

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) previously determined that all employees and contractors would be required to take this informative course to become more aware and better prepared to handle the unfortunate event of an active shooter situation.

B Purpose

Notice SEM-42 informed FSA employees and contractors that the “Active Shooter: What You Can Do” awareness training was placed in each FSA employee’s and contractor’s AgLearn to-do list. Employees and contractors were asked to complete the training by **August 28, 2015**. Because of numerous farm bill programs being implemented and other priorities over the last several months, some employees and contractors have not had the opportunity to take the course. Therefore, to allow additional time to take the course, EPD has asked the FSA AgLearn administrator to extend the deadline to **December 31, 2015**, for those employees and contractors who have not completed the course.

Notes: STC’s and COC’s are **not** required to complete the training.

Notice SEM-42 is obsolete.

Disposal Date	Distribution
February 1, 2016	All FSA employees and contractors; State Offices relay to County Offices

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1 Overview (Continued)

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.

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 816-929-3420.
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.

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2 Active Shooter Web-Based Training

A Web-Based Training

Employees and contractors must 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 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 the course title, Active Shooter: What You Can Do (item ID: USDA-ActiveShooter). A pop-up box will be displayed. Click Go to Content.
5	Select the Play button on the video to start.
6	After the video has ended, click Begin this Training.
7	After the course has been completed, click Exit and return to the Home tab.
8	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.
9	Employees and contractors are encouraged to complete the course survey.