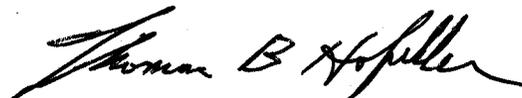


For: FSA Employees

Annual Civil Rights Training for FY 2007

Approved by: Administrator



1 Overview

A Background

The USDA, FY 2007 mandatory Annual Civil Rights Training is now available on AgLearn. All **FSA employees, including National Office employees, State and County Office employees (Federal and non-Federal), STC members, COC members, field inspectors, and temporary employees** are required to complete this training no later than **August 30, 2007**. This year’s training covers the **“Prevention of Sexual Harassment (POSH)**.

B Purpose

This notice provides information about mandatory Annual Civil Rights Training for FY 2007.

C Accommodations

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

- e-mail at **bessy.plaza@wdc.usda.gov**
- telephone at 202-401-0365.

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

Disposal Date	Distribution
October 1, 2007	All FSA Employees; State Offices relay to County Offices

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2 Employees, STC and COC Members Responsibilities

A Training Information

The civil rights web-based training is offered by USDA and available through AgLearn for all **FSA employees**.

Note: If intermittent temporary employees, STC members, and COC members will **not** be in the office **before August 30, 2007**, they **must** complete the training at their next meeting, or when called to work. All new employees, STC members, and COC members, who are **not** currently on board are required to complete this training as their 1st order of business after they in-process for duty.

Intermittent employees, STC members, and COC members, who do not have access to computers will be provided with either an electronic version of the paper-based training or hard copy of the paper-based training for completion. Access to an electronic copy of the paper-based version is located at <http://intranet.fsa.usda.gov/fsatraining/>.

Intermittent employees, STC member, and COC members who complete paper-based training will have their Aglearn training records updated by their State Coordinator.

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

B Accessing the AgLearn Civil Rights Training

All permanent employees are required to have a USDA eAuthentication employee account (user ID and password) to access training provided through AgLearn. **Employees** who do not have an account shall establish an eAuthentication user ID and password according to 6-IRM, Exhibits 16.5 through 16.8.

If your computer requests a “Digital Certificate” to access the training, contact ITSD according to the ITS Help Desk web site at <http://dc.ffasintranet.usda.gov/itsd/HelpDesk/phones.htm>.

Note: Completion of this course will be documented in AgLearn.

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2 Employee Responsibilities (Continued)

B Accessing the AgLearn Civil Rights Training (Continued)

All **FSA employees** (except those using paper versions) shall access the civil rights training according to the following.

Step	Action	
1	Access the AgLearn home page at http://www.aglearn.usda.gov .	
2	CLICK “Login” under Student.	
3	CLICK “Continue” on the Warning Screen to access the eAuthentication Login Screen. Enter user ID and password and CLICK “Login” .	
4	<p>IF...</p> <p>“Prevention of Sexual Harassment (POSH)” is on the Student Learning Plan</p>	<p>THEN...</p> <ul style="list-style-type: none"> • to the right of “Learning Plan”, CLICK “Go to Learning Plan” • under “Learning Plan”, find “Prevention of Sexual Harassment (POSH)” and then CLICK “Launch Content” • under “Online Content Structure”, CLICK “Prevention of Sexual Harassment (POSH)”; file download message will be 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 you have enough time to complete the exam before CLICKING “Continue.” There are 10 questions in the exam.</p>

2 Employee Responsibilities (Continued)

B Accessing the AgLearn Civil Rights Training (Continued)

Step	Action	
4 (Cntd)	IF... “Prevention of Sexual Harassment (POSH)” is on the Student Learning Plan	THEN... <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 “Prevention of Sexual Harassment (POSH)” 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>
	“Prevention of Sexual Harassment (POSH)” not on the Student Learning Plan	<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 “Prevention of Sexual Harassment (POSH)”; course summary will be displayed • CLICK “Add to Learning Plan”; Student Learning Plan will be displayed • under “Action” heading located to the right of “Prevention of Sexual Harassment (POSH)”, CLICK “Launch Content”

2 Employee Responsibilities (Continued)

B Accessing the AgLearn Civil Rights Training (Continued)

Step	Action	
<p>4 (Cntd)</p> <p>“Prevention of Sexual Harassment (POSH)” not on the Student Learning Plan</p>	<p>IF...</p>	<p>THEN...</p> <ul style="list-style-type: none"> • 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>Ensure that you have 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 “Prevention of Sexual Harassment (POSH)” 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 B).</p>

2 Employee Responsibilities (Continued)

C Accessing the Aglearn Civil Rights Training (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:

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” .
5	Select the employee user needs to verify and CLICK “change to Select Learner” .
6	CLICK “Learning” tab.
7	CLICK “Learning History” .
8	Locate “Prevention of Sexual Harassment (POSH)” and verify that the course is complete.
9	CLICK “Return to your records” or log off.

- ensure that new employees, STC and COC members complete the **“Prevention of Sexual Harassment (POSH)”** training within 30 workdays of their start date (or as noted in subparagraph 2 A).

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.

4 **Contacts (Continued)**

B Questions About Training Administration

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

Location	Contact
County Offices	State AgLearn Administrator or Training Coordinator.
National Office	Bessy Plaza, HRD, National Office training coordinator, by either of the following: <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 of the following: <ul style="list-style-type: none"> • e-mail at ruby.hervey@kcc.usda.gov • telephone at 816-926-2834.