

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

Accessibility Compliance Review Training

Approved by: Deputy Administrator for Management, FSA
Deputy Chief of Management, NRCS
Deputy Administrator Operations and Management, 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)
- performs accessibility compliance reviews for leased space using AD-2056 that follows 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.

Disposal Date	Distribution
January 1, 2010	FSA Office of Civil Rights and State Offices; State Offices relay to Service Centers

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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)
- RD, State Civil Rights Managers and Coordinators
- RD, Program Compliance Staff
- all administrative officers
- real property leasing officers
- Accessibility Review Team (all FSA, NRCS, and RD members).

C Training Date and Materials

On October 20, 2009, the training slides will be posted on the FSA Intranet at <http://fsaintranet.sc.usda.gov/fsatraining>, under “Accessibility Compliance Review Training” on the left. Participants shall review and prepare questions and comments before the training.

Before the accessibility training, participants are encouraged to access AgLearn and become familiar with MOLM. To access MOLM training, do the following.

Step	Action
1	Access AgLearn at www.aglearn.usda.gov .
2	Under the “Learner Center” tab, CLICK: <ul style="list-style-type: none">• “Learner Login”• “I agree” on the Warning Screen.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter the user ID and password• CLICK “Login”.
4	CLICK “ Catalog ” located at the top of the screen.
5	CLICK “ Simple Catalog Search ”.
6	In the “Keywords” box, ENTER “ Microsoft office live meeting ” and CLICK “Search”
7	Next to “ Attending a Microsoft Office 2007 Live Meeting ”, CLICK “Launch Content”.

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2 Training (Continued)

C Training Date and Materials (Continued)

The training is scheduled for October 28, 2009, from 1 p.m. to 4 p.m. e.t. It will be conducted using Microsoft Office Live Meeting (MOLM) 2007 and telephone conference call methods. To reduce cost to the agencies, participants who are collocated or within driving vicinity are requested to access the training together, using facilities that can accommodate multiple personnel. Participants shall access the training through MOLM by 12:50 p.m. e.t. using the following steps.

On the computer desktop:

- CLICK “Start”
- CLICK “All Programs”
- highlight “Microsoft Office Live Meeting 2007”
- CLICK “Microsoft Office Live Meeting 2007”
- in the MOLM:
 - meeting ID, ENTER “99c5fc71ad434a42842199b967853a26”
 - entry code, ENTER “Sh0UU6LMgT4”
 - location, ENTER
“sip:lisa.fyall@wdc.usda.gov;gruu;opaque=app:conf:focus:id:99c5fc71ad434a42842199b967853a26%3Fconf-key=Sh0UU6LMgT”
- CLICK “Join”.

Participants shall access the telephone conference call on October 28, 2009, by 12:55 p.m. e.t. The telephone conference call is scheduled to last for 190 minutes. To access the conference by telephone, call 1-800-867-6144. When prompted for the conference code, ENTER “4955”.

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2 Training (Continued)

D Documenting Training

FSA participants shall document training according to the following.

Step	Action
1	Access AgLearn at www.aglearn.usda.gov .
2	Under the “Learner Center” tab, CLICK: <ul style="list-style-type: none">• “Learner Login”• “I agree” on the Warning Screen.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter the user ID and password• CLICK “Login”.
4	CLICK “ Catalog ” 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. Note: This takes a moment to open.
6	On the left side of the screen, CLICK “ Farm Service Agency ”.
7	Navigate to “ Accessibility Compliance Review Training ”.
8	CLICK “ Register ”.
9	Under the “Registration Comments” Section, in the “Comments” box: <ul style="list-style-type: none">• enter the title and State name• CLICK “Confirm”. Note: 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
- telephone at 202-720-1583.