

# Redeployment Advisory Reports

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Approved by [REDACTED]  
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## Purpose

Flight manifests and APAs are built, commercial airline tickets and hotel accommodations are reserved based on the information received in a Redeployment Advisory Report. Hand carried samples and excess baggage allotments are also noted on this report. Consistency is important so the travel agents can make these arrangements.

## Scope/Applicability

Redeployment Advisory Reports are derived from PTS entries and the RA numbers attributed to each person. Each report reflects the information in these entries and can be accessed by Chalet staff, Air Service Representatives and Christchurch and Leisure Travel personnel. They are used to build manifests and APAs for flights as well as make accommodation and flight arrangements for those who are redeploying. Without an RA report, a grantee/NSF staff person's redeployment date and onward travel status is unknown in the PTS system.

## Terms and Definitions

### Redeployment

Redeployment refers to intercontinental movement from McMurdo back to Christchurch and applies to anyone involved in this movement even if they arrived on station by another means (Palmer research vessel, Coast Guard Ice breaker, etc.)

### PTS Entry

The Personal Tracking System entry necessary to build a redeployment advisory report can be found in the D-Commercial Travel Department, A-Add or Update Travel Information section of PTS. The entries necessary include: redeployment date, hotel requests, excess baggage if any, ticket status, flight or hotel priority, commercial airline requests, NB comments and movement information including travel legs and dates and RA number.

### **Redeployment Advisory Report**

This is a report begun in PTS and transferred to an Excel Spreadsheet, which includes a list of names and redeployment information for a number of people. There can be one person listed or any number of names. Redeployment advisories are distributed when it becomes necessary or convenient to send the information. The Chalet is responsible for RAs for Grantees and ATO is responsible for RAs for RPSC personnel (with an exception being the winter-over RPSC; these RAs are completed by the Chalet Administrative Coordinator, Sr or the winter Administrative Coordinator before Mainbody redeployment).

## **Responsibilities**

The Administrative Coordinator, Sr. and the evening Administrative Coordinator are responsible for Redeployment Advisory Reports for NSF Personnel, all NSF subcontractors (PHI, NASA, T-events) and all NSF Staff. The exception is made during WINFLY when Redeployment Advisory Reports for winter-over RPSC personnel are conducted by the Administrative Coordinator, Sr or the winter Administrative Coordinator.

## **Discussion**

NSF Staff, Grantees and subcontractors complete *Redeployment Request Forms*. These are reviewed for accurate information (redeployment dates must match northbound flights) and completed information (note hand-carry samples).

Enter information into PTS at **D-Commercial Travel Department, then A-Add or Update Travel**. Look up person's name with F2 key function for Browse by Last Name. Note if grantee is self-ticketed. Complete entry with all information necessary; skip excess baggage if none is requested. Obtain approval if excess baggage is requested. It is very important to fill in travel status and travel legs. F9 saves the entry.

Move to **D-Redeployment Reports, then A-RA Report. Save to File**, then to **Drive A**, skip Directory Name and fill in File Name: **RA0500** (this is the first RA number for NSF at the beginning of the summer season). At the next screen request to Please Enter Valid RA: type in **0500**. This action will save the RA.

Exit out of PTS. Open a blank Excel Spreadsheet and select Open. Open the saved RA which will be on the disk and under the name **RA0500**. Select "all files" to find this directory. When it finds the file, hit next, then arrange the lines to separate each section of information. Click on next again, finish and save the new RA as a **Microsoft Excel Spreadsheet**, name: **RA0500**. Save in landscape format.

Attach this spreadsheet to the RA Distribution list and send via email.

Print a copy of the RA from Excel in landscape page format. Put the copy in the NSF RA's book for a paper back up.

