

**Forest Service**  
**Fiscal Year 2018 Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act Annual Report**

**Introduction**

This No Fear Act Report provides Fiscal Year (FY) 2018 efforts by the U.S. Department of Agriculture's (USDA) Forest Service (FS or Agency) to fulfill the intent of the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act). For ease of reading, this document is divided into sections that follows the No Fear Act Annual Report guidelines. Each section addresses the Trends, Causal Analysis, Knowledge Gained, and Action Taken or Planned. Per each section, the information is organized with FY 2018 data first, followed by comparative data for FY 2017.

**I. Number of Complaints Filed**

**A. Trends** – In FY 2018, the Forest Service's number of complaints *per capita* rate was lower than the U.S. Department of Agriculture's complaints *per capita* rate. The USDA Forest Service FY 2018 complaints *per capita* rate was 0.39% comparative to the U.S. Department of Agriculture FY 2018 complaints *per capita* rate of 0.57%. The USDA Forest Service has experience a consistent downward trend in formal complaint activity for the past two (2) years. In FY 2018 a total of 141 formal complaints were filed, comparative to FY 2017 a total of 143 formal complaints were filed.

**B. Causal Analysis:**

- In FY 2018, 141 formal complaints were filed.
- In FY 2017, 143 formal complaints were filed.

**C. Knowledge Gained** – In FY 2018, the Forest Service experienced a -1.40% decrease in the number of formal complaints filed as compared to FY 2017. In FY 2018, there were 141 formal complaints filed comparative to the 143 formal complaints filed in FY 2017. The data supports that the USDA FS' efforts to address the work environment and improve the Equal Employment Opportunity pre-complaint process are beginning to positively impact formal complaint activity.

**D. Action Taken or Planned** – The USDA Forest Service continually develops, conducts, monitors, and evaluates its Civil Rights programs, events, documentation, and trainings to ensure all employees and managers are knowledgeable of Civil Rights regulations, processes, policies, practices, procedures, and requirements. In addition, USDA FS has stood up a new national office of Work Environment and Performance, placing greater emphasis on creating and sustaining a safe, resilient and respectful working environment.

The following USDA Forest Service programs and activities occurred in FY2018:

- **Listen and Learn Sessions** – The objective of the Listen and Learn Sessions are to listen to our employees. All Managers and Supervisors, accompanied by a Civil Rights Specialist, held an open forum on the work environment. All employees were given the opportunity to meet with their leadership to express their views, thoughts, concerns, and ideas concerning the work environment. They also address issues concerning harassment, bullying, and reprisal. Likewise, leadership had the opportunity to articulate the characteristics of a healthy work environment.
- **Stand-up for Each Other Session** – Was designed for all FS employees' engagement. The one-day event encompasses four (4) modules: (1) First Safety Engagement and follow-up with build in return engagements; (2) Introduction of

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“This is Who We Are: Our Code and Commitments;” (3) Three (3)-hour Anti-Harassment training featuring a video by National Leadership Council; (4) Discuss what we heard during the Listen and Learn Sessions.

