

For: FSA Employees

2011 Mandatory Annual Ethics Training Requirement

Approved by: Deputy Administrator, Management



1 Overview

A Background

All FSA 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
- Alternative FSA-324, Confidential Statement Regarding Financial Interests and Outside Employment.

Note: Filers of SF-278, Public Financial Disclosure Report, should follow instructions issued by the Office of Ethics-Headquarters for completing annual ethics training.

B Purpose

This notice:

- advises designated employees that:
 - the deadline for confidential financial disclosure report filers to complete required ethics training is **June 30, 2011**
 - managers are responsible for ensuring compliance by those under their supervision
- obsoletes Notice PM-2788 to correct the AgLearn instructions.

<p>Disposal Date</p> <p>August 1, 2011</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 who are required to take the annual ethics training **must** complete **all** of the requirements in subparagraph 3 A by **COB June 30, 2011**.

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

B FSA-324 Filers

All CED's and COT's who file FSA-324 annually are **required** to complete the mandatory annual ethics training requirement as outlined in this notice.

Note: State AgLearn Administrators will need to assign training to the FSA-324 filers.

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: Course completion will be documented in AgLearn for all designated employees.

3 Annual Ethics Training Requirements

A 2011 Annual Ethics Training

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

- Conflicting Interests (DA-ETHICS-CONFLICTING)
- Invitations from Outside Entities (DA-ETHICS-INVITATIONS)
- Gifts from Outside Sources. (DA-ETHICS-GIFTSOUTSIDESOURCES)

Note: Employees required to file either OGE Form 450 or FSA-324 that were hired after January 1, 2011, and completed New Employee Ethics Orientation Module 21, have satisfied their ethics training requirement for CY 2011.

B Accessing AgLearn Ethics Training

Access the training in AgLearn according to this table.

Step	Action
1	Go to AgLearn at www.aglearn.usda.gov and under “Learner Center”, CLICK “ Learner Login ”.
2	On the eAuthentication Warning Screen, CLICK “ I Agree ”, enter User ID and Password , and CLICK “ Login ”.
3	On your home page locate the “ To-Do List ”.
4	Under “ To Do List ”, locate: <ul style="list-style-type: none"> • “Ethics: Conflicting Interests” • “Ethics: Invitations from Outside Entities” • “Ethics: Gifts from Outside Sources”. <p>Note: If these courses are not assigned to the user, contact user’s AgLearn Administrator.</p>
5	Place mouse on the title of the course. Roll the mouse to “ Launch Content ” and click to begin course.
6	Under “Content Structure”, CLICK “ Please Click here for Ethics: ”.
7	When training has been completed, CLICK “ Click here to confirm your Ethics course completion (to bypass popup blocker hold down Ctrl key) ”.
8	Review “ Completed Work ” to ensure that the ethics courses have been recorded. <p>Note: Repeat process until the user has taken the 3 ethics modules.</p>

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4 Responsibilities and Contacts

A Filer and Manager 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 Accessing the Courses

If there are any problems with accessing the ethics courses, contact the AgLearn Help Desk by either of the following:

- e-mail to aglearnhelp@genphysics.com
- telephone at 866-633-9394.

C Questions About Training Administration

The following table provides contacts for guidance if there are any questions on training administration.

Location	Contact
Washington, DC, area	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 Offices• Kansas City Offices• St. Louis Offices	Cindy Witmer, KCHRO 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 Inquiries and Questions About 2011 Annual Ethics Training Requirement

Employees shall direct questions about the contents of the required ethics training and ethics issues to Tonya S. Willis, National Ethics Program Manager for FSA, Office of Ethics, Farm, Conservation, and Rural Programs Branch by either of the following:

- e-mail to tonya.willis@dm.usda.gov
- telephone at 202-720-0055.

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