



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

S: 31 October 2019

MNHF

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Equal Employment Opportunity (EEO) and No FEAR Act Training for all Federal Employees (Title 5 & 32), and Supervisors of Federal Employees

1. References:

a. Assistant Secretary of the Army Manpower & Reserve Memorandum, 18 April 2014, subject: Equal Employment Opportunity, Anti-Harassment and No FEAR Training for Civilian Employees and their Supervisors.

b. Special Assistant to the Chief of the National Guard Bureau Memorandum, 22 Oct 2014, subject; Mandatory Army Equal Employment Opportunity, Anti-Harassment, and No FEAR Training for Department of the Army Civilian Employees and their supervisors.

2. In accordance with the "Notification and Federal Employee Ant-discrimination and Retaliation Act of 2002" (No FEAR Act), all Federal Employees (Title 5 & 32), and supervisors of Federal Employees are required to complete mandatory No FEAR Act training yearly. The No FEAR Act places emphasis on improved government performance through enforcement, compliance, and accountability with existing employment discrimination, whistleblower, and retaliation prohibitions.

3. All Directors, GOCOM Administrative Officers and Wing Commanders are asked to ensure all Federal Employees (Title 5 & 32) and supervisors of Federal Employees complete the No FEAR Act training no later than 31 October 2019. Training is web-based and takes approximately 30 minutes to complete. Instructions to complete the training are enclosed.

4. If you have any questions, please contact A1C Elizabeth Campbell, Equal Employment Opportunity Specialist, (518) 786-4621, or elizabeth.m.campbell46.mil@mail.mil.

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink that reads "Charles H. Hutson".

Encl.

CHARLES H. HUTSON
Colonel, NYANG
Director, Federal Human Resources

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EEO Anti-Harassment & No FEAR Training Instructions

Army training module takes approximately thirty (30) minutes to complete. An AKO account is required. Directions for accessing are as follows:

1. Access ATRRS through AKO
2. Under the Self Service Tab, select My Training
3. Under ATRRS select Search the ATRRS Course Catalogue
 - a. Under Course Number, type EEO-203A (for employees)/EEO-203B (for supervisors).
 - b. Click Search the ATRRS Course Catalogue.
 - c. Click on the Course Number.
 - d. Complete Registration Training Application.
4. You will receive an email confirming your registration for the online course.
 - a. The email will say your registration may take up to 24 hours.
5. Access ALMS through AKO
6. Find the In-Progress Learning Activities block
7. Under Actions, click Launch
 - a. Click the Underlined EEO Course
 - b. Once you finish the course click Exit
8. After completing the training:
 - a. Under the Completed Learning block, click Transcript
 - b. Find the EEO Anti-Harassment & No FEAR Training line, click Actions
 - c. Under Actions, click Print Certificate and then save to your desktop
9. Save your certificate. Please email your certificate to elizabeth.m.campbell46.mil@mail.mil

Air Force training module takes approximately thirty (30) minutes to complete. An ADLS account is required. Directions for accessing are as follows:

1. Access ADLS through AF Portal
2. Under the ADLS Links tab, click Course List
3. Click + next to Selected Force Training
 - a. Select No FEAR Act Training (ZZ133081)
 - b. Click Take/Resume Course
 - c. Click No FEAR Act Course
 - d. After completing the courses, Click No FEAR Act Exam
 - e. Click Take Exam
4. After completing the training
 - a. Under ADLS Links tab, click Training Records
 - b. Click My Transcript
 - c. Find the No FEAR Act Training line, click underlined certificate
5. Save your certificate to your desktop. Please email your certificate to elizabeth.m.campbell46.mil@mail.mil