

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

Mar 23, 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; 4 hrs classroom</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>Germentown, MD</b></u></p>	<p><u><b>Webinar</b></u> Apr 3 (9am-12pm ET) Apr 3 (12-3pm ET) Apr 4 (9am-12pm ET) Apr 4 (12-3pm ET) Apr 4 (2-5pm ET) Apr 5 (2-5pm ET) Apr 5 (5-8pm ET) Apr 6 (9am-12pm ET) Apr 6 (2-5pm ET) Apr 7 (9am-12pm ET) Apr 7 (12-3pm ET) Apr 7 (2-5pm ET) Apr 10 (12-3pm ET) Apr 10 (5-8pm ET) Apr 11 (9am-12pm ET) Apr 11 (2-5pm ET) Apr 12 (12-3pm ET) Apr 12 (2-5pm ET) Apr 13 (9am-12pm ET) Apr 13 (12-3pm ET) Apr 13 (2-5pm ET) Apr 14 (9am-12pm ET) Apr 14 (12-3pm ET) Apr 14 (2-5pm ET) Apr 17 (12-3pm ET) Apr 17 (2-5pm ET) Apr 17 (5-8pm ET) Apr 18 (9am-12pm ET) Apr 18 (12-3pm ET) Apr 18 (2-5pm ET)</p>	<p>Apr 19 (9am-12pm ET) Apr 19 (12-3pm ET) Apr 19 (2-5pm ET) Apr 20 (9am-12pm ET) Apr 20 (12-3pm ET) Apr 20 (2-5pm ET) Apr 21 (9am-12pm ET) Apr 21 (12-3pm ET) Apr 21 (2-5pm ET) Apr 24 (9am-12pm ET) Apr 24 (12-3pm ET) Apr 24 (2-5pm ET) Apr 24 (5-8pm ET) Apr 25 (9am-12pm ET) Apr 25 (12-3pm ET) Apr 25 (2-5pm ET) Apr 26 (9am-12pm ET) Apr 26 (12-3pm ET) Apr 26 (2-5pm ET) Apr 27 (9am-12pm ET) Apr 27 (12-3pm ET) Apr 27 (2-5pm ET) Apr 28 (9am-12pm ET) Apr 28 (12-3pm ET) Apr 28 (2-5pm ET)</p>	<p><u><b>Silver Spring, MD (2115)</b></u> Apr 11 (8am-12pm ET) Apr 12 (8am-12pm ET) Apr 13 (8am-12pm ET) Apr 18 (8am-12pm ET) Apr 19 (8am-12pm ET) Apr 20 (8am-12pm ET) Apr 25 (8am-12pm ET) Apr 26 (8am-12pm ET) Apr 27 (8am-12pm ET)</p> <p><u><b>CSC – Gaithersburg, MD</b></u> Apr 4 (8am-12pm ET) A Apr 4 (8am-12pm ET) B Apr 5 (8am-12pm ET) A Apr 6 (8am-12pm ET) B Apr 11 (8am-12pm ET) B Apr 12 (8am-12pm ET) B Apr 18 (8am-12pm ET) B Apr 19 (8am-12pm ET) B Apr 25 (8am-12pm ET) B Apr 26 (8am-12pm ET) B Apr 27 (8am-12pm ET) B</p>

