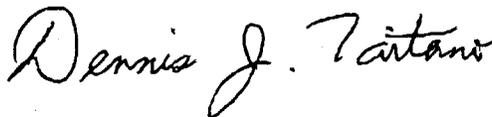


For: All FSA Nonsupervisory Employees

Performance Management AgLearn Training for FSA Nonsupervisory Employees

Approved by: Acting 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 has been made available for supervisors and managers. A training course has now been designed and developed specifically for nonsupervisory employees. The training is available in AgLearn.

B Purpose

This notice provides the following:

- guidance on completing the performance management training
- contact information.

2 Nonsupervisory Employee’s Action

A Access to AgLearn

All nonsupervisory employees 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 the 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 FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>. CLICK “Handbooks” located under Notices and Directives.

Disposal Date	Distribution
October 1, 2008	All FSA nonsupervisory employees; State Offices relay to County Offices

Notice PM-2596

2 Nonsupervisory Employee's Action (Continued)

B Accessing Performance Management Training Through AgLearn

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

Nonsupervisory employees shall access the performance management training course 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 under “Student Login” and CLICK “Login” .
3	CLICK “Catalog” on the top of the screen menu.
4	Under “Subject Area Menu” , click the triangle ► in front of “AgLearn Original Courseware Structure” and scroll to locate “Farm Service Agency” . Under “Items” , scroll to locate and CLICK “Performance Management for Nonsupervisors” .
5	CLICK “Launch content” on the right side of the scroll.
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.

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 for nonsupervisors is available on the HR intranet at <http://dc.ffasintranet.usda.gov/hrd/>.

Notice PM-2596

3 Contacts

A Contacts for Guidance and Assistance

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

IF the employee 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:
 - e-mail at **AgLearnHelp@genphysics.com**
 - telephone at 866-633-9394
- 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.