UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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For: All RMA Employees

Performance Management AgLearn Training for All RMA Employees

Approved by: Administrator

Eldon Gould

1 Overview

A Background

RMA has completed the transition to a 5-tier performance rating management. The Farm Service Agency's Human Resources Division (HRD) has developed custom content for all RMA employees to explain the specifics of the new rating system and to detail the process and employee responsibilities. Employees will complete the online content via AgLearn. After taking the training, managers and supervisors shall review FY 2008 performance plans currently in effect, and make any adjustments needed based on the lessons learned in the training.

B Purpose

This notice provides:

- the due date for completing the training, which is **July 31, 2008**
- guidance on completing the performance management training
- contact information.

2 Employee Action

A Access to AgLearn

All 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 employee account (user ID and password) to access training provided through AgLearn. Employees who do **not** have an account should contact Alex Christensen according to subparagraph 3 A.

Disposal Date	Distribution
October 1, 2008	All RMA employees

2   Employee Action (Continued)

B   Accessing Performance Management Training Through AgLearn

   Note: Users must **turn off their pop-up blocker before launching the course to successfully complete the course and to have the course moved into their Learning History**.

   Employees shall access the performance management training according to this table.

Step	Action
1	Access the AgLearn homepage at http://www.aglearn.usda.gov and CLICK "Learner Login" under "Learning Center".
2	On the pop-up Warning Screen, CLICK "**Continue**" to access the eAuthentication Login Screen. Enter eAuth user ID and password and CLICK "**Login**".
3	CLICK the "**Learning**" tab on the top of the screen menu. CLICK "Learning Plan" on the sub-menu. Locate "**Performance Management Training** on your Learning Plan". If course is **not** on the Learning Plan, contact Alex Christensen according to subparagraph 3 A.
4	CLICK "**Launch content**".
5	CLICK "**Introduction**". **Note:** This may take a few minutes to download.
6	If the Security Certificate Warning Screen is displayed, CLICK "**Yes**" to accept the security certificate.
7	The employee will now be within the Performance Management Training course. Complete each topic and assessment according to the instructions provided within the course.
8	After training has been completed, the employee shall verify that they have received credit for the course by checking their Learning History in AgLearn.

C   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.

D   Performance Management Desk Guide

   A desk guide supplementing this training will be issued later this FY. The desk guide will contain all the information in the online course as well as RMA-specific examples of elements, standards, and measures.

3   Contacts

A   Contacts for Guidance and Assistance

If there are questions about the Performance Management Program or questions/comments about the specifics of the online content, employees may contact the appropriate Servicing Personnel Office according to this table.

IF located in…	THEN contact…
• National Office • Regional or Regional Compliance Office, except Kansas City	Stephen Crisp, HRD, EPB at 1 of the following: • 202-401-0679 • 202-205-9262 • 202-205-9057 (TTY).
• Central Regional Compliance Office • Deputy Administrator for Product Management	Whilemenia Duncan, KCHRO, Human Capital Management Section at either of the following: • 816-823-4669 • 800-735-2966 (TTY).

For guidance or assistance with AgLearn or eAuthentication accounts contact Alex Christensen, RMA eLearning/eAuthentication Lead by either of the following:

• e-mail to **Alex.Christensen@usda.gov**
• telephone at 202-690-5881.

For guidance or assistance with PC settings issues, that is, when your PC fails the PC Settings Self-Check, contact the RMA IT Help Desk by either of the following:

• e-mail to **RMAITHelpDesk@rma.usda.gov**
• telephone at 816-926-1126.