



TC⁴ Logistics

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All information presented here will be posted
on the TC⁴ web site

<http://www.espo.nasa.gov/TC4>

TC⁴ Logistics

- Personnel lists
- Security
- Hotels
- Transportation - rental cars, shuttle bus, & taxis
- Cell phones
- Local POC for foreign travel orders
- SSAI travel support

TC⁴ Personnel Lists

- Investigators are asked to check the personnel list at the registration desk to make sure that everyone on their team is included
- Please verify team and platform participation
- If you need to add anyone, please provide full contact information
 - Name, affiliation, business address, phone, fax, e-mail, and country of citizenship
- Only those on the list will receive messages about the TC⁴ campaign
 - Mission updates, meeting announcements, logistics information, flight schedules, flight reports, etc.

Security - General Comments

- Please be sure to provide all info requested in messages from Kathy Thompson
 - Information will be used to allow access to military aircraft, DC-8 aircraft, Costa Rica facilities, etc.
 - Information will be provided on a need-to-know basis to military, DC-8 managers, U.S. Embassy, security officials, etc.
- We are trying to minimize the number of requests that we send for information; however, some redundancy cannot be avoided
 - We appreciate your cooperation in responding to all such requests, and providing us with the information requested ... without complaints :-)

Security - General Comments

- Information can be encrypted, contact Kathy Thompson with any concerns about information required and/or submission procedures
 - kathyathompson@qwest.net
 - 303 494 9360 (voice)
 - 303 494 9361 (fax)

No info = No access

Houston Operations

*WB-57F Integration at NASA
Johnson Space Center
Ellington Field*

*C-5 Transit to Costa Rica for
WB-57F Investigators*

Houston - Security

- All TC⁴ participants will receive a badging request for Ellington Field (NASA Johnson Space Center)
- If there is a chance that you will be traveling to Ellington Field to participate in the WB-57F integration, you must submit a badging request according to the instructions provided
- NASA employee badges from other NASA centers are accepted at Ellington Field
- All others, including NASA contractors, must submit a badge request for access to Ellington Field
- There will be separate requests for U.S. citizens and non-U.S. citizens
- You are required to submit this information, even though some of it might be redundant with other requests, and even though you might have provided the same information to NASA Johnson in the past

No response = No access

Houston - Hotels

- Currently negotiating hotel room blocks for July and August deployments
 - Residence Inn Clear Lake - Bay Area Boulevard
 - TownePlace Suites - Bay Area Boulevard
 - Courtyard by Marriott - Hobby Airport
- Information will be provided by e-mail as soon as it becomes available
- Information also will be posted on the TC⁴ web site

[*http://www.espo.nasa.gov/TC4*](http://www.espo.nasa.gov/TC4)

Houston Transportation - Rental Cars

- For those traveling from Houston to Costa Rica on the C-5
 - You are encouraged to rent your car in Houston from Avis. If you do, you can drop off the car at Southwest Services, which is located on the other side of the old terminal at Ellington Field, approximately a quarter to a half a mile from the WB-57F hangar, before boarding the C-5A for the transit flight to Costa Rica. The Avis Clear Lake office will pick up your car, process the paperwork, and send you a receipt.
 - If you need a receipt immediately, you can drop off the car at the Avis Clear Lake office, which is located next to the Residence Inn on Bay Area Boulevard (see address below). You then will need to make arrangements for transportation from the Avis office back to Ellington Field.
 - There is no drop charge for picking up your car at the airport (Hobby or Intercontinental) and returning it to Southwest Services or the Clear Lake office.
 - Southwest Services is open 24/7.

