

For: FSA National Office Employees

2004 GoLearn NETg Licenses for the National Office

Approved by: Deputy Administrator, Management



1 Overview

A Program Announcement

HRD, Training and Development Branch (TDB) is accepting applications for 250 GoLearn licenses to NETg training courses on the <http://www.golearn.gov> website for FY 2004. A license entitles an employee to take any course listed in the NETg catalog on the GoLearn website.

B Purpose

This notice provides information on obtaining a GoLearn NETg license, which is good for FY 2004.

Note: The application asks the employee to identify the course or courses in which the employee wishes to enroll. Preference for licenses will be given to those who identify the course or courses. Course completion is not a requirement for a license since the employee may want to learn only part of what a course contains. However, nonuse of a license may result in the license being revoked. Once the employee has a license, approximately 1,200 NETg courses are available to the employee during FY 2004.

C Background

The following is background information:

- GoLearn is administered by OPM
- GoLearn contains both free and fee courses, and is available 24 hours a day, 7 days a week

Disposal Date	Distribution
September 1, 2004	All FSA National Office employees

Notice PM-2398

1 Overview (Continued)

C Background (Continued)

- free courses may be taken by any FSA employee, regardless of whether NETg, SkillSoft, or other vendor, as they become available
- NETg was selected as the vendor of choice since they offer more courses than the other vendors and the courses are very user-friendly
- NETg offers over 1,200 courses through the GoLearn website, which are divided into the major categories of Business and Professional Development (400+ courses) and Information Technology/Desktop (800+ courses). The Information Technology/Desktop catalog and the Business and Professional Development catalog is found on the GoLearn website.

D Contact

If there are questions about this notice, contact Bessy Plaza at 202-418-9050 or Joe Hoffman at 202-418-9048.

2 Application Process

A Prerequisite Qualifications

Applicants for licenses must be Federal employees stationed at the National Office.

B Applying

Go to <http://dc.ffas.usda.gov/hrd/training/training.htm>, click on GoLearn, and complete the online application.

USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Not all prohibited bases apply to all programs. FSA provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be on a case-by-case basis.

2 Application Process (Continued)

C Selection Notification

HRD, TDB will provide applicants with ID's and passwords to gain access to the GoLearn NETg courses. Allow 3 to 4 weeks for notification after the employee submits the application since FSA has to go to the USDA Office of Human Resources Management, who in turn goes to GoLearn, for the ID and password.

D Deadline

Applications will be received by HRD, TDB in FY 2004 as long as licenses are available.

E Program Costs

The National Office has paid for the GoLearn NETg licenses.

F Supervisory Approval

For courses taken during duty hours, employees must have supervisory approval. Courses are available 24 hours a day, 7 days a week.

G Accommodations

NETg advertises itself as being the leader in Section 508 compliance. Persons with disabilities who require accommodations to attend or participate in this training should contact Bessy Plaza at 202-418-9050 or Joe Hoffman at 202-418-9048.

H Internet Combined Administrative Management System (ICAMS)

Enrollment files for both free and licensed courses will be downloaded from GoLearn and sent to HRD, TDB on a periodic basis. Data on courses identified as completed in GoLearn will **not** be entered into ICAMS at this time, but will be at some point in the future. Employees should **not** enter GoLearn course data into ICAMS as a noncatalog course.

I Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.