

# UNITED STATES DEPARTMENT OF AGRICULTURE

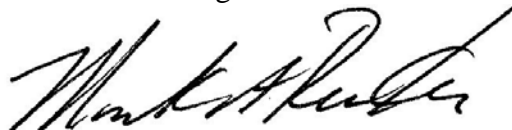
Farm Service Agency  
Washington, DC 20250

Notice SEM-42

**For:** FSA Employees and Contractors

## Active Shooter AgLearn Training

**Approved by:** Deputy Administrator for Management



### 1 Overview

#### A Background

Through a shared partnership, U.S. Department of Agriculture (USDA) agencies and the Office of Homeland Security and Emergency Coordination (OHSEC) continue their efforts to engage employees by heightening security and situational awareness. As a champion of this effort, the USDA Security Council, in coordination with USDA agencies, the Office of Communications, and OHSEC, developed an AgLearn web-based training program entitled: “Active Shooter: What You Can Do”.

The Farm Service Agency (FSA) has determined that all employees and contractors will be required to take this informative course to become more aware and be better prepared to handle the unfortunate event of an active shooter situation.

#### B Purpose

This notice informs FSA employees and contractors that the “Active Shooter: What You Can Do” awareness training will be placed in each FSA employee’s and contractor’s AgLearn to-do list. Employees are required to complete the training by **August 28, 2015**. After finishing the training, there will be a short exam required and an optional survey.

**Note:** STC’s and COC’s will **not** be assigned the training.

#### C Contact

For questions regarding this notice, contact Robert Haughton, EPD Director, by either of the following:

- e-mail to **robert.haughton@wdc.usda.gov**, or
- telephone at 202-720-0135.

#### Disposal Date

September 1, 2015

#### Distribution

All FSA employees and contractors; State Offices relay to County Offices

## Notice SEM-42

### 1 Overview (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
- 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.

Other resources for assistance are as follows.

<b>IF located in...</b>	<b>THEN contact...</b>
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"><li>• e-mail to <b>mark.nelson@kcc.usda.gov</b>, or</li><li>• telephone at 816-929-3420.</li></ul>
national office	Marie Hubbard by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>marie.hubbard@wdc.usda.gov</b>, or</li><li>• telephone at 202-401-0373.</li></ul>

## 2 Active Shooter Web-Based Training

### A Web-Based Training

Employees and contractors shall access their AgLearn to-do list, launch, and complete the “Active Shooter: What You Can Do” training module in accordance with the following.

Step	Action
1	Access AgLearn at <a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a> .
2	CLICK “ <b>Login</b> ”.
3	CLICK “ <b>Login with your LincPass (PIV)</b> ” or enter user ID and password and CLICK “ <b>Login</b> ”.
4	On the AgLearn “ <b>Home</b> ” tab, the user’s “ <b>To-Do List</b> ” will be displayed. Place the cursor over the course title, “ <b>Active Shooter: What You Can Do</b> ” (item ID: USDA-ActiveShooter). A pop-up box will be displayed. CLICK “ <b>Go to Content</b> ”.
5	Select the “ <b>Play</b> ” button on the video to start.
6	Once the video has ended, CLICK “ <b>Begin this Training</b> ”.
7	After the course has been completed, CLICK “ <b>Exit</b> ” and return to the “ <b>Home</b> ” tab.
8	The course title will no longer be displayed on the “To-Do List”. CLICK “ <b>Completed Work</b> ” to verify completion.
9	Employees and contractors are encouraged to complete the course survey.