

UNITED STATES DEPARTMENT OF AGRICULTURE

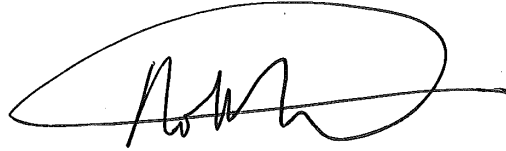
Farm Service Agency
Washington, DC 20250

Notice SEM-34

For: FSA Employees and Contractors

General Security and Situational Awareness Training

Approved by: Acting Deputy Administrator for Management



1 Security and Situational Awareness Training

A Background

The Secretary of Agriculture and the FSA Administrator have made the safety and security of all employees, contractors, and customers its top priority within USDA, Farm Service Agency (FSA). To promote an inclusive and proactive approach to employee and contractor security and situational awareness, the U.S. Department of Agriculture's Security Council has developed a General Security and Situational Awareness training video. The current video is the first in a series of training tools that are being developed to assist employees and contractors in security and situational awareness. The video features interviews with USDA employees throughout the United States.

B Purpose

This notice informs FSA employees and contractors that the General Security and Situational Awareness video will be placed in each FSA employee's and contractor's AgLearn to-do list. Employees are encouraged to complete the training by **December 31, 2014**. The video is approximately 18 minutes long and a short survey is required upon completion of watching the video.

Note: State committees and county committees will **not** be assigned the training.

C Contact

For questions regarding this notice, contact Jerry Epting, EPD, by either of the following:

- e-mail to jerry.epting@wdc.usda.gov, or
- telephone at 202-380-5010.

Disposal Date	Distribution
January 1, 2015	All FSA employees and contractors; State Offices relay to County Offices

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1 Security and Situational Awareness Training (Continued)

C Contact (Continued)

For questions regarding eAuthentication (eAuth) 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.

For questions regarding 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.

D Web-Based Training

Employees and contractors shall access their AgLearn to-do list, launch, and complete the General Security and Situational Awareness training module according to 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, “General Security and Situational Awareness (DM-OHSEC-Security-Awareness)” and a pop-up box will be displayed. Click “Go to Content” .
5	Another pop-up window will be displayed. Click “Yes” to launch the course. Click “General Security and Situational Awareness” link and Click “Start Course” .
6	A window will be displayed titled, “Security Awareness Video” . Click “Go to Video” link. This will launch the video in a separate window. After viewing the video return to AgLearn and Click “Return to Content Structure” .
7	The first link will display complete. Click “Click here to confirm completion” . In the pop-up window that will be displayed, Click “Start Course” .
8	Select the appropriate answer and Click “Submit” . Click “Next” button and the window will close. Click “Return to Content Structure” and both links will be displayed with completion dates. Return to the “To-Do List” .
9	Employees and contractors shall complete the course survey.
10	The course title will no longer be displayed on the “To-Do List” . Click “Completed Work” link to verify completion.

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1 Security and Situational Awareness Training (Continued)

D Web-Based Training (Continued)

Other resources for assistance are as follows.

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• 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• telephone at 202-401-0373.