- **Employee Advisory Group** – This 30-member board will identify proactive steps that support and empower employees. They will advise the Chief and other senior leaders on steps needed to eliminate harassment and promote safe, respectful work environments.
- **Senior Advisor Created** – A Senior Advisor for work environment issues was created in the Immediate Office of the Chief
- **Changing Cultural Norms** – USDA Forest Service refocused annual learning requirements for all employees. The Agency developed and delivered anti-harassment training for all FS employees. USDA exceeded its goal as 99% of employees were certified as completing USDA’s annual civil rights training requirements to ensure all employees have the skills to effectively address harassment.
- **Trailblazer in Improving the USDA Complaint Process** – The USDA, Forest Service led the evaluation, development and implementation of new processes and efficiencies to improve the quality and timeliness of FS’ discrimination complaint processes. This included: the creation of new electronic standard operating procedures for aspects of the complaint process which create a lasting efficient process across the organization. These were developed so they could be utilized by all of USDA. Efforts to improve the pre-complaint processing resulted in a 3% reduction in Agency response time to EEO document requests, and 96% of all counselor reports completed within Agency statutory timeframes.
- **EEO ADR Realignment** – USDA Forest Service realigned the Equal Employment Opportunity (EEO) ADR functions within the EEO staff by the 3rd quarter of FY2018. As a result, the Agency is in compliance with EEO regulations and non-EEO ADR functions can be further expanded as part of FS’ work environment initiative. Each Counselor and formal specialist is now trained and certified to mediate EEO cases allowing the staff to resolve cases at the lowest level by creating a more efficient and effective resolution process. This resulted in participation rates in ADR increasing 14% and, resolutions rates increasing by 35% compared to FY2017 – which contributed to the lowest formal filings in past two (2) years.
- **Agency Anti-Harassment Policy Expanded** – The Forest Service updated and broadened the Agency Anti-Harassment Policy to focus on the commitment to eliminating harassment through personal responsibility and accountability.

**II. Number of Filers**

**A. Trends** – In FY 2018, the number of Complainants that filed complaints are 130, which resulted in a minor increase from the prior fiscal year. In FY 2017, the USDA. Forest Service had a total of 126 Complainants that filed complaints.

**B. Causal Analysis:**

- In FY 2018, 130 number of Complainants

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- In FY 2017, 126 number of Complainants

**C. Knowledge Gained** – In FY 2018 the Forest Service experienced a 3.17% increase in the number of Complainants filing formal complaints comparative to FY 2017. In FY 2018, there were 130 individuals that filed formal complaints comparative to 126 individuals that filed formal complaints in FY 2017.

**D. Action Taken or Planned** – The Forest Service continually develops, conducts, monitors, and evaluates its Civil Rights programs, events, documentation, and trainings to ensure all employees and managers are knowledgeable of Civil Rights, EEO, and Anti-Harassment regulations, processes, policies, practices, procedures, and requirements. In an effort to reduce the number of Complainant’s filing complaints in our Agency. In addition to other areas of improvement to the work environment; the FS has created the following programs in FY 2018 and/or will continue in FY 2019:

- **Anti-Harassment Improved Protocol** – Ensures the following issues are addressed: (1) employees’ complaints filed through the anti-harassment hotline are handled in a prompt and fair manner; (2) employees clearly understand the process and where to reach out; (3) ensures unit leaders are aware of and take action on work unit issues; and (4) all parties are kept informed throughout the harassment assessment process, including investigation results and final disposition of cases.
- **Victim Advocacy Support** – The Forest Service will establish a support structure for victims, by revising the anti-harassment policy, if necessary, provide training to all necessary stakeholders, including Civil Rights and Employee Relations staff, as well as, Investigators; on a victim-centered, trauma-informed approach to anti-harassment. The organization will also assist with developing proactive trainings and initiatives, including bystander intervention and being an ally.
- **Harassment Reporting Center (HRC)** – The Forest Service is launching a new service for employees that provides a single, dedicated resource for reporting all forms of harassment. Employees can reach a HRC Representative seven days a week. The Center is operated by skilled and extensively trained contracted individuals.
- **Sexual Misconduct Investigators** – The Forest Service is expanding use of contract and other Federal Investigators for sexual misconduct investigations in response to a recent USDA Office of Inspector General recommendation. This initiative has currently been implemented in Region 5, and will soon expand nationally.

**III. Number of Repeat Filers**

**A. Trends** – In FY 2018 the number of Repeat Filers were 9, which is a considerable decrease from FY 2017. In FY 2017 the U.S. Forest Service had a total of 14 Repeat Filers.

