

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

10-18

2/8/18

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS TRAINING FOR ALL FSIS EMPLOYEES

I. PURPOSE

This notice announces the mandatory Equal Employment Opportunity (EEO) and Civil Rights (CR) training that is to be completed by all employees by September 30, 2018.

II. BACKGROUND

On an annual basis, all FSIS employees are required to complete mandatory EEO/CR training. The topic of the training will vary from year to year. The mandatory EEO/CR training identified for Fiscal Year (FY) 2018 is:

Alternative Dispute Resolution (ADR) – This training provides information on the Agency's ADR program, to include why ADR is a preferred method to utilize to resolve workplace disputes. All FSIS employees are required to complete this training.

III. TRAINING AVAILABILITY AND REQUIREMENTS

A. A link to the training module is available in the "To Do List" section of each employee's profile page in AgLearn and can be accessed by selecting the course link provided in the "To Do List" section. Employees may also use the link below for direct access the training module in AgLearn:

Alternative Dispute Resolution (ADR):

https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=ITEM_DETAILS&componentID=FSIS-FY18-ADR&componentTypeID=Web+Based&revisionDate=1510065600000

B. Hard copies of the training will be mailed to establishments for employees without computer access. These employees are to consult with their supervisors to coordinate an appropriate time to complete the training. Training is to be completed during work hours only.

IV. RECORDING COMPLETION OF THE COURSE IN AGLEARN

A. Employees who complete the training in AgLearn will automatically receive credit. Employees are to follow the instructions in AgLearn to print a copy of the certificate for their records.

B. Those who complete the hard copy training will receive credit once they complete the Training Affirmation form and submit it to their supervisor. Supervisors are to email all completed Training Affirmation forms to OFOTrainings@fsis.usda.gov or fax to 202-690-3287.

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 2/1/19

OPI: OPPD

C. Employees who complete the training in AgLearn do not need to submit the Training Affirmation Form to their supervisor or the OFOTrainings email address. This submission may cause duplicate entry of the completed training within AgLearn.

V. QUESTIONS

Questions on accessing the training or documenting completion in AgLearn should be directed to the AgLearn Administrator at FSISAgLearn@fsis.usda.gov. For additional questions or to request hard copies of the training materials, contact the Civil Rights Staff at AskCRD@fsis.usda.gov or call 301-504-7755.

A handwritten signature in black ink that reads "Sabrina J. Wagner". The signature is written in a cursive style.

Assistant Administrator
Office of Policy and Program Development