

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

FSIS NOTICE

43-18

8/7/18

TRANSITION TO NEXT GEN USDA AGLEARN

I. PURPOSE

This notice announces to all FSIS employees that USDA AgLearn will be unavailable from September 1, 2018, until September 17, 2018. This is necessary for the launch of Next Gen USDA AgLearn.

II. BACKGROUND

A. The Next Gen USDA AgLearn will be USDA's new learning management system. Benefits of the new system include features such as:

1. Usability – Easy to navigate website design and an improved search feature make Next Gen USDA AgLearn more user friendly;
2. Accessibility – Adheres to open standards for a seamless integration of accessibility tools; and
3. External Training – Integrated training from Skillsoft, DMason Financial, Lynda, Rosetta-Stone, and Skillsoft Books will remain along with various other content providers as they become available.

B. To assist all users with the changes in the USDA AgLearn website and functionality, USDA has created computer-based training courses and YouTube Videos to learn about the Next Gen USDA AgLearn system. Access to these training opportunities are found at:

1. [Next Gen USDA AgLearn: Available Training](#); and
2. Next Gen USDA AgLearn YouTube Videos:
 - a. *Viewing Your Learning*
<https://www.youtube.com/watch?v=QLb884iTLtQ&feature=youtu.be>;
 - b. *Using Ask USDA AgLearn Now*
https://www.youtube.com/watch?v=LIBFYrbyS_s&feature=youtu.be; and
 - c. *Finding Learning*
<https://www.youtube.com/watch?v=a5IHbRelzPY&feature=youtu.be>

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 8/1/19

OPI: OPPD

III. EMPLOYEE RESPONSIBILITIES BEFORE USDA AGLEARN IS UNAVAILABLE

A. Before USDA AgLearn becomes unavailable at close of business on August 31, 2018, FSIS encourages all employees to:

1. Complete all FY 18 mandatory training;
2. Complete any partially completed or in-progress trainings;
3. Consider printing your IDP because individual IDPs will not transfer to Next Gen USDA AgLearn and employees will need to reenter the information contained in the IDP;
4. Consider printing any training records that they may need while USDA AgLearn is unavailable; and
5. Complete all outstanding SF-182's, *Authorization, Agreement, and Certification of Training*.

B. While USDA AgLearn is unavailable, all SF-182s (individual as well as group) are to be submitted in hardcopy. To submit hardcopy SF-182s, employees are to:

1. Download the SF-182 form at https://www.opm.gov/forms/pdf_fill/SF182.pdf and complete all required fields;
2. Send it to their program supervisor to sign in section 1a;
3. Send it to their program budget point of contact (POC) to sign in section 2a, and to verify that the appropriation number, cost of training, and method of payment are provided; and
4. Submit the completed and signed SF-182 hardcopy to the Center for Learning (CFL) by e-mail to DeeDee.Fumey@fsis.usda.gov.

IV. RECORDS TRANSFER TO NEXT GEN USDA AGLEARN

A. All completed training is considered an employee's "training history" and will be transferred to Next Gen USDA AgLearn eventually. Not all records will be available immediately when Next Gen USDA AgLearn becomes available.

B. On September 17, 2018, only fiscal year (FY)18 training histories will be viewable.

C. Training records from years before FY18 will be available at a later date. Therefore, employees and supervisors should consider printing any training records from prior to FY18 that they may have an immediate need for until all records can be migrated.

D. Incomplete training is not considered part of an employee's "training history" and will not be transferred to Next Gen USDA AgLearn.

E. SF-182s that are not completed will not be transferred to Next Gen USDA AgLearn.

V. QUESTIONS

A searchable list of FAQs is available at:

<http://usda.custhelp.com/app/answers/list/kw/next%20gen/search/1>. For additional questions contact FSIS, Office of Outreach, Employee Education and Training (OOEET) AgLearn at: FSISAgLearn@fsis.usda.gov or 1-800-336-3747. Employees should not contact the FSIS Service Desk via the 1-800 number or by submitting a FootPrints regarding with questions about Next Gen USDA AgLearn.

A handwritten signature in black ink that reads "Sabita J. Wagner". The signature is written in a cursive style with a large initial "S".

Assistant Administrator
Office of Policy and Program Development