

**For:** FSA Office of Civil Rights, State Offices, and Service Centers

**Accessibility Compliance Review Training**

**Approved by:** Deputy Administrator for Management, Farm Service Agency (FSA)  
Deputy Chief of Management, National Resources Conservation Service (NRCS)  
Deputy Administrator Operations and Management, Rural Development (RD)



**1 Overview**

**A Background**

The Architectural Barriers Act (ABA) of 1968 requires that buildings and facilities designed, built, altered, or leased with Federal funds are accessible to persons with disabilities. The Architectural Barriers Act Accessibility Standard (ABAAS) is GSA’s accessibility standard under ABA that agencies must follow.

FSA Notice AO-1419, dated June 23, 2008, NRCS File Code 230-11, dated June 4, 2009, and RD AN Number 4386, dated May 14, 2008, established the Interagency Accessibility Review Team (ART) for each State. ART is comprised of 1 representative from the 3 Service Center agencies (FSA, RD, and NRCS) and performs accessibility compliance reviews for leased space using AD-2056 that follows the ABAAS requirements.

The Real Property Leasing Officer is responsible for preparing the Solicitation for Offers (SFO) that conveys the space requirements of the agency that is seeking space. Included in SFO will be the language specifying the requirements established under ABAAS. In signing the proposed lease, the lessor takes on full responsibility of complying with ABAAS and must meet all requirements thereof.

**B Purpose**

This notice:

- provides information about the accessibility compliance review training
- obsoletes Notice AS-2192.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2009	FSA Office of Civil Rights and State Offices; State Offices relay to Service Centers

## 2 Training

### A Objective

The accessibility compliance review training will provide clarification for determining the areas of responsibility for accessibility compliance in leased property.

### B Participants

The accessibility compliance review training is a requirement for individuals from FSA, NRCS, and RD in the following positions:

- FSA State civil rights coordinators
- FSA, Office of Civil Rights (OCR), Program Complaints Inquiry Branch (Alabama)
- FSA, OCR, Compliance and Program Analysis Branch (Washington, DC)
- all administrative officers
- real property leasing officers
- Accessibility Review Team (all FSA, NRCS, and RD members).

### C Training Date and Materials

Training is scheduled for September 15, 2009, from 1 p.m. to 4 p.m. e.t. and will be conducted by conference call. Participants shall access the conference by 12:55 p.m. e.t. by telephone at 1-800-867-6144, when prompted for the conference code ENTER “5788” on the telephone keypad. Before the training session, the training material will be posted on the FSA Intranet at the following link, <http://fsaintranet.sc.egov.usda.gov/fsatraining/>, under the title “Accessibility Compliance Review Training”.

## Notice AS-2193

### 2 Training (Continued)

#### D Documenting Training

FSA participants shall document training according to the following.

Step	Action
1	Access AgLearn at <a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a> .
2	Under the “Learner Center” tab, CLICK: <ul style="list-style-type: none"><li>• “<b>Learner Login</b>”</li><li>• “<b>I agree</b>” on the Warning Screen.</li></ul>
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"><li>• enter the user ID and password</li><li>• CLICK “<b>Login</b>”.</li></ul>
4	CLICK “ <b>Catalog</b> ” located at the top of the screen.
5	Under the “Subject Area Menu” tab, CLICK the triangle (▶) next to the “AgLearn Original Courseware Structure” tab.  <b>Note:</b> This takes a moment to open.
6	On the left side of the screen CLICK “ <b>Farm Service Agency</b> ”.
7	Navigate to “ <b>Accessibility Compliance Review Training</b> ”.
8	CLICK the “ <b>Register</b> ”.
9	Under the “Registration Comments” Section, in the “Comments” box: <ul style="list-style-type: none"><li>• enter the title and State name</li><li>• CLICK “<b>Confirm</b>”.</li></ul> <b>Note:</b> An e-mail confirmation will be received in the next hour.

#### E Contact

If there are questions about the training or this notice, contact Lisa Fyall, MSD, Program Management Specialist, by either of the following:

- e-mail to [lisa.fyall@wdc.usda.gov](mailto:lisa.fyall@wdc.usda.gov)
- telephone at 202-720-1583.