



TELEWORK FACT SHEET

FS 12-02: Training
January 2012

1. What type of training do I need to complete to be allowed to telework?

There are two training courses that you must complete prior to signing a telework agreement. The agreement is required by law before you can telework, and that includes teleworking in emergencies.

The first course provides you general information about telework. The course is titled *Telework 101 for Employees*.

The second course is the annual mandatory privacy and security training (this training is required of all employees, whether or not they telework and is called Federal Information System Security Awareness Training Course (FISSA)).

2. I am a supervisor of a teleworker. Do I need training?

Yes, you are required to complete two courses: *Telework 101 for Managers* and the annual privacy and security training. We highly recommend that you also take *Telework 101 for Employees*.

3. How often do I have to take the training?

Telework 101 for Employees and *Telework 101 for Managers* are only required one time unless your bureau or office requires refresher training. All employees must take the privacy and security training every year.

4. If I want to take the courses, where do I find them?

All courses are available through DOI Learn. After you log in, just do a search by course title or subject.

5. Can I be required to take other training by my bureau or office?

Yes, bureaus and offices may require you to take additional training on telework. Check with your bureau or office telework coordinator.