

USAP DEPLOYMENT INFORMATION

for ASC Employees

- Please direct job-specific questions to your Hiring Manager.
- Antarctic Support Contract (ASC) communicates by email. Please check your email two or three times per week throughout the PQ/ticketing process! Check spam folders too – some computers filter unknown e-addresses.
- Please return all forms eight weeks before your scheduled deployment date. Tickets are purchased no later than 21 days in advance. You *must* submit all your HR paperwork and be PQ'd before tickets can be purchased. Late submittal might jeopardize your deployment or even employment.
- Keep copies of everything you submit in case anything is lost in transit.
- Blank forms can be downloaded from <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=765>.
- Check the expiration of your ATM and credit cards *before* you deploy.
- All travel originates from major airports. ASC Travel will coordinate ground transportation to the airport if you need it.
- Review your airline's baggage policies before departure. No airline accepts bags over 70lb/32kg. *Generally* domestic flights allow two 50lb/23kg checked bags. The USAP allows two 70lb/32kg checked bags on international flights to New Zealand. International flights to Chile allow two 50lb/23kg checked bags. If you travel within these allowances and are still charged baggage fees, you may expense them *with receipts*.
- For the Ice flight between Christchurch and McMurdo, the baggage allowance is 150lb/68kg for all participants, including winterovers. This is the combined checked weight of your ECW gear and personal luggage. They don't care how many bags you bring, but the maximum weight for a single piece is 70lb/32kg.

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

- Some airlines charge for preferred seating and special meals. Most seats are assigned at the airport. ASC will try to honor your preferences, but cannot pre-pay or reimburse these charges.
- Passports must be valid for six (6) months *after* your return.
- ASC Travel will send a packet of travel documents to your home address once you've PQ'd, even to alternates. It contains your luggage tags, 12-month visa letter and other information. **Keep this safe and bring it with you when you deploy!** The luggage tags should be used on all your checked bags.
- Tickets are e-tickets. *Please* check your email (including SPAM folders) frequently as deployment approaches. Your final itinerary will be emailed from Travelocity Business; print it and bring it with you.
- Hotel accommodations are direct billed to ASC. Rooms in Christchurch are selected by the Christchurch Travel Office; they will email your hotel information once you are ticketed. Hotel reservations in Punta Arenas are handled by DAMCO and will be supplied upon arrival.
- If there are changes to your medical or dental health after you PQ, you *must* notify medical@usap.gov before you deploy.
- 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 and are coordinated with your supervisor or MPC.