**B. Causal Analysis:**

- In FY 2018, 9 number of Repeat Filers
- In FY 2017, 14 number of Repeat Filers

**C. Knowledge Gained** – In FY 2018, the Forest Service experienced a -35.71% decrease in repeat filings of formal complaints as compared to FY 2017. In FY 2018, there were 9 repeat filings

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comparatively to the 14 repeat filings in FY 2017. This also represents one of the lowest number of repeat filing in the last five (5) years.

**D. Action Taken or Planned** – The Forest Service continually develops, conducts, monitors, and evaluates its Civil Rights programs, events, documentation, and trainings to ensure all employees and managers are knowledgeable of Civil Rights, EEO, and Anti-Harassment regulations, processes, policies, practices, procedures, and requirements. In an effort to reduce the number of repeat filers of complaints in our Agency. The FS has created the following programs in FY 2018 and/or will continue in FY 2019:

- **Workplace Environment Assessment** – An independent contractor was acquired to complete a workplace environment assessment of Region/Station/Area employees. The study was undertaken with a specific intent of collecting data about work environment for women with a focus on women within the fire organization.
- **Conflict Management & Prevention Improvements (CMP)** – Agency improvements to Non-EEO CMP resulted in the delivery of 4,052 service-wide alternative dispute resolution activities. Additional support included: delivery of 151 training sessions throughout every FS Region, Station and Area reaching 6,800 Forest Service employees, including 3,521 supervisors and 3,279 non-supervisory employees. Eleven of these engagements featured virtual webinars which touched 2,643 employees and supervisors.
- **Supervisors’ Performance Metric** – The Forest Service is implementing a new performance management metric on work environment for supervisors within Fiscal Year 2018.

**IV. Number of Bases Alleged in Complaints**

**A. Trends** – In FY 2018, a total of 141 formal complaints were filed, comparative to the 143 formal complaints filed in FY 2017. The analysis below provides the number of bases alleged in formal complaints and the percentage to the 141 cases filed in FY 2018 and 143 cases filed in FY 2017. Additionally, the differential showing the comparative increase or decrease, by percentage, in bases alleged in FY 2018 and FY 2017.

**B. Causal Analysis** – In FY 2018, 141 formal complaints were filed and the most frequently cited bases alleged in complaints, are as follows:

○ Reprisal:	86 bases	60.99%
○ Disability:	58 bases	41.13%
○ Sex	58 bases	41.13%
○ Age	42 bases	29.79%
○ Race	33 bases	23.40%

In FY 2017, 143 formal complaints were filed and the most frequently cited bases alleged in complaints, are as follows:

○ Reprisal:	91 bases	63.64%
○ Disability:	53 bases	37.06%

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○ Sex	52 bases	36.36%
○ Age	59 bases	41.26%
○ Race	52 bases	36.36%

In FY 2018, alleged Bases increased or decreased comparative to FY 2017, as follows:

- Complaints based on Reprisal **decreased** by -5.49%.
- Complaints based on Disability **increased** by 9.43 %.
- Complaints based on Sex **increased** by 11.54%.
- Complaints based on Age **decreased** by -28.81%.
- Complaints based on Race **decreased** by -36.54%.

**C. Knowledge Gained** – In FY 2018, the Forest Service experienced fluctuations in the number of bases filed in formal complaints as compared to FY 2017. An analysis by basis has been provided in the aforementioned casual analysis.

**D. Action Taken or Planned:** The USDA Forest Service continually develops, conducts, monitors, and evaluates its Civil Rights programs, events, documentation, and trainings to ensure all employees and managers are knowledgeable of Civil Rights, EEO, and Anti-Harassment regulations, processes, policies, practices, procedures, and requirements. In an effort to reduce the number of Complainant’s filing complaints in our Agency. The USDA Forest Service has created the following programs in FY 2018 and/or will continue in FY 2019:

