

For: All FSA Employees

Mandatory No Fear Act Training

Approved by: Administrator



1 Overview

A Background

The USDA, Office of Civil Rights (CR) mandatory No Fear Act Training is now available on AgLearn. All **FSA employees** are required to complete this training by COB **December 22, 2006**.

This training is mandated by the Office of Personnel Management (OPM), and is a web-based training offered by USDA and available through AgLearn for all **FSA employees**.

B Purpose

This notice provides information about the Notification and Federal Employees Antidiscrimination and Retaliation Act (No Fear Act) mandatory training required by federal law.

Note: Because County Office employees are covered by civil rights laws they must also complete the required training. New employees and those who are not currently in a duty status are required to complete this training after they are in-processed or return to duty.

C Paper Copy of No Fear Act Training

This link, http://portal.c2ti.com/content/usfs_111406_No_FEAR_Printout_11.14.06.14.06.pdf, is provided to support a paper version of the No Fear Act Training for those employees who do not have access to computers. State Offices will report to DAFO the names and numbers of State and county employees using the paper training version to complete the No Fear Act Training.

The State AgLearn Administrators will update the paper copy of the No Fear Act paper-based version using **USDA-No Fear Act-2006 Paper** for the item ID under "Record Learning" under the "Quick links" sections.

Disposal Date	Distribution
October 1, 2007	All FSA Employees; State Offices relay to County Offices

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1 Overview (Continued)

C Accommodations

The training program is written to accommodate persons with disabilities. However, persons with disabilities who require additional accommodations to participate in this training should contact Bessy Plaza by either of the following:

- telephone at 202-401-0365
- e-mail to Bessy.Plaza@wdc.usda.gov.

Note: Accommodations for the training will be addressed on a case-by-case basis.

D Labor-Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

E Training Information

All **FSA employees** are required to take the No Fear Act training. The training shall be completed by all employees by COB, **Friday, December 22, 2006**.

Note: It takes approximately 1 hour to complete this training.

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2 Completing Training (Continued)

A Accessing the AgLearn Civil Rights Training

All **FSA employees** shall access the No Fear Act training according to the following table. All employees are required to have a USDA eAuthentication Employee Account (user ID and password) to access training provided through AgLearn. **Employees** who do not have an account shall establish an eAuthentication user ID and password according to 2-IRM, Exhibits 16.5 through 16.8.

Note: Completion of this course will be documented in AgLearn for all **FSA employees**.

Step	Action
1	Click on “Internet Explorer” from your computer desk top.
2	Click on “Tools” and then on “Internet Options.”
3	Click on “Advance Tab”
4	Locate the “Java Sun,” “Uncheck” the box and click “Ok.”
5	Access the AgLearn home page at http://www.aglearn.usda.gov .
6	Click on the “Login” button.
7	Click “Continue” on the Warning Screen to access the eAuthentication Login Screen. Enter your user ID and password and click “Login.”
8	Click “Learning Tab,” locate No Fear Act Training and click “Launch Content.”
9	Employees who require “Course Optimized for Accessibility” click “Yes”
10	Locate the “Advance Arrows” at the bottom of each page to advance to the next screen.

B Supervisor Responsibilities

Supervisors will verify that their employees have completed training according to this table.

Step	Action
1	Access the AgLearn home page at http://www.aglearn.usda.gov .
2	Click on the “Login” button.
3	Click “Continue” on the Warning Screen to access the eAuthentication Login Screen. Enter your user ID and password and click “Login.”
4	Click on the "My Employee" Tab. If all employees are not displayed, see Notice PM-2523.
5	Select the employee to verify, then click "change to Select Learner" .
6	Click on "Learning" Tab.
7	Click on "Learning History" .
8	Locate the No Fear Act Training and verify that the course is complete.
9	Click on "Return to your records "or "Log off" .

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2 Completing Training (Continued)

B Supervisor Responsibilities (Continued)

Supervisors shall:

- ensure that new employees complete the No Fear Act Training requirements within 30 workdays of their start date
- certify in writing to their supervisor or manager that all of their employees have completed the training; this certification should go “up-the-line” according to this table.

IF...	THEN certify to:
CED	DD. Note: This is only for the purpose of this training.
FLM	DD.
DD	SED or designee.
SED	DAFO.
Division Director	<ul style="list-style-type: none">• Deputy Administrator• Johnny Toles, OCR
Deputy Administrator	Johnny Toles, OCR

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3 Contacts

A Questions About the On-Line Operation of the Course

If there are any:

- problems with the course, contact the AgLearn Help Desk by either of the following:
 - e-mail at AgLearnHelp@genphysics.com
 - telephone at 1-866-633-9394.

B Questions About Training Administration

If there are any questions on training administration, contact 1 of the following.

Location	Contact
National Office	Bessy Plaza, HRD, TDB by either: <ul style="list-style-type: none">• telephone at 202-401-0365• e-mail at Bessy.Plaza@wdc.usda.gov.
State Offices (AgLearn administrator), Kansas City, and St. Louis	Ruby Hervey, KCHRO, EDS by either: <ul style="list-style-type: none">• telephone at 816-926-2834• e-mail at ruby.hervey@kcc.usdsa.gov.
State or County Office	State Aglearn Administrator or Training Coordinator