

For: RMA Employees

Mandatory Annual Civil Rights Training for FY 2016

Approved by: Acting Administrator, RMA



1 Overview

A Background

The USDA fiscal year (FY) 2016 mandatory annual civil rights training, "Anti-Harassment Training – Identifying and Preventing Workplace Harassment," will be added to user's AgLearn "To Do List" during the month of July 2016. Employees will be required to complete the training mandate by **December 31, 2016**.

As a reminder, USDA also assigned the mandatory civil rights training, "Lesbian, Gay, Bisexual, and Transgender (LGBT) Nondiscrimination in the Federal Workplace." This training was added to user's AgLearn "To Do List" on March 1, 2016. All USDA employees are required to complete the mandated training no later than **September 30, 2016**.

B Purpose

This notice provides guidance and lists the due dates for completing two mandatory training assignments from the Department for FY 2016.

C Contacts

Direct Civil Rights training policy questions to Tracy Ware, Director, Office of Civil Rights, by either of the following:

- e-mail to [tracy.ware2@rma.usda.gov](mailto:tracy.ware2@rma.usda.gov)
- telephone at 202-690-6068.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2016	All RMA Employees

**Notice PM-2969**

**1 Overview (Continued)**

**C Contacts (Continued)**

For support with AgLearn, contact Alex Christensen, RMA AgLearn and eAuthentication Lead, by either of the following:

- e-mail to [alex.christensen@rma.usda.gov](mailto:alex.christensen@rma.usda.gov)
- telephone at 202-690-5881.

**2 Permanent and Temporary Employees**

**A AgLearn URL**

Employees are **required** to complete the training mandates using the USDA Learning Management System, “AgLearn”. Employees with special needs should contact Alex Christensen. See subparagraph 1 C.

**B AgLearn Security Credentials**

Access to AgLearn requires the use of a USDA LincPass or eAuthentication employee account (user ID and password). Direct questions and problems about the eAuthentication user ID and password to Alex Christensen. See subparagraph 1 C.

<b>IF the user...</b>	<b>THEN...</b>
has a USDA eAuthentication employee account	CLICK “ <b>Login</b> ” to access the AgLearn Home Page. <a href="http://www.aglearn.usda.gov/">http://www.aglearn.usda.gov/</a> .
has difficulty logging into their AgLearn account	contact Alex Christensen (See subparagraph 1 C for contact information).

**C New Employees Hired After July 1, 2016**

USDA employees and contractors who begin service after the Department has assigned the “Anti-Harassment Training – Identifying and Preventing Workplace Harassment” will have 60 days from the point of on-boarding to complete the training.

**3 Action**

**A Employee Action**

All RMA employees and contractors **must** complete the required Civil Rights “LGBT Nondiscrimination in the Federal Workplace” training mandate by **September 30, 2016**, and the “Anti-Harassment Training – Identifying and Preventing Workplace Harassment” training mandate by **December 31, 2016**.

**B Manager and Supervisor Action**

All RMA managers and supervisors shall verify and track the Civil Rights training in AgLearn to ensure that all employees have completed the required Civil Rights training courses **by their respective due dates**.