Houston Transportation - Rental Cars

- For those traveling from Costa Rica to Houston on the C-5:
 - You are encouraged to rent your car in Houston from Avis. Request rental location 'W5T' (the Clear Lake office). If making your reservations on the Internet, under 'additional remarks,' type 'Deliver to EFD.' Or, if you call the Avis 1-800 reservation number (1.800.331.7423) or the Clear Lake office, specify your request to the rental agent. The car will be waiting for you at Southwest Services when the C-5 lands in Houston. Southwest Services is on the other side of the old terminal at Ellington Field, approximately a quarter to a half a mile from the WB-57F hangar.
 - It will be more convenient for all involved (including you) if you are an Avis Preferred Service member. This will save you the trouble of completing a lot of paperwork when you pick up your car. Membership is free, and you can apply on-line. <http://www.avis.com>
 - There is no drop charge for picking up your car at Southwest Services or the Clear Lake office and returning it to the airport (Hobby or Intercontinental).
 - Southwest Services is open 24/7.

Houston Transportation - Rental Cars

- If you have any questions, please call the Avis Clear Lake office directly:

Avis

477 Bay Area Boulevard

Houston, TX 77058

281 488 4995

281 488 5221 (fax)

Sacramento Operations

*DC-8 Integration at
McClellan Air Park*

McClellan Air Park - Security

- All TC⁴ DC-8 participants have received a badging request for McClellan Air Park (cf. Kathy Thompson message dated 15 April 2007)
- If there is a chance that you will be traveling to McClellan to participate in the DC-8 integration, you must submit a badging request according to the instructions provided
 - Contact Kathy if you did not receive a copy of this message and you plan to go to McClellan for the DC-8 integration
- You are required to submit this information, even though some of it might be redundant with other requests
- Badge requests are due to Rick Shetter (r.shetter@nserc.und.edu) by 30 April 2007

No response = No access

Sacramento - Hotels

- Refer to Kathy Thompson message dated 14 April 2007 containing a list of hotels near McClellan Air Park
- Information also is available on the TC⁴ web site

[*http://www.espo.nasa.gov/TC4*](http://www.espo.nasa.gov/TC4)

Sacramento - Rental Cars

- No special arrangements have been made for TC⁴ participants regarding group rates
- Additional information regarding the details associated with dropping off/picking up cars before/after the DC-8 transit flights will be provided as it becomes available

NASA Dryden Operations

ER-2 Integration

*C-5 Transit to/from Costa Rica for
ER-2 and DC-8 Investigators*

NASA Dryden - Security

- All TC⁴ participants will receive a badging request for NASA Dryden
- If there is a chance that you will be traveling to NASA Dryden to participate in the ER-2 integration, you must submit a badging request according to the instructions provided
- All investigators visiting NASA Dryden for the ER-2 integration must submit a badge request for access to NASA Dryden
 - NASA employee badges from other NASA centers are accepted at NASA Dryden; however, another form of ID (lynx card) is required for after-hour or weekend access
- There will be separate requests for U.S. citizens and non-U.S. citizens
- You are required to submit this information, even though some of it might be redundant with other requests, and even though you might have provided the same information to NASA Dryden in the past

No response = No access

NASA Dryden - Hotels

- Information will be distributed via e-mail as soon as it becomes available
- Details also will be posted on the TC⁴ web site

[*http://www.espo.nasa.gov/TC4*](http://www.espo.nasa.gov/TC4)

NASA Dryden - Rental Cars

- No special arrangements have been made for TC⁴ participants regarding group rates
- Enterprise has a presence at Edwards Air Force Base
- Investigators who will need to drop off a rental car prior to the C-5 transit to Costa Rica, or who will need to pick up a rental car after C-5 transit from Costa Rica, are encouraged to rent from Enterprise due to their convenient location
- Additional information regarding the details associated with dropping off/picking up cars before/after the C-5 transit flights will be provided as it becomes available

Costa Rica Operations

Costa Rica - Security

- Passports - U.S. citizens going to Costa Rica are required to carry a passport
 - Your passport must be valid for six months beyond your intended stay
 - Please check your passport now to allow adequate time for a renewal
- Visas - There are no visa requirements for U.S. citizens going to Costa Rica
- Non-U.S. citizens going to Costa Rica need to determine if they need a visa
 - If so, they are responsible for making the arrangements to get one
 - NASA will not handle visa requests for TC⁴ participants
 - Upon request, ESPO will provide a letter stating the goals of the TC⁴ campaign and acknowledging that the person making the request is a participant

