

For: FSA Employees, DMA's, and LSA's

Web-Based Performance and Accountability Training Module Certification

Approved by: Administrator

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1 Certifying Web-Based Performance and Accountability Training

A Background

The Improper Payments Information Act (IPIA) of 2002 requires Federal agencies to evaluate programs to determine if internal controls are sufficient to prevent improper payments. As a result of the IPIA requirement, the National CORP evaluated a nationwide statistical sample of 2005 program year MAL's, LDP's, and 2004 program year DCP payments, and discovered that there were a significant number of improper payments made to program participants.

In November 2006, the FSA Administrator mandated that **all** FSA employees view the web-based Performance and Accountability training module. This module was available through an URL provided using Ready Talk.

OIG Audit Report Number 03601-47-TE indicated that MAL and LDP policies and procedures were **not** being followed and as a result many improper payments were made to program participants. Therefore, to close this audit all FSA employees who work with MAL's, LDP's, and DCP's are required to view the Performance and Accountability training module. In addition, National Office Deputy Administrators, SED's, and DD's are required to certify that respective FSA employees have viewed the Performance and Accountability training module.

Notice LP-2061 advised all FSA employees that a revised certification method will become available. The Performance and Accountability training module is now available through AgLearn. See:

- paragraph 2 for instructions to access the Performance and Accountability training module on AgLearn
- paragraph 3 for instructions for the National Office Deputy Administrators, SED's, and DD's to certify that the Performance and Accountability training module was viewed by all respective FSA employees.

Disposal Date	Distribution
October 1, 2007	All FSA employees; State Offices relay to County Offices, DMA's, and LSA's

Notice AO-1388

1 Certifying Web-Based Performance and Accountability Training (Continued)

A Background (Continued)

It is mandatory that all FSA employees that work with or make decisions about MAL's, LDP's, and DCP's view the Performance and Accountability training module. FSA employees include the following:

- National Office employees
- State and County Office employees (Federal and non-Federal)
- DD's
- STC members
- field inspectors
- temporary employees
- DMA's
- LSA's
- contractors employed by State and County Offices.

B Purpose

This notice:

- instructs all FSA employees to view the Performance and Accountability training module through AgLearn
- instructs National Office Deputy Administrators, SED's and DD's to certify that required FSA staff have viewed the Performance and Accountability training module through AgLearn or **hard copy if employee does not have access to AgLearn**
- is intended to remind FSA employees of the:
 - importance of following program procedures
 - seriousness and major impacts of issuing improper payments.

Notice AO-1388

2 Accessing the Performance and Accountability Training Module Through AgLearn

A Deadline

All FSA employees identified in subparagraph 1 A are required to view the Performance and Accountability training module no later than **COB August 24, 2007**. Certification must be received in the National Office no later than **COB August 28, 2007**. See paragraph 3 for National Office Deputy Administrators, SED's, and DD's specific certification submissions.

Note: No further action is necessary for those SED's, DMA's, and LSA's that have previously submitted certifications as instructed in Notices LP-2060 and LP-2061.

B Accessing the Performance and Accountability Training Module

Employees:

- shall access the Performance and Accountability training module according to the following
- are required to have a USDA eAuthentication employee account (user ID and password) to access training provided through AgLearn
- who do not have an account shall establish an eAuthentication user ID and password according to 6-IRM, Exhibit 16.5.

Note: Users that have pop-up blockers should turn them off to run the course and turn on their speakers on to hear the web cast.

Step	Action
1	Access the AgLearn Home Page at www.aglearn.usda.gov and CLICK "Login". Note: If the Security Alert Screen is displayed, CLICK "OK".
2	On the Warning Screen, CLICK "Continue" to access the eAuthentication Login Screen. Enter user ID and password and CLICK "Login". Note: If the Security Alert Screen is displayed, CLICK "OK".
3	Under "Learning", CLICK "Curriculum Status".
4	Locate "FSA Performance and Accountability Training". If there is a green check mark  on the folder next to "FSA Performance and Accountability Training" no further action is required. If no green check mark, CLICK "FSA Performance and Accountability Training".

