

For: FSA Employees

Mandatory Annual Civil Rights Training for FY 2012

Approved by: Administrator



1 Overview

A Background

The USDA FY 2012 mandatory annual civil rights training is now available in AgLearn. All **FSA employees, both Federal and non-Federal (permanent full-time or part-time, and temporary full-time, part-time, or intermittent employees)**, are required to complete this training no later than **September 28, 2012**. **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 2012
- obsoletes Notice AO-1517.

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

Notice AO-1548

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 **September 28, 2012**.

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.

Note: To ensure the paper version is recorded correctly, State training coordinators must use item ID “FSA-HQ-OCR-18” to update the training records.

Notice AO-1548

2 Accessing the Training

A Accessing the Diversity on the Job: Diversity and You Training

All employees who have an employee eAuthentication ID and password shall complete the FY 2012 **Diversity on the Job: Diversity and You 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 the user ID and password and CLICK “Login” .
4	On the aglearn+ Home Page, the “To-Do List” will be displayed. Place the cursor on the course titled “Diversity on the Job: Diversity and You” . A pop-up box will be displayed, CLICK “Launch Content” .
5	To begin the course, CLICK “Play this Course” . CLICK “Begin Course” located in the bottom right corner. Notes: The course contains a Course Overview and 3 lessons. After completing all lessons, employees must complete the test and receive 70 percent on the test for the course to be marked complete. On the “End of Course” page, to exit the course, CLICK “Exit” located in the upper right corner.
6	Employees shall check their “Completed Work” in AgLearn to ensure that this training has been marked complete.

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 2012 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 Donald Wright by telephone at 202-401-7206
- 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
National and State Offices	Contact Marie Hubbard, HRD, Washington, DC, 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.
State Offices, Kansas City, St. Louis, and APFO	Contact Mark Nelson, HRD, Kansas City, training coordinator, by either of the following: <ul style="list-style-type: none"> • e-mail at mark.nelson@kcc.usda.gov • telephone at 816-926-3420.
County Offices	Contact the State AgLearn Administrator or training coordinator.