- **Our Code and Commitments** – These core values are given to all employees to reinforce and supplement the USDA’s Employee Responsibilities and Conduct Policy and the Forest Service’s Anti- Harassment Policy.
- **Follow-up Actions on Complaints** – The Forest Service plan to develop a protocol to ensure follow-up on actions after a complaint is filed, to take remedial actions, if required.
- **Agency-Wide Work Environment Assessment/Survey** – The Forest Service plans to contract for an Agency-wide work environment assessment/survey on harassment and retaliation.
- **Mandatory Trainings** – The Forest Service continually provides routine and mandatory Civil Rights, EEO, and Anti-Harassment training to all of its employees and leadership, which has resulted in fewer filings of EEO complaints. The training we provide, annually and/or as needed, affirms the Agency’s firm stance on EEO laws, policies, practices, processes, and procedures to promote a fair and respectful work environment.
- **Increasing Employee Awareness** – USDA Forest Service further developed web-based tools as part of our SharePoint portal to improve acumen and skills of USDA FS workforce around Civil Rights and the work environment to include: 1) a new outreach site and playbook for hiring manager, 2) a new work environment, inclusion pilot portal with a newly developed Special Emphasis Program Handbook, 3) a revised program discrimination site to include five new training modules, 4) new

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telework guidance for the Reasonable Accommodation process distributed to the FS workforce, 5) an updated Conflict Management & Prevention website, 6) developed three accessibility training modules: Color Blindness; Effective and Accessible Communications; and Service Animals to the menu of work environment modules. These tools help support FS’ goals of creating a safe, respectful, and resilient work environment.

- **Reasonable Accommodation Efficiencies** – USDA Forest Service increased timeliness rates of reasonable accommodation processing in order to meet the Equal Employment Opportunity Commission (EEOC)’s requirements that all cases being processed within 90% of prescribed timeframes. As a result of increased training, streamlining of standard operating procedures, and greater oversight, processing rates rose steadily throughout the year, starting at 82% in the 1st quarter and ending at 90% in the 4th quarter 2018 – with an overall rate of ~86% timely. These outcomes are a direct result of increased focus on the interactive process between managers and employees and increased training efforts to ensure roles and responsibilities are well defined. Annual reasonable accommodation training efforts reached over 1700 employees and 200 managers in FY2018.

V. **Number of Issues Alleged Complaints**

**A. Trends** – In FY 2018, a total of 141 formal complaints were filed, comparative to the 143 formal complaints filed in FY 2017. The analysis below shows the number of issues alleged in formal complaints and their percentage for FY 2018 and FY 2017. Additionally, the differential shows either a comparative increase or decrease, by number and percentage, for each issue alleged in FY 2018 and FY 2017.

**B. Causal Analysis** – In FY 2018, 141 formal complaints were filed and the most frequently cited issues were alleged in formal complaints, are as follows:

○ Harassment Non-Sexual	96 issues	68.09%
○ Terms/Condition of Employment	34 issues	24.11%
○ Assignment of Duties	28 issues	19.86%
○ Reasonable Accommodations Disability	24 issues	17.02%
○ Time and Attendance	23 issues	16.31%
○ Promotion/Non-Selection	18 issues	12.77%

In FY 2017, 143 formal complaints were filed and the most frequently cited issues alleged in complaints, are as follows:

○ Harassment Non-Sexual	92 issues	64.34%
○ Terms/Condition of Employment	31 issues	21.68%
○ Assignment of Duties	19 issues	13.29%
○ Reasonable Accommodations Disability	23 issues	16.08%
○ Time and Attendance	16 issues	19.19%
○ Promotion/Non-Selection	24 issues	16.78%

In FY 2018, alleged issues increased or decreased comparatively to FY 2017, are as follows:



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- Complaints based on Harassment Non-Sexual **increased** by 4.35%.
- Complaints based on Terms/Condition of Employment **increased** by 9.68%.
- Complaints based on Assignment of Duties **increased** by 47.37 %.
- Complaints based on Reasonable Accommodations Disability **increased** by 4.35%.
- Complaints based on Time and Attendance **increased** by 43.75%.
- Complaints based on Promotion/Non-Selection **decreased** by -25.00%.

