



SUMMARY OF CHANGES – CONTRACT EMPLOYEES

This notice is being sent to all participants in the United States Antarctic Program.

This deployment season brings many changes. Please take a moment to review, and contact the Deployment Specialists Group with concerns or questions.

1-800-688-8606 (prompt 2) or 303-790-8606 (prompt 2) or deployment@usap.gov

USAP Participant Guide, 2008-2010

- The *USAP Participant Guide* is now entirely electronic. It may be viewed and printed at <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=541>.

Deployment Packets

- Deployment packets are split: the Medical packet is separate from the Travel packet. Both are accessible from <http://www.usap.gov/travelAndDeployment/deploymentPackets.cfm>.

Hotels and Ground Transportation

- Hotels in Christchurch and Punta Arenas will be direct-billed to Raytheon, just as for Orientation in Denver. There will be several hotels to choose from and we will continue to make every effort to provide the hotel of choice. The hotels are currently under review – a separate e-mail will be sent to you requesting your preference. Single rooms will be reserved unless otherwise requested. All hotels meet appropriate standards. You will *not* be able to change these reservations.
- In addition, ground transportation in Christchurch will be direct-billed, just as for Denver Orientation. AGUNSA will continue to support ground transportation in Punta Arenas.
- Travel Funds will be adjusted, accordingly.

Airlines

- Airline operating policies have drastically reduced RPSC's ability to book flights, make connections, honor seating requests, and other traveler preferences. Please be flexible.
- Ticketing is from the closest major airport. DSG will coordinate, and pay for, alternative transportation (shuttle, train, car rental, bus, etc.) for participants who need it.
- You have 24 hours to approve the itinerary e-mailed from RPSC Travel. After 24 hours, you will be ticketed. We cannot hold the itinerary or we risk losing the seats/flights. With the reduction in world-wide flight availability, our ability to deploy as scheduled is challenging.
- Be prepared to pay for airline surcharges at the counter. These surcharges (specific/preferred seat assignments, meals, etc.) are not reimbursable by the Program.
- You will be reimbursed if/when the airline charges for the first or second piece of checked luggage. Keep the receipt and contact deployment@usap.gov for reimbursement.
- Seat assignments cannot be guaranteed – if we are able to provide a seat assignment, we will, but with the flights near or at capacity, we may not be able to identify a seat assignment at the time of ticketing. The airlines can reassign seats at time of boarding.
- Check your carrier's website for ever-changing rules.

ECW Clothing Issue

- The items distributed as ECW gear have changed.
 - Bring your own water bottle.
 - Non-prescription sunglasses are no longer issued. Julbo USA (www.julbousa.com) offers discounts to USAP participants.
 - Only one pair of lightweight, long underwear are issued. (Heavier weights, if required on the job, are issued as before.)
 - Only two pairs of wool socks will be issued.

ECW Clothing Requirements

- You are only required to wear six core pieces on the Ice flight to/from McMurdo.
 - Parka (red parka or Carhartt parka)
 - Bib wind pants or Carhartt bib overall
 - Goggles
 - Balaclava or knit hat
 - White bunny boots or blue FDX boots
 - Mittens or gloves

Christchurch Travel Services

- The Christchurch Travel Office will still coordinate redeployment. The Denver Travel Office will ticket those returning straight home (to Airport of Departure). HRG Travel in Christchurch will continue to support redeployment leisure travel.

Rechargeable Telephone Calling Cards

- Rechargeable telephone calling cards are no longer available at the Antarctic Stations. Participants should bring their own.

Mandatory Flu Shots

- An e-mail was issued on July 22, 2008 related to mandatory flu shots. The subject line read: Mandatory Flu Vaccine Program. Please review it and return the form at your earliest opportunity.