

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice SEM-56

For: FSA Employees, Committee Members, and Contractors

USDA Combats Human Trafficking Awareness AgLearn Training

Approved by: Deputy Administrator for Management



1 Overview

A Background

Through a shared partnership, U.S. Department of Agriculture (USDA) and U.S. Department of Homeland Security (DHS) have:

- launched human trafficking awareness training, and
- developed an AgLearn web-based training program titled USDA Combats Human Trafficking.

The Farm Service Agency (FSA) is encouraging all personnel to take this informative course to recognize the key indicators of human trafficking. This notice applies to all employees, contractors, volunteers, State Committee (STC) and County Committee (COC) members, advisors, and alternates.

B Purpose

This notice informs FSA personnel that the USDA Combats Human Trafficking awareness training will be placed in each FSA personnel's AgLearn to-do list. FSA personnel are encouraged to complete the training by December 31, 2015.

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

February 1, 2016

Distribution

All FSA employees, committee members, and contractors; State Offices relay to County Offices

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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.

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 816-926-3420.
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.

2 USDA Combats Human Trafficking Web-Based Training

A Accessing the Training

All employees, contractors, and volunteers who have an eAuthentication ID and password should complete the web-based version of the training in AgLearn by accessing their AgLearn to-do list by launching and completing the USDA Combats Human Trafficking training module.

STC and COC members and field assistants who do not have access to computers should complete the paper-based training, which can be found at <http://fsaintranet.sc.egov.usda.gov/fsatraining/>.

2 USDA Combats Human Trafficking Web-Based Training (Continued)

B Completing the Web-Based Training

The following provides instructions to access AgLearn and complete the USDA Combats Human Trafficking Awareness Training.

Step	Action
1	Access AgLearn at www.aglearn.usda.gov .
2	CLICK Login.
3	CLICK Log in with your LincPass (PIV) or enter the 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 USDA Combats Human Trafficking (Item ID: USDA-HumanTrafficking). A pop-up box will be displayed. CLICK Go to Content.
5	Click the active link USDA Human Trafficking Awareness Training.
6	A new window will open. CLICK Launch New Human Trafficking Awareness Training.
7	After the course has been completed, CLICK Exit and return to Content Structure.
8	Click on the link Click here to confirm completion in the pop-up window. CLICK Start Course.
9	Answer the question, CLICK Submit, CLICK Next, and return to the Home tab.
10	The course title will no longer be displayed on the to-do list. CLICK Completed Work to verify completion. Note: To view completed work, the internet explorer zoom setting must be on 100 percent.
11	Employees are encouraged to complete the course survey.

C Recording Paper-Based Training Completion

For local COC members and field assistants, the County Executive Directors (CED's) must record paper-based completion in AgLearn. State AgLearn administrators or training coordinators should record all other paper-based completions in AgLearn.

Note: The paper-based item ID is FSA-HQ-EPD-006.

D Responsibilities

All managers, supervisors, and the contracting officer's representative should encourage employees to complete the training by December 31, 2015.

The state office should encourage CED's to conduct and record paper-based training for local COC members and field assistants.