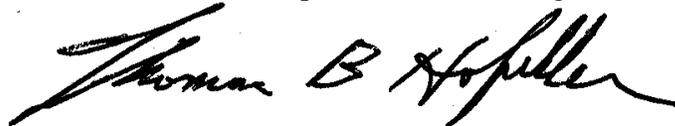


For: FSA Employees

2008 Mandatory Annual Ethics Training Requirement

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

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

- OGE Form 450, Executive Branch Confidential Financial Disclosure Report
- SF-278, Executive Branch Public Financial Disclosure Report
- Alternative FSA-324, Confidential Statement Regarding Financial Interests and Outside Employment.

B Purpose

This notice advises designated employees that:

- 2008, web-based, Mandatory Annual Ethics Training is now available through AgLearn and has been assigned to all designated confidential financial disclosure report filers
- the deadline for confidential financial disclosure report filers to complete required ethics training is **November 17, 2008**
- managers are responsible for ensuring compliance by those under their supervision.

Note: FSA STC members should have already completed their 2008 ethics orientation training, according to Notice PM-2644.

<p>Disposal Date</p> <p>January 1, 2009</p>	<p>Distribution</p> <p>All FSA employees; State Offices relay to County Offices</p>
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1 Overview (Continued)

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.

2 Employee Responsibilities

A Deadline for Completing Training

Designated confidential financial disclosure report filers required to take the annual ethics training **must** meet **all** requirements in this notice by **COB November 17, 2008**.

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

B Designated FSA-324 Filers

All CED's and COT's who annually file FSA-324 are **required** to complete the Mandatory Annual Ethics Training requirement as outlined in this notice.

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: Completion of this course will be documented in AgLearn for all designated employees.

3 Annual Ethics Training Requirements

A 2008 Annual Ethics Training

To satisfy the training requirement, designated filers of financial disclosure **must** successfully complete any 3 ethics web-based training modules that are available on AgLearn.

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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 http://www.aglearn.usda.gov and CLICK “ Learner Login ”. On the eAuthentication Warning Screen, CLICK “ Continue ”, enter user ID and password , and CLICK “ Login ”.
2	CLICK “ Catalog ” tab.
3	CLICK “▶” next to AgLearn Original Courseware Structure .
4	CLICK “* USDA Ethics Courses ”.
5	On the bottom of the screen, at Records per Page, CLICK drop-down menu and select “25” to view all 21 USDA ethics courses.
6	Locate the desired ethics course and CLICK either of the following: <ul style="list-style-type: none">• “Launch content”, if you are ready to begin the course• “Add to Learning Plan” to take the course at a later date. <p>Note: No ethics training credit will be given for the course titled, “Ethics: Frequent Flyer Navigation Aid (No Ethics Training Credit)”.</p>
7	CLICK “ Return to Content Structure ”.
8	When training has been completed, CLICK “ Click here to confirm your Ethics course completion (to bypass popup blocker hold down Ctrl key) ”.
9	Review the learning history to ensure that the ethics courses have been recorded. <p>Note: Repeat process until user has taken 3 ethics modules.</p>

4 Responsibilities and Contacts

A Filers and Managers Responsibilities

Supervisors, filers, and servicing personnel offices shall see 3-PM, paragraph 138 for additional information and instructions about annual ethics training requirements.

B Questions About the Courses

If there are any problems with the 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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4 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
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.
State Offices, Kansas City, and St. Louis	Cindy Witmer Kansas City Human Resources Office, training coordinator, by either of the following: <ul style="list-style-type: none">• e-mail to cindy.witmer@kcc.usda.gov• telephone at 816-926-2500
County Offices	State AgLearn administrator or training coordinator.

D Ethics Questions and Questions About 2008 Annual Ethics Training Requirement

Employees shall direct questions about the contents of the required ethics training and ethics issues to Tonya S. Willis, Ethics Specialist, Office of Ethics, at 202-720-0055.

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