



DEPARTMENT OF THE ARMY
U. S. ARMY MEDICAL COMMAND
2050 WORTH ROAD, FORT SAM HOUSTON, TEXAS 78234-6013

MCEE

13 NOV 2006

MEMORANDUM FOR

Commanders, MEDCOM Major Subordinate Commands
Directors, OTSG/MEDCOM OneStaff

SUBJECT: Mandatory Anti-Discrimination and Retaliation Training—"No FEAR" Act

1. Reference memorandum, SAMR-EOCR, 31 Oct 06, SAB (Enclosure 1).
2. The referenced memorandum from the Deputy Assistant Secretary of the Army (Equal Employment Opportunity and Civil Rights) announces on-line training for the Notification and Federal Employee Anti-Discrimination and Retaliation (No FEAR) Act of 2002. The No FEAR Act requires that all Federal civilian employees receive this training to ensure that they are aware of the rights and remedies applicable to them under the Federal anti-discrimination and whistleblower protection laws.
3. To meet the requirements of the Act the training must be completed by **15 Dec 06**. On-line training will be available until that date and accessible by all Army civilian employees and supervisors (civilian and military) of civilian employees. The referenced memorandum provides specific information for accessing the training through Army Knowledge Online (AKO).
4. The availability of on-line training will minimize the time required to complete this training. Senior leaders at each major subordinate command are expected to support this Army-wide endeavor and ensure completion of the training.
5. The MEDCOM Office of EEO Programs will be responsible for retrieving and consolidating the training completion data for all MEDCOM organizations using the Army Training Requirements and Resource System (ATRRS). Our MEDCOM data will be submitted to HQDA (EEO & Civil Rights) NLT 17 Dec 06.
6. Our point of contact is Mrs. Carmen L. Lopez, Director, Office of EEO Programs, at (210) 221-8170, DSN 471 or e-mail Carmen.Lopez@us.army.mil.

FOR THE COMMANDER:

Encl
as


WILLIAM H. THRESHER
Chief of Staff



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS
1901 SOUTH BELL STREET 2ND FLOOR, CM 4
ARLINGTON, VA 22202-4508

SAMR-EOCR

31 OCTOBER 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Anti-Discrimination and Retaliation Training –“No FEAR” Act

1. Reference: Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002, Public Law No. 107-174.
2. The Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002, also known as the “No FEAR” Act, became effective on 1 October 2003. It was enacted to improve accountability of federal agencies for violations of anti-discrimination and whistleblower protection laws.
3. The “No FEAR” Act requires that all federal civilian employees receive/complete training concerning their rights and remedies under the federal anti-discrimination and whistleblower protection laws applicable to them. While not required by the “No FEAR” Act, we recommend that military officers supervising civilian employees complete the training, as well.
4. On 20 July 2006, the Office of Personnel Management issued the final regulations implementing this training requirement. These regulations provide in relevant part that federal employees must receive “No FEAR” Act training by 17 December 2006.
5. To fulfill this training obligation, the Assistant Secretary of the Army (Manpower and Reserve Affairs), Equal Employment Opportunity and Civil Rights Office (EEO/CR), recently identified online training that meets the requirements of the 20 July 2006 regulation.
6. To access the online training, employees must go online to Army Knowledge Online (AKO) at <https://www.us.army.mil>; choose My Education (under Self-Service); click on Army e-Learning. New Users click on the New User link; those already registered for Army e-Learning, click on the Login Link. Detailed instructions on how to register and log in are enclosed with this memorandum. Once logged in, employees will click on the “No FEAR” training link to be taken to the course module. For assistance with log in or registering, please send an e-mail to army.elearning@us.army.mil. Employees requiring 508 assistance need to send an e-mail to army.elearning@us.army.mil.

SAMR-EOCR

SUBJECT: Mandatory Anti-Discrimination and Retaliation Training –“No FEAR” Act

7. The “No FEAR” Act course in Army e-Learning will remain available until 15 December 2006. Therefore, your assistance is requested in ensuring that all Army civilian employees in your Command/Component complete training by this date. Request all employees complete the end of course evaluation. **NOTE:** This guidance does not cover Contractor personnel. Contractors are not eligible to register for the Army e-Learning Program.

8. The “No FEAR” Act online training course takes approximately one hour to complete. When completed, employees can exit the course module and will receive their certificate of completion via their AKO email within 48-72 hours.

9. Supervisors are responsible for ensuring that their employees complete the training. Employees are responsible for providing a copy of their certificate of completion to their supervisor. Employees should also retain a copy of the certificate for their records.

10. Army-wide training completion information will be gathered through Army Training Requirements and Resources System (ATRRS). However, we recommend that each Command establish internal procedures for gathering the training completion information and provide the consolidated information to the MACOM/DRU/Service Component Command EEO Officer. This information may be useful in correcting any discrepancies gleaned from the ATRRS report.

11. Army aggregate training completion information will be provided to the Department of Defense (DoD), Office of Diversity Management and Equal Opportunity, for DoD-wide consolidation and appropriate disposition. Further, upon completion of this effort, EEO/CR will coordinate a task force to determine the best way to ensure future employees receive similar training.

