

For: All FSA Managers and Supervisors

Performance Management AgLearn Training for FSA Managers and Supervisors

Approved by: Deputy Administrator, Management



1 Overview

A Background

Over the past few years, FSA has been enhancing its performance management system. As an integral part of this process, performance management training is being made available for all FSA managers and supervisors. The training is available on AgLearn. After taking the training, managers and supervisors are to put new FY 2007 performance plans into place for all their employees based on the lessons learned in the training.

B Purpose

This notice:

- provides the following:
 - guidance on completing the performance management training
 - contact information
- obsoletes Notice PM-2520
- applies to COC chairpersons.

Disposal Date	Distribution
October 1, 2008	All FSA managers and supervisors; State Offices relay to County Offices

Notice PM-2585

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>.

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 " Login " under "Student".
2	On the Warning Screen, CLICK " Continue " to access the eAuthentication Login Screen. Enter the user ID and password and CLICK " Login ".
3	CLICK " Learning " on the top of the screen menu. Locate " Performance Management Training ". If course is on the learning plan, go to step 5. If course is not on the learning plan, go to step 4.
4	CLICK " Catalog " on the top of the screen menu. Under "Subject Area Menu", CLICK " Farm Service Agency " from the list of items on the left side of the scroll. Locate " Performance Management Training ".
5	CLICK " Launch content ".
6	CLICK " Introduction ". This may take a few minutes to download.
7	If the Security Certificate Warning Screen is displayed, CLICK " Yes " to accept the security certificate.
8	The employee will now be within the Performance Management Training course. Complete each topic and assessment according to the instructions provided within the course.
9	After training has been completed, the employee shall verify that they have received credit for the course by checking their learning history in AgLearn.

Notice PM-2585

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

C Reasonable Accommodations

Persons with disabilities who require accommodation to participate in this training should contact Stephen Crisp, HRD, Employee Programs Branch (EPB) at 202-401-0679 or TTY 202-205-9057.

D Performance Management Desk Guide

A printable version of the performance management desk guide is available in electronic format on the HR intranet at <http://dc.ffasintranet.usda.gov/hrd/>.

E Implementation of Amended FY 2007 Performance Plans

Any performance plans amended as a result of the training must be in place by **May 31, 2007**. The menu of elements, AD-435A's, AD-435B's, and other performance management information are available on the HR web site at <http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=erpm&topic=prm>.

F Providing Hard Copies to COC Chairpersons

DD shall ensure that each COC chairperson received the following hard copies:

- desk guide (subparagraph D)
- Performance Management Training Modules.

Note: A copy can be obtained by printing each page (screen print) of the training module.

Notice PM-2585

3 Contacts

A Contacts for Guidance and Assistance

If there are any questions on the Performance Management Program, managers and supervisors may contact the appropriate Servicing Personnel Office according to this table.

IF the manager or supervisor is located in...	THEN contact...
FSA National Office	HRD, EPB at 202-401-0679 or TTY 202-205-9057.
1 of the following offices: <ul style="list-style-type: none">• FSA Kansas City/St. Louis• FSA APFO• FSA State Offices	KCHRO, Human Capital Management Section at 816-926-1630 or TTY 800-735-2966.
FSA County Office	State Office.

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 either of the following:
 - telephone at 866-633-9394
 - e-mail at **AgLearnHelp@genphysics.com**
- access the AgLearn Student Reference Guide at **http://www.aglearn.usda.gov/student_ref.pdf**
- CLICK “**Contact Us**” for FSA contact information or call 866-633-9394.