

## USAP DEPLOYMENT INFORMATION for Grantees and Technical Events

- Please check regularly for USAP emails. Check spam folders too.
- 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. Please take the time to check it now. Airline carriers will not allow you to board at your AOD, and some countries will not allow entry, if these requirements are not met.
- Check the expiration of your ATM and credit cards, too, before you deploy. Palmer Station is cashless.
- Please fill out the forms in this packet and return them at least eight weeks before your scheduled deployment date. (Alternates too, please.) You do not have to wait until you PQ. You must submit travel paperwork and successfully PQ before tickets can be purchased; the goal is to ticket 21 days in advance.
- Do not return forms via email; fax and U.S. Mail are more secure.
- ASC Travel books your tickets based on the information you provide on the *Trip Details* form. Be sure ASC has your current contact info! There will be no opportunity to review your itinerary and changes may not be possible, so please be accurate. 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 everything in case anything is lost in transit. Blank forms are available at <http://www.usap.gov/usapgov/travelAndDeployment/contentHandler.cfm?id=764>.
- Ice dates are determined by your PI and changes must be coordinated through your ASC Science Implementer. Be prepared to travel on weekends and maybe holidays. ASC Travel is unable to change your Ice dates, so please do not ask them.
- Plan on two nights in Christchurch on the way south, or one night in Punta Arenas before boarding the vessel.
- ASC issues roundtrip tickets from within the United States and the return is to the same airport.
- All travel arrangements are made in accordance with the Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government.
- Be prepared to fly through Australia. ASC Travel routes participants through Sydney or Auckland, depending on programmatic availability. If there is a valid reason why you cannot transit through Australia, such as hand-carried samples, please indicate that in the "Other Special Requests" section of the *Trip Details* form.
- If you do not possess a U.S. passport, allow plenty of time to obtain any necessary visas. See the *Customs and Immigration* page for more information. It is YOUR responsibility to obtain the necessary visas. **Failure to do so could delay or even prevent your deployment.**
- Review your airline's baggage policies before departure and be prepared to pay baggage fees if the first leg of your travel is not on American Airlines. The USAP allows two normal-size 50lb/23kg checked bags on commercial flights to New Zealand and Chile. If you travel within these allowances and are still charged baggage fees, you may expense them with receipts. However, charges for oversize bags (for example, hockey or ski bags) are not reimbursable.
- USAP baggage allowances do not apply to personal or leisure travel. If you elect anything other than FAA during redeployment, you are responsible for airline baggage fees.



- On the flight between Christchurch and McMurdo, the baggage allowance is 85lb/38.5kg for all participants, strictly enforced. Any extra must be pre-approved.

Save room for about 10lbs of extra ECW gear. The number of bags is not limited but the maximum weight for a single piece is 70lb/32kg. Hand carry is limited to 15 pounds that must fit into a standard airline sizing box.

On board the vessels, there are no weight restrictions 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 ASC Science Implementer.
- Airlines often charge for preferred seating and special meals. ASC Travel tries to honor your preferences but cannot pre-pay or reimburse airline surcharges. Most seats are assigned at the airport.
- Travel documents are emailed after you return the forms in this packet, about a month before deployment. 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 14-21 days before deployment; you'll want to print it and bring it with you. Please check your email (including SPAM folders) frequently as deployment approaches.
- Once you're ticketed, the Christchurch office emails the details of your hotel reservation and ECW issue. For those of you going to South America, those details are provided when you arrive in Punta Arenas. Your hotel room is reserved by ASC but not paid for; you are responsible for settling the bill at checkout.
- Shuttles in Christchurch between the airport, hotel and Antarctic Centre are pre-arranged with Super Shuttle, but not pre-paid. Payment is on board with \$NZ or credit card; cash is preferred. Please contact the Christchurch office if you prefer to make other arrangements.
- Package mail to the Ice is limited after Thanksgiving, so holiday packages should be mailed via U.S. Mail no later than October 15th. (Tell your friends and families, too.) Even so, there are no guarantees with package deliveries. First Class mail is not restricted so it might be wisest to mail essential items to the Ice as First Class flat/envelope mail.
- For other information about life on the Ice, consult the online [USAP Participant Guide](#). For example:
  - Bring (extra) sunglasses.
  - Bed linens are provided but not towels.
  - No skyping, no drones.
  - Bring your own long underwear.
- If there are changes to your medical or dental health after you PQ, you *must* notify [medical@usap.gov](mailto:medical@usap.gov) before you deploy.
- All wintering females of child-bearing age are screened for pregnancy one to two weeks before station close. Pregnancy is a "Not Physically Qualified" condition for Antarctic deployment.
- Redeployments are processed from the Ice.

**ASC Travel**  
**7400 South Tucson Way**  
**Centennial, CO 80112**

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**fax: 303-705-0742**

