



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

Thursday, September 15, 2016

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Updated Telework Training Modules for Agencies

I am pleased to announce the release of two updated and enhanced telework training modules:

- (1) Telework Fundamentals – Employee Training, and
- (2) Telework Fundamentals – Manager Training. These online training modules continue to be available on HR University (via hru.gov) at no cost.

In December 2010, President Obama signed the Telework Enhancement Act into law. The Act provides a framework to enable Federal agencies to maximize the use of telework, which aids in the recruitment of new Federal workers, the retention of current employees, and the ability of the Federal Government to maintain operations in the face of events, such as weather-related emergencies and situations involving a threat to national security. The Act requires Federal agencies to provide interactive telework training for employees who are eligible to participate in telework and for their managers. The training must be successfully completed prior to the signing of a written telework agreement.

Agencies that have their own Learning Management System will have the capability to download the training for internal use to track individual use and completion of the training. Please submit questions about the new training modules to Veronica Givens in the Work-Life & Leadership and Executive Development Office at OPM, at Veronica.Givens@opm.gov or at 202-606-1561.

cc: Chief Human Capital Officers, Deputy Chief Human Capital Officers, Chief Learning Officers, Council of the Inspectors General on Integrity and Efficiency (CIGIE)