

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PM-2942

For: FSA Federal Supervisors and Human Resources GS-0201 and GS-0203 Personnel

Veteran Employment Training

Approved by: Acting Associate Administrator for Management and Operations



1 Veteran Employment Web-Based Training

A Background

The November 9, 2009, Executive Order 13518, Employment of Veterans in the Federal Government established a government-wide effort to increase the number of veterans employed by the federal government within the Executive Branch. It is the intent of the Farm Service Agency (FSA) to assist veterans with reentering civilian life and finding employment by enhancing the veteran hiring process.

In accordance with the executive order, FSA will provide mandatory training for FSA supervisors and human resources personnel on veteran hiring. The training curriculum will include special hiring authorities and the advantages of employing veterans. Veterans have acquired a wealth of knowledge, skills, and competencies through practical workforce experience. The cutting edge training and education they have received during their military service is transferable to skills frequently sought within agencies.

B Purpose

This notice informs all FSA federal supervisors that the Veterans Employment Training for Federal Hiring Managers will be placed on their AgLearn to-do list. Additionally, human resources specialists in the GS-0201 and GS-0203 series will be assigned Veterans Employment Training for Federal Human Resources Professionals. The deadline for training completion is **July 31, 2015**.

Note: State committee members will **not** be assigned the training.

Disposal Date	Distribution
September 1, 2015	FSA Federal Supervisors and Human Resources GS-0201 and GS-0203 Personnel

Notice PM-2942

1 Veteran Employment Web-Based Training (Continued)

C Web-Based Training

Federal supervisors and human resources personal must access their AgLearn to-do list, launch, and complete the veteran employment training modules in accordance with the following:

Step	Action
1	Access AgLearn at www.aglearn.usda.gov .
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 course title, Veterans Employment Training for Federal Hiring Managers (Item ID: OPM-VET_FHM-2011) or Veterans Employment Training for Federal Human Resources Professionals (OPM-VET_FHRP-2001), as applicable, and CLICK Go to Content.
5	After each course has been completed CLICK Exit and return to the Home tab.
6	The course title will no longer be displayed on the To-Do List. CLICK Completed Work link to verify completion.
7	Employees must complete the course survey.

D Contacts

For questions regarding this notice, contact Mark Nelson, Leadership and Employee Development Branch training specialist, by either of the following:

- e-mail to mark.nelson@kcc.usda.gov, or
- telephone at 816-926-3420.

For questions regarding:

- eAuthentication pertaining to account passwords, usage, and maintenance, contact the eAuthentication help desk by either of the following:
 - e-mail to eAuthHelpDesk@usda.gov, or
 - telephone at 800-457-3642
- AgLearn courses and accounts, contact the AgLearn help desk by either of the following:
 - e-mail to AgLearnHelp@genphysics.com, or
 - telephone at 866-633-9394.

Notice PM-2942

1 Veteran Employment Web-Based Training (Continued)

D Contacts (Continued)

This table provides other resources for assistance.

IF located in...	THEN contact...
county office	state AgLearn administrator or training coordinator.
state office, Kansas City, St. Louis, or APFO	Mark Nelson by either of the following: <ul style="list-style-type: none">• e-mail to mark.nelson@kcc.usda.gov, or• telephone at 816-929-3420.
national office	Marie Hubbard by either of the following: <ul style="list-style-type: none">• e-mail to marie.hubbard@wdc.usda.gov, or• telephone at 202-401-0373.