

For: All FSA Employees

Annual Civil Rights Training for FY 2006

Approved by: Administrator



1 Overview

A Background

The USDA, CR FY 2006 mandatory annual civil rights training is now available on AgLearn. All **permanent full-time and part-time FSA employees** are required to complete this training no later than **September 15, 2006**. FY 2006 training covers EEO and Federal EEO complaint processing procedures.

This web-based training is:

- offered by USDA
- available through AgLearn for all **permanent full-time and part-time FSA employees**.

B Purpose

This notice provides information about mandatory annual civil rights training for FY 2006.

C Accommodations

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

- e-mail at **regina.duncan@wdc.usda.gov**
- telephone at 202-401-0347.

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

Disposal Date	Distribution
October 1, 2006	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.

2 Employee Responsibilities

A Training Information

All **permanent full-time and part-time FSA employees** are required to take the civil rights training. The training shall be completed by all applicable employees by COB, **Friday, September 15, 2006**.

Note: It takes approximately 1 hour to complete this training.

B 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 table. Permanent employees are required to have a USDA eAuthentication user ID and password to access training provided through AgLearn. **Permanent full-time and part-time employees** who do not have an eAuthentication user ID and password should follow 6-IRM, Exhibits 16.5 through 16.8.

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

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2 Employee Responsibilities (Continued)

B Accessing the AgLearn Civil Rights Training (Continued)

Step	Action	
1	Access the AgLearn home page at http://www.aglearn.usda.gov .	
2	CLICK “Student Login” button.	
3	CLICK “Continue” on the Warning Screen to access the eAuthentication Login Screen. Enter user ID and password and CLICK “Login” .	
4	IF... “Equal Employment Opportunity and Federal EEO Complaint Processing Procedures” is on the Student Learning Plan	THEN... <ul style="list-style-type: none"> • to the right of “Learning Plan”, CLICK “Go to Learning Plan” • under “Learning Plan”, CLICK “Equal Employment Opportunity and Federal EEO Complaint Processing Procedures”, and then CLICK “Launch Content” • under “online content structure” CLICK “Course Presentation” when file download message is displayed, CLICK “Open” <p>Note: After the presentation has been opened (this may take a few minutes), move through the course slides by using the “Page Up” and “Page Down” buttons or use the left mouse button to move to the next slide.</p> <ul style="list-style-type: none"> • at the end of the PowerPoint presentation, CLICK “X” in the upper right-hand corner to exit PowerPoint then CLICK “Return to Content Structure” <p>Note: This step is necessary to gain access to the “Course Exam”.</p> <ul style="list-style-type: none"> • under “online content structure” CLICK “Course Exam” <p>Notes: Read “Plateau Page” to avoid confusion referencing your exam score at the end of testing. After reading “Plateau Page”, CLICK “Continue” to start the exam.</p> <p>Ensure that user has enough time to complete the exam before CLICKing “Continue.” There are 10 questions in the exam.</p> <ul style="list-style-type: none"> • CLICK in the applicable circle to answer each question, CLICK “Next” in the upper right-hand corner after answering each question to go to the next question on the exam • at the end of the exam, CLICK “Yes” to grade the exam, right click the mouse and CLICK “print” to get user’s score card, and CLICK “Close” <p>Note: Even if user’s grade shows as “Failed” under evaluation, as long as user has 7 correct answers the user learning history will display “Complete”.</p> <ul style="list-style-type: none"> • CLICK “Learning History” tab to verify the “EEO and Federal EEO Complaint Process Procedures” course is registered in user’s AgLearn history as “Complete” and to print course certificate; CLICK “Print Certificate”. <p>Note: If the course is not in the learning history, contact user’s AgLearn Administrator (see subparagraph 2 B).</p>

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2 Employee Responsibilities (Continued)

B Accessing the AgLearn Civil Rights Training (Continued)

