

USAP DEPLOYMENT INFORMATION

RPSC and NANA Employees

Questions about your job should go to the Point of Contact (POC) identified in your Hiring Packet.

- *What do I bring? What is the mailing address down on the Ice?* Check out the *USAP Participant Guide* for answers to questions like these.
<http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=541>
- Raytheon Polar Services Company (RPSC) uses e-mail for all deployment processing. Please check e-mail two or three times per week throughout the PQ/ticketing process! Check spam mail – some computers filter unknown e-addresses.
- Keep copies of everything you submit, in case anything is lost in transit.
- Extra copies of all forms can be downloaded from the Internet at
<http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=765>.
- **All travel originates from major airports.** RPSC will coordinate ground transportation to the airport for participants that need it. You may be flown from one airport and returned to another if it is reasonable.
- At WINFLY, baggage allowance to the Ice is 75lb/34kg for summer participants and 145lb/66kg for winter participants. For Mainbody, baggage allowance to the Ice is 150lb/68kg for summer and winter participants. This allowance is the combined checked weight of your ECW gear and personal luggage. Maximum weight for a single piece is 70 pounds (32 kg).

Review your airline's baggage policies prior to departure. *Generally* domestic flights allow two 50 lb checked bags and international flights allow two 70 lb checked bags. If the airline charges for baggage, we will reimburse you within the Ice flight allowance and *with receipts*. No airline accepts bags over 70 lbs.
- Some airlines charge for preferred seating and meals. Most seats are assigned at the airport. RPSC will try to honor your preferences, but cannot pre-pay or reimburse these charges.
- Use the purple USAP luggage tag on each checked bag; they are mandatory on the international flights.
- Passports must be valid for six (6) months *after* your return.
- If you do not possess a U.S. passport:
 - You must register with ESTA (Electronic System for Travel Authorization) at <https://esta.cbp.dhs.gov/esta/>.
 - You will need an Australian transit visa before you leave home. Apply online at www.australianvisaonline.com/#australia_transit Visa.
 - The Program/RPSC does not pay for or provide assistance in obtaining visas. Please contact the appropriate Embassy or Consulate.
- **You *must* submit all your HR paperwork and be PQ'd before travel can be arranged.**
- **Once PQ'd, if any changes occur to your medical or dental health, you must notify medical@usap.gov to update your medical records prior to deployment.**
- Hotel accommodations are direct billed to RPSC. Reservations in Christchurch are handled by the Christchurch Travel Office. They will e-mail your hotel and other arrival information once you are ticketed. Hotel reservations in Punta Arenas are handled by AGUNSA and will be provided upon arrival.

- The Denver Travel Office will e-mail your travel itinerary approximately three (3) weeks prior to departure. Please contact us within 24 hours, otherwise we will ticket as is. *Please* check your e-mail (including SPAM folders) frequently as deployment approaches. Your final itinerary will be e-mailed from BCD Travel. Tickets are e-tickets.
- For flight information, hotel and other travel questions, contact the Deployment Specialists Group (DSG) at: 1-800-688-8606 (prompt 2); 303-790-8606 (prompt 2), or deploy@usap.gov.
- **Notary Services are not available in Antarctica.** Make every effort to settle outstanding legal matters before you leave for Antarctica, including a Power of Attorney.
- Redeployments are processed from the Ice and are coordinated with your supervisor or MPC. **ALL REDEPLOYMENT TICKETS MUST BE PURCHASED BY MARCH 19, 2010**, including leisure travel.

PLEASE RETURN THE FOLLOWING:

- 1) Influenza Vaccination Agreement (DSG-DT-001GA)
- 2) Important Notice for Participants (NSF 1457)
- 3) Personal Information Form (NSF 1458)
- 4) Housing Request Worksheet (DSG-DT-100AX)
- 5) Passport Details (DSG-DT-100AS)
- 6) Traveler Info (DSG-DT-100AE)
- 7) Passport Reimbursement, if applicable (DS-A-015a)
- 8) Permanent, fulltime employees must also submit a Deployment Travel Request Worksheet (DS-A-100a)

SEND TO:

Raytheon Polar Services
 Attn: DSG
 7400 South Tucson Way
 Centennial, CO 80112-3938 or Fax: (303) 705-0742

USAP records are maintained in accordance with NSF Privacy Act Regulations.