

**For:** FSA Employees, Contractors, STC and COC Members and Advisors

**Updating User Data in the Agriculture Learning (AgLearn) Service Database**

**Approved by:** Deputy Administrator, Management



**1 Updating AgLearn Data**

**A Background**

The data in AgLearn is used for various purposes, including Congressional reports, human resources reports, and formulation of baseline training numbers for USDA’s Cyber Security scorecard that is a part of the Expanded Electronic Government component of the President’s Management Agenda.

In preparation for the FY 2008 training year, FSA must ensure that personnel data in AgLearn is correct. AgLearn users and managers should maintain and update this data regularly to ensure accurate reporting.

**B Purpose**

This notice instructs:

- all FSA AgLearn users to ensure that all data in the AgLearn database system is current and correct
- managers to remove or inactivate accounts, as appropriate, for users who currently are not working for or associated with FSA.

Disposal Date	Distribution
January 1, 2008	All FSA Employees, Contractors, STC and COC Members and Advisors; State Offices relay to County Offices

## Notice IRM-399

### 1 Updating AgLearn Data

#### C Action

FSA AgLearn users or managers shall take action, as necessary, to:

- inactivate AgLearn accounts for personnel not currently working 120 calendar days or more according to Notice PM-2611

**Note:** Supervisors can log into AgLearn and click on the "My Employees" tab to view employees currently in AgLearn.

- ensure that each AgLearn account has accurate supervisor information, e-mail addresses, and time zone information according to Notice PM-2572
- establish an eAuthentication account for employees and contractors with access to FSA information systems according to 6-IRM, Exhibit 16.5
- submit FSA-13-A for all separated employees and contractors to the FSA Information Security Office at [security@kcc.usda.gov](mailto:security@kcc.usda.gov) according to Notice IRM-400.

All AgLearn accounts shall be reviewed and updated accordingly by October 31, 2007.