

USAP DEPLOYMENT INFORMATION for Grantees and Technical Events

- Antarctic Support Contract (ASC) communicates by email. Please check email two or three times per week throughout the PQ/ticketing process! Check spam mail too – some computers filter unknown e-addresses.
- Please return all forms eight (8) weeks before your scheduled deployment date. Tickets are purchased no later than 21 days in advance. You must submit all your paperwork and successfully PQ before tickets can be purchased.
- Keep copies of everything you submit in case anything is lost in transit.
- Blank forms can be downloaded from <http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=764>.
- Please check the expiration of your ATM and credit cards *before* you deploy.
- All travel originates from major airports. ASC Travel will coordinate ground transportation to the airport if needed.

- The Program does not reimburse excess baggage costs – please check your airline’s website for baggage allowances. (Or ship equipment through the USAP cargo system, which is cheaper.)

No airline accepts bags over 70lb/32kg. *Generally* domestic flights allow two 50lb/23kg checked bags. The USAP allows two 70lb/32kg checked bags on international flights to New Zealand, and two 50lb/23kg checked bags on international flights to Chile.

For the Ice flight between Christchurch and McMurdo, the baggage allowance is 150lb/68kg for all participants, including winterovers. This is the combined checked weight of your ECW gear and personal luggage. They don’t care how many bags you bring, but the maximum weight for a single piece is 70lb/32kg.

There are no weight restrictions on board the vessels, but space is limited.

- Airlines charge for baggage, preferred seating and meals. Most seats are assigned at the airport. ASC Travel will try to honor your preferences, but cannot pre-pay or reimburse these charges.
- 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 Planner and refer to the Packing and Shipping Instructions at <http://www.usap.gov/usapgov/logistics/index.cfm?m=4#shippingInfo>.
- Passports must be valid for six (6) months *after* your return.
- Tickets are e-tickets. *Please* check your email (including SPAM folders) frequently as deployment approaches. Your final itinerary will be emailed from Travelocity Business; print it and bring it with you.
- Travel documents (luggage tags, 12-month visitors permit, etc.) will be mailed after you PQ, even to alternates. Keep them safe and bring them with you when you deploy. Use the luggage tags on all checked bags. If you’ll have more than two bags let ASC Travel know in plenty of time so they can send extra tags.
- Hotel rooms in Christchurch are selected by the Christchurch Travel Office; they will email your hotel information once you are ticketed. Hotel reservations in Punta Arenas are handled by DAMCO and will be supplied upon arrival.

- Shuttles in Christchurch between the airport, hotel and Antarctic Centre are pre-arranged with Super Shuttle, but are not pre-paid. Payment is on board with \$NZ or credit card; cash is preferred. The Christchurch Travel Office will email the details once you are ticketed. It is your responsibility to contact Christchurch Travel if you prefer to make other arrangements.
- Notary Services are not available in Antarctica. Make every effort to settle outstanding legal matters before you leave for Antarctica, including Power of Attorney if needed.
- If there are changes to your medical or dental health after you PQ, you *must* notify medical@usap.gov before you deploy.
- All wintering females of child-bearing age will be screened for pregnancy 1 to 2 weeks before station close. Pregnancy is a “Not Physically Qualified” condition for Antarctic deployment.
- Redeployments are processed from the Ice.