

For: State and County Offices, DMA's, and LSA's

**Web-Based Performance and Accountability Training Module Certification**

Approved by: Deputy Administrator, Farm Programs



**1 Certifying Web-Based Performance and Accountability Training**

**A Background**

Notice LP-2052 provided instructions to State and County Offices to access the web-based Performance and Accountability Training module. It is mandatory that all FSA employees view the Performance and Accountability Training module.

The Performance and Accountability Training module is no longer available on the web. The training module will be e-mailed to all State Offices, DMA's and LSA's no later than **April 19, 2007**.

**B Purpose**

This notice instructs State Offices to certify that all County Office employees have viewed the web-based Performance and Accountability Training module. See Exhibit 1.

**C State Executive Director (SED) or Designee**

SED or designee **must**:

- submit a training module certification for all State Office staff
- certify that all County Office employees have viewed the training module

<b>Disposal Date</b>  October 1, 2007	<b>Distribution</b>  State Offices; State Offices relay to County Offices, DMA's, and LSA's
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## Notice LP-2060

### 1 Certifying Web-Based Performance and Accountability Training (Continued)

#### C State Executive Director (SED) or Designee (Continued)

- e-mail, FAX, or mail all training module certifications by C.O.B. **May 2, 2007**, to Kimberly Graham, PSD, by either of the following:
  - e-mail at **kimberly.graham@wdc.usda.gov**
  - FAX at 202-690-1536
  - mail at:
    - 1400 Independence Avenue S.W.  
Stop Code 0512  
Washington, DC 20250.

#### D DMA, and LSA Action

DMA's and LSA's **must**:

- complete the required training module certification, Exhibit 1
- e-mail, FAX, or mail all certifications by **May 2, 2007**, to Chris Kyer by either of the following:
  - e-mail at **chris.kyer@wdc.usda.gov**
  - FAX at 202-690-1536
  - mail at:
    - 1400 Independence Avenue S.W.  
Stop Code 0512  
Washington, DC 20250.

**Web-Based Performance and Accountability Training Module Certification**

For State Office completion: \_\_\_\_\_ State FSA Office

I certify that all FSA State and County Office employees have viewed the web-based Performance and Accountability Training module.

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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For DMA or LSA completion:

Name of DMA or LSA:

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I certify that all DMA or LSA employees have viewed the web-based Performance and Accountability Training module.

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_