Step	Action	
4 Cntd	IF... "Equal Employment Opportunity and Federal EEO Complaint Processing Procedures" not on the Student Learning Plan	THEN... <ul style="list-style-type: none"> • select "Catalog" from the menu bar across the top of the screen: <ul style="list-style-type: none"> • scroll to "Subject Area Menu" and CLICK "FSA" • scroll down the "Training Items" and CLICK "EEO and Federal EEO Complaint Process Procedures"; course summary will be displayed • CLICK "Add to Learning Plan"; Student Learning Plan will be displayed • under "Action" heading located to the right of "EEO and Federal EEO Complaint Process Procedures", CLICK "Launch content" • under "online content structure" CLICK "Course Presentation" • at the end of the PowerPoint presentation, CLICK "X" in the upper right-hand corner to exit PowerPoint then CLICK "Return to Content Structure" <p>Note: This step is necessary to gain access to the "Course Exam".</p> <ul style="list-style-type: none"> • under "online content structure" CLICK "Course Exam" <p>Notes: Read "Plateau Page" to avoid confusion referencing your exam score at the end of testing. After reading "Plateau Page", CLICK "Continue" to start the exam.</p> <p style="padding-left: 40px;">Ensure that user has enough time to complete the exam before CLICKing "Continue." There are 10 questions in the exam.</p> <ul style="list-style-type: none"> • CLICK in the applicable circle to answer each question; CLICK "Next" in the upper right-hand corner after answering each question to go to the next question on the exam • at the end of the exam, CLICK "Yes" to grade the exam; right click on the mouse and CLICK "print" to get user's score card, and CLICK "Close" <p>Note: Even if user's grade shows as "Failed" under evaluation, as long as user has 7 correct answers the user learning history will display "Complete".</p> <ul style="list-style-type: none"> • CLICK "Learning History" tab to verify the "EEO and Federal EEO Complaint Process Procedures" course is registered in user's AgLearn history as "Complete" and to print course certificate; CLICK "Print Certificate". <p>Note: If the course is not in the learning history, contact user's AgLearn Administrator (see subparagraph 2 B).</p>

2 Employee Responsibilities (Continued)

C Accessing Security Awareness Training From AgLearn (Continued)

Users may experience a technical “Java (Sun)” issue and **not** be able to view the course materials. If users are **not** able to view the course materials, the following will need to be performed.

IF...	THEN...
in the AgLearn training module	exit out of the module but stay in Internet Explorer and go to the following 2nd bullet.
not in the AgLearn training module	<ul style="list-style-type: none"> • open Internet Explorer • CLICK “Tools – Internet Options – Advanced” tab • scroll down to the “Java (Sun)” section • uncheck the “Use JRE 1.5.0_01 for (applet)” box <div data-bbox="610 884 1430 1692" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <ul style="list-style-type: none"> • CLICK “OK” and close Internet Explorer • re-open Internet Explorer.

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3 Manager and Supervisor Responsibilities

A Responsibilities

All managers and supervisors shall do the following:

- verify that their employees have completed training according to the following table

Step	Action
1	Access the AgLearn home page at http://www.aglearn.usda.gov .
2	CLICK “Student Login” .
3	CLICK “Continue” on the Warning Screen to access the eAuthentication Login Screen. Enter the user ID and password and CLICK “Login” .
4	CLICK “My Employee Tab” . If user does not see all their employees, see Notice PM-2523.
5	Select the employee user needs to verify and CLICK “change to Select Learner” .
6	CLICK “Learning” tab.
7	CLICK “Learning History” .
8	Locate “EEO and Federal EEO Complaint Process Procedures” and verify that the course is complete.
9	CLICK “Return to your records” or log off.

- ensure that new employees complete the Federal EEO Complaint Process Procedures training within 30 workdays of their start date
- certify in writing to their supervisor or manager that all of their employees have completed the training; this certification should go “up-the-line” as follows.

IF...	THEN certify to...
CED	DD. Note: This is only for the purpose of this training.
FLM	DD.
DD	SED.
SED	DAFO.
Division Director	<ul style="list-style-type: none"> • Deputy Administrator • Johnny Toles, OCR.
Deputy Administrator	Johnny Toles, OCR.

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4 Contacts

A Questions About Course Content or Civil Rights Issues

If there are any:

- questions about civil rights issues or course content, contact Kristena Jenkins at 202-720-5709.
- problems with the course, contact the AgLearn Help Desk by either of the following:
 - e-mail at **aglearnhelp@genphysics.com**
 - telephone at 866-633-9394.

B Questions About Training Administration

The following table provides contacts for guidance if there are any questions on training administration.

Location	Contact
Field Offices	State AgLearn Administrator or Training Coordinator.
National Office	Bessy Plaza, HRD, National Office training coordinator, by either: <ul style="list-style-type: none">• e-mail at Bessy.Plaza@wdc.usda.gov• telephone at 202-401-0365.
State Offices, Kansas City, and St. Louis	Ruby Hervey, KCHRO, training coordinator, by either: <ul style="list-style-type: none">• e-mail at ruby.hervey@kcc.usdsa.gov• telephone at 816-926-2834.