



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

MDNG-AG-HRO

20 December 2006

MEMORANDUM FOR All Maryland Army & Air National Guard Technicians

SUBJECT: Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act Mandatory Training

1. PURPOSE. Federal Law, 5 CFR Part 724, requires that 100% of technicians complete the No FEAR Act training course. The deadline for completion of this training is 31 January 2007. Thereafter, the requirement for this training is every two years.

2. The No FEAR Act online training module takes approximately 30 minutes to complete. The training includes a 25-slide PowerPoint presentation, followed by a ten question test where a passing score of 70% must be attained. When completed, employees will be able to print their certificates of completion immediately.

3. INSTRUCTIONS. This is an ANG site so all (including ARNG) must go online.
https://golearn.csd.disa.mil/kc/login/login.asp?kc_ident=kc0001

- a. Register per the instructions given online.
 - (1) Click "User Registration" on top menu.
 - (2) Complete three registration blocks.
 - (3) Establish login and password.
 - (4) Air Force Level Organization: Type Air National Guard - then "search."
 - (5) Select organization – Maryland.
 - (6) Complete User Profile - use work information. Complete all required fields.
 - (7) Under UTM/UDM: Type in SEEM's e-mail address:
jan.burke@mdbalt.ang.af.mil
 - (8) Use technician grade.
 - (9) Successfully complete.



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- b. After registration, user your login and password.
 - (1) Click "Course List" on left side of the home page.
 - (2) Click "Ancillary Training" under "My Courses."
 - (3) Click "No FEAR Act" Training.
 - (4) Click "No FEAR Act" Course.
 - c. Take the course.
 - d. After completing the training:
 - (1) Click "No FEAR Act" Exam.
 - (2) Begin test.

NOTE: If a 70% is not attained, the course will need to be re-accomplished.
 - e. After successfully completing the exam:
 - (1) Return to home page.
 - (2) Click "My Transcript" on left side of the home page.
 - (3) Click on certificate.
 - (4) Print the certificate in landscape.
4. Supervisors are responsible for ensuring that their sections complete the No FEAR training. Employees will send their No FEAR course certificates to the Maryland State Equal Employment Manager, Lt Col Jan Burke. Annotation of training completion will be input into the Defense Civilian Personnel Data System (DCPDS). SEEM will maintain an alphabetical file of the MDNG technician certificates. Supervisors will not need to annotate the NGB Form 904-1.
5. POC is Lt Col Jan Burke at 410-576-6045 or email at jan.burke@mdbalt.ang.af.mil.

FOR THE ADJUTANT GENERAL:



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Col, MDANG
Human Resources Officer / J1

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