

## ***Financial Systems Division (FSD) CBS Training***

The CBS Training Schedule is available from the training link on the Financial Systems Division (FSD) web site at <http://www.corporateservices.noaa.gov/~cbs/>. The posted schedule will be updated on an as needed basis as revisions occur. Registrations for Instructor Led Training (ILT) will be processed via the Commerce Learning Center (CLC). CBS training information can be accessed directly from the CLC at NOAA: <https://doc.learn.com/noaa>.

### ***FSD/CBS Training Registration Process***

- 1) Access the CLC at NOAA: <https://doc.learn.com/noaa>  
**OR** click the **NOAA Learning Center** link on the CLC at <https://doc.learn.com/>
- 2) Click on the **Program Areas** section on the *Home* page
- 3) Click on the **FSD/CBS** link on the *NOAA Program Areas* page
- 4) Scroll through the available CBS classes
- 5) Click on the desired class name
- 6) In the new window, click on the ENROLL button in the upper right corner
- 7) An acknowledgement of your enrollment will be displayed and a system generated message will be sent via email with information for the specific class
- 8) Registration status is available on the NLC by clicking **MY TRAINING PLAN**

### ***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.

### ***Training Confirmations***

Confirmation emails will be sent 1-3 weeks prior to a scheduled session to each individual registered for a class with a copy to the LO training contacts and applicable Field Finance Branch coordinator. Training contacts/coordinators are listed at the end of this document.

### ***Costs***

There is no tuition costs associated to any of our training. We do ask that if individuals are unable to attend as scheduled, cancellations must be processed at least 3 working days prior to training. Cancellations in most instances are entered through the Learning Center.

### ***FSD/CBS Training Cancellation Process***

- 1) Access the CLC at NOAA: <https://doc.learn.com/noaa>  
**OR** click the **NOAA Learning Center** link on the CLC at <https://doc.learn.com/>

- 2) Click on **MY TRAINING PLAN**
- 3) Scroll to the **Enrollments** section
- 4) Click on the desired class in the Enrollment Name column
- 5) In the next window, click on the **Drop** button
- 6) An acknowledgement of your removal will be displayed and a system generated message will be sent via email

### ***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. On an annual basis, training will be held at Headquarters and alternate Field Finance Branch locations. Training in the Washington DC metro area will be conducted in the FSD/CBS Training Room located at 200 Perry Parkway, Suite 10, Gaithersburg, MD. Directions are available on the FSD web site at <http://www.corporateservices.noaa.gov/~cbs/>.

Training at the Field Finance Branches (FFB) is normally conducted at the following locations:

- Eastern (EFFB):* Norfolk Federal Building  
200 Granby St  
Norfolk, VA 23510  
*Eastern Finance Branch Training Room*
- Central (CFFB):* National Weather Service Training Center  
7220 N.W. 101<sup>st</sup> Terrace  
Kansas City, MO 64153
- Mountain (MFFB):* David Skaggs Research Center  
325 Broadway  
Boulder, CO 80305  
*GD 309 – MASC Training Room*
- Western (WFFB):* NOAA Western Regional Center  
7600 Sand Point Way NE  
Seattle, WA 98115  
*Bldg 1 - NFMS Northwest Regional Office*  
*Western Computer Room*  
*Bldg 4 – NFMS Alaska Fisheries Science Center*  
*Traynor Seminar Room*

Based upon request and specific needs, training may also be conducted at other locations. Requests for training at specific locations should be submitted to [CBS.TrainingServices@noaa.gov](mailto:CBS.TrainingServices@noaa.gov) or to [Jackie.Schreckengost@noaa.gov](mailto:Jackie.Schreckengost@noaa.gov)

***Financial Systems Division (FSD) Training Contacts:***

[Jackie.Schreckengost@noaa.gov](mailto:Jackie.Schreckengost@noaa.gov) 301-427-1009 Ext. 130  
[Erin.Cobbs@noaa.gov](mailto:Erin.Cobbs@noaa.gov) 301-427-1009 Ext. 190  
[Jonathan.Wolf@noaa.gov](mailto:Jonathan.Wolf@noaa.gov) 301-427-1009 Ext. 114

***Field Finance Branch Training Coordinators:***

Eastern (EFFB) [Carolyn.D.Collins@noaa.gov](mailto:Carolyn.D.Collins@noaa.gov) 757-441-6886  
Central (CFFB) [Diane.C.Locascio@noaa.gov](mailto:Diane.C.Locascio@noaa.gov) 816-426-7543  
Mountain (MFFB) [Frances.Snow@noaa.gov](mailto:Frances.Snow@noaa.gov) 303-497-6195  
Western (WFFB) [tmwfb@noaa.gov](mailto:tmwfb@noaa.gov) 206-526-6041

***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	<a href="mailto:Alicia.Taylor@noaa.gov">Alicia.Taylor@noaa.gov</a>	301-713-3305
	<a href="mailto:John.R.Phillips@noaa.gov">John.R.Phillips@noaa.gov</a>	301-713-9226
NMFS	<a href="mailto:Mark.Blades@noaa.gov">Mark.Blades@noaa.gov</a>	301-713-2245
NOS	<a href="mailto:Carmen.Solis@noaa.gov">Carmen.Solis@noaa.gov</a>	301-713-3050 x188
	<a href="mailto:Lorne.Williams@noaa.gov">Lorne.Williams@noaa.gov</a>	301-713-2989
NWS	<a href="mailto:Brian.K.Gorton@noaa.gov">Brian.K.Gorton@noaa.gov</a>	301-713-0436
OAR	<a href="mailto:Janice.Reaves@noaa.gov">Janice.Reaves@noaa.gov</a>	301-713-2454
OMAO	<a href="mailto:Linda.Smith@noaa.gov">Linda.Smith@noaa.gov</a>	301-713-7625
	<a href="mailto:Gerald.Thomas@noaa.gov">Gerald.Thomas@noaa.gov</a>	301-713-7627
NFA	<a href="mailto:Daniel.Bess@noaa.gov">Daniel.Bess@noaa.gov</a>	202-482-3938
CIO	<a href="mailto:Kathy.Stowe@noaa.gov">Kathy.Stowe@noaa.gov</a>	301-713-3573
Staff Offices	<a href="mailto:Shirley.Battaglini@noaa.gov">Shirley.Battaglini@noaa.gov</a>	202-482-0814
	<a href="mailto:Tim.Daley@noaa.gov">Tim.Daley@noaa.gov</a>	202-482-0965

***Cancellations Due to Weather Conditions***

In the event of hazardous weather conditions in the Washington DC metro area, FSD complies with the NIST policy for weather-related closures. Please call 301-975-8000 or 800-437-4385, for pre-recorded messages regarding closures or delayed arrivals. If work is delayed, CBS training will be canceled for the day and rescheduled.