

For: FSA Employees

Assistant Secretary of Civil Rights (ASCR's) Diversity Training

Approved by: Acting Administrator



1 Overview

A Background

ASCR's "Re-inventing Diversity for Today's USDA" training is:

- available on AgLearn

Note: All FSA employees including permanent full-time, part-time, State and County Office, temporary (including seasonal) employees, and STC and COC members are **required** to complete this training no later than **January 30, 2009**.

- an initiative presented on behalf of USDA Secretary; therefore, "Re-inventing Diversity for Today's USDA" training is:
 - in addition to civil rights training
 - **not** a part of the FY 2008 annual civil rights training that was completed September 30, 2008; therefore, **all** USDA employees **must** complete this **required** training.

Disposal Date	Distribution
March 1, 2009	All FSA Employees; State Offices relay to County Offices

Notice AO-1432

1 Overview (Continued)

B Purpose

This notice provides information, and a letter from the Assistant Secretary for Civil Rights (see Exhibit 1), about the mandatory, “Re-inventing Diversity for Today’s USDA” training.

Notes: Employees who are **not** currently on board and new employees are **required** to complete this training within 30 workdays of their start date.

New COC or STC members **must** complete the training as their first order of business at their first meeting.

A paper version of the mandatory training for COC members, STC members, and others without FSA computer access is available on the DAFO web site at <http://intranet.fsa.usda.gov/fsatraining/>. State Offices shall report the names and number of employees that completed the paper version of this year’s mandatory training to DAFO, **attention Sederis Fields**, according to instructions provided with the paper version of the training.

C Accommodations

“Re-inventing Diversity for Today’s USDA” training is:

- compliant with Rehabilitation Act, Section 508
- designed to be used with the screen reader software program, “Job Access With Speech”; persons with disabilities who require additional accommodations to participate in the “Re-inventing Diversity for Today’s USDA” training should contact Jeffrey Hayden by either of the following:
 - e-mail to jeffrey.hayden@wdc.usda.gov
 - telephone at 202-720-9413.

Accommodations for “Re-inventing Diversity for Today’s USDA” training will be addressed on a case-by-case basis.

D Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Notice AO-1432

1 Overview (Continued)

E Training Deadline

All FSA employees are **required** to complete the “Re-inventing Diversity for Today’s USDA” training by COB, **Friday, January 30, 2009**.

Intermittent field employees, STC members, and COC members completing the paper version of “Re-inventing Diversity for Today’s USDA” training shall have their AgLearn training records updated by their State Training Coordinator.

F Accessing “Re-inventing Diversity for Today’s USDA” Training

All employees shall access “Re-inventing Diversity for Today’s USDA” training according to the following table.

Note: All employees are **must** have an eAuthentication user ID and password to access training provided through AgLearn. **Employees** who do **not** have an eAuthentication user ID and password shall establish them according to 6-IRM, Exhibits 16.5 through 16.8.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov
2	Under the Learner Center tab, CLICK: <ul style="list-style-type: none">• “Learner Login”• “Continue”.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter user ID and password• CLICK “Login”.
4	CLICK “Learning”.
5	Under Learning Plan , CLICK “ Re-inventing Diversity For Today's USDA ”. The training module consists of 7 parts. When training is completed, go to step 6.
6	CLICK “ Learning History ” and print certificate.
7	CLICK “ Logout ”.

Notice AO-1432

2 Responsibilities and Contacts

A Manager and Supervisor Responsibilities

All managers and supervisors shall do the following:

- verify that their employees have completed the “Re-inventing Diversity for Today’s USDA” training by reviewing employees’ learning history or certificate of completion
- ensure that new employees complete the “Re-inventing Diversity for Today’s USDA” **mandatory** training within 30 workdays of their start date
- certify, in writing to their supervisor or manager, that **all** their employees have completed the “Re-inventing Diversity for Today’s USDA” training; this certification should go “up-the-line” as follows.

IF...	THEN certify to...
CED	DD. Note: This is only for the purpose of the “Re-inventing Diversity for Today’s USDA” training.
Farm Loan Manager	DD.
DD	SED.
SED	DAFO, attention Sederis Fields.
<ul style="list-style-type: none">• Division Director• Deputy Administrator	Johnny Toles, OCR.

B Questions About Course Content or Civil Rights Issues

If there are any:

- questions about course content or civil rights issues, contact either of the following:
 - Jeffrey Hayden by either of the following:
 - e-mail to jeffrey.hayden@wdc.usda.gov
 - telephone at 202-720-9413
 - Andre C. Bruce at 202-401-6221
- problems with the course, contact the AgLearn Help Desk by either of the following:
 - e-mail to aglearnhelp@genphysics.com
 - telephone at 866-633-9394.

Notice AO-1432

2 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
Field Office	State AgLearn administrator or training coordinator.
National Office	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">• State Office• Kansas City• St. Louis	Mark Nelson, Kansas City Human Resources Office training coordinator, by either of the following: <ul style="list-style-type: none">• e-mail to mark.nelson@kcc.usda.gov• telephone at 816-926-3420.

Letter from the Assistant Secretary for Civil Rights

The following letter is about the mandatory, "Re-inventing Diversity for Today's USDA" training.

	
United States Department of Agriculture	
Office of the Assistant Secretary for Civil Rights	
1400 Independence Avenue SW Washington, DC 20250	
TO:	All USDA Employees
FROM:	Margo M. McKay Assistant Secretary for Civil Rights
SUBJECT:	FY 2008 Mandatory Civil Rights Training

NOV 4 2008

The Office of the Assistant Secretary for Civil Rights is excited to offer a web-based, interactive course in AgLearn on workplace diversity awareness, entitled "Reinventing Diversity for Today's USDA." In order to satisfy the mandatory civil rights training requirement for FY 2008, all USDA employees must complete this training no later than **January 31, 2009**. No waivers or exceptions will be granted for this training.

The course is available on AgLearn and is listed in employee learning plans. If you do not have access to AgLearn, you can obtain a CD-ROM containing the training modules or a paper copy of the course. Please contact your supervisor if you need a non-online version. Your supervisor will be responsible for verifying that you completed the non-online version of the course.

My staff has worked to ensure that these training modules are accurate, instructive, interesting and compliant with Section 508 of the Rehabilitation Act. For those employees who use assistive technology due to visual impairments, this course is designed for use with the screen reader software program Job Access With Speech (JAWS) version 8.0. If you are using a different version of JAWS and you encounter problems accessing this training, please contact your supervisor or Agency Training Coordinator for assistance. If you have trouble logging into AgLearn, please contact the eAuthentication help desk or review the following materials:
http://www.aglearn.usda.gov/AgLearn_eAuthentication_Info.doc

I want this to be a beneficial training experience for you. If you need further information or have questions, please contact your supervisor or Agency Civil Rights Director.

AN EQUAL OPPORTUNITY EMPLOYER