

For: All FSA Employees

Annual Civil Rights Training for FY 2005

Approved by: Administrator



1 Overview

A Background

The USDA, Office of Civil Rights (CR) announced that 2 of the 3 mandatory civil rights training modules are available for FY 2005. All **permanent full-time and part-time FSA employees** are required to take the training. This training will consist of the following modules:

- Handling Diversity in the Workplace
- Stopping Sexual Harassment Before It Starts .

This web-based training is offered by USDA and available through AgLearn for all **permanent full-time and part-time FSA employees**.

B Purpose

This notice provides information about mandatory civil rights training. Additional EEO training modules will be available later in FY 2005.

C Accommodations

Persons with disabilities who require accommodations to participate in this training should contact Regina Duncan by either of the following:

- telephone at 202-418-9053 or 202-418-9107 (TDD/TYY)
- e-mail at **regina.duncan@wdc.usda.gov**.

Accommodations for the training will be addressed on a case-by-case basis.

Disposal Date	Distribution
October 1, 2005	All FSA employees, State Offices relay to County Offices

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1 Overview (Continued)

D Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

E Training Information

All **permanent full-time and part-time FSA employees** are required to take the civil rights training. The training in this notice shall be completed by all applicable employees by COB, Friday, September 2, 2005.

Note: Each module may take approximately 3 hours to complete.

F Accessing the AgLearn Civil Rights Training

All **permanent full-time and part-time FSA employees** shall access the civil rights training according to the following tables. Permanent employees are required to have a USDA eAuthentication Employee Account (user ID and password) to access training provided through AgLearn. **Permanent full-time and part-time employees** who do not have an account shall establish an eAuthentication user ID and password according to Notice IRM-355.

Note: Completion of this course will be documented in AgLearn for all **permanent full-time and part-time FSA employees**.

Step	Action
1	Log into the AgLearn Student Access web site at http://aglearn.usda.gov .
2	Enter the eAuthentication ID and password and click "Enter".
3	On the left side of the screen, click "Development Plan". Note: The FSA Administrator has assigned the following 2 modules to each employee's development plan: <ul style="list-style-type: none">• Handling Diversity in the Workplace• Stopping Sexual Harassment Before It Starts.
4	On the Student Development Plan Screen, click "Launch" beside desired course.
5	On the Content Structure Screen, click "First Sub-Object" to start the course.
6	When the first course has been completed, repeat steps 3 through 5 to complete the second course.

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1 Overview (Continued)

F Accessing the AgLearn Civil Rights Training (Continued)

If the 2 civil rights courses are **not** on the employee's development plan, add the courses according to the following.

Step	Action
1	Log into the AgLearn Student Access website at http://aglearn.usda.gov .
2	Enter the eAuthentication ID and password and click "Enter".
2	Click "Catalog" on the left side of the Development Plan Screen
4	Click "Browse" on the upper right side of the Catalog Screen.
5	Click "Civil Rights".
6	Find 1 of the following topics: <ul style="list-style-type: none">• Civil Rights: Handling Diversity in the Workplace• Civil Rights: Stopping Sexual Harassment Before It Starts (FY05). Click "Add to Dev Plan".
7	On the Development Plan Screen, click "Launch".
8	On the Content Structure Screen, click on the underlined title of the course.
9	When complete, repeat steps 1 through 8 to complete the other course requirement.

Note: After completing each module, the employee should check their AgLearn Learning History. If a Certificate of Completion is not available to "Print", then:

- National Office employees shall contact Bessy Plaza by telephone at 202-418-9050 or e-mail at **bessy.plaza@wdc.usda.gov**
- State Office, Kansas City, and St. Louis employees shall contact Sandy Prentice by telephone at 816-926-6282 or by email at **sandy.prentice@kcc.usda.gov**.

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2 Contacts

A Questions About Course Content or Civil Rights Issues

If there are any:

- questions about civil rights issues or course content, contact Holiday Jones at 202-401-7205
- problems with the course, contact the AgLearn Help Desk by either of the following:
 - e-mail at AgLearnHelp@genphysics.com
 - telephone at 1-866-633-9394.

B Questions About Training Administration

If there are any questions on training administration, contact 1 of the following.

Training Administrator	Contact
National Office	Regina Duncan, HRD, TDB by either: <ul style="list-style-type: none">• telephone at 202-418-9053 or 202-419-9107 (TDD/TYY)• e-mail at regina.duncan@wdc.usda.gov.
State Offices, Kansas City, and St. Louis	<ul style="list-style-type: none">• Sandy Prentice, KCHRO, EDS by either:<ul style="list-style-type: none">• telephone at 816-926-6282• e-mail at sandy.prentice@kcc.usda.gov• Bessy Plaza, HRD, TDB by either:<ul style="list-style-type: none">• telephone at 816-926-6282• e-mail at Bessy.Plaza@wdc.usda.gov.