

Required Telework Training for DOI Employees

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 mandatory courses are titled “Telework Fundamentals - Employee Training,” and “Telework Fundamentals - Supervisor Training.” 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 Fundamentals - Supervisor Training, and the annual privacy and security training. We highly recommend that you also take Telework Fundamentals - Employee Training.

3. How often do I have to take the training? “Telework Fundamentals - Employee Training,” and “Telework Fundamentals - Supervisor are only required one time unless your bureau or office requires refresher training. All employees must take the privacy and security training every year.

If employees can show they completed previous training titled, “Telework 101 for Employees,” or Telework 101 for Supervisors,” they do not need to complete these courses. DOI Learn data stewards should record the course completion in DOI Learn.

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.