**C. Knowledge Gained** – In FY 2018, the Forest Service experienced fluctuations in the number of issues filed in formal complaints as compared to FY 2017. An analysis by issue has been provide in the aforementioned casual analysis. The Forest Service provides mandatory and routine Civil Rights, EEO, and Anti-Harassment training to employees and leadership that results in an increase awareness of their rights and responsibilities related to EEO matters. The Forest Service has been successful in achieving progressive steps toward improving the work environment by opening up lines of communications between our employees and leadership.

**D. Action Taken or Planned** – The Forest Service continually develops, conducts, monitors, and evaluates its Civil Rights programs, events, documentation, and trainings to ensure all employees and managers are knowledgeable of Civil Rights, EEO, and Anti-Harassment regulations, processes, policies, practices, procedures, and requirements. In an effort to reduce the number of Complainant’s filing complaints in our Agency. The FS has created the following programs in FY 2018 and/or will continue in FY 2019:

- **New Exit Survey** – The Forest Service plans to implement a new exit survey to monitor and measure how the work environment influence employees decisions to leave the Agency.
- **Sexual Violence and Harassment Awareness Pocket Card** – The Forest Service created the Sexual Violence and Harassment Awareness Pocket Card. The pocket card includes Forest Service resources, such as the Harassment Reporting Center, Civil Rights contact information, and Employee Assistance Program contact information. National resources, such as Rape, Abuse, and Incest National Network (RAINN), and the National Domestic Violence Hotline are also included on the pocket card. The card also defines what consent is, and is not, and outlines what to do if unwanted sexual contact, assault, or violence occurs. The Sexual Violence and Harassment Awareness Pocket Cards were given to employees during the Listen and Learn Sessions, and they were also handed out to seasonal/temporary employees during orientations.
- **Work Environment and Performance Office** – The Work Environment and Performance Office was established this fall of FY2018, will focus its efforts to improve and sustain a culture in which all employee feel safe, secure, valued, respected, and supported for delivering the priority work of the agency. The office seeks to diagnose and address the root causes and cultural barriers to emotional and physical safety, security, diversity, and inclusion in the work environment. The following is planned for FY 2019:
  - This winter USDA FS will offer bystander training throughout the agency
  - This spring USDA FS will conduct a “Recognize and Stop Retaliation” training

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- In summer 2019 FS USDA will execute an agency-wide climate assessment
- USDA FS is reviewing and improving the Anti-Harassment Policy
- USDA FS is also implementing a new work environment performance measure for supervisors and employees

VI. **Finding of Discrimination**

**A. Trends** – In FY 2018, the USDA, Office of the Assistant Secretary for Civil Rights (OASCR) issued 128 Final Agency Actions for the Forest Service. Comparatively, to FY 2017, a total of 110 Final Agency Actions were issued for the Forest Service.

**B. Causal Analysis** – In FY 2018, the USDA, Office of the Assistant Secretary for Civil Rights (OASCR) issued 128 Final Agency Decisions for the Forest Service. The disposition is as follows:

- There was one (1) findings of discrimination based on Sex (Equal Pay Act), rendered by EEOC during a Hearing
- 23 complaints were procedurally dismissed
- 60 Final Agency Decisions (FAD) with no finding of discrimination
- 44 Final Agency Actions with and Administrative Judge Decision

In FY 2017, the USDA, Office of the Assistant Secretary for Civil Rights (OASCR) issued 110 Final Agency Actions for the Forest Service. The disposition is as follows:

- There was one (1) findings of discrimination based on Race (American Indian) by Procedural Decision issued on May 18, 2017
- 34 complaints were procedurally dismissed
- 52 Final Agency Decisions (FAD) with no finding of discrimination
- 23 Final Agency Actions with and Administrative Judge Decision

**C. Knowledge Gained** – In FY 2018, there was no change with regards to the number of findings of discrimination, as compared to FY 2017. The Forest Service received the only finding of discrimination that was issued by the USDA, Office of the Assistant Secretary for Civil Rights in FY 2018.

