

For: FSA Managers and Supervisors

**Approving AgLearn SF-182 Training Requests and Using AgLearn Online Training**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

Initial action on the FY 2009 appropriations bill by both the House and the Senate indicated that FSA will again be operating with constrained funding levels. Each office is given a training allotment for their training activities. These allotments may be reduced from last year's spending levels.

**B Purpose**

All managers and supervisors should verify that funding is available **before** approving SF-182 training requests in AgLearn. Requests for external training should **not** be approved if no-cost courses are available through AgLearn.

**C Supervisor Responsibilities for Approving AgLearn SF-182 Training Requests – Are Funds Available?**

All requests for training should be processed according to 6-PM, subparagraphs 35 B through E. Subparagraph 35 C states, "FSA may pay for training that has funding available". Supervisors should confirm with their division's budget point-of-contact that training funds are available **before** approving any request for an employee to attend training. Each office's training allotment is used to pay for SF-182 training requests and any activities such as IAS requests or AD-700's that are coded to Budget Object Class 2523.

**All** training requiring fund expenditure or official time, other than for requested training, shall be requested and approved using SF-182. An SF-182 is **not** needed for:

- catalog courses requested/registered through AgLearn (except for Graduate School, USDA courses)
- internal FSA required training for which attendance is verified using a sign-in sheet and recorded in AgLearn training history.

**Note:** If the training is recorded in AgLearn and SF-182 is **not** used for payment, no SF-182 is needed.

<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2009	All FSA Managers and Supervisors

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### 2 Using AgLearn Online Training

#### A Authorities

AgLearn, USDA's Learning Management System (LMS), is the leading LMS in the Federal area and has over 3000 previously purchased online courses available to all USDA employees. Of the 3,000 titles listed in the AgLearn catalog, over 800 of the courses are general business related and more than 300 are Environmental Safety and Health courses. There are also over 800 video-based leadership courses available to senior managers GS-15 and above.

The Department is issuing a requirement that agencies first review the purchased online courses in AgLearn, such as the SkillSoft courses, to verify that the course is **not** available before requesting equivalent classroom training or other online instruction. The objective is to reduce expense and increase knowledge through using AgLearn online training.

#### B IT Training

Supervisors often comment on the high cost of information technology (IT) training. AgLearn has an extensive variety of IT-related training available for the IT professional and non-IT employee. The extensive AgLearn library contains over 1,500 IT professional courses and 300 desktop IT courses. For IT professionals, the majority of IT certification and training can be found in AgLearn. AgLearn supports MS Word, Excel, PowerPoint, and training for other products used daily by employees. Preparation courses for certification are also available, such as project management, Microsoft, and others.

FSA should use AgLearn as their primary training tool. If AgLearn online courses are **not** available for needed employee development, supervisors are authorized to approve IT training when the:

- employee and supervisor have verified that the required IT skills training is **not** available among the no-charge online courses on AgLearn
- related AgLearn online courses have been completed, but additional training is needed to meet job requirements
- employee can demonstrate that the requested learning activity (course) uniquely addresses training requirements **not** offered in the no-charge AgLearn catalog courses
- requested course is a no-charge, non-travel course.

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**2 Using AgLearn Online Training (Continued)**

**C Contacts**

The following table provides contacts for additional information.

<b>IF assistance is needed with...</b>	<b>THEN contact...</b>
training allotment	division's budget point-of-contact
SF-182 training requests for: <ul style="list-style-type: none"><li>• National Office employees</li><li>• Kansas City, St. Louis, and APFO employees</li><li>• State Office employees</li><li>• County Office employees</li></ul>	<ul style="list-style-type: none"><li>• Training and Development Branch at 202-401-0374</li><li>• Employee Development Section at 816-926-6263</li><li>• State training officer or AgLearn lead</li><li>• State training officer or AgLearn lead.</li></ul>