

For: FSA Washington, DC, National Office Employees

Mandatory EEO Training for Employees and Managers

Approved by: Associate Administrator for Operations and Management



1 EEO Training

A Background

Mandatory EEO training for employees and managers will be held on May 14 and 15, 2014, from 8 a.m. until noon **or** 12:30 p.m. until 4:30 p.m. each day.

B Purpose

This notice provides information to fulfill the **mandatory** civil rights training requirement for FSA employees.

C Registration

To meet the demand, OCR has scheduled multiple training sessions (see subparagraph F). Each training session will accommodate a **maximum** of 45 participants. It is important that employees and managers register for 1 of these **mandatory** sessions.

Notes: Because of class size limitations, employees and managers who have **not** registered **cannot** be accommodated.

This training may be used to meet the employee’s and manager’s civil rights performance element requirement.

D Topics

The training will provide employees and managers with an understanding of the informal EEO complaint process and the following:

- rights and responsibilities under EEO
- harassment (sexual, nonsexual, and hostile work environment)
- alternative dispute resolution
- complaint avoidance
- civil rights accountability policy and procedures.

Disposal Date	Distribution
June 1, 2014 4-16-14	All FSA Washington, DC, Employees

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1 EEO Training (Continued)

D Topics (Continued)

Note: Participants will be provided with a Participant Booklet that can be used later as a desk reference guide.

E Location

The training will be held at the Patriots Plaza III building, 1st floor training auditoriums A and B at 355 E Street, SW, Washington, DC.

F Registration Links

To register for the training, CLICK 1 of the following links to select 1 of the 8 sessions that will be offered:

[Register for May 14 - 8:00 a.m. to 12:00 p.m. - Auditorium A](#)
[Register for May 14 - 8:00 a.m. to 12:00 p.m. - Auditorium B](#)
[Register for May 14 - 12:30 p.m. to 4:30 p.m. - Auditorium A](#)
[Register for May 14 - 12:30 p.m. to 4:30 p.m. - Auditorium B](#)
[Register for May 15 - 8:00 a.m. to 12:00 p.m. - Auditorium A](#)
[Register for May 15 - 8:00 a.m. to 12:00 p.m. - Auditorium B](#)
[Register for May 15 - 12:30 p.m. to 4:30 p.m. - Auditorium A](#)
[Register for May 15 - 12:30 p.m. to 4:30 p.m. - Auditorium B](#)

On the eAuthentication Page that will be displayed, enter user's ID and password, and then CLICK "**Login**". On the Registration Page, CLICK "**Confirm**". In approximately 5 minutes, a "Registration Notification" e-mail will be received.

Note: If employees or managers are **not** able to register through the direct links provided in this subparagraph, log into AgLearn at <http://www.ablearn.usda.gov>. On the AgLearn Home Page, in the "Search Catalog" box, ENTER "**Mandatory EEO Training for Employees and Managers**", and then CLICK "**Browse**". Under the course title, CLICK "**View Course Dates**". Scroll to user's desired date, CLICK "**Register**", and then CLICK "**Confirm**".

If a registered participant needs to cancel or change their training session, go to user's AgLearn "To-Do List", place the cursor over the course title, and a popup dialog box will be displayed. CLICK "**Withdraw**". To reapply, employee or manager **must** reregister for a training session.

G Contact

For questions about this notice, contact Mark Newsom, Equal Opportunity Assistant, by either of the following:

- e-mail to mark.newsom@wdc.usda.gov
- telephone at 202-720-8826.