Costa Rica - Security

- Upon arrival in Costa Rica, you will be issued a badge
 - At the TC⁴ operations site (for those arriving via DC-8 or C-5)
 - At the front desk of your hotel (if you are the first member of your team to arrive on a commercial flight)
 - From a member of your team
- As soon as you get to the base, you must sign in with Kathy to provide the following information:
 - Hotel name and room number
 - Rental car info - make, model, color, license plate, authorized drivers
- Kathy will assign a rental car pass (1 per team), lab keys (1 per team), badge holder, orange vests, other items
- You also will receive an orientation package

Costa Rica - Security

- Badges will be issued only to TC⁴ mission participants
- Due to security regulations, visitor badges will not be provided to family members/friends/guests/pets/etc.

Costa Rica Hotels - Meliá Cariari

- \$104 plus applicable taxes per night, single occupancy
 - \$20 per additional person
 - Rate includes buffet breakfast, Internet access
 - The hotel has a new gym
 - TC⁴ will provide shuttle service between the Meliá Cariari and the TC⁴ operations site (Base Dos)
- A mandatory gratuity of \$2 per room per night will be charged to your room for maid service
- A mandatory gratuity of \$1.50 will be charged to your room for room deliveries (where applicable)
- <http://www.solmelia.com/>

Costa Rica Hotels - Meliá Cariari

- A limited number of rooms are available at the Meliá Cariari on certain dates
 - Nights of 14 July, 19-22 July, 25 July, 28 July, 4 August, and 11 August
- For those staying a short time, or needing less transportation between hotel and hangar, please consider staying at the Tryp Corobicí (see next slide)

Costa Rica Hotels -Tryp Corobicí

- Standard room - \$87.88 plus applicable taxes per night, single occupancy
- Executive room - \$104 plus applicable taxes per night, single occupancy
- Standard and executive rooms:
 - \$20 per additional person
 - Rate includes buffet breakfast, Internet access
 - Access to the hotel's extensive gym and spa
 - Complimentary shuttle service between the Tryp Corobicí and Base Dos
 - Complimentary shuttle service between the Tryp Corobicí and the Meliá Cariari
- A mandatory gratuity of \$2 per room per night will be charged to your room for maid service
- A mandatory gratuity of \$1.50 will be charged to your room for room deliveries (where applicable)
- <http://www.solmelia.com/>

Costa Rica Hotels - Meliá Cariari & Tryp Corobicí

- To make a reservation, contact:
 - Mrs. Alejandra Albertazzi, Reservations Manager
gerente.reservas@melia.co.cr
+506 232 8122 x162
+506 231 5698 (fax)
 - cc:
 - Mrs. Evelyn Monge, Sales Manager
evelyn.monge@solmelia.com
+506 232 8122 x290
+506 231 5698 (fax)
- Reference 'NASA TC⁴ Group'
- Cut-off date for reservations is 15 June 2007

Costa Rica Hotels - Marriott

- \$102 plus applicable taxes per night, single or double occupancy
 - \$15 per additional person; up to four people per room
 - Rate does not include breakfast or Internet access
 - Complimentary use of health club
 - TC⁴ may provide limited shuttle service between the Meliá Cariari and Base Dos
- A mandatory gratuity of \$2 per room per night will be assessed for maid service
- A mandatory gratuity of \$5.00 will be assessed for bellman service (per person, round trip)
- Reservation cut-off date 1 June 2007
- A limited number of rooms are available on-line at Government per diem (\$118 plus applicable taxes)

Costa Rica Hotels - Hampton Inn & Suites

- Rates currently are being negotiated for a limited number of rooms
- This hotel is the closest facility to the TC⁴ operations site
- Rooms have a refrigerator and microwave
- Rate will include free breakfast and Internet access
- There will be no shuttle service provided between the Hampton Inn & Suites and Base Dos

