

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

01-20

1/7/20

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS TRAINING FOR ALL FSIS EMPLOYEES

I. PURPOSE

This notice announces the mandatory Equal Employment Opportunity (EEO) and Civil Rights (CR) training that all employees are to complete by March 31, 2020.

II. BACKGROUND

On an annual basis, all FSIS employees are required to complete mandatory EEO/CR training. The topic of the training varies from year to year. The mandatory EEO/CR training identified for Fiscal Year (FY) 2020 is:

No FEAR Act Comprehensive Training – This training discusses the rights of Federal employees under antidiscrimination and whistleblower laws, as well as the remedies available for Federal employees under the Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act).

III. TRAINING AVAILABILITY AND REQUIREMENTS

A. The No FEAR Act Comprehensive Training has been included in each employee's learning plan. Employees with computer access are to complete the training electronically within the AgLearn system. The training module is available in the "My Mandatory Training" section of employee's AgLearn Dashboard. Employees may also use the link below for direct access to the training module in AgLearn:

[No FEAR Act Comprehensive Training](#)

B. Employees with computer access are to "Enroll" in the course before taking the training to ensure credit. Employees are to complete the following steps to enroll in the course:

1. Select the course on the "My Mandatory Training" landing page and launch course;
2. Select "Course administration" within the "ADMINISTRATION" block on the left side of the screen and click on the "Enrollment options" link;
3. Select "Enroll Me" and click on the "No Fear Act" course;
4. Select "Enter" and "Start Course."

C. If employees have issues enrolling themselves in the training, they are to contact the FSIS AgLearn Help Desk for assistance at FSISAgLearn@usda.gov.

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 1/1/21

OPI: OPPD

D. FSIS will mail hard copies of the training to establishments for employees without computer access; the hard copy mailing will include instructions, training content and a Training Affirmation form. These employees are to consult with their supervisors to coordinate an appropriate time to complete the training. Employees are to only complete the training during work hours.

IV. RECORDING COMPLETION OF THE COURSE IN AGLEARN

A. Employees who complete the hard copy training will receive credit once the Training Affirmation form is completed and submitted to their supervisor. Supervisors are to e-mail all completed Training Affirmation forms no later than March 31, 2020, to OFOTrainings@usda.gov or fax to 202-690-3287.

B. Employees who complete the training in AgLearn are not to submit the Training Affirmation Form to their supervisor or the OFO Trainings e-mail address. Submitting the form may cause duplicate entry of the completed training within AgLearn.

V. QUESTIONS

Questions on accessing the training or documenting completion in AgLearn should be directed to the AgLearn Administrator at FSISAgLearn@usda.gov. For additional questions or to request hard copies of the training materials, contact the Civil Rights Staff at AskCRD@usda.gov or call 301-504-7755.



Assistant Administrator
Office of Policy and Program Development