

Department Announcement

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FSI Announces: No FEAR Act Training (PT401) Mandatory Training for all DOS Employees

FSI announces the release of No FEAR Act Training (PT401). All Department of State employees are required to complete this on-line training course that instructs students on the laws prohibiting discrimination and retaliation in the workplace and what avenues of recourse are available. PT401 was developed with the Department's Office of Civil Rights (OCR) and approved by the Under Secretary for Management and the Director General.

This distance-learning course, No FEAR Act Training (PT401), will fulfill the No FEAR Act requirement that agencies train their employees regarding the employees' rights and remedies under Federal antidiscrimination and Whistleblower protection laws.

This training is mandatory for U.S. citizen Department of State employees, irrespective of geographic location of assignment, and non-U.S. citizen employees located within the territorial U.S. All new hires in the above categories will be required to take and pass this course within 90 days of entry on duty. For newly hired Foreign Service employees, training will occur during FSI orientation. The Bureau of Human Resources will work with the bureaus to assure that all newly hired Civil Service employees take the training within the first 90 days. Bureaus will be responsible for assuring that current covered employees are reminded of their responsibility to take and pass this course by May 1, 2009. Additionally, all personnel covered by this training requirement are also required to re-take and pass the course every two years. Completion of this course is one way to meet the requirement for diversity updates spelled out in 13 FAM 312.1(e). Bureaus will have access to regular reports on employees who have completed the required training starting in February 2009.

The No FEAR Act training is targeted at U.S.-citizen audience. To the extent posts have U.S. citizens filling LES/EFM positions, they too must complete the training. It is not required, but is strongly encouraged, that managers who supervise PSCs provide them with an opportunity to take this distance-learning training as well. Students may enroll electronically in **PT401** via the Distance Learning link on FSI's OpenNet web site. Follow the instructions for submitting enrollment requests. To access the **PT401** online enrollment directly, CTRL-click on the following intranet address: [No FEAR Act Training \(PT401\)](#)

The point of contact for further details about this course is Janice F. Caramanica, Senior Attorney-Advisor, S/OCR, at CaramanicaJF@state.gov.

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