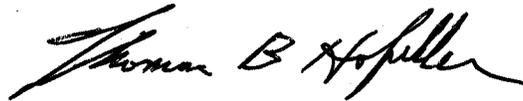


For: FSA Employees

Performance Management AgLearn Training for FSA Employees

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Over the past few years, FSA has been enhancing its performance management program. As an integral part of this process, performance management training is available for all FSA employees. Two mandatory courses are available for supervisory employees. One nonmandatory course is available for nonsupervisory employees. All 3 courses are available in AgLearn. The first course for supervisory employees is a basic performance management course. The second course for supervisory employees builds on this basic training and focuses on areas needing special attention, such as cascading alignment, dealing with poor performers, and performance appraisals. The nonsupervisory course has been designed and developed specifically for nonsupervisory employees.

Note: These courses were announced and first made available in 2007.

B Purpose

This notice:

- provides the following:
 - a reminder to employees of the availability of the 3 performance management courses
 - guidance on completing the performance management training
 - contact information
- applies to COC chairpersons
- obsoletes Notices PM-2585 and PM-2596.

Disposal Date	Distribution
January 1, 2009	All FSA employees; State Offices relay to County Offices

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2 Supervisory Employees

A Supervisory Performance Management Courses

All FSA supervisory employees, who have not already done so, are **required** to take both supervisory performance management courses. It is **required** that the basic course be completed **before** the advanced course can be taken.

B Deadline for Completing Training

All FSA supervisory employees, who have not already done so, must complete the required performance management training **by October 31, 2008**. If a manager or supervisor is out of the office the entire time between the date this notice is issued and October 31, 2008, then they must take the training within 5 workdays of their return.

All **new** supervisors have 60 calendar days to complete the basic course and a further 60 calendar days to complete the advanced course from the date of their entry on duty with FSA or the date of their becoming a supervisor.

Note: State AgLearn Administrators can assign the Supervisor Performance Management Requirements Curriculum (FSA-HQ-Supervisor) for new hires or recently promoted employees.

C Accessing AgLearn

All supervisory 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 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>**.

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2 Supervisory Employees (Continued)

D Accessing Supervisory Performance Management Training Through AgLearn

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

Supervisory employees shall access the performance management training according to this table.

Step	Action
1	Access the AgLearn homepage according to subparagraph C 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 AgLearn Screen. On the learning plan, locate the course desired, either “ Performance Management ” or “ Advanced Performance Management ”. If course is: <ul style="list-style-type: none">• on the learning plan, go to step 5• not on the learning plan, go to step 4.
4	CLICK “ Catalog ” on the top of the screen menu. Under “Subject Area Menu”, CLICK “ AgLearn Original Courseware Structure ” from the list of items on the left side of the scroll. CLICK “ Farm Service Agency ” from the list of items on the left side of the scroll. CLICK “ Human Resources Management ”. Locate “ Performance Management ” or “ Advanced Performance Management ”.
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 in the 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.

E Desk Guides

A printable version of each of the AgLearn supervisory courses is available electronically at <http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=erpm&topic=prm>.

F Providing Hard Copies to COC Chairpersons

DD’s shall ensure that each COC chairperson receives a hard copy of each of the supervisory Performance Management Desk Guides (subparagraph E).

3 Nonsupervisory Employees

A Nonsupervisory Performance Management Course

FSA nonsupervisory employees are **not** required to take the nonsupervisory performance management course. However, if they have not already taken the course, it is strongly recommended that they do so.

B Accessing 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 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>.

C Accessing Nonsupervisory Performance Management Training Through AgLearn

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

Nonsupervisory employees shall access the performance management training according to this table.

Step	Action
1	Access the AgLearn homepage according to subparagraph B 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 AgLearn Screen. On the learning plan, locate the course “ Performance Management for Nonsupervisors ”. If course is: <ul style="list-style-type: none"> • on the learning plan, go to step 5 • not on the learning plan, go to step 4.
4	CLICK “ Catalog ” on the top of the screen menu. Under “Subject Area Menu”, CLICK “ AgLearn Original Courseware Structure ” from the list of items on the left side of the scroll. CLICK “ Farm Service Agency ” from the list of items on the left side of the scroll. Locate “ Performance Management for Nonsupervisors ”.
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 in the 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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3 Nonsupervisory Employees (Continued)

D Desk Guide

A printable version of the AgLearn course is available electronically at <http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=erpm&topic=prm>.

4 Contacts for Guidance and Assistance

A 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.

B Contacts for Performance Management Program

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

IF located in...	THEN contact...
National Office	HRD, EPB at 1 of the following: <ul style="list-style-type: none"> • 202-401-0679 • 202-401-0694 • 202-205-9057 (TTY).
<ul style="list-style-type: none"> • ITSD, Application Development Center • ITSD, Operations and Testing Center • HRD, Kansas City Human Resources Office (KCHRO) • FMD, Financial Services Center • KCCO • MSD, Kansas City Administrative Services Branch • APFO 	KCHRO, Human Capital Management Section at either of the following: <ul style="list-style-type: none"> • 816-823-4669 • 800-735-2966 (TTY).
State or County Office	State Office Administrative Officer.

4 Contacts for Guidance and Assistance (Continued)

C 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**
- CLICK “**Contact Us**” for FSA contact information or call 866-633-9394.