

**For:** All FSA Managers and Supervisors

**Advanced 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, advanced performance management training is being made available for all FSA managers and supervisors. This training builds on the “basic” training supervisors and managers have taken over the past 2 years, and focuses on areas needing special attention, such as cascading alignment, dealing with poor performers, and performance appraisals. The training is available on AgLearn.

**B Purpose**

This notice

- provides:
  - guidance on completing the advanced performance management training
  - contact information
- applies to COC chairpersons.

**C Deadline for Completing Training**

All FSA managers and supervisors must complete the required advanced performance management training **by October 31, 2007**. If a manager or supervisor is out of the office the entire time between the date this notice is issued and October 31, 2007, then the manager or supervisor must take the training within 5 business days of their return. All new supervisors will have 60 calendar days to complete the training.

**D Basic Performance Management Course for Supervisors and Managers**

It is **required** that the Basic Performance Management Course for Supervisors and Managers, available in AgLearn, be completed **before** this advance course can be taken.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2008	All FSA managers and supervisors; State Offices relay to County Offices

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### 2 Manager's and Supervisor's Action

#### A Accessing AgLearn

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

Employees are required to have a USDA eAuthentication 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 at <http://intra3.fsa.usda.gov/dam/handbooks/handbooks.asp>.

#### B Accessing Advanced 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 advanced performance management training according to this table.

Step	Action
1	Access the AgLearn homepage according to subparagraph A and CLICK " <b>Login</b> " under Student.
2	On the Warning Screen, CLICK " <b>Continue</b> " to access the eAuthentication Login Screen. Enter the user ID and password and CLICK " <b>Login</b> ".
3	CLICK " <b>Learning</b> " tab on the top of the AgLearn Screen. Locate Learning Plan titled, " <b>FSA Advanced Performance Management</b> ". If course is on the learning plan, go to step 5. <b>Note:</b> If course is <b>not</b> on the learning plan, go to step 4.
4	CLICK " <b>Catalog</b> " on the top of the screen menu. Under Subject Area Menu, CLICK " <b>AgLearn Original Courseware Structure</b> " from the list of items on the left side of the scroll. CLICK " <b>Farm Service Agency</b> " from the list of items on the left side of the scroll. Locate " <b>FSA Advanced Performance Management</b> ".
5	CLICK " <b>Launch content</b> ".
6	CLICK " <b>Introduction</b> ". This may take a few minutes to download.
7	If the Security Certificate Warning Screen is displayed, CLICK " <b>Yes</b> " to accept the security certificate.
8	The employee will now be within the Advanced 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.

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### 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 Advanced Performance Management Desk Guide

A printable version of the Advanced Performance Management Desk Guide for Supervisory Employees is available electronically at <http://dc.ffasintranet.usda.gov/hrd>.

#### E Providing Hard Copies to COC Chairpersons

DD's shall ensure that each COC chairperson receives a hard copy of the Advanced Performance Management Desk Guide for Supervisory Employees (see subparagraph D).

### 3 Contacts for Guidance and Assistance

#### A Contacts for Performance Management Program

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

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

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### 3 Contacts for Guidance and Assistance (Continued)

#### B Contacts for eAuthentication and AgLearn

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

For guidance or assistance with AgLearn, do any of the following:

- 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](http://www.aglearn.usda.gov/student_ref.pdf)**
- CLICK “**Contact Us**” for FSA contact information or call 866-633-9394.