**D. Actions Taken or Planned** – The Forest Service continually develops, conducts, monitors, and evaluates its Civil Rights programs, events, documentation, and trainings to ensure all employees and managers are knowledgeable of Civil Rights, EEO, and Anti-Harassment regulations, processes, policies, practices, procedures, and requirements. In an effort to reduce the number of findings of discrimination in our Agency. The FS has created the following programs in FY 2018 and/or will continue in FY 2019:

- **Communicating Across Differences (CAD)** – The Forest Service developed and launched a new workshop titled Communicating Across Differences (CAD) to continue to improve the work environment. The objective of CAD is to engage



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Forest Service employees and promote a better understanding of cross-cultural communication.

- **Dignity & Respect 30 Day Challenge** – The Forest Service challenged its employees for at least 30 days to be respectful and kinder to each other. The objective of the challenge was to help employees understand that words do matter and how we interact and engage with each other sets the tone for the work environment.
- **Public Information Officer (PIO) Pocket Card** – The Forest Service created and distributed the 2018 Public Information Officer (PIO) Pocket Card, which includes positive language to build a better workplace. The card states: “We will not tolerate behavior that makes our colleagues or the people in the communities we serve unsafe in any way, including harassment, bullying, assault or retaliation.”
- **Work Environment Performance Office** – The Work Environment and Performance Office (WEPO) was established this fall of FY 2018. WEPO will focus its efforts to improve and sustain a culture in which all employee feel safe, secure, valued, respected, and supported for delivering the priority work of the agency. The office seeks to diagnose and address the root causes and cultural barriers to emotional and physical safety, security, diversity, and inclusion in the work environment. The following is planned for FY 2019:
  - This winter USDA FS will offer bystander training throughout the agency
  - This spring USDA FS will conduct a “Recognize and Stop Retaliation” training
  - In summer 2019 FS USDA will execute an agency-wide climate assessment
  - USDA FS is reviewing and improving the Anti-Harassment Policy
  - USDA FS is also implementing a new work environment performance measure for supervisors and employees

VII. **Average Length of Time to Complete Each Stage of the Complaint Process** – Once a formal complaint is filed, the Office of the Assistant Secretary for Civil Rights is responsible for accepting or dismissing the action and conducting and completing the investigation. EEO regulations specifies that this process must be completed within 180 days. In FY 2018, the average number of days in the investigation stage was 168 days. In comparison to FY 2017, the average number of days in the investigation stage was 149 days.

The USDA’s role is to ensure that a Hearing Request is processed within 15 days of receipt of election from either the Complainant or EEOC. In FY 2018, the average number of days a complaint was in the hearing process was 994 days. In comparison to FY 2017, the average number of days a complaint was in the hearing process was 876 days. Of all of the stages of the complaint process, the final agency actions stage took the greatest number of days. In FY 2018, the average number of days of the final Agency actions was 1502 days. In comparison to FY 2017, the average number days of the final agency actions was 616 days.

VIII. **Pending Complaints Filed in Previous Fiscal Year (FY)** – In FY 2018, there were a total of 292 pending complaints, an increase from the 199 pending complaints in FY 2017. There are a number of

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contributing factors for the carryover of complaints for FY 2018, decreases in the number of Complainants participating in Alternative Dispute Resolution (ADR) in the formal stage; and outstanding cases pending before the EEOC.

- IX. **Total Number of Pending Complaints Where Investigations Exceed Required Timeframes** – The USDA, OASCR, Employment Investigation Division (EID) has complete responsibility for the management of the investigation process. Under a renewable Service Level Agreement (SLA), the OASCR, EID is responsible for compiling all reports of investigations (ROIs). The Forest Service is only responsible for assisting in providing point of contacts, obtaining relevant documents, and ensuring the cooperation from witnesses.

