

For: State Offices

Using AgLearn to Document Training

Approved by: Deputy Administrator, Management



1 Overview

A Background

The predominant focus of the Agency’s Human Capital Plan is to ensure FSA has the right people with the right skills in the right place at the right time. By doing so, FSA employees will continue to provide efficient and effective service to FSA’s customers and meet the strategic goals. Therefore, specific training programs are required and/or recommended to employees who administer or support the implementation of the varied FSA farm programs and initiatives. An important performance measure, to help track and ensure FSA employees have the necessary skills to be successful is reflected in the FSA Strategic Plan, is the percent of employees who demonstrate understanding of FSA programs and responsibilities. USDA’s enterprise learning management system, AgLearn, will be the system of documenting employee training and will be used to input the performance measure. FSA is working to comply with DR 3620-0001, USDA eLearning Service, Courseware, and Content and fully migrate to AgLearn. Most employees are already aware of or have used the new version of AgLearn.

B Purpose

This notice provides policy and information on using AgLearn to document training.

C Labor Management Obligations

Where exclusive representative 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.

Disposal Date	Distribution
October 1, 2006	State Offices

Notice PM-2484

2 Recording Training in AgLearn

A Overview

The target date for full transition to AgLearn and turn off access to the ICAMS Training Administration Module is expected to be during the first quarter of FY 2006. AgLearn will become the USDA official source of training history. All ICAMS training history is targeted to be moved into AgLearn during the second quarter of FY 2006.

B Policy

Use AgLearn to record employee training and education when training is conducted through FSA, other USDA agencies, Government agencies, non-Government training vendors, or an exchange of funds or official time is involved.

C State Office Action

State Offices shall:

- clean up old ICAMS course sessions by December 30, 2005, so that the session is shown as complete and State employee records show complete
- encourage State employees to check their Training Summary in ICAMS Self Service to verify their courses
- select 1 State Office employee and 1 backup State Office employee to attend the online State AgLearn Administration training session
- ensure that all State group and individual training is fully setup and documented in AgLearn starting in FY 2006
- ensure that a post-AgLearn course certification survey/evaluation is included as a part of any State run group training event to ensure employees certify that the training was completed
- help State employees with any State group training problem or issues.

3 List of Contacts

A List of AgLearn Contacts

The following table provides a list of AgLearn contacts.

Contact	Issue
eAuthentication Help Desk: <ul style="list-style-type: none"> • e-mail eAuthHelpDesk@usda.gov • telephone 1-800-457-3642. 	Account: <ul style="list-style-type: none"> • password • usage • maintenance.
AgLearn Help Desk: <ul style="list-style-type: none"> • e-mail AgLearnHelp@genphysics.com • telephone 1-866-633-9394. 	Courses and accounts.
FSA AgLearn Training Administration: <ul style="list-style-type: none"> • Sandy Prentice or Cindy Witmer, HRD/KCHRO/EDS for State Offices, Kansas City, St. Louis, or APFO: <ul style="list-style-type: none"> • e-mail sandy.prentice@kcc.usda.gov or telephone 816-926-6282 • e-mail cindy.witmer@kcc.usda.gov or telephone 816-926-2500 • Bessy Plaza, HRD/TDB for National Office: <ul style="list-style-type: none"> • e-mail bessy.plaza@wdc.usda.gov • telephone 202-418-9050. 	