

## 2007 MANDATORY ANNUAL ETHICS TRAINING



The Annual Mandatory Ethics Training requirement for all Public and Confidential Financial Disclosure filers **MUST** be completed by **October 31, 2007**. If you have not attended formal classroom training throughout the 2007 calendar year, you may meet this requirement by completing any **3 web-based training modules**. The ethics staff servicing the REE agencies has access to tracking reports in order to monitor completion of training modules.

This year's Annual Ethics online training can be accessed by going to AgLearn or click here – <http://www.aglearn.usda.gov>. All 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](http://www.aglearn.usda.gov/registration_directions.html). All 19 Ethics training modules previously located on the USDA Ethics Website (which include the Ethics Sweepstakes) have been moved to the AgLearn site.

To access the training modules in AgLearn once you log in, enter **Ethics:** in the "Search Catalog" box in the upper right hand corner then click "Go." There are 2 pages of modules to choose from. You must complete 3 modules to meet the annual ethics training requirement.



Try the ETHICS SWEEPSTAKES module. It will test your general knowledge of Federal ethics laws and regulations through a challenging format that involves a bit of competitive instinct. You will become the jockey of "Ethical Conduct", a gallant steed pitted in a two-horse grudge race against its arch rival "Appearances." **Lose or tie, and it counts as completion of one (1) module and you will be required to complete two additional modules of your choice. Win by 9 lengths or less, and it counts as two (2) modules. Win by 10 lengths, and it counts as (3) modules and you are done for the year!**



*Disclaimer:* The Ethics Sweepstakes module has audio. Turn on your speakers, but just barely. We don't want you falling out of your chair.

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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 believe that maintaining high Government ethics standards is essential to fostering the public's trust, and we are committed to training REE employees to be privy to the ethics regulations in order to prevent individuals from unintentionally violating them. That being said, training is training, and everybody has their own style. We welcome your comments on the modules. Please forward any comments or questions to [Sue.Prada@usda.gov](mailto:Sue.Prada@usda.gov)

Your cooperation is appreciated.

Thank you.

REE Ethics Website: <http://www.afm.ars.usda.gov/hrd/ethics>