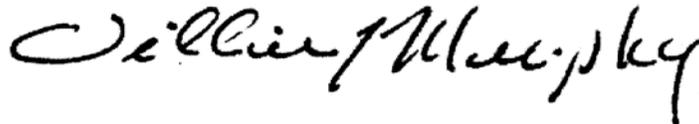


For: RMA Employees

Mandatory Annual Civil Rights Training for FY 2013

Approved by: RMA Administrator



1 Overview

A Background

The USDA FY 2013 mandatory annual civil rights training has been added to the AgLearn To Do Lists for all permanent, temporary, intermittent, and part-time employees. All RMA employees are required to complete the mandated training no later than **March 29, 2013**.

B Purpose

This notice provides guidance to complete training for FY 2013.

2 Permanent and Temporary Employees

A Using AgLearn

Federal employees are **required** to complete the training mandate using the USDA Learning Management System, "AgLearn".

Employees with special needs should contact Alex Christensen, RMA eAuthentication Lead, by either of the following:

- e-mail to alex.christensen@rma.usda.gov
- telephone at 202-690-5881.

Note: Contact information is also provided on the web site at <http://www.aglearn.usda.gov/>, in Section C, "Support Contact Information for AgLearn and eAuthentication".

B AgLearn Security Credentials

Access to AgLearn requires the use of an USDA eAuthentication Employee Account (user ID and password).

Disposal Date	Distribution
June 1, 2013	All RMA Employees

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2 Permanent and Temporary Employees (Continued)

B AgLearn Security Credentials (Continued)

Questions and problems about the USDA eAuthentication Employee Account user ID and password should be addressed to Alex Christensen, RMA eAuthentication Lead, by either of the following:

- e-mail to **alex.christensen@rma.usda.gov**
- telephone at 202-690-5881.

IF user...	THEN...
has an USDA eAuthentication Employee Account	CLICK “ Login ” button to access the AgLearn Home Page.
is a new employee and has not yet received the auto-generated eAuthentication registration e-mail within 4 weeks of coming onboard	<p>contact Alex Christensen, RMA AgLearn Administrator, by either of the following:</p> <ul style="list-style-type: none"> • e-mail to alex.christensen@rma.usda.gov • telephone at 202-690-5881. <p>Note: Contact information is also provided on the web site at http://www.aglearn.usda.gov/, in Section C, “Support Contact Information for AgLearn and eAuthentication”.</p>

C New Employees Hired After October 13, 2012

Employees that begin service after October 13, 2013, will have the training automatically assigned to their AgLearn “To Do List”. If a new employee does **not** see the training on their AgLearn account within 4 weeks after their start date, they should contact Alex Christensen, RMA AgLearn Administrator, by either of the following:

- e-mail to **alex.christensen@rma.usda.gov**
- telephone at 202-690-5881.

D Contacts

Civil Rights Training policy questions should be directed to Jacqueline Micheli by either of the following:

- e-mail to **jacqueline.micheli@rma.usda.gov**
- telephone at 202-690-6068.

For support with AgLearn, contact Alex Christensen by either of the following:

- e-mail to **alex.christensen@rma.usda.gov**
- telephone at 202-690-5881.

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4 Action

A Employee Actions

All RMA employees **must** complete the required Civil Rights Training by **March 29, 2013**. The “Workplace Harassment for Employees” (non-supervisory) and “Workplace Harassment for Supervisors and Managers” courses have been assigned to employees’ “To Do Lists” based on their supervisory coding at the National Finance Center. Employees should contact their servicing Human Resources Office if they believe that they received 1 of the 2 courses in error.

B Manager and Supervisor Actions

All RMA managers and supervisors shall verify and track the Civil Rights Training in AgLearn to ensure that all employees have completed the required Civil Rights Training by **March 29, 2013**.