

**For:** State and County Office Employees

**FSFL Training Assessments in AgLearn**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

In preparation for the FSFL software release in September 2014, a training plan was created and consisted of both of the following:

- face-to-face training
- web-based training modules.

In addition, materials were created to support end users in using DLS for FSFL’s. The materials were provided as 2014 Farm Bill National Training-FSFL work instructions, and included a visual step-by-step view of how the system would function.

**B Purpose**

This notice:

- informs State Offices about certifying that all required State and County Office employees have completed the web-based FSFL assessments by COB, **September 15, 2015**
- requires that new or existing employees, including DD’s who are later assigned the responsibility of working with the FSFL Program, complete the FSFL work instructions and assessments (Exhibit 1) before working on FSFL’s
- provides that the new web-based FSFL assessments are available in AgLearn and guidance about who shall complete the assessments.

**Note:** AgLearn administrators in each State are responsible for assigning the web-based FSFL assessments.

Disposal Date	Distribution
October 1, 2015 8-11-15	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Contacts

If employees experiences issues with the web-based FSFL assessments, contact the State AgLearn administrator. For escalated concerns or issues, contact either of the following.

Name	Inquiry Topic	E-Mail Address
Mark Nelson	AgLearn	<a href="mailto:mark.nelson@kcc.usda.gov">mark.nelson@kcc.usda.gov</a>
Nanette Pena	Web-based FSFL work instructions and assessments.	<a href="mailto:julie.pena@wdc.usda.gov">julie.pena@wdc.usda.gov</a>

### 2 FSFL Assessments

#### A Current and New Employee Requirements

All State and County Office employees who are responsible for administering the FSFL Program **must** complete the web-based FSFL assessments. This includes current employees in the positions listed in subparagraph B.

If employees need a refresher on the FSFL Program, see the list of work instructions in Exhibit 1.

#### B Positions Required to Complete Assessments

Employees in the following positions are **required** to complete assessments:

- all CED's
- all DD's
- FSFL-assigned State specialists
- PT's responsible for processing FSFL's.

**Note:** Work instructions and assessments are **not** required for employees in Service Centers who do not have existing FSFL's or do not anticipate participation in the FSFL Program.

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### 3 Actions

#### A State Office Action

State Offices shall ensure that:

- County Offices are notified of the contents of this notice
- new employees complete the FSFL assessments **before** processing any FSFL's
- required employees complete the FSFL assessments by COB, **September 15, 2015**.

#### B County Office Action

County Offices shall:

- complete the FSFL assessments in Exhibit 1, as applicable, by COB **September 15, 2015**
- contact the appropriate DD for further assistance, if needed.

**FSFL Work Instructions and Assessments**

**A FSFL Work Instructions**

Access the 2014 Farm Bill National Training-FSFL work instructions at <http://fsaintranet.sc.egov.usda.gov/fsa/dafp/training/fsfl.htm>. For additional information on the topics and transactions covered in the work instructions, see 2-FSFL.

This table provides the list of 2014 Farm Bill National Training-FSFL work instructions.

01-Selecting Borrower
02-Final Loan
03-Partial and Final Loan
04-Adding Related Entity
05-Loan Request History
06-Approve Final Loan
07-Approve Partial Final
08-Check Request
09-Loan Closing
10-Amortization Schedule
11-Increase to Approved Loan
12-Decrease to Approved Loan
13-Approving Partial-Final Loan
14-Converted sys36 Loans with Missing Info
16-Loan Inquiry
17-Process Payment 1 Check
18-Process Payment 1 Check 2 Loans
19-Reverse Payment
20-Reapply 36 Payment
21-Reapply DLS Payment
22-Dashboard OM
23-Dashboard FV
24-Dashboard - SI
25-Fixing Errors for Migrated Loans-Check Request

**B FSFL Assessments**

The following FSFL assessments are available in AgLearn at <http://www.aglearn.usda.gov>:

- FSFL Assessment – Loan Making
- FSFL Assessment – Loan Servicing.