

For: FSA Employees

Annual Civil Rights Training for FY 2008

Approved by: Administrator



1 Overview

A Background

The USDA, FY 2008 mandatory Annual Civil Rights Training is now available on AgLearn. All FSA employees, both Federal and non-Federal (permanent full-time or part-time, temporary office and field employees), COC members, and STC members are required to complete this training no later than September 30, 2008.

This year's annual training consists of the following 2 parts:

- "Understanding and Navigating the FSA EEO Complaint Process"
- "Notification and Federal Employees Antidiscrimination and Retaliation Act (No Fear Act)".

Notes: Federal law mandates that every employee working for and/or with federal offices is required to receive No Fear Act training every 2 years. The last mandated FSA No Fear Act training was conducted in December 2006. All employees are required to take this mandatory training, regardless of whether some No Fear Act training was provided as an orientation or some other form of non-mandatory training.

Those employees who completed this training online after October 1, 2007, will not need to take the No Fear Act training.

COC members, STC members, and others without FSA computer access are to be provided the paper version of the training available on the DAFO website.

Disposal Date	Distribution
October 1, 2009	All FSA Employees; State Offices relay to County Offices

Notice AO-1428

1 Overview (Continued)

B Purpose

This notice provides information about the required mandatory Annual Civil Rights Training for FY 2008.

Notes: Employees who are **not** currently on board and new employees are required to complete this training within 30 workdays of their start date.

New COC or STC members must complete the training as their first order of business at their first meeting.

The following link is provided to obtain a paper version of the training for COC members, STC members, and employees who do not have access to computers:
<http://intranet.fsa.usda.gov/fsatraining/>.

C Accommodations

The training program is written to accommodate persons with disabilities. However, persons with disabilities who require additional accommodations to participate in this training should contact Marie Hubbard, HRD, by either of the following:

- e-mail at marie.hubbard@wdc.usda.gov
- telephone at 202-401-0373.

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

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 Deadline

All **FSA employees** are required to take the Annual Civil Rights Training. The training announced in this notice shall be completed by all employees, COC members, and STC members by COB, **Tuesday, September 30, 2008**.

Intermittent field employees, STC members, and COC members completing the paper version of the training shall have their AgLearn training records updated by their State Training Coordinator.

Notice AO-1428

2 Accessing the Training

A Accessing Complaint Process Training

All employees shall access the FY08 Annual Civil Rights Training according to the following table.

Note: All 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, Exhibit 16.5 through 16.8.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Under the "Learner Center" tab, CLICK: <ul style="list-style-type: none"> • "Learner Login" • "Continue".
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"> • enter user ID and password • CLICK "Login".
4	Click on " Learning ".
5	Locate " FSA EEO Complaint Process " and under the "Action" column CLICK " Launch Content ". Note: It will take a few moments for the Online Content Structure Screen to be displayed.
6	Under Online Content Structure, locate and CLICK " Understanding and Navigating the FSA EEO Complaint Process ".
7	After the course is launched, use the scroll bar to navigate to review the PowerPoint presentation.
8	At the "End of slide show", click on the " X " at the top to exit.
9	Click on the " Return to Content Structure " button.
10	Click on " EEO Complaint Process Quiz ".
11	Choose the correct answer to the questions and at the top click on the word " Next ".
12	At the end you will be asked, "Are you sure you want to grade the exam?", CLICK "Yes". Note: You must pass with a score of 70 percent or better; however there is a glitch in the system. If your score is 70, 80, or 90 percent, the system will display "FAIL" under the "Evaluation" column and at the top "Congratulations, you have PASSED this exam". Check your Learning History to ensure that this training has been marked complete.

Notice AO-1428

2 Accessing the Training (Continued)

B Accessing No Fear Act Training

All employees shall access the FY08 Annual Civil Rights Training according to subparagraph 2.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Under the "Learner Center" tab, CLICK: <ul style="list-style-type: none">• "Learner Login"• "Continue".
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter your user ID and password• CLCIK "Login".
4	Click on " Learning ".
5	Locate " No Fear Act Training " and under the "Action" column click on " Launch Content ". Note: It will take a few moments for the course to be displayed.
6	To begin the course, click on " Welcome and Overview ".
7	At the end of the course, the user will have to take the Post-assessment. Note: You must pass with a score of 80 percent or better. Before exiting the course, type your name in the text box on the last page, and click the "Print Certificate" button to print your certificate. Check your Learning History to ensure that this training has been marked complete.

3 Responsibilities and Contacts

A Manager and Supervisor Responsibilities

All managers and supervisors shall do the following:

- verify that their employees have completed training by reviewing employees' learning history:
- ensure that new employees complete the FY08 mandatory annual civil rights training topics within 30 workdays of their start date.

Notice AO-1428

3 Responsibilities and Contacts (Continued)

B Questions About Course Content or Civil Rights Issues

If there are any:

- questions about civil rights issues or course content, contact Andrew Malloy at 202-401-7211
- 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.

C Questions About Training Administration

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

Location	Contact
County Offices	State AgLearn Administrator or Training Coordinator
State Offices, Kansas City, and St. Louis	Velerie Eddleman, KCHRO, training coordinator, by either of the following: <ul style="list-style-type: none">• e-mail at velerie.eddleman@wdc.usda.gov• telephone at 816-926-7449.
National Office	Marie Hubbard, HRD, National Office training coordinator, by either of the following: <ul style="list-style-type: none">• e-mail at marie.hubbard@wdc.usda.gov• telephone at 202-401-0373.