Costa Rica Hotels - Ramada Herradura

- The WB-57F crew has negotiated a room block at the Ramada Herradura
- There will be no shuttle service provided between the Hampton Inn & Suites and Base Dos
 - The hotel is within a block or two of the Meliá Cariari, so investigators can walk to the Meliá Cariari to get the shuttle bus

Costa Rica Transportation - Rental Cars

- There is a limit of one rental car per team
- Parking passes for the TC⁴ operations site will be assigned to each team
- Check with your credit card company to see if they provide collision/damage/waiver (CDW) coverage for cars rented in Costa Rica
 - If they do, then you can decline CDW coverage when renting a car from Hertz (CDW is included in the Avis rates)
- Please note that typical deductibles for cars rented in Costa Rica are close to \$1,000
 - A lower deductible can be secured; however, such additional coverage is quite expensive

Costa Rica Transportation - Rental Cars / Hertz

- Hertz is offering a 40% discount on car class C (e.g., Toyota Yaris) and car class F (e.g., Diahatsu Terios)
- CDW is not included in the rate
- If you pay for CDW, the deductible is \$975
- Cost for additional driver(s) is \$5 per person per day
 - Family members are included at no cost
- Specific rates and on-line reservation instructions will be provided via e-mail
 - Please note different procedures for those arriving via commercial aircraft vs. arriving via DC-8 or C-5
- <http://www.costaricarentacar.net/>

Costa Rica Transportation - Rental Cars / Avis

- Avis is offering a 20% discount on numerous car classes
- CDW is included in the rate
 - CDW deductibles are up to \$1,000 in case of damages, and \$2,000 in case of theft
- There is no cost for additional drivers
 - There is a limit of three authorized drivers per car
- Specific rates and on-line reservation instructions will be provided via e-mail
- <http://www.avis.co.cr/>

Costa Rica Transportation - Shuttle Buses

- A Gray Line bus shuttle will operate daily between the Meliá Cariari and the TC⁴ operations site
 - Other pick-up and drop-off sites might be added (e.g., Marriott)
- Shuttle service also will be provided to take investigators to the rental car offices or hotels when the DC-8 and C-5s arrive in Costa Rica

Costa Rica Transportation - Taxis

- Taxis are readily available from the hotels
- Please be sure to use an 'official' taxi, not just someone offering to take you somewhere in their car
- If you need a taxi from the TC⁴ operations site, call Taxis Alajuela, at 442 3030 or 443 3030
 - Tell the taxi to pick you up at Base 2, Gate 9 (in Spanish, pronounced 'Bah-zeh Dohs, Sah-lah Nu-eh-veh')
- If you are in the vicinity of the Meliá Cariari, the Cariari Mall, or the Ramada Herradura, you may contact Taxis Heredia at 260 3300.
- Please note that the taxi dispatcher may not speak English.

Costa Rica - Cell Phones

- Each team must rent a cell phone in order to facilitate communication with TC⁴ management
- There are no SIM cards available in Costa Rica
- Cell phones with international calling plans (e.g., Cingular, T-Mobile) had extremely limited success during CR-AVE, and cannot be recommended

Costa Rica - Cell Phones

- Cell-phone rentals are available through Hertz
 - \$2.50 per day
 - \$1.50 per minute (incoming/outgoing, domestic/ international)
 - A 30% discount will be applied to the per-minute fee => \$1.05 per minute
- You can reserve a cell phone by sending e-mail to Roberto Calderon
 - roberto@hertzcr.com

Costa Rica Point of Contact

This information is for reference only (e.g., foreign travel requests). Any questions regarding the campaign should be directed Kathy Thompson.

