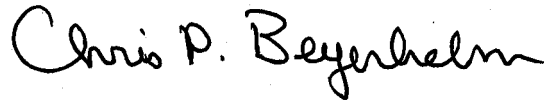


**For:** FSA Employees

**Mandatory Notification and Federal Employee  
Antidiscrimination and Retaliation Act (No FEAR Act) Refresher Training for Employees**

**Approved by:** Acting Administrator



---

**1 Overview**

**A Background**

The No FEAR Act (Pub. L. 107-174), effective October 2003, requires that federal agencies be held more accountable for violations of antidiscrimination and whistleblower protection laws. The course outlines the rights that federal, state and county employees have under antidiscrimination and whistleblower laws and provides details on how the No FEAR Act was implemented.

The primary purposes of the No FEAR Act of 2002 is to:

- hold federal agencies accountable for ALL violations of antidiscrimination and whistleblower protection laws
- discourage federal supervisors and managers from engaging in unlawful discrimination and retaliation
- ensure that employees, applicants for employment, and former employees know their rights under antidiscrimination laws and the whistleblower protection laws.

**Note:** USDA FSA has a ZERO tolerance for No FEAR Act violations.

The Office of Civil Rights has scheduled mandatory No FEAR Act refresher training for all employees.

---

Disposal Date	Distribution
July 1, 2016	All FSA employees; State Offices relay to County Offices

---

## Notice AO-1647

### 1 Overview (Continued)

#### B Purpose

This notice:

- instructs all FSA employees to complete the No FEAR Act training **no later than April 29, 2016**
- provides information about completing and recording the training.

### 2 Completing No FEAR Act Refresher Training

#### A Date for Completing Training

The No FEAR Act refresher training was assigned to all employees' and COC members' To-Do list in AgLearn in December 2015. Please note that this AgLearn course states a due date of January 15, 2016. All employees must complete their comprehensive or refresher training by Friday, April 29, 2016.

New employees must take the comprehensive course within their first 90 calendar days of employment. Employees who have taken the comprehensive course once are required to take the refresher course, thereafter.

The No FEAR Act training is compliant with Section 508 of the Rehabilitation Act.

#### B Instructions for Accessing in AgLearn

Access the training in AgLearn according to the following table.

Step	Action
1	Access AgLearn at <b>www.aglearn.usda.gov</b> .
2	CLICK " <b>Login</b> ".
3	CLICK " <b>Login with your LincPass (PIV)</b> " or enter user ID and password and CLICK " <b>Login</b> ".
4	On the AgLearn " <b>Home</b> " tab the user's <b>To-Do List</b> will be displayed. Place the cursor over course title, "No FEAR 2015 Refresher Training" (Item ID: USDA-NoFearAct-2015-Refresher) and click to launch the course; select "Yes, to launch it now".
5	Select the "Next" button and read the materials. Close the window and return to the " <b>Home</b> " tab.
6	The course title will no longer be displayed on the To-Do List. CLICK the " <b>Completed Work</b> " link to verify completion.  <b>Note:</b> To view completed work the Internet Explorer zoom setting must be on 100 percent.

## 2 Completing No FEAR Act Refresher Training (Continued)

### C Recording Paper-Based Training Completion

CED will have a copy of the paper based course(s) and will administer to COC members and field assistants that do not have access to the AgLearn system. COC members and field assistants must submit a signed document confirming they have read the policy to CED before training completion can be recorded by CED or the State AgLearn administrator. The item ID for recording the paper-based course is USDA-NFA-2015-Refresher-Paper.

A paper based copy may be obtained on the DAFO website at <http://fsaintranet.sc.egov.usda.gov/fsatraining/>.

### D Contact

If questions or additional information, contact Debbie Allen at by either of the following:

- e-mail to **Deborah.Allen@wdc.usda.gov**
- telephone at 202-401-7150.

For questions about:

- eAuthentication (eAuth) pertaining to account passwords, usage, and maintenance contact the eAuthentication help desk by either of the following:
  - e-mail to **eAuthHelpDesk@usda.gov**
  - telephone at 800-457-3642
- AgLearn courses and accounts, contact the AgLearn help desk by either of the following:
  - e-mail to **AgLearnHelp@genphysics.com**
  - telephone at 866-633-9394.

The following table provides other resources for assistance.

IF located in...	THEN contact...
County Office	State AgLearn administrator or training coordinator.
SWA RSO	RSO SharePoint site.
State Office, Kansas City, St. Louis, or APFO	Mark Nelson by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <b>mark.nelson@kcc.usda.gov</b></li> <li>• telephone at 816-929-3420.</li> </ul>
National Office	Marie Hubbard by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <b>marie.hubbard@wdc.usda.gov</b></li> <li>• telephone at 202-401-0373.</li> </ul>