Notice AO-1388

2 Accessing the Performance and Accountability Training Module Through AgLearn
(Continued)

B Accessing the Performance and Accountability Training Module (Continued)

Step	Action
5	<p>CLICK “Launch Content”.</p> <p>Note: This may take a moment to load.</p>
6	CLICK “ Webcast ”.
7	<p>Ready Talk will open. Enter you name and CLICK “Submit”.</p> <p>Note: Users that have pop-up blockers should turn them off to run the course</p>
8	<p>The statement, “Please click here to see the recording”, will be displayed. CLICK “here”.</p> <p>At the end of the closing remarks, click the “X” on the right hand side to exit.</p>
9	CLICK “ Return to Content Structure ”.
10	CLICK “ Survey ”.
11	<p>If either the:</p> <ul style="list-style-type: none"> • Security Certificate Warning Screen is displayed, CLICK “Yes” to accept the security certificate • Security Information Warning Screen is displayed, CLICK “OK” to accept the security certificate.
12	Review the statement, enter a check (✓) and CLICK “ Submit ”.
13	Under “ Learning ”, CLICK “ Curriculum Status ”.
14	Locate “ FSA Performance and Accountability Training ”. There should be a green check mark “  ” on the folder. If not, contact your AgLearn administrator.

Notice AO-1388

2 Accessing the Performance and Accountability Training Module Through AgLearn (Continued)

C SED or Designee

All SED's or designee's shall ensure that the required State Office employees have completed the Performance and Accountability training module according to the following.

Step	Action
1	Access the AgLearn Home Page according to subparagraph A and CLICK " Login ". Note: If the Security Alert Screen is displayed, CLICK " OK ".
2	On the Warning Screen, CLICK " Continue " to access the eAuthentication Login Screen. Enter user ID and password and CLICK " Login ".
3	CLICK " Reports ".
4	CLICK " Curriculum Status ".
5	Navigate to user and CLICK " Direct Subordinates " to view or click the " All subordinates " radio button.
6	Navigate to " Report Format " and click the " PDF " radio button.
7	Navigate to " Status " and CLICK " Both ".
8	Navigate to " Group By " and CLICK " Curriculum ".
9	CLICK " Run Report ".
10	The report will open as a PDF file Under the title, locate " FSA Performance and Accountability Training " to review who has completed or who has not completed the Performance and Accountability training module.

Note: SED's or designee's shall provide a hard copy of the Performance and Accountability training module to STC members and others that may not have access to AgLearn.

D Reasonable Accommodations

Persons with disabilities who require accommodations to participate in this training should contact Bessy Plaza by telephone at 202-401-0365. Accommodations for the training will be addressed on a case-by-case basis.

Notice AO-1388

3 Certification Action Required

A National Office Action

Deputy Administrators shall ensure that all National Office employees required to view the Performance and Accountability training module and FAX the Performance and Accountability training module certification in Exhibit 1 to 202-690-1536, Attention: Toni Williams, no later than **COB August 28, 2007**.

B SED or Designee Action

SED's or designee **must**:

- ensure that required State Office employees view the Performance and Accountability training module
- provide a hard copy of the Performance and Accountability training module to State Office personnel and others that may not have access to AgLearn
- certify that all FSA employees in their State have viewed the Performance and Accountability training module
- FAX the Performance and Accountability training module certification in Exhibit 1 to 202-690-1536, Attention: Toni Williams. no later than **COB August 28, 2007**.

C DD Action

DD's shall:

- ensure that required County Office employees view the Performance and Accountability training module
- ensure that the County Office employees who have **not** previously viewed the Performance and Accountability training module complete the viewing
- provide a hard copy of the Performance and Accountability training module to COC members, field office personnel, and others that may not have access to AgLearn
- certify to the their respective SED that all County Office employees have viewed the training module no later than COB August 24, 2007, using the Performance and Accountability training module certification in Exhibit 1.

Web-Based Performance and Accountability Training Module Certification

For National Office completion:

Deputy Administrator for _____

I certify that all required personnel under my Administration, including Division Directors and their staff, have viewed the web-based Performance and Accountability Training module.

Signature: _____

Date: _____

For State Office or Designee completion:

_____ State FSA Office

I certify that all required State FSA employees have viewed the web-based Performance and Accountability Training module.

Title: _____

Signature: _____

Date: _____

For DD or Designee completion:

_____ **State FSA Office**

_____ **County FSA Office**

I certify that all required County FSA employees have viewed the web-based Performance and Accountability Training module.

Title: _____

Signature: _____

Date: _____