.S. Mail are more secure.
- Be sure ASC has your current contact info! ASC uses the email and mailing address you give us on your travel forms. Let ASC Travel know if your situation changes. Also ...
- The name on your ticket must match your passport and if it does not, the airlines will stop you at check-in. "Name exactly as it appears on passport" means exactly that.
- Keep copies of your travel forms in case anything is lost in transit.

## TRAVEL COSTS

- ASC contractors and full-time employees are ticketed directly by ASC. Grantees who are not identified as self-ticketers are also directly ticketed by ASC.
- ASC tickets **grantees** according to their Support Information Package (SIP). For those identified as self-ticketers, ticketing is the responsibility of the science event and travel costs come out of the grant. Ticketing must still follow FAR regulations, and limited support services are offered by ASC.
- Technical Events vary. The responsibility for purchasing deployment tickets is defined in the Statement of Work (SOW) between ASC and the sub-contractor.

## TRAVEL

- Expect to depart from a major U.S. or Canadian international airport.
  - The Airport of Departure (AOD) is the major international airport closest to your home address. If you wish to depart from another city, please indicate that on the *Trip Details* form in this packet.
  - Regional airports might or might not be supportable, depending on flight availability and deployment requirements.
  - The goal is to ticket 21 days before you leave your AOD. You must submit your HR (if applicable) and travel paperwork and be physically qualified before tickets can be purchased. For more details about where you are in the process, please contact your HR representative or Science Implementer.
  - Be prepared to travel on weekends and maybe holidays.
- All travel arrangements are made in accordance with Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government.
- ASC does not allow or arrange pre-deployment personal travel en route to Antarctica.



- Hotel stays expensed without pre-authorization from ASC Travel will not be reimbursed.
- Please do not ask ASC Travel to consider special routing or layovers on your way to the Ice, which can be considered misuse of government funds. ASC cannot use government funds for personal travel.
- Increasingly, airlines are restricting the number of seats that can be pre-assigned.
  - ASC Travel does not have the ability to pre-select your seat.
  - More often than not, you will need to wait until check-in to select a seat.
- It is not recommended to upgrade your ticket, or any part of your ticket. If you do ...
  - ASC may lose control of the ticket and ASC Travel will be unable to assist with travel issues en route or during redeployment, and ...
  - All changes en route and at redeployment become your financial responsibility, with no reimbursement.
- Travel documents are emailed in a separate email when you are ticketed by the USAP from USAP-Deploy-DoNotReply. These include a 12-month visa letter for New Zealand or a USAP participation letter for Chile, but not your ticket which is emailed separately.
- Tickets are e-tickets. Your final itinerary is emailed approximately 7-21 days before deployment from antarcticagents@tlcorporate.com; you'll want to print it and bring it with you. Please check your email (including SPAM folders) frequently as deployment approaches.
- ASC normally issues one-way tickets. Return tickets are purchased upon redeployment.
- Once you're ticketed, further details about your time in New Zealand or Chile (hotel, ECW, etc.) will be emailed from the Christchurch or Punta Arenas Travel office. Room and taxes are direct billed to ASC but the hotel will require a personal credit card for incidentals.
  - **Grantees** - Your hotel room is reserved by ASC but not paid for; you are responsible for settling the bill at checkout.

## ICE DATES

- Your Ice dates are determined by your job, supervisor, or PI. ASC Travel is unable to change your Ice dates. Changes must be coordinated with your employer or ASC Science Implementer.
- Please direct job-specific questions to your Hiring Manager.

## MISCELLANEOUS

- For other information about life on the Ice, consult the online [USAP Participant Guide](#).
- Check the expiration of your ATM and credit/debit cards, too. Palmer Station is cashless. McMurdo accepts cash or credit, and South Pole is cash only.
- TDY (temporary duty) in Christchurch must be pre-approved.
- If there are changes to your medical or dental health after you physically qualify, you must notify [medical@usap.gov](mailto:medical@usap.gov) before you deploy.
- Redeployments are processed on the Ice and are coordinated with your supervisor or MPC.
- Please check your email (including SPAM folders) frequently as deployment approaches.

