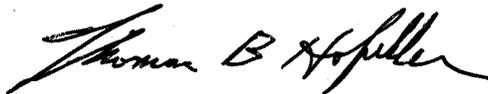


For: FSA and RMA Employees

**2007 Mandatory Annual Ethics Training Requirement**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

All Federal employees who are designated filers of 1 of the following are required to complete annual ethics training:

- OGE Form 450, Executive Branch Confidential Financial Disclosure Report
- SF-278, Executive Branch Public Financial Disclosure Report
- alternative FSA-324, Confidential Statement Regarding Financial Interests and Outside Employment.

**B Purpose**

This notice advises designated employees that:

- the FY 2007, web-based, Mandatory Annual Ethics Training is now available through AgLearn and has been assigned to all designated confidential financial disclosure report filers
- the deadline for confidential financial disclosure report filers to complete required ethics training has been extended to **January 31, 2008**

**Note:** The deadline for FSA and RMA SF-278 filers to complete their ethics training requirement was November 15, 2007.

- managers are responsible for ensuring compliance by those under their supervision.

**Note:** **FSA STC members** should have already completed their FY 2007 ethics training earlier this year.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2008	All FSA and RMA employees; State Offices relay to County Offices

**1 Overview (Continued)**

**C Accommodations**

Persons with disabilities who require accommodations to complete this training should contact Bessy Plaza by either of the following:

- e-mail at **bessy.plaza@wdc.usda.gov**
- telephone at 202-401-0365.

Accommodations for the training will be addressed on a case-by-case basis.

**2 Employee Responsibilities**

**A Deadline for Completing Training**

All designated confidential financial disclosure report filers required to take the annual ethics training must meet all requirements in this notice by **COB January 31, 2008**.

**Note:** It takes approximately 1 hour to complete this training.

**B Accessing the AgLearn Ethics Training**

**Employees** shall access the ethics training according to the following tables. **Employees** who do not have an AgLearn account shall establish an eAuthentication user ID and password according to 6-IRM, Exhibits 16.5 through 16.8.

**Note:** Completion of this course will be documented in AgLearn for all designated employees.

**2 Annual Ethics Training Requirements**

**A 2007 Annual Ethics Training**

To satisfy the training requirement, designated filers of financial disclosure must successfully complete the “**Ethics Sweepstakes**” web-based training module, which is available on AgLearn.

**B Accessing the AgLearn Ethics Training**

Access the training in AgLearn according to this table.

Step	Action
1	Log into AgLearn at <b>http://www.aglearn.usda.gov</b> and CLICK “ <b>Login</b> ” under “ <b>Student</b> ”. On the Warning Screen, CLICK “ <b>Continue</b> ” to access the eAuthentication Login Screen. Enter the <b>user ID</b> and <b>password</b> , and then CLICK “ <b>Login</b> ”.
2	CLICK “ <b>Learning</b> ”.
3	CLICK “ <b>Learning Plan</b> ”.
4	Locate “ <b>Ethics: Ethics Sweepstakes</b> ”.
5	CLICK “ <b>Launch Content Button</b> ”.
6	CLICK “ <b>Ethics Sweepstakes Online Course</b> ”.
7	If the message, “ <i>This page contains secure and nonsecure items. Do you want to display the nonsecure items?</i> ” is displayed, CLICK “ <b>Yes</b> ”.
8	CLICK “ <b>Continue</b> ” to begin the course. Directions for taking the course will be provided as the user completes the course.
9	At the end of course the user can refresh to take the course again.
10	<p>If the result is:</p> <ul style="list-style-type: none"> <li>• “<b>Thoroughbred</b>”, then the employee has completed the training requirements for the year</li> </ul> <p><b>Note:</b> Check the learning history to ensure that full credit has been given for completing the course.</p> <ul style="list-style-type: none"> <li>• “<b>A Winner by a Nose</b>”, then the employee has received credit for 2 courses and need to take 1 additional ethics course; continue to step 11</li> <li>• “<b>A horse that also ran tied or lost</b>”, then the employee has received credit for 1 course and need to take 2 additional ethics courses; continue to step 11.</li> </ul> <p><b>Close out of training by clicking on the “X” in the top right corner.</b></p>
11	CLICK “ <b>Catalog</b> ”.
12	CLICK “  ” next to “ <b>AgLearn Original Courseware Structure</b> ”.

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### 2 Annual Ethics Training Requirements

#### B Accessing the AgLearn Ethics Training (Continued)

Step	Action
13	Under the Subject Area Menu, scroll down to and click on the agency, as applicable, <b>“Farm Service Agency”</b> or <b>“Risk Management Agency”</b> .
14	Locate either of the following courses: <ul style="list-style-type: none"><li>• <b>“Ethics: Political Activity”</b></li><li>• <b>“Ethics: Using Government Property and Time”</b>.</li></ul>
15	CLICK <b>“Launch”</b> .
16	Click on either of the following: <ul style="list-style-type: none"><li>• <b>“Please click here for Ethics: Political Activity”</b></li><li>• <b>“Please click here for Ethics: Using Government Property and Time”</b>.</li></ul>
17	After completing the training, CLICK <b>“Return to Content Structure”</b> .
18	Locate and CLICK <b>“Click here to confirm your Ethics course completion (to bypass popup blocker hold down Ctrl key)”</b> .
19	If the employee needs to take another ethics course, go back to step 11.
20	Review the learning history to ensure that the ethics courses have been recorded.

