
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 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) is provided by **BellTrans** (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
- A credit card must be presented upon check-in to cover incidental expenses (i.e. movies, room service, phone calls, etc.).

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- **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.**

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- 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.
- A small fitness center with very limited exercise equipment is available 24/7. 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**

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ITEMS TO THE NNSS. It is a **FEDERAL OFFENSE** to violate any NNSS security procedure; to bring, or attempt to bring, any prohibited item(s) onto the NNSS. Please review prohibited items listed below to ensure compliance.

PROHIBITED ITEMS

Firearms	Explosives	Incendiary Devices	Other Dangerous Weapons
Ammunition	Binoculars	Radioactive Materials	Pets and Animals
Non-Prescription Controlled Substances / Illegal Narcotics			

Any device capable of audio, video or data recording including but not limited to:

Audio Recorders Cameras - still or video

Anyone found with any prohibited items at any time during the course will be sent home at the participant's expense and their supervisor will be notified.

- Cell phones and laptop computers with picture/video recording capability are authorized at the NNSS. However, the **camera or recording functions must not be used at any time.**
*****Cell phones and laptop computers are not authorized during field exercises and must be left in the dorm room or classroom during these periods. *****
- CTOS and/or the Tuscany will NOT store any prohibited items during the course. Each participant is responsible for carrying all of their own luggage, backpacks, and personal property while participating in the course.

TRAINING ENVIRONMENT / WEATHER

- The course is conducted at the NNSS from Monday through Thursday, which is located 65 miles north of Las Vegas in Mercury, NV. The NNSS will be 5-10 degrees cooler than the Las Vegas temperatures. The Nevada desert is a dry climate with low humidity. Sufficient fluid intake at all times of the year must be maintained to prevent dehydration and injury/illness due to heat or cold.
- Students should be in sufficient physical condition that allows them to engage in drills and exercises that are executed outdoors exposed to the weather and includes walking on uneven terrain, climbing stairs, and moderate lifting.
- Attire should be appropriate for the expected weather. Long pants, sturdy closed-toed shoes, and shirts with sleeves are required during training at the NNSS. Class participants must dress professionally during training and clothing that proudly displays your agency's logo is encouraged.
- If a participant must be contacted for an emergency while at the NNSS, the contact number is (702) 295-0311.

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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. 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 and short 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)
 - **Showtime 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.

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

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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 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

Hours of Operation:

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