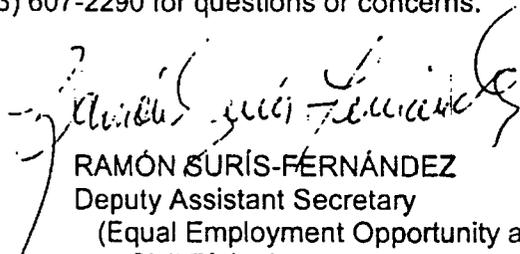
12. Employees will be allowed duty hours to complete this online training. Local activities should coordinate online access for those employees who are not able to access AKO at their normal duty station. Recommend that your organization distribute the enclosed information to all civilian employees so as to facilitate their learning. **NOTE:** The electrons for the subject memorandum and enclosure will be sent via e-mail to facilitate distribution of this information within your organization. Finally, activities are reminded to meet their statutory labor relations obligations in implementing this policy.

SAMR-EOCR

SUBJECT: Mandatory Anti-Discrimination and Retaliation Training –“No FEAR” Act

13. POC for this action is Ms. J. Page, Deputy for Complaints and Compliance Review. Ms. Page can be telephonically contacted at (703) 607-1148. Alternatively, Ms. Jennifer Kindinger can be contacted on (703) 607-2290 for questions or concerns.

Enclosure



RAMÓN SURÍS-FERNÁNDEZ
Deputy Assistant Secretary
(Equal Employment Opportunity and
Civil Rights)

DISTRIBUTION:

ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY

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US ARMY TRAINING AND DOCTRINE COMMAND (ATCG)

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(CONT)

SAMR-EOCR
SUBJECT: Mandatory Anti-Discrimination and Retaliation Training –“No FEAR” Act

DISTRIBUTION: (CONT)
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US MILITARY ENTRANCE PROCESSING COMMAND (MCR-SS)
US ARMY ACQUISITION SUPPORT CENTER (ASC)
INSTALLATION MANAGEMENT AGENCY (IMA)

CF:
DIRECTOR, US ARMY HUMAN RESOURCES COMMAND
LABOR RELATIONS OFFICE (ARMY G1 DAPE/CP/MR. DAVID HELMER)
ADMINISTRATOR, ARMY E-LEARNING PROGRAM OFFICE (MS. LESLIE YORK)
OFFICE OF THE JUDGE ADVOCATE GENERAL (DAJA-LE/MR. MICHAEL L.
LASSMAN)
EEO OFFICER, FORSCOM (MS. WANDA DORSEY)
EEO OFFICER, TRADOC (MS. PEGGY TIGHE)
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CHIEF, EEO, IMCOM (IMAH-Z/MS. SEEMA SALTER)
CHIEF, EEO, USACE (CEE0/MR. GONZELLAS WILLIAMS)
EEO OFFICER, MDW (ANEO/PROGRAM MANAGER)
EEO OFFICER, MEDCOM (MCEE/MS. CARMEN LOPEZ)
EEO OFFICER, INSCOM (MR. BRADY JONES)
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EEO OFFICER, US ARMY MILITARY ACADEMY (USMA)
EEO OFFICER, NETCOM (MS. BETH FORD)
EEO OFFICER, ATEC (DR. VICTORIA DIXON)
EEO OFFICER, HQ OSA (MS. DEBRA MUSE)

No FEAR Act Online Training

Course Information: Course should take approximately an hour to complete. It contains a pre-test and post-test for each segment. Employee must achieve 70% or higher to pass and successfully exit the course. A certificate of completion will be sent to the participant's AKO email within 72 hours. A copy must be (1) retained for the participant's file and (2) provided to the supervisor.

Steps for Taking the No FEAR Act Online Training

(Use arrow buttons at the bottom of the screen to navigate through the course.)

1. Log on to AKO.
2. Click "My Education" under Self-Service.
3. Click on Army e-Learning link.
 - a. If not already registered, click on the New User link to register and follow instructions.
 - b. If you are registered, click on the Login link.
4. After registering and at the ATRRS E-Learning Management page, click on "Continue." At the ATRRS Army e-Learning Training Application page you will be prompted to login using your AKO User Name and AKO Password.
 - a. If you receive a message that you have a license to use Army e-Learning, follow the instructions.
 - b. If you receive a message that you have a license to use Army e-Learning but have forgotten your password, return to the main Army e-Learning page (<https://us.army.skillport.com/usarmy/login/usarmylogin.cfm>), click "Forgot Password." At the Skillport page provide your AKO UserID, click "Send New Password" and an email will be sent to your AKO email with a new password.
 - c. If you receive a message that you are not licensed/registered with Army e-Learning, an Army ATRRS e-Learning Training Application page will appear with your employment data and home address. Verify the data is correct and if not correct those fields. Once updated click "Submit".
 - d. If your application is approved you will receive two separate emails:
 - One containing your Army e-Learning UserID
 - One containing your Army e-Learning password
 - e. You can now return to the main Skillport login page (<https://usarmy.skillport.com/rkusarmy/login/usarmylogin.cfm>) and login using the UserID and password provided.
5. Once logged in a Newskills screen will appear with course information listing. Click "No FEAR Act" course link at the bottom of the page.
6. On the following page click on "The No FEAR Act" (under My Assignment).
7. The next page contains course information. Click "Play this course." The course will begin to load.
8. Once course loading is complete click on "Begin Course" (bottom right side of the screen) and follow the on-screen instructions.

Note: The course responses are only for trainee's thoughts and learning process and will not be available to supervisors.