

For: FSA Employees

Mandatory FY 2009 Annual Civil Rights Training

Approved by: Administrator



1 Overview

A Background

The mandatory FY 2009 Annual Civil Rights Training for FSA employees 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 **COB September 30, 2009**.

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

- **“Recognizing and Preventing Reprisal”**
- **“Reasonable Accommodation Training”**.

Note: COC members, STC members, and others without FSA computer shall be provided a paper version of the training which is available on the DAFO website.

B Purpose

This notice provides information about the required mandatory FY 2009 Annual Civil Rights Training.

Notes: New employees are required to complete this training within 30 workdays of their start date.

New STC’s must complete this training within 30 workdays of their first business meeting.

COC members must complete the training during their next business meeting.

COC members, STC members, and employees who do not have access to computers shall obtain a paper version of the training at <http://intranet.fsa.usda.gov/fsatraining/>.

Disposal Date	Distribution
October 1, 2009 8-5-09	All FSA employees; State Offices relay to County Offices

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1 Overview (Continued)

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

The FY 2009 Annual Civil Rights Training shall be completed by all employees, COC members, and STC members by **COB September 30, 2009**.

Employees, who do not have access to computers, will complete the paper version of the training provided by DAFO, and their State Training Coordinator will update the employees' records in AgLearn.

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2 Accessing the Training

A Accessing Recognizing and Preventing Reprisal Training

All employees that will be using a computer to access the FY 2009 Annual Civil Rights Recognizing and Preventing Reprisal training shall follow these instructions.

Note: All users are required to have a USDA eAuthentication Employee Account (user ID and password) to access training provided through AgLearn. Users 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”• “I Agree”.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter user ID and password• CLICK “Login”.
4	CLICK “ Learning ”.
5	Locate “ Civil Rights: Recognizing and Preventing Reprisal ” and under “Action”, CLICK “ Launch content ”.
	Notes: CLICK “D” for definitions, directions, and examples. The upper right hand corner of the slide denotes the number of slides to that module.
6	Complete the “Post Assessment”.
7	Enter your name in the text field and CLICK “Print Certificate”.
	Note: A score of 70 percent or better is needed to pass.

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2 Accessing the Training (Continued)

B Accessing Reasonable Accommodation Training

All employees that will be using a computer to access the FY 2009 Annual Civil Rights Reasonable Accommodation training shall follow these instructions.

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”• “I Agree”.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter user ID and password• CLICK “Login”.
4	CLICK “ Learning ”.
5	Locate “ Civil Rights: Reasonable Accommodation Training ” and under “Action”, CLICK “ Launch content ”.
	Notes: CLICK “D” for definitions, directions, and examples. The upper right hand corner of the slide denotes the number of slides to that module.
6	Complete the Post Assessment.
7	Enter your name in the text field and CLICK “Print Certificate”.
	Note: A score of 70 percent or better is needed to pass.

3 Responsibilities and Contacts

A Manager and Supervisor Responsibilities

All managers and supervisors shall:

- verify that their employees have completed training by reviewing employees’ learning history
- ensure that new employees complete the mandatory FY 2009 Annual Civil Rights Training topics within 30 workdays of their start date.

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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
- software related and/or technical 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 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	Mark Nelson, KCHRO, by either of the following: <ul style="list-style-type: none">• e-mail at mark.nelson@kcc.usda.gov• telephone at 816-926-3420.
National Office	Marie Hubbard, HRD, by either of the following: <ul style="list-style-type: none">• e-mail at marie.hubbard@wdc.usda.gov• telephone at 202-401-0373.