

For: FSA Employees

2012 Mandatory Annual Ethics Training Requirement

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

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

- OGE Form 450, Confidential Financial Disclosure Report (For Use By Executive Branch)
- FSA-324, Confidential Statement Regarding Financial Interests and Outside Employment (For Use By County Executive Directors and County Operations Trainees and all subordinate County Office employees).

Note: Filers of SF-278, Public Financial Disclosure Report, should follow instructions issued by the Office of Ethics for completing annual ethics training.

B Purpose

This notice advises designated employees that:

- the deadline for OGE Form 450, FSA-324, and SF-278 filers to complete required ethics training is **June 30, 2012**
- managers are responsible for ensuring compliance by staff under their supervision.

C Accommodations

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

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

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

Disposal Date	Distribution
July 1, 2012	All FSA employees; State Offices relay to County Offices

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2 Employee Responsibilities

A Deadline for Completing Training

Designated OGE Form 450 filers who are required to take the annual ethics training **must** complete **all** of the requirements in subparagraph 3 A by **COB June 30, 2012**.

Note: The annual ethics training takes approximately 1 hour to complete.

B FSA-324 Filers

All CED's, COT's, and subordinate County Office employees who file FSA-324 annually are **required** to complete the mandatory annual ethics training requirement as outlined in this notice.

Note: State AgLearn Administrators will need to assign training to the FSA-324 filers.

C Accessing the AgLearn Ethics Training

Employees shall access the ethics training according to subparagraph 3 B. **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: Course completion will be documented in AgLearn for all designated employees.

3 Annual Ethics Training Requirements

A 2012 Annual Ethics Training

To satisfy the training requirement, designated filers of OGE Form 450, FSA-324, and SF-278 **must** successfully complete the following 3 ethics web-based training modules that are available in AgLearn:

- Political Activity (DA-ETHICS-POLACTIVITY)
- Teaching, Speaking and Writing (DA-ETHICS-TEACHING)
- Outside Employment (DA-ETHICS-OUTSIDEEMP).

Note: Employees required to file either OGE Form 450 or FSA-324 that were hired after January 1, 2012, and completed New Employee Ethics Orientation Module 21, have satisfied their ethics training requirement for calendar year 2012.

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3 Annual Ethics Training Requirements (Continued)

B Accessing AgLearn Ethics Training

Access the training in AgLearn according to this table.

Step	Action
1	Go to AgLearn at www.aglearn.usda.gov and under “Learner Center”, CLICK “ Learner Login ”.
2	On the eAuthentication Warning Screen, CLICK “ I Agree ”, enter User ID and Password , and CLICK “ Login ”.
3	On your home page locate the “ To-Do List ”.
4	Under “ To Do List ”, locate: <ul style="list-style-type: none">• “Ethics: Political Activity”• “Ethics: Teaching, Speaking and Writing”• “Ethics: Outside Employment”. <p>Note: If these courses are not assigned to the user, contact user’s AgLearn Administrator.</p>
5	Place mouse on the title of the course. Roll the mouse to and CLICK “ Launch Content ” to begin course.
6	Under “Content Structure”, CLICK “ Please Click here for Ethics: ”.
7	When training has been completed, CLICK “ Click here to confirm your Ethics course completion (to bypass popup blocker hold down Ctrl key) ”.
8	Review “ Completed Work ” to ensure that the ethics courses have been recorded. <p>Note: Repeat process until the user has taken the 3 ethics modules.</p>

4 Responsibilities and Contacts

A Filer and Manager Responsibilities

Supervisors, filers, and SPO’s shall see 3-PM, paragraph 138 for additional information and instructions about annual ethics training requirements.

B Questions About Accessing the Courses

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

- e-mail to aglearnhelp@genphysics.com
- telephone at 866-633-9394.

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3 Annual Ethics Training Requirements (Continued)

C Questions About Training Administration

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

Location	Contact
Washington, DC, area	Bessy Plaza, HRD, National Office training coordinator, by either of the following: <ul style="list-style-type: none">• e-mail to bessy.plaza@wdc.usda.gov• telephone at 202-401-0365.
<ul style="list-style-type: none">• Kansas City Offices• St. Louis Offices• State Offices	Cindy Witmer, KCHRO training coordinator, by either of the following: <ul style="list-style-type: none">• e-mail to cindy.witmer@kcc.usds.gov• telephone at 816-926-2500.
County Offices	State AgLearn administrator or training coordinator.

D Ethics Inquiries and Questions About 2012 Annual Ethics Training Requirement

Employees shall direct questions about the contents of the required ethics training and ethics issues to Tonya S. Willis, FSA, Office of Ethics, Farm, Conservation, and Rural Programs Branch, National Ethics Program Manager, by either of the following:

- e-mail to **tonya.willis@dm.usda.gov**
- telephone at 202-720-0055.

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