### 3 Alternative Financial Disclosure Reporting

#### A Designated Filers of FSA-324

All CED’s and County Operations Trainees (COT’s) who annually file FSA-324 are required to complete the Mandatory Annual Ethics Training Requirement as outlined in this notice.

Add the ethics training to the AgLearn Learning Plan for CED’s and COT’s according to subparagraph B or C, as applicable.

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3 Alternative Financial Disclosure Reporting (Continued)

B Adding the CY07 Ethics Training to the AgLearn Learning Plans for CED's

State AgLearn Administrator shall add the ethics training to the AgLearn Learning Plans for CED's according to the following.

Step	Action
1	At the top of the screen, under the Quick Links drop down menu, CLICK <b>“Manage User Needs”</b> .
2	CLICK <b>“Add Items”</b> and then CLICK <b>“Next”</b> .
3	CLICK <b>“Add one or more from list”</b> .
4	Locate <b>“Supervisory Status”</b> and CLICK  . If this  is not next to <b>“Add/Remove Criteria”</b> , locate <b>“Supervisory Status”</b> and put a checkmark in the box. CLICK <b>“Submit Query”</b> .
5	Put a checkmark next to <b>“4 Supervisor (CSRA)”</b> .
6	<b>Submit Selection.</b>
7	In the <b>“Domain”</b> field, ENTER <b>“FSA-State-Your State Abbreviation”</b> and CLICK <b>“Search”</b> .  <b>Example:</b> For Virginia, enter <b>“FSA-State-VA”</b> .
8	In the search results locate <b>“Records per Page”</b> in the drop-down and select <b>“all”</b> .
9	CLICK <b>“Select All”</b> located on the right side of the screen.  <b>Note:</b> If there are any names on the listing that do not need to be included in the training uncheck the box by the name.
10	CLICK <b>“Add”</b> and then CLICK <b>“Next”</b> .
11	Under <b>“Select Items for Adding”</b> , CLICK on the <b>“add one or more from list”</b> link.
12	In the <b>“Item ID”</b> field, ENTER <b>“DA-Ethics-Sweepstakes-CY07”</b> and CLICK <b>“Search”</b> .
13	<b>If the course is correct</b> , put a checkmark in the <b>“add”</b> box and click the <b>“add”</b> button.
14	CLICK <b>“Next”</b> and then CLICK <b>“Next”</b> again.
15	Scroll down to the bottom, CLICK  under <b>“Required Date”</b> , and choose January 31.
16	CLICK <b>“Run Job Now”</b> .

**3 Alternative Financial Disclosure Reporting (Continued)**

**C Adding the CY07 Ethics Training to the AgLearn Learning Plans for COT’s**

State AgLearn Administrator shall add the ethics training to the AgLearn Learning Plans for COT’s according to the following.

Step	Action
1	On the drop-down menu, CLICK “ <b>Manage User Needs</b> ”.
2	CLICK “ <b>Add Items</b> ” and then CLICK “ <b>Next</b> ”.
3	CLICK “ <b>Add one or more from list</b> ”.
4	Enter the last name of COT.
5	In the “Domain” field, ENTER “ <b>FSA-State-Your State Abbreviation</b> ” and CLICK “ <b>Search</b> ”.  <b>Example:</b> For Virginia, enter “FSA-State-VA”.
6	Put a checkmark on the name, CLICK “ <b>Add</b> ”, and CLICK “ <b>Next</b> ”.  <b>Note:</b> Repeat this step to add another name in “ <b>Add one or more from list</b> ”.
7	Under “ <b>Select Items for Adding</b> ”, click on the “ <b>add one or more from list</b> ” link.
8	In the “Item ID” field, ENTER “ <b>DA-Ethics-Sweepstakes-CY07</b> ” and CLICK “ <b>Search</b> ”.
9	<b>If the course is correct</b> , put a checkmark in the “ <b>add</b> ” box and click the “ <b>add</b> ” button.
10	CLICK “ <b>Next</b> ” and then CLICK “ <b>Next</b> ” again.
11	Scroll down to the bottom, CLICK “  ” under “ <b>Required Date</b> ”, and choose January 31.
12	CLICK “ <b>Run Job Now</b> ”.

**4 Responsibilities and Contacts**

**A Filers and Managers Responsibilities**

Supervisors, filers, and servicing personnel offices shall see 3-PM, paragraph 138 for additional information and instructions concerning annual ethics training requirements.

**B Questions About the Course**

If there are any problems with the course, contact the AgLearn Help Desk by either of the following:

- e-mail at [aglearnhelp@genphysics.com](mailto:aglearnhelp@genphysics.com)
- telephone at 866-633-9394.

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4 Responsibilities and Contacts (Continued)

C Questions About Training Administration

The following table provides contacts for guidance if there are any questions on training administration.

Location	Contact
National Office	Bessy Plaza, HRD, National Office training coordinator, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <b>Bessy.Plaza@wdc.usda.gov</b></li><li>• telephone at 202-401-0365.</li></ul>
State Offices, Kansas City, and St. Louis	Ruby Hervey, KCHRO, training coordinator, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <b>ruby.hervey@kcc.usda.gov</b></li><li>• telephone at 816-926-2834.</li></ul>
County Offices	State AgLearn Administrator or Training Coordinator.

D Ethics Questions and Questions About 2007 Annual Ethics Training Requirement

Employees shall direct all questions about the contents of the required ethics training and ethics issues to Tonya S. Willis, Ethics Specialist, Office of Ethics, at 202-720-0055.

**Note:** FSA Federal and non-Federal employees located in County Offices shall contact the State Office.