

For: FSA Employees

**Mandatory Annual Civil Rights Training for FY 2010**

Approved by: Administrator



**1 Overview**

**A Background**

The USDA, FY 2010 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, and Field Office employees), COC members, and STC members are required to complete this training no later than **July 30, 2010**.

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

- **Understanding/Navigating FSA EEO Complaint/ADR/Mediation Internal Process Procedures**
- **No FEAR Act Training (required every 2 years).**

**Notes:** COC members, STC members, and others without FSA computer access are to be provided the paper version of the training which is available on the DAFO web site.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2010	All FSA Employees; State Offices relay to County Offices

## Notice AO-1467

### 1 Overview (Continued)

#### B Purpose

This notice provides information about the required mandatory annual civil rights training for FY 2010.

**Notes:** All new:

- employees are required to complete this training within 30 workdays of their start date
- COC or STC members must complete the training as their first order of business at their first meeting.

COC members, STC members, and employees who do not have access to computers may obtain a paper version of the training at <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](mailto: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 training announced in this notice shall be completed by all employees, COC members, and STC members by COB, **Friday, July 30, 2010**.

Intermittent Field Office 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.

2 Accessing the Training

A Accessing the Understanding/Navigating FSA EEO Complaint/ADR/Mediation Internal Process Training

All employees shall access the FY 2010 **Understanding/Navigating FSA EEO Complaint/ADR/Mediation Internal Process 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, Exhibits 16.5 through 16.8.

Step	Action
1	Access AgLearn at <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> .
2	Under the "Learner Center" tab, CLICK: <ul style="list-style-type: none"> <li>• "Learner Login"</li> <li>• "I Agree".</li> </ul>
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"> <li>• enter user ID and password</li> <li>• CLICK "Login".</li> </ul>
4	Click on " <b>Learning</b> ", then " <b>Learning Plan</b> ".
5	Locate " <b>Understanding/Navigating FSA EEO Complaint/ADR/Mediation Internal Process</b> " and under the "Action" column CLICK " <b>Launch content</b> ".  <b>Note:</b> It will take a few moments for the Online Content Structure Screen to be displayed.
6	Under the Content Structure column, locate and CLICK " <b>Understanding/Navigating FSA EEO Complaint/ADR/Mediation Internal Process</b> ".
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 " <b>Return to Content Structure</b> " button.
10	Click on " <b>EEO Complaint Process Quiz</b> ".
11	Choose the correct answer to the questions and at the top click on the word " <b>Next</b> ".
12	After all 10 questions have been answered, CLICK on " <b>Grade Exam</b> " at the top of the screen. You will be asked, "Are you sure you want to grade the exam now?", CLICK "Yes".  <b>Note:</b> 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.

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### 2 Accessing the Training (Continued)

#### B Accessing the No FEAR Act Training

All employees shall access the FY 2010 **No FEAR Act Training** according to the following table.

Step	Action
1	Access AgLearn at <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> .
2	Under the "Learner Center" tab, CLICK: <ul style="list-style-type: none"><li>• "Learner Login"</li><li>• "I Agree".</li></ul>
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"><li>• enter your user ID and password</li><li>• CLICK "Login".</li></ul>
4	Click on " <b>Learning</b> ", then " <b>Learning Plan</b> ".
5	Locate " <b>The No FEAR Act</b> " and under the "Action" column click on " <b>Launch content</b> ".  <b>Note:</b> It will take a few moments for the course to be displayed.
6	CLICK on " <b>Play this Course</b> ". CLICK on "Play the Standard version of this course" or "Play the Web Accessibility version of this course". To start the course from the beginning, CLICK on the " <b>Begin Course</b> " button at the bottom of the screen".
7	There will be Test Questions throughout the training that you must 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 FY 2010 mandatory annual civil rights training topics within 30 workdays of their start date.

**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](mailto: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.

<b>Location</b>	<b>Contact</b>
County Offices	State AgLearn Administrator or Training Coordinator.
State Offices, Kansas City, and St. Louis	Mark Nelson, HRD/KC, training coordinator, by either of the following: <ul style="list-style-type: none"> <li>• e-mail at <a href="mailto:mark.nelson@kcc.usda.gov">mark.nelson@kcc.usda.gov</a></li> <li>• telephone at 816-926-3420.</li> </ul>
National Office	Marie Hubbard, HRD, National Office training coordinator, by either of the following: <ul style="list-style-type: none"> <li>• e-mail at <a href="mailto:marie.hubbard@wdc.usda.gov">marie.hubbard@wdc.usda.gov</a></li> <li>• telephone at 202-401-0373.</li> </ul>