

For: FSA Employees

Mandatory Annual Civil Rights Training for FY 2011

Approved by: Administrator



1 Overview

A Background

The USDA, FY 2011 mandatory Annual Civil Rights Training is now available on AgLearn. All FSA employees, both Federal and non-Federal (permanent full-time or permanent part-time, and temporary full-time, part-time, or intermittent employees), are required to complete this training no later than August 31, 2011. COC members and STC members are required to complete training at their next physical onsite meeting.

B Purpose

This notice provides information about the required mandatory annual civil rights training for FY 2011.

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://fsaintranet.sc.egov.usda.gov/fsatraining/>.

Disposal Date	Distribution
October 1, 2012	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 to **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 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 by COB, **Wednesday, August 31, 2011.**

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.

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2 Accessing the Training

A Accessing the ADA Amendments Act of 2008 Training

All employees who have an employee eAuthentication ID and password shall complete the FY 2011 **ADA Amendments Act of 2008 Training** online.

B Completing the Training

Employees shall complete the training according to the following table.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	On the aglearn+ Screen, CLICK “Login” . The eAuthentication Warning Screen will be displayed, CLICK “I Agree” .
3	On the eAuthentication Login Screen, enter user ID and password, and CLICK “Login” .
4	On the aglearn+ Home Page the “To-Do List” will be displayed. Place your cursor on the course titled “ADA Amendments Act of 2008” . A pop up box will be displayed, CLICK “Launch content” .
5	To begin the course CLICK “Lesson 1” . Notes: The course contains 3 lessons and a 10 question Course Review exam. Employees must complete all 3 lessons and receive 80 percent on the exam for the course to be marked complete. At the end of the course, disregard the statement “Sign the certificate along with your supervisor or Training Officer. The Training Officer will have the certificate placed in your personnel folder. It is recommended that you retain a copy for your records” .
6	Employees shall check their “Completed Work” in AgLearn to ensure that this training has been marked complete.

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3 Responsibilities and Contacts

A Manager and Supervisor Responsibilities

All managers and supervisors shall:

- verify that their employees have completed training by reviewing employees' "Completed Work" in AgLearn
- ensure that new employees complete the FY 2011 mandatory annual civil rights training topics within 30 workdays of their start date.

B Questions About Course Content or Civil Rights Issues

If there are any:

- questions about civil rights issues or course content, contact Andrew Malloy by telephone at 202-401-7211
- problems with the course, contact the AgLearn Help Desk by either of the following:
 - e-mail to **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	Mark Nelson, HRD, Kansas City, training coordinator, by either of the following: <ul style="list-style-type: none">• e-mail to mark.nelson@kcc.usda.gov• telephone at 816-926-3420.
National Office	Marie Hubbard, HRD, Washington, DC, training coordinator, by either of the following: <ul style="list-style-type: none">• e-mail to marie.hubbard@wdc.usda.gov• telephone at 202-401-0373.