MANDATORY ANNUAL ETHICS TRAINING

The Annual Mandatory Ethics Training requirement for all **Public and Confidential Financial Disclosure** filers *MUST* be completed no later than **June 30, 2014**. This is a condition of your employment. Failure to comply could result in a disciplinary action being taken against you. The ethics staff would like to avoid that. We believe that maintaining high Government ethics standards is essential to fostering the public's trust, and we are committed to ensuring employees are aware of the ethics regulations in order to prevent individuals from unintentionally violating them. We truly are here to help you.

If you have not attended formal classroom training throughout the 2014 calendar year, you may meet this requirement by completing the following web-based USDA Office of Ethics training module:

- Ethics Sweepstakes

The Annual Ethics online training modules should be loaded into your AgLearn To-Do List in March 2014 and can be accessed by clicking the following link – http://www.aglearn.usda.gov. Employees should already have completed the e-Authentication process.

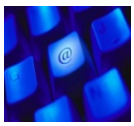
If you do not have an e-Authentication account, you will need to establish one at the following website http://www.aglearn.usda.gov/registration_directions.html. **Also, if the pop-up blocker on your PC is enabled, you may have to turn it off while taking the modules to ensure you receive credit.**

Fine print details:

We ask that you now take the time to complete your annual training requirement and do not delay. Information about completed training modules will be available to your Ethics Advisor. We also ask if you have any other ethics modules shown in your Learning Plan that have not yet been completed, to please complete them at this time.

Training Verification:

To ensure your training has registered, click on the **Completed Work** link to view your completed courses.



Science Ethics Website: http://www.usda-ethics.net/science

As always, your cooperation in meeting the June 30, 2014 deadline is greatly appreciated.

USDA
OFFICE of ETHICS