

For: FSA Employees

**Mandatory Annual Civil Rights Training for FY 2016**

Approved by: Administrator



**1 Overview**

**A Background**

The USDA FY 2016 mandatory annual civil rights training, “Anti-Harassment Training: Identifying and Preventing Workplace Harassment,” is now available in AgLearn. All FSA employees, both Federal and non-Federal (permanent full-time or part-time, and temporary full-time, part-time, or intermittent employees), are required to complete this training no later than **December 30, 2016**. COC members and STC members are required to complete training at their next physical onsite meeting.

USDA also assigned the mandatory civil rights training, “Lesbian, Gay, Bisexual, and Transgender (LGBT) Nondiscrimination in the Federal Workplace”. This training was added to user’s AgLearn “To-Do Lists” on April 1, 2016. All FSA employees are required to complete the mandated training no later than **September 30, 2016**.

**B Purpose**

This notice provides guidance and lists the due dates for completing two mandatory training assignments from the department.

**Notes:** All new:

- employees are required to complete this training within 30 workdays of their start date
- COC or STC members must complete the training as their first order of business at their first meeting.

<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2017	All FSA employees; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Recording Paper-Based Training Completion

Intermittent field office employees, STC members, and COC members completing the paper version of the training shall have their AgLearn training records updated by the CED or the State AgLearn administrator.

The item ID's for recording the paper-based courses are:

- CR-OCPT-LGBT-PAPER
- CR-OCPT-HARASSMENT-PAPER.

A paper-based copy may be obtained on the DAFO web site at <http://fsaintranet.sc.egov.usda.gov/fsatraining/>.

### 2 Accessing the Training

#### A Completing the Training in AgLearn

Employees shall complete the training according to the following table.

Step	Action
1	Access AgLearn at <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> .
2	CLICK “Login.”
3	CLICK “Login with your LincPass (PIV)” or enter user ID and password and CLICK “Login.”
4	On the AgLearn “Home” tab, the user’s “To-Do List” will be displayed. Place the cursor over the course title. A pop-up box will be displayed, CLICK “Go to Content.”
5	Employees shall check their “Completed Work” in AgLearn to ensure that this training is complete.

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### 3 Responsibilities and Contacts

#### A Manager and Supervisor Responsibilities

All managers and supervisors shall:

- verify that their employees have completed training by reviewing employees' completed work in AgLearn
- ensure that new employees complete the mandatory annual civil rights training topics within 30 workdays of their start date.

#### B Questions About Course Content or Civil Rights Issues

For questions about:

- civil rights issues or course content, contact Donald Wright by telephone at 202-401-7206
- AgLearn courses and accounts, contact the AgLearn Help Desk by either of the following:
  - e-mail to [aglearnhelp@genphysics.com](mailto:aglearnhelp@genphysics.com)
  - telephone at 866-633-9394.

#### C Questions About Training Administration

The following table provides contacts for guidance if there are any questions about training administration.

<b>Location</b>	<b>Contact</b>
National and State Offices	Contact Marie Hubbard, HRD, Washington, DC, training coordinator, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <a href="mailto:marie.hubbard@wdc.usda.gov">marie.hubbard@wdc.usda.gov</a></li><li>• telephone at 202-401-0373.</li></ul>
State Offices, Kansas City, St. Louis, and APFO	Contact Mark Nelson, HRD, Kansas City, training coordinator, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <a href="mailto:mark.nelson@kcc.usda.gov">mark.nelson@kcc.usda.gov</a></li><li>• telephone at 816-926-3420.</li></ul>
County Offices	Contact the State AgLearn administrator or training coordinator.
Southwest Area Regional Service Office – AZ, CA, CO, HI, KS, NM, NV, OK, TX, UT	Southwest Area Regional Service Office SharePoint site at <a href="https://sharepoint.fsa.usda.net/mgr/DAFO/SWARSOTeam/SitePages/Home.aspx">https://sharepoint.fsa.usda.net/mgr/DAFO/SWARSOTeam/SitePages/Home.aspx</a> .