

USAP TRAVEL INSTRUCTIONS

Grantees

- *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. Go to <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=541>.
- Raytheon Polar Services Company (RPSC) utilizes e-mail for all deployment processing. Please check e-mail weekly throughout the PQ/ticketing process!
- 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=764>.
- **New! All travel originates from major airports. RPSC will coordinate ground transportation to the airport for participants that need it. RPSC no longer reimburses for excess baggage – please check your airline’s website for baggage allowances and costs.**
- The Denver Travel Office will e-mail your travel itinerary approximately three (3) weeks prior to your deployment. Please contact us within 24 hours, otherwise we will ticket as is. We issue e-tickets; PLEASE check your e-mail (including SPAM folders) frequently as deployment approaches. You *must* be PQ'd before we can issue your ticket.
- Hotel reservations in Christchurch are handled by our 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.
- New! Bring your own water bottle, sunglasses, extra socks and extra long johns to the Ice. (Only two pairs of socks and one pair of lightweight long johns will be issued. Medium and heavyweight long johns will be issued as needed.)
- Some airlines now charge for baggage, preferred seating and meals. Most seats are assigned at the airport. RPSC will try to honor your preferences, but we cannot pre-pay or reimburse these charges.
- For flight information, hotel and other travel questions, contact the Deployment Specialists Group (DSG) at: 1-800-688-8606 (prompt 2); Local # 303-790-8606 (prompt 2), or deployment@usap.gov.
- **Notary Services are not available on Antarctica.** Make every effort to settle outstanding legal matters before you leave for Antarctica, including a Power of Attorney.

PLEASE RETURN THE FOLLOWING:

- 1) Housing Request Worksheet (DS-A-100j)
- 2) Grantee Deployment Travel Request Worksheet (DS-A-100b)
- 3) Passport Details (DS-D-100aa)
- 4) Excess Baggage Request, if applicable (DS-A-100c)

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

Your Deployment Packet also includes Information Security requirements and information about obtaining permits for transiting organic and hazardous materials through New Zealand.

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