

For: FSA Employees

Mandatory FOIA Training for FY 2014

Approved by: Administrator



1 Completing FY 2014 FOIA Training

A Background

In FY 2012, USDA’s Office of Policy and Directives formed the FOIA Subcommittee Working Group to develop FOIA training for all USDA employees. FOIA is a Federal disclosure statute that grants access to Federal Agency records when a proper FOIA request is filed. This introductory training provides an overview of the statute, its history, authorities, and the administrative process.

County Offices generally respond to requests for records maintained on producers in their service jurisdictions, and on actions taken and procedures established by their offices and COC’s. State Offices primarily respond to requests for records maintained on producers in their States, actions taken, and policies and procedures established by their offices and STC’s. National Offices typically respond to requests for FSA records maintained by all other offices within FSA, including the Office of the Administrator, Offices of the Deputy Administrators, policy offices, and staff that support FSA.

All employees of record-holding offices are **required** to have an understanding of the FOIA process to ensure the success of the FOIA program. Therefore, all FSA employees **must** complete this introductory training by **October 31, 2014**.

Notes: New employees should complete this training within the first month of employment with FSA.

This FOIA training includes the following:

- Lesson 1: What is FOIA?
- Lesson 2: The FOIA Exemptions
- Lesson 3: How Does USDA Respond to FOIA Requests?
- Lesson 4: What Must YOU Do to Ensure the Success of USDA’s FOIA Program?

Disposal Date	Distribution
December 1, 2014	All FSA Employees; State Offices relay to County Offices

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1 Completing FY 2014 FOIA Training (Continued)

B Purpose

This notice provides requirements and guidance for employees to complete FOIA training for FY 2014 through AgLearn.

C Accessing AgLearn FOIA Training

AgLearn users will access their AgLearn To-Do List, launch, and complete the training according to the following table.

Step	Action
1	Access the AgLearn Home Page at http://www.aglearn.usda.gov .
2	CLICK “ Login ”.
3	On the eAuthentication Login Warning Screen, either CLICK “ Click here to log in with your LincPass (PIV) ” and enter user’s PIN or enter eAuthentication 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 on the course title, “ Freedom of Information Act Training for FY 2014 ” (Web Based USDA-FOIA2014), and a pop-up box will be displayed. CLICK “ Launch Content ”.
5	Employees shall complete the course and then check their “Completed Work” in AgLearn to ensure that the training has been marked as completed.

D Contacts

Contacts are provided in the following table for questions about this notice and content of this training.

IF there are questions about...	THEN...
AgLearn technical assistance	do any of the following: <ul style="list-style-type: none"> • in AgLearn, CLICK “Help” • in AgLearn, CLICK “Contact Us” • call 1-866-633-9394 • e-mail aglearnhelp@genphysics.com.
eAuthentication account or password reset	contact ITS National Help Desk at 1-800-457-3642, Option “ 1 ”.
this notice	through the State Office, contact Kent Politsch, acting FOIA Officer/Chief of Public Affairs Branch, by either of the following: <ul style="list-style-type: none"> • e-mail to kent.politsch@wdc.usda.gov • telephone at 202-720-7163.

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1 Completing FY 2014 FOIA Training (Continued)

D Contacts (Continued)

IF there are questions about...	THEN...
the content of the AgLearn training	contact Alexis Graves, Departmental FOIA Officer, by either of the following: <ul style="list-style-type: none">• e-mail at alexis.graves@ocio.usda.gov• telephone at 202-690-3318.
National Office employee training administration	contact Marie Hubbard, HRD, by either of the following: <ul style="list-style-type: none">• e-mail to marie.hubbard@wdc.usda.gov• telephone at 202-401-0373.
Kansas City, St. Louis, or APFO employee training administration (locating the course on the “To Do List”)	contact Mark Nelson by either of the following: <ul style="list-style-type: none">• e-mail to mark.nelson@kcc.usda.gov• telephone at 816-926-3420.
State and County Office training administration	contact either the State training officer or AgLearn lead.

E Reasonable Accommodations

Persons who require special accommodations to participate in this training should contact their supervisor or local Help Desk.

F Continuing FOIA Training

The FOIA Training Subcommittee Working Group is currently developing an extended FOIA training module for USDA employees who process FOIA requests as a collateral duty or on a full-time basis. All FOIA coordinators will be required to complete this training after it is made available on AgLearn.