

DEPLOYMENT TRAVEL REQUEST WORKSHEET (TRW)

(for RPS/NANA fulltime deployments and all vessel deployments)

This form should be returned eight (8) weeks before the scheduled departure date.

All tickets will be purchased a minimum of fourteen (14) days in advance.

Please complete and return to:

Raytheon Polar Services
Attn: Deployment Specialists Group
7400 South Tucson Way
Centennial, CO 80112-3938

Fax: 303-705-0742
Phone: 800-688-8606 ext 2
303-790-8606 ext 33202
Email: deploy@usap.gov

POC/Supervisor: _____

Today's date: _____

DSG Charge Code: R-PX30-209Q32X05B
Other Charge Code: _____

Please print clearly

Name: _____
(First name, **Full Middle Name**, Last Name)

Title: _____

Airport of Departure: _____
Closest major airport

Need transportation to airport? YES NO

Home Phone: () _____

Business Phone: () _____

Cell Phone: () _____

Email: _____

FedEx Delivery Address (P.O. Boxes not accepted):

Purpose of Trip/Comments: _____ Deployment to: _____

REQUESTED TRANSPORTATION ARRANGEMENTS: (YOU MUST PROVIDE RETURN DATE EVEN IF APPROXIMATE)

From City/State and/or Airport	To City/State or Country	*Date	ETD Earliest/Latest	ETA Earliest/Latest	Seating Requests	Special Meal Requests
			:	:		
			:	:		
			:	:		
			:	:		
			:	:		
AA Frequent Flyer #:						

Any necessary visa should be obtained before leaving the U.S. by contacting the embassies of the countries to be visited. Failure to do so may complicate or delay your travel. The U.S. Antarctic Program does not pay for or provide assistance in obtaining visas. Reference Policies: DS-A-140, *Continental Deployments*, and DS-A-150, *Peninsula Deployments*.

Vessel Departure Date: _____ Cruise #: _____
Arrival Date at McMurdo Station: _____
Arrival Date at South Pole Station:* _____
*Arrival dates must be coordinated with the South Pole Asst Area Manager
Arrival Date at Palmer Station: _____

*Allow a minimum of four (4) days prior to requested date of departure to Antarctica for travel time from AOD to Christchurch, NZ and three (3) days prior to requested date of departure to Antarctica for travel time from AOD to Punta Arenas, Chile, or vessel departure date. All travel arrangements are made in accordance with the Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government.

HOTEL PREFERENCES:

Check in date: _____ Check out date: _____
Christchurch: Crowne Plaza Hotel So Novotel Sudima Grand Chancellor
Punta Arenas: Condor de Plata Isla Ray Jorge Jose Nogueira Straight to Vessel
 Smoking Room Non-Smoking Room
 NO HOTEL REQUIRED - Local contact phone number: _____
 Any Personal Time? non-Programmatic dates: _____

Supervisor's Signature/Date: _____ Director's Signature/Date: _____