

**Financial Systems Division Training Schedule –E2 Training  
FY 2017 (March)**

February 17, 2017

<i>Class/ Description</i>	<i>Location, Dates, &amp; Type of Training</i>		
	<i>Instructor Led Financial Systems Division (FSD Training Room)</i>	<i>Virtual Training/Webinar (All times Eastern Time Unless otherwise noted)</i>	<i>Other Locations</i>
<p><b>Traveler Basic</b> <i>3hrs webinar</i></p> <p>Intended for those individuals creating documents in the travel system. Covers: Configuration tasks (user profile), Reservations, Authorizations, Vouchers, Local Vouchers and Knowledge Portal</p> <p>*Travelers, Arrangers, FMC Travel Coordinators</p>	<p><u><b>Germantown, MD</b></u> Mar 28 (8am-12pm ET) Mar 30 (8am-12pm ET)</p>	<p><u><b>Webinar</b></u> Mar 1 (9am-12pm ET) Mar 1 (5-8pm ET) Mar 2 (9am-12pm ET) Mar 3 (12-3pm ET) Mar 6 (2-5pm ET) Mar 7 (12-3pm ET) Mar 8 (5-8pm ET) Mar 9 (9am-12pm ET) Mar 10 (2-5pm ET) Mar 13 (12-3pm ET) Mar 14 (2-5pm ET) Mar 15 (9am-12pm ET) Mar 16 (5-8pm ET) Mar 17 (12-3pm ET) Mar 20 (9am-12pm ET) Mar 20 (2-5pm ET) Mar 21 (12-3pm ET) Mar 22 (5-8pm ET) Mar 23 (9am-12pm ET) Mar 23 (2-5pm ET) Mar 24 (12-3pm ET) Mar 27 (5-8pm ET) Mar 28 (9am-12pm ET) Mar 29 (12-3pm ET) Mar 30 (2-5pm ET) Mar 31 (12-3pm ET)</p>	<p><u><b>Silver Spring, MD</b></u> Mar 21 (8am-12pm ET) Mar 22 (8am-12pm ET) Mar 23 (8am-12pm ET) Mar 29 (8am-12pm ET) Mar 30 (8am-12pm ET)</p> <p><u><b>CSC – Gaithersburg, MD</b></u> Mar 22 (8am-12pm ET)</p>

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<p><b>Traveler Advanced</b> <i>3hrs webinar</i></p> <p>Intended for those individuals creating documents in the travel system. Covers: Generating Reports, Open Authorizations (Blankets TAs), Supplemental Vouchers, Reclaim Vouchers, Amending Authorization.</p> <p><b>Traveler Basic should be taken prior to this session</b></p> <p>*Travelers, Arrangers, FMC Travel Coordinators, Approvers</p>	<p><u><b>Germantown, MD</b></u> Mar 28 (1-5pm ET) Mar 30 (1-5pm ET)</p>	<p><u><b>Webinar</b></u> Mar 1 (9am-12pm ET) Mar 1 (5-8pm ET) Mar 2 (9am-12pm ET) Mar 3 (12-3pm ET) Mar 6 (2-5pm ET) Mar 7 (12-3pm ET) Mar 8 (5-8pm ET) Mar 9 (9am-12pm ET) Mar 10 (2-5pm ET) Mar 13 (12-3pm ET) Mar 14 (2-5pm ET) Mar 15 (9am-12pm ET) Mar 16 (5-8pm ET) Mar 17 (12-3pm ET) Mar 20 (9am-12pm ET) Mar 21 (2-5pm ET) Mar 22 (5-8pm ET) Mar 23 (2-5pm ET) Mar 24 (2-5pm ET) Mar 27 (5-8pm ET) Mar 28 (12-3pm ET) Mar 29 (12-3pm ET) Mar 30 (9am-12pm ET) Mar 31 (12-3pm ET)</p>	<p><u><b>Silver Spring, MD</b></u> Mar 21 (1-5pm ET) Mar 22 (1-5pm ET) Mar 23 (1-5pm ET) Mar 29 (1-5pm ET) Mar 30 (1-5pm ET)</p> <p><u><b>CSC – Gaithersburg, MD</b></u> Mar 22 (1-5pm ET)</p>

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<p><b>Approver Basic</b> <i>3hrs webinar</i></p> <p>Intended for those individuals approving documents in the system. Covers: Basic creation of Authorization and Voucher, and Reviewing/approving – authorizations/vouchers</p> <p>* Approvers</p>		<p><b>Webinar</b> Mar 21 (12-3pm ET) Mar 28 (2-5pm ET) Mar 29 (2-5pm ET) Mar 30 (2-5pm ET)</p>	<p><b>Silver Spring, MD</b> Mar 20 (8am-12pm ET) Mar 27 (1-5pm ET)</p>

**Notes:**

- = *Germantown Training Room holds 20 people.*
- = *Silver Spring Training Room holds 12 people.*
- = *CSC Training Room A holds 17 people.*
- = *CSC Training Room B holds 18 people.*
- = *Webinar Sessions holds 125 people.*
- = *Silver Spring Auditorium holds 400 people.*
- = *Registrations must be submitted via Commerce Learning Center at NOAA: <https://doc.csod.com>*
- = *Virtual Sessions scheduled for late afternoon are intended to coincide with working hours for users in different time zones*
- = *Dates are subject to change and classes may be cancelled/rescheduled due to limited registrations*
- = *Training to be done by CWT for this E2 Training Effort*