

---

## PARTICIPANT INFORMATION PACKAGE

---

Dear Participant:

Congratulations on your participation in the upcoming CTOS course! Enclosed you will find a series of information that will help ensure your class is as effective, productive and safe as it can be. Please ensure you read all of the information in the packet prior to your attendance. Feel free to contact the registration team at [ctosreg@nv.doe.gov](mailto:ctosreg@nv.doe.gov) or call (877)963-2867 for any questions.

### Requirements before travel arrangements are made:

- Travel Questionnaire **must** be completed
- NSO Access Request form **must** be completed

### ARRIVAL

If traveling to Las Vegas by plane, shuttle transportation to the **Tuscany Suites and Casino** ([www.tuscanylv.com](http://www.tuscanylv.com)) is provided by **BellTrans** ([www.airportshuttlelasvegas.com](http://www.airportshuttlelasvegas.com)).

- The shuttle depart for the Tuscany and other hotels approximately every 10-15 minutes from the airport. Wait times may be longer during peak travel periods.
  - If arriving at **Terminal 1**, after retrieving any checked luggage, check-in at a Bells Trans kiosk and exit the Baggage Claim (Door 9) to find the shuttle and driver. Make sure to show your shuttle bus pass to the driver.
  - If arriving at **Terminal 3**, after retrieving any checked luggage, check-in at a Bells Trans kiosk and exit the Baggage Claim (Door 52) to find the shuttle and driver. Make sure to show your shuttle bus pass to the driver.
- The day prior (24 hours) to your departure you will need to call and confirm your seat on the shuttle bus to return to the airport. We suggest booking your roundtrip shuttle ride when you arrive in Las Vegas.
- Cost for the shuttle ride to and from the airport to the hotel is \$7.50 each way. The participant is responsible for paying the shuttle fees and will be reimbursed at the end of class (receipts are not required for reimbursement).

### ACCOMMODATIONS IN LAS VEGAS

- Hotel accommodations for non-local students are provided by CTOS on Sunday and Thursday night at:  
**The Tuscany Suites and Casino**  
**255 East Flamingo Road**  
**Las Vegas, NV 89169**  
**(702) 893-8933**  
[www.tuscanylv.com](http://www.tuscanylv.com)
- A credit card must be presented upon check-in to cover incidental expenses (i.e. movies, room service, phone calls, etc.).

## PARTICIPANT INFORMATION PACKAGE

---

- **Federal employees** will have a room reserved at the Tuscany Hotel and are responsible for all costs. If you elect to stay at another hotel, you must notify CTOS Registration immediately so you're your hotel room at Tuscany may be cancelled. Federal employees are responsible for the following costs:
  - Tuscany Hotel: \$90.70 a night (including taxes)- Sunday and Thursday night
  - NNSS Dorm Room: \$40.00/night (including taxes)- Monday thru Wednesday night
  - Airline tickets
  - Meals at NNSS: \$5-10 per meal
  - Transportation to/from airport
  - Airport parking
  - Baggage Fees
- Each student must check out of the hotel prior to class registration on Monday morning and bring their luggage with them to registration. The bus for the NNSS departs immediately after badging and registration.

### RECOMMENDED ITEMS TO BRING

- CTOS cannot supply any type of medication. Students are strongly encouraged to bring all required medications with them.
- Toiletries (shampoo, soap, toothpaste, etc.)
- Hats, sunscreen, lip balm, and sunglasses are highly recommended.

### CLASS CHECK-IN AT HOTEL

- A REAL ID is required for class check-in. If unable to provide a REAL ID, student must also bring proof of US citizenship such as passport or birth certificate. For questions regarding REAL ID, visit <https://www.dhs.gov/real-id-public-faqs>.
- Students should bring baggage receipts (if charged) and submit to the staff during class registration for reimbursement.
- CTOS does not provide breakfast on Monday morning. Please make sure to allow enough time to have breakfast before you arrive at class registration.
- For **PER 354 – Response to Radiological/Nuclear Incidents**
  - Student check-in begins Monday **promptly** at **05:30 a.m.** in the **Florentine A** meeting room. Departure for the NNSS will occur immediately following the briefing. Signs for check-in will be posted. **Bring all luggage to Monday registration.**

## PARTICIPANT INFORMATION PACKAGE

---

- For **PER 243-1 Preventive/ Nuclear Detection On-Site Program (PRNDOS)** and **PER 243/245/246 Primary Screener/Personal Radiation Detector Train the Trainer (PRD TtT) Courses**
  - Student check-in begins Monday **promptly** at **06:30 a.m.** in the Firenze meeting room. Departure for the NNSS will occur immediately following the briefing. Signs for check-in will be posted. **Bring all luggage to Monday registration.**