## References

Redeployment Request Forms

## Records

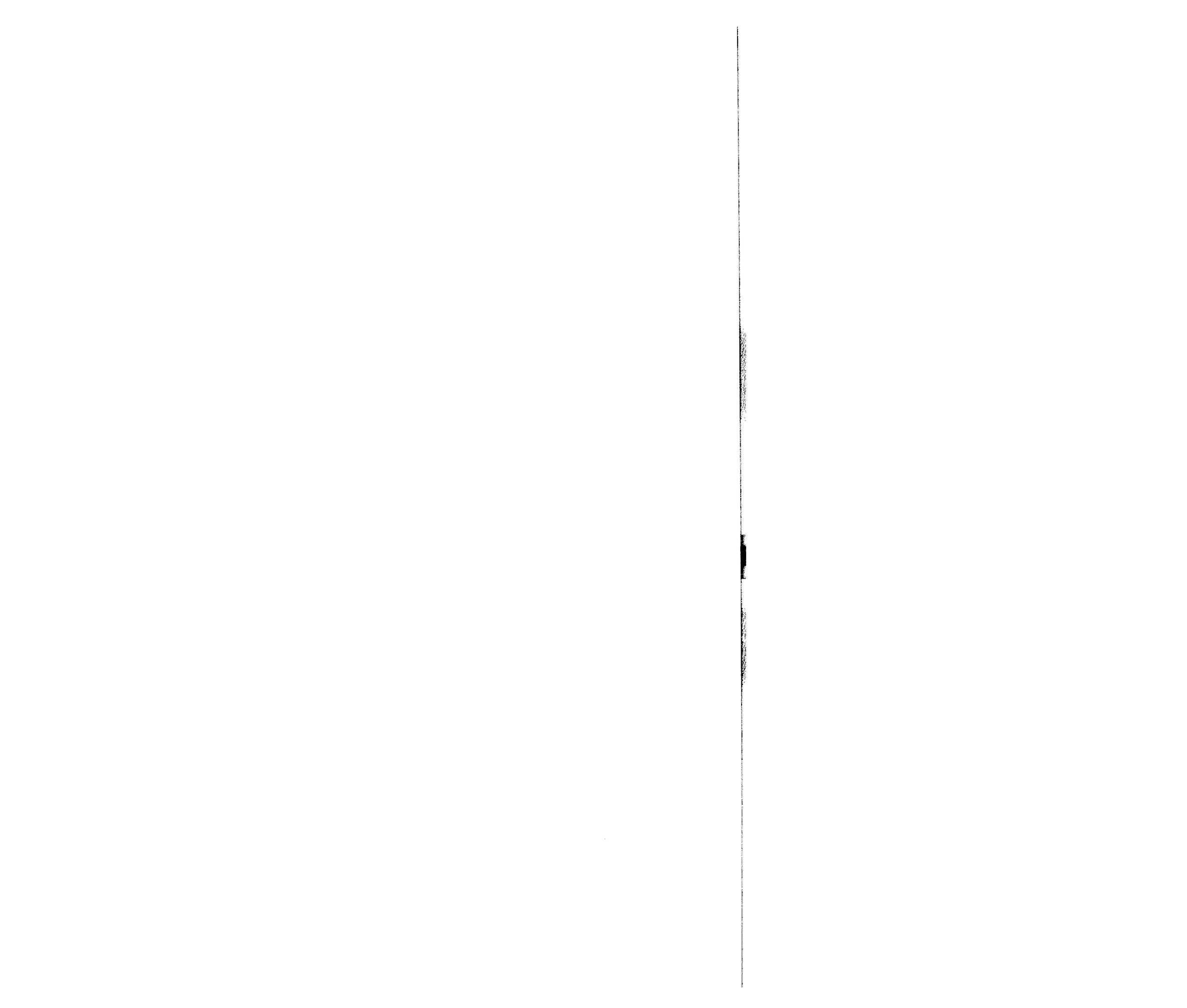
Redeployment Request Forms (paper copies) kept in Chalet Administrative Coordinator, Sr.'s files in Chalet, B-67, McMurdo Station. Retained for one year, recycled. Accessed by Chalet and NSF staff as needed.

Electronic and paper copy of Redeployment Advisory Reports. Saved in binder in Chalet, McMurdo Station, by Administrative Coordinator, Sr.. Retained for up to three years, recycled. Accessed by Chalet staff and NSF staff as needed.

Checklist of RA Log which includes names with RA number and the date the RA was sent. Chalet staff keeps this record in file, retrieved by staff as needed. Kept for up to three years and then recycled.

## Attachments, Appendices

Redeployment Request Forms



# NSF/GRANTEE REDEPLOYMENT REQUEST WORKSHEET

**PLEASE SUBMIT THIS FORM TO THE CHALET STAFF PRIOR TO DEPLOYING TO THE FIELD.** Allow time to discuss your requirements. The NSF Representative must approve itinerary changes. The NSF Contractor Representative in Christchurch makes all travel arrangements.

NAME \_\_\_\_\_ Event # \_\_\_\_\_  
 Primary Field Location \_\_\_\_\_ Lab Phone# \_\_\_\_\_ Room Phone# \_\_\_\_\_

**ACCOMODATION**

Book hotel reservations for \_\_\_\_\_ nights in Christchurch.  
 Hotel Choice #1 \_\_\_\_\_ #2 \_\_\_\_\_  
 Room Type **Single** or **Share**/ I would like to share a room with \_\_\_\_\_

**EXCESS BAGGAGE, MCMURDO-CHRISTCHURCH** (anything over 75 lbs. of checked baggage weight.)  
*(Excess must be approved by the NSF Representative, Antarctica.)*

Excess baggage requested \_\_\_\_\_ (lbs.)

Description of contents:

Reason excess cannot return via cargo system:

Approved _____	Preapproved _____
Disapproved _____	
NSF Representative _____	

**EXCESS BAGGAGE, CHRISTCHURCH-FINAL DESTINATION** (Excess is anything above 2 checked pieces at 70 lbs each and 1 handcarry)  
 Excess authorized en route to ice? **YES / NO** *Preapproved Excess will require NSF approval.*

Excess pieces requested \_\_\_\_\_ Weight \_\_\_\_\_

Approved _____	Preapproved _____
Disapproved _____	
NSF Representative _____	

**SAMPLES**

Do you intend to hand-carry any samples to or through New Zealand? **YES / NO**

**COMMERCIAL AIRLINE RESERVATION INFORMATION**

Aisle/Window/Center \_\_\_\_\_ Special meal on commercial airlines \_\_\_\_\_  
 Does Christchurch hold your onward bookings/tickets? **YES / NO**  
 Is your routing the same? **YES / NO** *If not, discuss with Chalet staff.*

From	To	Departure Type (FAA, Open, Actual, Leisure)	Remarks
McMurdo	Christchurch		
Christchurch, NZ	Auckland, NZ		<i>If Definite Date or FAA circle either <b>Hotel Priority</b> OR <b>Flight Priority</b></i>
Auckland, NZ	LAX		
LAX	AOD		

**FAA** = First Available Air (Going directly home)      **LEISURE** = Leisure/Personal Travel, stopovers, routing changes  
**OPEN** = Unsure of travel dates  
**Definite Dates & FAA** choose either → *Hotel Priority* = Number of nights in Christchurch takes priority over flight date.  
 OR *Flight Priority* = Flight date takes priority over number of nights in Christchurch.

RA# \_\_\_\_\_