In FY 2018, 83% of investigations were completed within the prescribed timeframe of 180 days (108/90). There was no significant difference in FY 2017, which 83% percent were completed within the required timeframe of 180 days (100/120). The averaging processing days for the Agency's responses for document requests for investigations was 13 days. The Forest Service's *Service Level Agreement* requires the Agency to respond within 15 days of receipt of the request.

- X. **Posting of No Fear Statistical Data** – In support for adhering to the provisions of the No FEAR Act, the Agency has linked a Quarterly No FEAR statistical data to the USDA's public website at: <http://www.usda.gov/nofear/agencies.html>. Under the No FEAR Act, in addition to quarterly data postings, all Federal Agencies are required to post summary statistical EEO complaint data for the last five (5) fiscal years. The Agency continues its focus on addressing workplace issues by verifying the distribution of quarterly statistical data trends for public record. Quarterly summary statistical data is posted as links on both the Agency public website (<http://fsweb.wo.fs.fed.us/cr/reports.html>) as it pertains to EEO complaints filed as well as on the USDA public website <https://www.usda.gov/nofear/fs/indexfs.html>. This quarterly data is reported via a direct feed from reports generated from MicroPact iComplaints.

**No Fear Training to Agency Employees** – The Agency is consistently providing bi-annual No Fear Refresher training to all employees on a basis which is consistent with an employees No Fear Comprehensive completion date. In addition to the No Fear Refresher training, new employees also are assigned the No Fear Comprehensive training during their onboarding process. This 508 complaint training is available to all employees (permanent/seasonal/temp/students) either electronically, via hardcopy or in person. Through this effort, the Agency is able to continually reinforce USDA's commitment to the establishment of a workplace that is free from discrimination, harassment, and retaliation. Managers, supervisors, and employees are held accountable for their part in ensuring that all customers, employees, applicants, constituents, and stakeholders are treated in accordance with USDA Civil Rights policies and applicable legal requirements. The commitment and dedication of the Forest Service towards ensuring a workplace environment for all employees that is free of harassment and discrimination is evident among the positive trends that were demonstrated in the FY 2017 No FEAR Report and is also demonstrated in this report.

**Agency's Process for Providing the Annual No Fear Notice to its Employees** – The Agency is consistently providing initial comprehensive No Fear training to new employees, as well as, bi-annual No Fear Refresher training to all employees on a basis which is consistent with an employees' No Fear Comprehensive completion date. This 508c training is available to all employees either electronically through AgLearn, via hardcopy through their regional Civil Rights Office or online at the Civil Rights

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Intranet <http://fsweb.wo.fs.fed.us/cr/training.html>. Additionally, the No Fear Act information is posted in common areas of the Agency.

Monthly reports are sent to Agency leadership to show the status of their areas of responsibility. For FY 2018, the Agency had 6,799 (6,715 completed) people whom had been assigned the No Fear Comprehensive training and had a 99% completion rate. Regarding the No Fear Refresher, the Agency had 495 (486 completed) employees whom had been assigned the training for FY 2018 and had a 98% completion rate. This information was retrieved through the report functions available on NexGen AgLearn and is inclusive of only training assigned and/or completed during FY 2018. Through this effort, the Agency is able to continually reinforce USDA's commitment to the establishment of a workplace that is free from discrimination, harassment, and retaliation. The Forest Service is committed to USDA's policies and goals; the Forest Service notifies its employees on an annual basis regarding EEO policies. This year annual Weingarten notification was distributed on June 1, 2018 to all employees regarding their rights and remedies concerning employment discrimination and whistleblower protection laws. Through these combined efforts, the Agency is able to continually reinforce USDA's commitment to the establishment of a workplace that is free from discrimination, harassment, and retaliation.