

Important USAP Deployment Information for ASC Employees

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.

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.)
- 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

- 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 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.
 - 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.
- Contract employees are not allowed 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.



- Do not pay money or use frequent flier miles to change or upgrade your ticket, or any part of your ticket. If you do ...
 - ASC loses control of the ticket and ASC Travel is 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 after you return the forms in this packet, about a month before deployment, 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.

BAGGAGE

- Review airline baggage policies before departure for prohibited items and baggage dimensions/weight, especially if traveling on more than one airline.
- Be prepared to pay baggage fees at check-in and if/when you change carriers.
- 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.
 - LATAM has changed its international baggage allowance from two pieces of checked baggage to one, so *do* expect to pay for (and expense) the second bag to/from Chile. Both ways, southbound and northbound.
 - Charges for oversized bags, that is, any bag larger than 62 inches (158 cm) overall (length + width + height), are not reimbursable.
- For the Ice flight between Christchurch and McMurdo, the baggage allowance is 85lbs/38.5kgs, plus carry-on, for all participants, strictly enforced. (South Pole winterovers are allowed 100lbs to the Ice.)
 - That's 100 pounds to New Zealand but 85 pounds on the Ice flight. Extra items can be stored in Christchurch until after deployment, camping gear, for example.
 - Save room for about 10 pounds of extra Extreme Cold Weather gear.
 - For the Ice flight, the number of bags is not limited but the maximum weight for a single piece is 70lbs/32kgs.
 - 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.

ICE DATES

- Your Ice dates are determined by your job and your supervisor. ASC Travel is unable to change your Ice dates so please do not ask them.
- 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 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.

CONTACT

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