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	Instructor Led Financial Systems Division (FSD Training Room)	Virtual Training/Webinar (All times Eastern Time Unless otherwise noted)		Other Locations
<p><b>Traveler Advanced</b> <i>3hrs webinar</i></p> <p>Intended for those individuals creating documents in the travel system. Covers: Generating Reports, Cancellations, 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,</p>	<p><u><b>Germantown, MD</b></u></p>	<p><u><b>Webinar</b></u>                      Apr 3 (12-3pm ET)                      Apr 3 (2-5pm ET)                      Apr 4 (12-3pm ET)                      Apr 4 (2-5pm ET)                      Apr 5 (12-3pm ET)                      Apr 5 (5-8pm ET)                      Apr 6 (12-3pm ET)                      Apr 6 (2-5pm ET)                      Apr 7 (9am-12pm ET)                      Apr 7 (12-3pm ET)                      Apr 7 (2-5pm ET)                      Apr 10 (9am-12pm ET)                      Apr 10 (5-8pm ET)                      Apr 11 (9am-12pm ET)                      Apr 11 (2-5pm ET)                      Apr 12 (9am-12pm ET)                      Apr 12 (2-5pm ET)                      Apr 13 (9am-12pm ET)                      Apr 13 (12-3pm ET)                      Apr 13 (2-5pm ET)                      Apr 14 (9am-12pm ET)                      Apr 14 (12-3pm ET)                      Apr 14 (2-5pm ET)                      Apr 17 (9am-12pm ET)                      Apr 17 (12-3pm ET)                      Apr 17 (2-5pm ET)                      Apr 18 (9am-12pm ET)                      Apr 18 (12-3pm ET)                      Apr 18 (2-5pm ET)</p>	<p>Apr 19 (9am-12pm ET)                      Apr 19 (12-3pm ET)                      Apr 19 (2-5pm ET)                      Apr 20 (9am-12pm ET)                      Apr 20 (12-3pm ET)                      Apr 20 (2-5pm ET)                      Apr 21 (9am-12pm ET)                      Apr 21 (12-3pm ET)                      Apr 21 (2-5pm ET)                      Apr 24 (9am-12pm ET)                      Apr 24 (12-3pm ET)                      Apr 24 (2-5pm ET)                      Apr 24 (5-8pm ET)                      Apr 25 (9am-12pm ET)                      Apr 25 (12-3pm ET)                      Apr 25 (2-5pm ET)                      Apr 26 (9am-12pm ET)                      Apr 26 (12-3pm ET)                      Apr 26 (2-5pm ET)                      Apr 27 (12-3pm ET)                      Apr 27 (2-5pm ET)                      Apr 28 (9am-12pm ET)                      Apr 28 (12-3pm ET)                      Apr 28 (2-5pm ET)</p>	<p><u><b>Silver Spring, MD (2115)</b></u>                      Apr 11 (1-5pm ET)                      Apr 12 (1-5pm ET)                      Apr 13 (1-5pm ET)                      Apr 18 (1-5pm ET)                      Apr 20 (1-5pm ET)                      Apr 25 (1-5pm ET)                      Apr 26 (1-5pm ET)                      Apr 27 (1-5pm ET)</p> <p><u><b>CSC – Gaithersburg, MD</b></u>                      Apr 4 (1-5pm ET) A                      Apr 4 (1-5pm ET) B                      Apr 5 (1-5pm ET) A                      Apr 6 (1-5pm ET) B                      Apr 11 (1-5pm ET) B                      Apr 12 (1-5pm ET) B                      Apr 18 (1-5pm ET) B                      Apr 19 (1-5pm ET) B                      Apr 25 (1-5pm ET) B                      Apr 26 (1-5pm ET) B                      Apr 27 (1-5pm ET) B</p>

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	<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>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> Apr 3 (2-5pm ET) Apr 4 (5-8pm ET) Apr 5 (9am-12pm ET) Apr 6 (12-3pm ET) Apr 11 (2-5pm ET) Apr 12 (12-3pm ET) Apr 13 (9am-12pm ET) Apr 17 (2-5pm ET) Apr 19 (5-8pm ET) Apr 21 (2-5pm ET) Apr 25 (2-5pm ET) Apr 27 (5-8pm ET) Apr 28 (9am-12pm ET)</p>	<p><b>Silver Spring, MD/Live Demo (Bdlg 4 Auditorium)</b> Apr 10 (9am-12pm ET) Apr 19 (1-4pm ET)</p> <p><b>Silver Spring, MD (2115)</b> Apr 10 (1-5pm ET) Apr 14 (8am-12pm ET) Apr 17 (1-5pm ET) Apr 21 (8am-12pm ET) Apr 24 (1-5pm ET) Apr 28 (8am-12pm 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*