

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

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# FSIS NOTICE

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15-19

5/10/19

## 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 all employees are to complete by September 30, 2019.

### 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) 2019 is:

Overview of the EEO Process – This training defines the laws that prohibit discrimination against employees and applicants and describes the overall EEO process. All FSIS employees are required to complete this training.

### III. TRAINING AVAILABILITY AND REQUIREMENTS

A. 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 to the training module in AgLearn:

Overview of the EEO Process: <https://aglearn.usda.gov/course/view.php?id=40376>

B. Hard copies of the training have been distributed to employees without computer access. These employees are to consult with their supervisors to agree upon 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 if they want a paper copy. Employees who attended the Civil Rights Staff (CRS) training session during FY 2018 will not have to re-take it. Those employees are to notify CRS so that they can receive credit by sending an e-mail to: [AskCRD@usda.gov](mailto:AskCRD@usda.gov). The e-mail is to include the training session title and date. CRS will give those employees credit in AgLearn and will notify the employee when the completion certificate is available.

B. Those who complete the hard copy training will receive credit once the Training Affirmation form is completed and submitted to their supervisor. Supervisors are to e-mail all completed Training Affirmation forms to [OFOTrainings@usda.gov](mailto:OFOTrainings@usda.gov) or fax to 202-690-3287.

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**DISTRIBUTION:** Electronic; All  
Field Employees

**NOTICE EXPIRES:** 5/1/20

**OPI:** OPPD

C. Employees who complete the training in AgLearn are not to submit a Training Affirmation Form to their supervisor or the OFO Trainings e-mail address.

## V. QUESTIONS

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

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

Assistant Administrator  
Office of Policy and Program Development