

For: State and County Offices

**FSFL Program Web-Based Training**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

During the FSFL OIG audit, it was recommended as a corrective action that FSFL training be provided to all State and County Office employees. The National Office has developed a web-based FSFL training course available in AgLearn. The objective of the web-based FSFL training is to:

- provide a general overview
- enhance the understanding of the FSFL Program.

Therefore, in an effort to minimize future FSFL approval, processing, and disbursement errors, all State and County Office employees who are responsible for administering the FSFL Program must complete this web-based FSFL training.

**Note:** New or existing employees, including DD's who are later assigned the responsibility of working with the FSFL Program, are required to complete the FSFL training the earlier of 30 calendar days after their start date or before performing any work on FSFL.

**B Purpose**

This notice:

- is being issued according to FSA's corrective action plan
- informs State and County Offices that:
  - all employees, including DD's who are assigned to the FSFL Program as a responsibility, are required to complete the FSFL training
  - required employees have a deadline of September 30, 2013, to complete the required FSFL training

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| <b>Disposal Date</b> | <b>Distribution</b>                                  |
| January 1, 2014      | State Offices; State Offices relay to County Offices |

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### 1 Overview (Continued)

#### B Purpose (Continued)

- new or existing employees, including DD's who are later assigned the responsibility of working with the FSFL Program, are required to complete the FSFL training within 30 calendar days after their start date or before working on FSFL
- AgLearn Administrators in each State are responsible for assigning this web-based FSFL training.

#### C Contacts

If the employee should experience issues with the web-based FSFL training, contact the AgLearn Administrator. For escalated concerns or issues, contact either of the following.

| Name          | Inquiry Topic           | E-Mail Address   |
|---------------|-------------------------|--|
| Mark Nelson   | AgLearn                 | <a href="mailto:mark.nelson@kcc.usda.gov">mark.nelson@kcc.usda.gov</a>     |
| Toni Williams | Web-Based FSFL Training | <a href="mailto:toni.williams@wdc.usda.gov">toni.williams@wdc.usda.gov</a> |

### 2 Employee Responsibilities

#### A Deadline for Completing Training

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

#### B Accessing AgLearn FSFL Training

Employees shall access the FSFL training through the AgLearn web site at <http://www.aglearn.usda.gov>.

State and County Offices should contact their respective State Security Liaison Representative with questions or concerns about a USDA eAuthentication employee account user ID and password.

**Notes:** Course completion will be documented in AgLearn for all required employees.

The web-based FSFL training will be posted in AgLearn on April 15, 2013.

AgLearn Administrators in each State are responsible for assigning this web-based FSFL training.

STC and COC members are **not** required to take the FSFL training.

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### 3 FSFL Training Requirements

#### A FSFL Training

To satisfy the FSFL training requirement, designated State and County Office employees must successfully complete the following 8 web-based FSFL training modules that are available in AgLearn:

- Module 1: FSFL Basic Provisions
- Module 2: Initial FSFL Approvals
- Module 3: Eligible Commodities and Requirements
- Module 4: Determining Storage Needs
- Module 5: Eligible Structures and Equipment
- Module 6: Terms and Security
- Module 7: Finalizing and Closing FSFL's
- Module 8: FSFL Disbursements.

These web-based FSFL training modules:

- do **not** have to be completed at 1 time
- were designed to be completed in about 2½ hours.

**Note:** The employee must complete the entire module to receive credit. If the employee exits a module before reaching the end, the employee will **not** receive credit for the module.

#### B Training Materials

The PowerPoint slides developed for the web-based FSFL training will be available after September 30, 2013, at <http://www.fsa.usda.gov/FSA/webapp?area=home&subject=prsu&topic=flp>.

### 4 State Office Action

#### A Action

State Offices must:

- provide to the State AgLearn Administrator on or before April 8, 2013, a complete list of State and County Office employees, including DD's, who administer the FSFL Program
- remind all State and County Office employees, including DD's, that the FSFL training must be completed by September 30, 2013
- be available to assist County Office employees
- contact the National Office for assistance, if necessary.