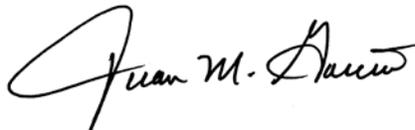


For: State and County Offices

2013 Mandatory Annual Suspension and Debarment (Nonprocurement) Training Requirement

Approved by: Administrator



1 Overview

A Background

In 2007, OIG initiated an audit to determine whether FSA was effectively enforcing the suspension and debarment regulations and its business plans and management’s internal control structures to implement the regulations. OIG found that FSA needed to provide training to FSA officials about suspension and debarment procedures for nonprocurement and procurement programs and activities.

In 2012, OCFO developed training, through AgLearn, that addresses procurement and nonprocurement suspension and debarment regulations that apply to all USDA agencies.

ALS was assigned responsibility for enforcing nonprocurement suspension and debarment regulations. OMB and USDA regulations are found in 2 CFR Parts 180 and 417, respectively. FSA guidance is found in 1-APP, paragraph 28.

The following State and County Office employees are required to complete suspension and debarment training:

- County Office CED’s and FLM’s
- State Office SED’s, Administrative Officers, Executive Officers, all farm program and FLP chiefs, and DD’s.

FSA officials located in the National and Kansas City Offices who are required to complete suspension and debarment training will be notified by memorandum.

B Purpose

This notice advises State and County Offices that the deadline for all employees identified in subparagraph A to complete required suspension and debarment training is **September 30, 2013**.

Disposal Date	Distribution
October 1, 2013	State Offices; State Offices relay to County Offices

Notice APP-63

1 Overview (Continued)

C Accommodations

Persons with disabilities who require accommodations to complete this training should contact Mark Nelson by either of the following:

- e-mail at **mark.nelson@kcc.usda.gov**
- telephone at 816-926-3420.

Note: Accommodations for this training will be addressed on a case-by-case basis.

2 Employee Responsibilities

A Deadline for Completing Training

Designated State and County Office employees who are required to take the annual suspension and debarment training **must** complete **all** of the requirements in subparagraph 3 A by **COB September 30, 2013**.

Note: The annual suspension and debarment training takes approximately 1½ hours to complete.

B Accessing the AgLearn Suspension and Debarment Training

The training will be assigned to designated State and County Office employees' To-Do Lists in AgLearn. See subparagraph 3 B for detailed instructions. Employees who do **not** have an AgLearn account shall contact the eAuthentication Help Desk according to subparagraph 4 A.

Notes: Course completion will be documented in AgLearn for all designated employees. The item ID for the course is "OCFO-FY13-ASDT".

If the FSA employee completed the suspension and debarment training, but it is still shown on the To-Do List in AgLearn, contact Mark Nelson, HRD, Training Coordinator, to verify that the training is credited as completed work and to remove the training from the To Do List. See subparagraph 4 C for contact information for Mark Nelson.

3 Annual Suspension and Debarment Training Requirements

A 2013 Annual Suspension and Debarment Training

To satisfy the training requirement, designated State and County Office employees **must** successfully complete the suspension and debarment web-based training module that is available in AgLearn.

Notice APP-63

3 Annual Suspension and Debarment Training Requirements (Continued)

B Accessing AgLearn Suspension and Debarment Training

Access the training in AgLearn according to this table.

Step	Action
1	Access AgLearn at www.aglearn.usda.gov and CLICK “Login” .
2	On the eAuthentication Warning Screen, CLICK “I Agree” , enter user ID and password , and CLICK “Login” .
3	On the “Home” tab, locate the “To-Do List” .
4	Under the “To-Do List” , locate “Annual Suspension and Debarment Training, Item ID: OCFO-FY13-ASDT” . Note: If the course is not assigned to the user, search the catalog or contact the user’s AgLearn Administrator.
5	Place the cursor over the title of the course to display a pop-up window. CLICK “Go to Content” to begin the course.
6	Under “Online Content Structure” , CLICK “Annual Suspension and Debarment Training” .
7	When courseware has finished, CLICK “Return to Content Structure” to complete the exam.
8	Review “Completed Work” to ensure that the course has been recorded.

4 Responsibilities and Contacts

A eAuthentication Help Desk

Contact the eAuthentication Help Desk for issues about account passwords, usage, and maintenance by either of the following:

- e-mail at aAuthHelpDesk@usda.gov
- telephone at 800-457-3642.

B AgLearn Help Desk

Contact the AgLearn Help Desk for issues about AgLearn courses and accounts by either of the following:

- e-mail at AgLearnHelp@genphysics.com
- telephone at 866-633-9394.

Notice APP-63

4 Responsibilities and Contacts (Continued)

C Questions About Training Administration

This table provides contacts for guidance if there are any questions on training administration.

Location	Contact
Washington, DC, area	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.
<ul style="list-style-type: none">• Kansas City Offices• State Offices	Mark Nelson, HRD, 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	State AgLearn Administrator or Training Coordinator.

D Contact

State Offices shall direct questions about the contents of the required training and issues to Robin Wieland, ALS, by either of the following:

- e-mail at **robin.wieland@wdc.usda.gov**
- telephone at 202-690-2814.

Note: CED's and FLM's shall contact the State Office.

E Documenting Training in WebTA

Training will be recorded in the WebTA/Activity Reporting System as:

- Program - NP
- Activity - Training.