

FSD/CBS Training Registration Process

FSD/CBS Training Schedule

The CBS Training Schedule is available from the training link on the Financial Systems Division (FSD) web site at <http://www.rdc.noaa.gov/~cbs/>. Revisions to the posted schedule will be updated on an as needed basis.

FSD/CBS Training Registration

All requests for training conducted by the FSD Client Services Branch, CBS Training Team must be submitted via e-mail to CBS.TrainingServices@noaa.gov. Registration information should include the individual's name, LO, class/date(s), and ACCS (Organization, Project, Task codes). **Registrations will not be accepted without complete ACCS data.** Subsequent changes, substitutions, and/or cancellations are also submitted via email to CBS.TrainingServices@noaa.gov.

The CBS training contact applicable to your Line/Staff Office should be copied on all training registration requests. Designated Line/Staff Office contacts are listed in a subsequent section of this document.

Costs

A cost of \$275 per day will be charged to the ACCS cited for each registration; for any invalid codes, costs will be charged to the default ACCS which is used for labor. If individuals are unable to attend as scheduled, cancellations must be received at least 3 working days prior to the training unless a substitute is provided. Organizations will be charged \$350.00 for failure to cancel/substitute. Cancellations are also submitted to CBS.TrainingServices@noaa.gov.

Confirmations

Confirmations will be sent out via e-mail 2-3 weeks prior to a scheduled session. The confirmation e-mails will be sent to each individual registered for a class with a copy to the designated LO contacts and Field Finance Branch coordinators.

Minimum Class Size

A minimum of 10 per class is required for most training sessions. Exceptions may be made under certain circumstances. Individuals registered for a cancelled class will be notified via e-mail and have the opportunity to register for a later session.

Cancellations Due to Weather Conditions

In the event of hazardous weather conditions, FSD complies with NIST's policy for weather-related closures. To determine if the NIST policy is in effect, please call 301-975-8000 or 800-437-4385, ext. 8000 for a recorded message pertaining to closures or delayed arrivals. If work is delayed for at least two hours, CBS training will be canceled for the day and rescheduled.

Time/Locations

Classes are normally scheduled for 8:30 - 4:00; any change to times for a specific class will be identified in the confirmation e-mails. Training will be held at Headquarters and Field Finance Branch locations. Training may also be conducted at other locations, based upon request and specific needs.

Training in the Washington DC metro area will be conducted in the FSD/CBS Training Room which is located at 200 Perry Parkway, Suite 10, Gaithersburg, MD. Directions are available on the FSD web site at <http://www.rdc.noaa.gov/~cbs/>.

Training by FSD/CBS staff at the Field Finance Branches is normally conducted at the following locations:

Eastern Finance Branch: Norfolk Federal Building
Eastern Finance Branch Training Room
200 Granby St
Norfolk, VA

Central Finance Branch: National Weather Service Training Center
7220 N.W. 101st Terrace
Kansas City, MO

Mountain Finance Branch: David Skaggs Research Center
GD 309
325 Broadway
Boulder, CO

Western Finance Branch: NMFS Traynor Seminar Room
Building 4
7600 Sand Point Way NE
Seattle, WA

Field Finance Branch Training Registration

For all training conducted by Field Finance Branch staff (Purchase Card or Travel Manager), ***requests should be submitted to the appropriate Field Finance Branch contact***. The Field Finance Branch contacts are responsible for coordinating training efforts with CBS Client Services Branch, scheduling classes, determining locations, and distributing confirmation information. Confirmations for Field Finance Branch training sessions will include applicable times and location.

Financial Systems Division (FSD) Training Contacts:

Jackie.Schreckengost@noaa.gov 301-427-1009 Ext. 130
Joan.M.Mckean@noaa.gov 301-427-1009 Ext. 128
Erin.Cobbs@noaa.gov 301-427-1009 Ext. 190

Field Finance Branch Contacts:

The CBS Coordinator for each Field Finance Branch is listed below:

Eastern	Carolyn.D.Collins@noaa.gov	757-441-6886
Central	Diane.C.Locascio@noaa.gov	816-426-5916
Mountain	Pamala.R.Grisham@noaa.gov	303-497-5307
Western	Angela.Hunter@noaa.gov	206-526-6042

Line/Staff Office Training Contacts:

Organizations should notify CBS Client Outreach of any changes to the designated contacts in order to ensure that applicable information is distributed to the appropriate individuals. The following lists the training contacts for each organization:

NESDIS	Alicia.Ferguson@noaa.gov	301-713-3305
	John.R.Phillips@noaa.gov	301-713-9226
NMFS	Mark.Blades@noaa.gov	301-713-2245
NOS	Carmen.Solis@noaa.gov	301-763-3050
	Lorne.Williams@noaa.gov	301-713-2989
NWS	Agnes.Brown@noaa.gov	301-713-9050
	Brian.K.Gorton@noaa.gov	301-713-0436
OAR	Janice.Reaves@noaa.gov	301-713-2454
OMAO	Linda.Smith@noaa.gov	301-713-7625
	Gerald.Thomas@noaa.gov	301-713-7627
NFA	Gwendolyn.Roache@noaa.gov	202-482-2781
CIO	Kathy.Stowe@noaa.gov	301-713-3573
Staff Offices	Shirley.Battaglini@noaa.gov	202-482-0814
	Tim.Daley@noaa.gov	202-482-0965