

**For:** All FAS National Office Employees

**2004 Agriculture Learning (AgLearn) Implementation**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

In March 2004 Agriculture Secretary Ann M. Veneman announced the launch of the AgLearn Service, designed to provide one-stop services for delivering, scheduling, and managing learning events nationwide for USDA employees. FAS and the rest of USDA are now implementing this new agriculture learning management system.

**B Purpose**

This notice provides information on AgLearn and its implementation for FAS Federal employees.

**C Implementing AgLearn**

When fully implemented, AgLearn will allow employees access to the following:

- viewing and printing an employee’s training history from a single location
- searching for and completing online courses currently offered through OPM’s GoLearn web site
- searching for and enrolling in classroom and online training offered by FAS or USDA
- requesting training in non-FAS offered courses, such as courses at a local college
- accessing the system 24 hours a day, 7 days a week (including at home).

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2005 10-25-04	All FAS National Office Employees

## 1 Overview (Continued)

### C Implementing AgLearn (Continued)

Initially, many of these functions will be limited. For example, employees should continue to use the SF-182 process to request training. As functions are phased in, they will be made available. Locally employed staff located overseas locations will be added to AgLearn at a later date.

Employees may view information about AgLearn on the AgLearn Welcome Home Page found at <http://www.aglearn.usda.gov>. Click on either “about AgLearn” or “Help” located in the upper right hand side of the page. Additional information can also be found at <http://dc.ffasintranet.usda.gov/hrd/training/training.htm>.

Starting September 6, 2004, AgLearn ID's and passwords will be coordinated with eAuthentication. Employees will need to enter their eAuthentication ID and password if they have one or follow the instructions on-screen on how to obtain an AgLearn ID and password. See FAS News and Information, “Action Item: USDA e-Authentication Credentials” dated July 22, 2004.

All online courses started in GoLearn shall be completed by September 1, 2004. This includes the free courseware from NETg, SkillSoft, and Karta and, if a license is held, the fee courses offered by NETg, SkillSoft, or other vendor carried by GoLearn. Courses started but not completed by this date will be deleted from the employee's history and the course will have to be restarted when it is available through AgLearn.

When AgLearn is available, records of completed courses taken from GoLearn will be transferred to AgLearn and access to GoLearn courses will be through AgLearn.

Employees who choose to take the training on their personal home computers will assume the cost for obtaining an internet service provider. Online training done on employees own time will not receive credit hours or comp time. Employees must gain supervisory approval to take job related courses during duty hours.

AgLearn will allow USDA agencies to manage and deliver training to employees and business partners. It will eliminate single-agency approaches and help USDA realize future savings by reducing costs for duplicative services. AgLearn is in direct support of the President's Management Agenda, specifically the eLearning initiative. One of the goals of eLearning is developing the workforce through simplified and one-stop access to training products and services.

## 2 Additional Information

### A Discrimination

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. FAS provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be on a case-by-case basis.

### B Accommodations

Courses on AgLearn are to be Section 508 compliant. Persons with disabilities who require accommodations to attend or participate in this training should contact either of the following:

- Nicole Tucker at 202-418-9143
- Bessy Plaza at 202-418-9050.

### C 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.

### D Contact

For additional information, contact any of the following FAS AgLearn Administrators:

- Nicole Tucker at 202-418-9143 or **nicole.tucker@wdc.usda.gov**
- Bessy Plaza at 202-418-9050 or **bessy.plaza@wdc.usda.gov**
- Marie Hubbard at 202-418-9047 or **marie.hubbard@wdc.usda.gov**.