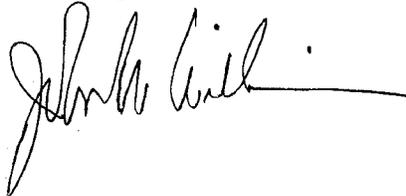


For: All FAS Managers and Supervisors

Mandatory Performance Management Training

Approved by: Deputy Administrator, Management



1 Overview

A Background

In 2002, the President’s Management Agenda (PMA) laid out 5 Government-wide initiatives that have become the driving force behind the efforts for the Administration and federal managers to improve government performance. Performance is the centerpiece of its policies regarding human resources issues. To supplement the PMA, in early 2004, Deputy Assistant Secretary for Administration Mr. John Surina issued a memo requiring agencies to focus on achieving a results-oriented performance culture.

These developments have led to a new philosophy which requires agencies to identify, measure, and report on their efforts to continuously improve the performance of their major programs, focuses on results, identify the processes that best accomplish these results, and calls for a performance management and awards system that identifies and rewards the agency’s top performers.

As a result of this, FAS will be refining their system to focus on measurable results.

All FAS managers and supervisors are required to take training on the new performance management principles and practices. The training is available on AgLearn. After taking the training, managers and supervisors are to put new performance plans into place for all their employees based on the lessons learned in the training.

B Purpose

This notice:

- explains the performance management training requirements
- provides guidance to complete the training
- provides contact information.

Disposal Date	Distribution
October 1, 2007	All FAS managers and supervisors

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1 Overview (Continued)

C Deadline for Completing Training

All FAS managers and supervisors must complete the required Performance Management Training by **March 31, 2006**. If a manager or supervisor is out of the office the entire time between the date this notice is issued and March 31, 2006, then the manager or supervisor must take the training within 5 business days of their return.

2 Manager's and Supervisor's Action

A Access to AgLearn

All managers and supervisors shall access the AgLearn homepage at **<http://www.aglearn.usda.gov>** to complete the performance management training.

Employees are required to have a USDA eAuthentication employee account (user ID and password) to access training provided through AgLearn. Employees who do **not** have an account shall establish an eAuthentication user ID and password according to 6-IRM, Exhibit 16.5. 6-IRM is available on the Intranet from FSA Handbooks Online at **<http://dmis.fsa.usda.gov/rware/home.html#98677>**.

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2 Manager's and Supervisor's Action (continued)

B Accessing Performance Management Training Through AgLearn

Note: Users that have pop-up blockers should turn them off to run the course.

Managers and supervisors shall access the performance management training according to this table.

Step	Action
1	Access the AgLearn homepage according to subparagraph A and click " Student Login " button.
2	On the Warning Screen, click " Continue " to access the eAuthentication Login Screen. Enter user ID and password and click " Login ".
3	On the AgLearn Welcome Screen, check to see if "Performance Management Training" is on the employee "Learning Plan" by clicking " Go to Learning Plan ". If it is, click on " launch content ". This may take a few minutes to download. Then go to step 6. Note: If the course is not on the employee "Learning Plan", select " Catalog " on the top of the screen menu. Under subjects from the list of items on the left side of the scroll click the employee's agency " Farm Service Agency ", " Foreign Agricultural Service ", or " Risk Management Agency ".
4	The " Performance Management Training " course should appear or scroll until the employee locates the course. Click " Performance Management Training ".
5	Click " Launch " under the Status heading located to the right of the title " Performance Management Training ". This may take a few minutes to download.
6	If the Security Certificate Warning Screen is displayed, click " Yes " to accept the security certificate
7	Employee will now be within the Performance Management Training course. Complete each topic and assessment according to the instructions provided within the course. Note: Employee must also complete the survey as part of the course to receive credit for taking the course.

Note: After training has been completed, employee shall verify that they have received credit for the course by checking their learning history in AgLearn.

C Reasonable Accommodations

Persons with disabilities who require accommodation to participate in this training should contact Stephen Crisp, HRD, at 202-418-8975 or TTY 202-418-9116.

D Performance Management Desk Guide

A printable performance management desk guide is being developed and will be available in the future on the HR web site.

E Implementation of New Performance Plans

All new performance plans must be in place by April 30, 2006. AD-435A's and AD-435B's are available on the HR web site at http://hr.ffas.usda.gov/policies/perf_mgt_services.htm.

3 Contacts for Guidance and Assistance

A Contacts

If there are any questions on the performance management program, managers and supervisors may contact the Performance Management, Benefits, and Awards Branch, HRD, at 202-401-0679 or TTY 202-205-9057.

See 6-IRM, Exhibits 16.5 through 16.8 for eAuthentication questions and assistance.

For guidance or assistance with AgLearn:

- contact the AgLearn help desk by phone at 866-633-9394 or e-mail at **aglearnhelp@genphysics.com**
- access the AgLearn Student Reference Guide at **https://aglearn.usda.gov/student_ref.pdf**
- click “**Contact Us**” option for FSA contact information or call 866-633-9394.