

**For:** State and County Offices, CMA's, DMA's, and LSA's

**Web-Based Performance and Accountability Training Module**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice LP-2045 provided State and County Offices with implementation guidance for the Improper Payments Information Act (IPIA) of 2002. As a follow-up to the notice the National Office has prepared a training module that highlights findings from the CORP review of the 2005 program year marketing assistance loans (MAL's), LDP's, 2004 program year DCP and CDP, and a reminder of the necessary internal controls.

The module is intended to:

- remind employees of the:
  - importance of following program procedures
  - seriousness and major impacts of issuing improper payments
- demonstrate that all employees are responsible for implementing programs according to the laws and policies that govern the applicable program.

The Performance and Accountability training module is available and shall be viewed by all employees.

**B Purpose**

This notice provides the State and County Offices with instructions for accessing the web-based Performance and Accountability Training module.

**Note:** All employees shall view the Performance and Accountability Training module.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2007	State Offices; State Offices shall relay to County Offices, CMA's, DMA's, and LSA's

## Notice LP-2052

### 2 Performance and Accountability Training Module

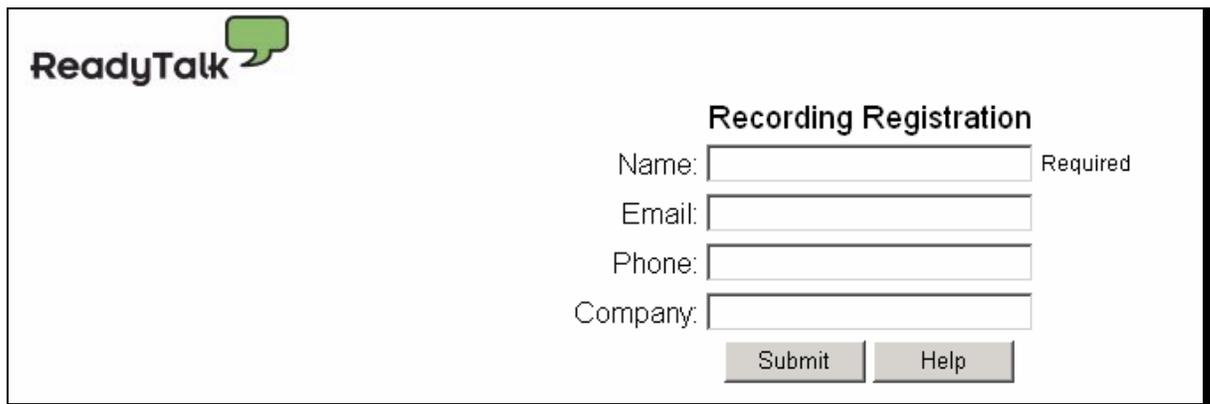
#### A Accessing the Performance and Accountability Training Module

State and County Offices can access the Performance and Accountability Training module at <https://cc.readytalk.com/play?id=kz8ymf7f>. State and County Office employees shall view the training module as soon as possible.

**Note:** To view the training module, Flash, Version 6 or higher, **must** be installed on PC's. Flash can be downloaded or manually install at [www.macromedia.com](http://www.macromedia.com).

#### B Viewing the Modules

Each time the module is selected the following screen will be displayed. State and County Office employees are **only** required to enter their name. After users name is entered, CLICK "Submit". The module will begin to play.



The screenshot shows a web form titled "Recording Registration" with the ReadyTalk logo in the top left. The form contains four input fields: "Name:" (with a "Required" label), "Email:", "Phone:", and "Company:". Below the input fields are two buttons: "Submit" and "Help".