



United States Department of Agriculture

Office of the
Assistant Secretary
for Administration

Office of
Human Resources
Management

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TO: Transformation Officers
Mission Area Human Resource Directors,
Deputy Administrators Management
Civil Rights Officers

FROM: Marsha A. Wiggins  NOV 2 2016
Deputy Director
Office of Human Resources Management

SUBJECT: Mandatory Veterans Employment Training for Supervisors and Human Resources Specialists

This memorandum provides notification of mandatory veterans employment training for hiring managers and Human Resources Specialists. Executive Order 13518, Veterans Employment Initiative mandates that appropriate and adequate training and retraining in the implementation and operation of veterans' employment occur for all U.S. Department of Agriculture (USDA) employees every year.

To meet this requirement, you will be assigned the course "Veterans Employment Training for Supervisors and Human Resources Specialists" respectively in your AgLearn training plan. You will have until December 30, 2016 to complete the training in AgLearn.

How do I access and complete the required training?

1. Go to your **To-Do List** in Aglearn (www.aglearn.usda.gov) and launch the Veterans Employment Training course that is applicable to you (Supervisors/HR Specialists). You are not required to take both courses. This training should be completed as soon as possible, but no later than **Friday, December 30, 2016**.
2. After completing the course, return to your **To-Do List** and complete the **AgLearn Level One Evaluation** online survey for the Veterans Employment Training course.
3. After completing the **AgLearn Level One Evaluation** online survey go to your **Completed Work** in AgLearn to verify that the learning item now appears as **Web Based Completed**.

If you have any questions or need assistance in enrolling, please contact Ms. Dawn Scaff (Dawn.Scaff@dm.usda.gov) at (202) 260-8780 or Ms. Rachele Jones (Rachele.Jones@wdc.usda.gov) at (202) 720-1700.