Panama Operations

Panama - Security

- There will be no badging for deployment sites
- Need to submit personal information requested by Kathy Thompson, but not a copy of passport
 - Please note that a copy of your passport is required if there is a chance that you will be visiting the Costa Rica operations

Panama - Security

- Passports - U.S. citizens going to Panama are required to carry a passport
 - Your passport must be valid for six months beyond your intended stay
 - Please check your passport now to allow adequate time for a renewal
- Visas
 - U.S. citizens going to Panama on a civilian passport need either a visa or a tourist card issued by your airline carrier
 - Airlines typically issue an electronic visa as part of the ticketing process, but please check with them to be sure
 - U.S. citizens going to Panama on a civil servant (red) passport need a visa
 - Please contact your agency's travel office to make the necessary arrangements

Panama - Security

- Non-U.S. citizens going to Panama need to determine if they need a visa
 - If so, they are responsible for making the arrangements to get one
 - NASA will not handle visa requests for TC⁴ participants
 - Upon request, ESPO will provide a letter stating the goals of the TC⁴ campaign and acknowledging that the person making the request is a participant

Panama - Hotels

- Hotel Los Guayacanes in Chitre has the best local accommodations
 - Quiet location
 - 64 rooms, with restaurant, pool bar, cable TV, casino, ATM, Internet access (\$1/hour) next to gift shop
 - Rates are being negotiated to per diem and to include breakfast
- Hotel Versailles also is in Chitre
 - 61 rooms (\$27/night) with air conditioning and cable TV, restaurant, bar, pool, and Internet (\$1/40 min)
 - The hotel is about 35 km from the Cerro site

Panama - Rental Cars

- All of the major car rental companies have a presence at the airport
- No special arrangements have been made for TC⁴ participants
- There is no one-car-per-team restriction for TC⁴ participants in Panama; however, team members are encouraged to share vehicles wherever possible/practical

Panama - Cell Phones

- There is excellent cell phone coverage in the Los Santos province
- The only fully national cellular service for the Los Santos province is through Cable & Wireless
- Cell phones operate at 850 MHZ GSM, so quad-band phones should work in Panama
- SIM cards are available for \$3.95
 - Become invalid if not used for more than 60 days
- Phones can be purchased for ~\$30
 - Minutes are available through prepaid cards
 - There is no charge for incoming calls
 - National calls are \$0.40 per minute
 - Calls to the U.S. are \$0.50 per minute

Panama - Point of Contact

This information is for reference only (e.g., foreign travel requests). Any questions regarding the campaign should be directed to Kathy Thompson.

SSAI - TC⁴ Travel Support

- Provide reimbursement for travel to the TC⁴ Science Team Meeting upon submission of an expense report. Due to the short time frame before the Science Team meeting, they were not to provide travel arrangements.
- Provide arrangements for flight reservations to the DC-8, WB-57F, and ER-2 integrations and TC⁴ deployment for participants. Upon request, provide participants help in obtaining reservations for rental cars and/or lodging. In many cases, rental cars and lodging have been prearranged.
- Provide reimbursement for DC-8, WB-57F, and ER-2 integrations and TC⁴ meeting and deployment travel expenses to participants upon submission of an expense report.

SSAI - Points of Contact

Margie Hall

SSAI Office Manager
One Enterprise Parkway
Suite 200
Hampton, VA 23666
757-827-4891 (phone)
757-825-9129 (fax)
marjorie_hall@ssaihq.com

Pam Ashworth

SSAI Senior Administrator
One Enterprise Parkway
Suite 200
Hampton, VA 23666
757-827-4897 (phone)
757-825-9129 (fax)
pamila_ashworth@ssaihq.com

- Those receiving travel support from SSAI were sent an e-mail from SSAI with the Travel Instructions and Travel and Expense Report
 - Please contact Margie and/or Pam if you did not receive their message
- A hard copy is provided today for your convenience

Kathy's Final Slide (!)

- Thank you for your attention to this information
- A copy of this presentation will be posted on the TC⁴ web site
[*http://www.espo.nasa.gov/TC4*](http://www.espo.nasa.gov/TC4)
- Please respond to any requests as quickly as possible
- More information will be distributed as it becomes available