### ACCOMMODATIONS AT THE NEVADA NATIONAL SECURITY SITE (NNSS)

- Lodging is provided Monday, Tuesday and Wednesday night at the NNSS. (Note: Toiletries, irons, and ironing boards are not available at the NNSS.)
- Meals are provided during your stay at the NNSS.
- Transportation to the NNSS on Monday and from the NNSS on Thursday is provided
- Free WIFI is available in all dorm rooms and the Mercury cafeteria.
- A phone is available in each dorm room at the NNSS for local calls only.
- The Mercury Gym Facility is available to all students, it is located in Bldg. 23-677. A track is also available for walking, running, etc.
- Alcohol may be consumed on site with restrictions but is unavailable for purchase at the NNSS. Alcohol may only be consumed at the Mercury cafeteria or in your dorm room. Nevada open container laws apply. The Nye County Sheriff's department can and will issue citations if students are found with alcohol in any areas other than the above.
- The NNSS does not have an on-site store for the purchase of any personal items whatsoever. The student should bring all necessary items with them to the NNSS.
- **Local participants** are expected to stay at the NNSS Monday through Wednesday and will not have room reservations at the Tuscany hotel. If the local student chooses to drive to the hotel, the student must leave his/her car at the hotel for the entire length of the class.

### NEVADA NATIONAL SECURITY SITE POLICY

- Participants will be issued a temporary security badge that must be worn and plainly visible at all times while at the NNSS. All badges must be turned in at the end of the last day of class.
- Security measures at the NNSS include vehicle and personnel searches which include searching all hand-carried items and luggage. **DO NOT BRING ANY PROHIBITED**



---

## PARTICIPANT INFORMATION PACKAGE

---

### CANCELLATION POLICY

- If the student is unable to attend, the student must notify the CTOS registration desk immediately at (877) 963-2867 **and** email [ctosreg@nv.doe.gov](mailto:ctosreg@nv.doe.gov). For after hours and weekend emergencies please call (702) 409-9087.
- If the student cancels **after** the airline ticket is purchased, CTOS will assist with rescheduling to another class date. The student (and/or the agency) will be responsible for all additional charges relating to the ticket changes. Students who do not reschedule with CTOS within one year of the ticket's purchase date will be required to reimburse CTOS the total cost of the unused airline ticket. If the student is a NO-SHOW at the class and did not cancel the flight and hotel accommodations prior to class start date, the student (and/or the agency) will be liable to reimburse CTOS the total charges.

### REIMBURSEMENT

- All travel reimbursements are in accordance with U.S. Federal Travel Regulations (FTR).
- Travel from Guam is coordinated through the State Approving Agency (SAA). The SAA will contact Travel Bag, Inc. to start the travel arrangements. CTOS will review the preliminary itineraries Travel Bag, Inc. provides, once it is approved by CTOS, Travel Bag, Inc. will book the flights.
- CTOS will reimburse for:
  - **ECONOMY** parking **ONLY** at the home airport. Valet, short term, and long term parking will be reimbursed at the Economy rate. (Sunday through Friday only)
  - Transportation to/from home airport (through the use of taxis/Uber/Lyft). We will **not** reimburse for sedan or limo rides.
  - Baggage (1 bag only)
  - **BellTrans Shuttle (receipt not required)**
- CTOS will not reimburse expenses incurred by federal or military (Title 10) personnel such as airfare, lodging costs, meals, transportation, or other expenses that may be incurred in both Las Vegas and at the Nevada National Security Site (NNSS).
- Students may submit paper receipts to Registration during check in on the first day of class or can email receipts to [ctosreg@nv.doe.gov](mailto:ctosreg@nv.doe.gov).

#### **NON-REIMBURSABLE ITEMS INCLUDE BUT NOT LIMITED TO:**

Phone calls	Rental car	Hotel room before Sunday
In-room movies	Room service	Taxi/Uber/Lyft (Las Vegas Only)
Gratuities	Fees for more than one bag	Overweight baggage fees

## PARTICIPANT INFORMATION PACKAGE

---

### DEPARTURE

- Normal check out time at the Tuscan is 11:00 a.m. Each student is responsible for any additional expenses incurred due to a late checkout and/or non-reimbursable items.
- The student is responsible for booking their own return shuttle to the airport. We suggest booking your roundtrip shuttle ride when you arrive in Las Vegas. Please allow up to 30 minutes for the airport shuttle bus to arrive.
- Please keep shuttle tickets in a safe place. Shuttle tickets are non-refundable with Bell Trans.
- Students should allow enough time to arrive at the airport at least two hours prior to flight departure. Travel time to the airport can be 30 minutes to 1 hour depending on traffic and shuttle route. **\*\* It is the sole responsibility of the student to ensure they do not miss their flight. \*\***

Visit [www.ctosnnsa.org](http://www.ctosnnsa.org) for complete course descriptions, FAQs and more information about CTOS-Center for Radiological/Nuclear Training and the all of the federally funded training that CTOS offers.

CTOS-Center for Radiological/Nuclear Training  
National Security Technologies (NSTec)

Phone: (877) 963-2867

Fax: 702/537-2639

Email: [CTOSREG@NV.DOE.GOV](mailto:CTOSREG@NV.DOE.GOV)

**Hours of Operation:**

Monday–Thursday 7:00 AM–5:00 PM PST  
For after hours and weekend emergencies  
please call (702) 409-9087