



OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

ADMINISTRATION AND  
MANAGEMENT

12 2010

MEMORANDUM FOR: SEE DISTRIBUTION

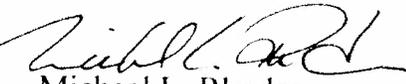
SUBJECT: No FEAR Act Training and Notification Requirements

On May 15, 2002, Congress enacted Public Law 107-174, the "Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002;" commonly referred to as the No FEAR Act. As the name suggests, this law increases agency accountability for compliance with antidiscrimination and retaliation laws.

In accordance with the Act and implementing guidance, all personnel shall receive training in the rights and remedies available under antidiscrimination and whistleblower protection laws. New employees shall receive No FEAR Act training within 90 calendar days after entering on duty. The Act further requires that all employees are trained every two years. The next biennial cycle is December 2010.

Washington Headquarters Services (WHS), Planning and Evaluation Directorate, Equal Employment Opportunity Programs (EEOP) is responsible for implementing the No FEAR Act. I encourage you to ensure full compliance with this requirement. More information may be obtained by contacting the EEOP staff at (703) 699-1805/1810 or at the EEOP website at [www.whs.mil/EEOP/NoFEARAct](http://www.whs.mil/EEOP/NoFEARAct).

The No Fear Act training is available online through the WHS Learning Center at <https://lms.whs.mil>, and requires approximately 30 minutes to complete. Completion of the training will be recorded in an employee's learning history and may be verified by reports generated from the system. Individuals will not be required to generate a course completion certificate. Attached is a set of instructions for first time users. Please direct questions regarding technical issues to the Learning and Development Customer Satisfaction Center at [lms@whs.mil](mailto:lms@whs.mil) or (703) 604-6852.

  
Michael L. Rhodes  
Acting Director

Attachment:  
As stated

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# TAB A

## First Time User Information

For first time LMS users, access the WHS LMS by obtaining a user ID from your Training Coordinator. Once this has been obtained, follow the steps below to access the system:

1. Open an Internet Explorer Browser
2. Go to <https://lms.whs.mil>
3. A pop up box will appear. Select the DoD Email CA-20 certificate.
4. Enter your CAC PIN.
5. The LMS login screen will appear.
6. On the LMS login screen, enter your User ID and the temporary password.
7. You will need to create and answer a security question.
8. You will then be logged onto the LMS.

Once in the LMS system, the courses can be accessed by clicking the Catalog tab at the menu bar across the top of the page.