



DOI Talent Telework Agreement (DI-3457) Certification Courses Handbook

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**Department of the Interior
Office of Human Capital**

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A. Introduction

On August 23, 2021, the DOI telework agreement request and renewal process migrated from the Microsoft 365 platform to DOI Talent. The DOI Talent Telework Certification courses envision a continuation of the two-way discussion between employees and supervisors regarding telework responsibilities and the requested telework arrangements via the DOI Telework Agreement Form (DI-3457). The DI-3457 is now a PDF form **housed exclusively** in DOI Talent. Consistent with the Departmental telework policy, employees will also complete an annual re-certification in DOI Talent.

The **Telework Certification process consists of the following courses:**

[DOI Telework Agreement Form \(DI-3457\) Initial Certification Course](#)

(Initial Certification Course), and

[DOI Telework Agreement Form \(DI-3457\) Annual Recertification Course](#)

(Recertification Course).

The purpose of this guide is to lead you, the employee, successfully through **creating a new DOI Telework Agreement** and the **annual telework agreement recertification process**.

B. For DOI Employees who Completed a Telework Agreement in 2019 or Later

On August 23, 2021, most DOI Telework Agreements approved in 2020 and 2021 were migrated from Microsoft 365 to DOI Talent. If you are unsure of the date of your last approved telework agreement, you can search for the approval email notification in your email inbox. **Place** the following information in your Microsoft Outlook search bar: **Telework Approval (DI-3457)** and hit enter. Conversely, your Bureau/Office Telework Coordinator may have your telework agreement data. Please use the list [here](#) to contact the appropriate Bureau/Office Telework Coordinator.

1. Employees with Telework Agreements Approved prior to January 1, 2020

If your telework agreement was last approved **prior to January 1, 2020**, your telework agreement details were not migrated to DOI Talent. You will need to **enroll** into the [initial certification course](#) to continue teleworking. Please **skip** to [Section C.](#) of this document.

2. Employees with Telework Agreements Approved after January 1, 2020

a. If your DOI Telework Agreement was approved **after January 1, 2020**, you should confirm that a completed Initial Telework Course exists in your Record of Learning. Visit **DOI Talent/My Learning/Record of Learning/Courses tab** and then visit **My Learning/Record of Learning/Certifications tab** to view your current training status.

- If there is no record of an initial telework certification course completion in your Record of Learning, you will need to enroll in and complete the [initial certification course](#) to continue teleworking.
- Employees whose agreements were loaded successfully into DOI Talent will receive a system-generated email two months before their current agreement is set to expire, instructing them to submit the annual recertification using DOI Talent.

C. Check the Required Telework Training in DOI Talent-For all DOI Employees

1. Before initiating the telework agreement certification process, all employees must complete the required telework training (“Telework Fundamentals—Employee” or “Telework 101 for Employees”). To determine if they have a record of completion in DOI Talent for the OPM Telework training, “Telework Fundamentals-Employee,” or the older course, “Telework 101 for Employees,” employees can **check their Record of Learning** as shown below in Figure 1.

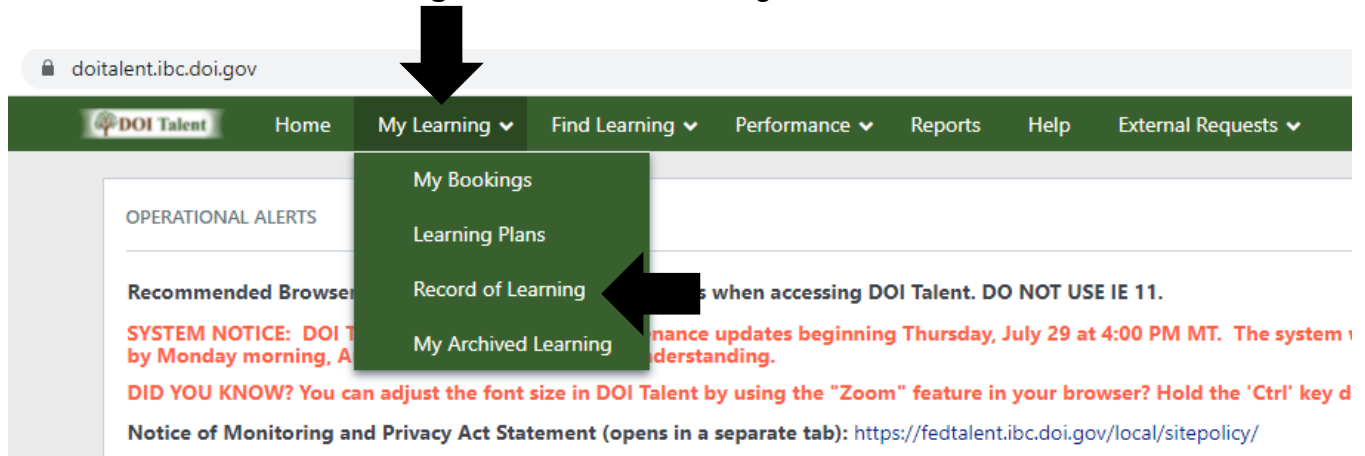


Figure 1-How to Access “Record of Learning in DOI Talent Home Page

2. The **Record of Learning** is a record of all of your training in DOI Talent as shown in Figure 2 below. You can quickly check your completion status of the “Telework Fundamentals-Employee” course by using the **Search** function in the **Record of Learning**. Enter “**Telework Fundamentals - Employee**” in the **Course Title Search**, and the course will appear in the Course Name Row if you started it. If nothing appears in the results, and you started working for DOI after 2018, you will need to take the “**Initial Telework Agreement Form Certification Course**,” to access the required telework training.

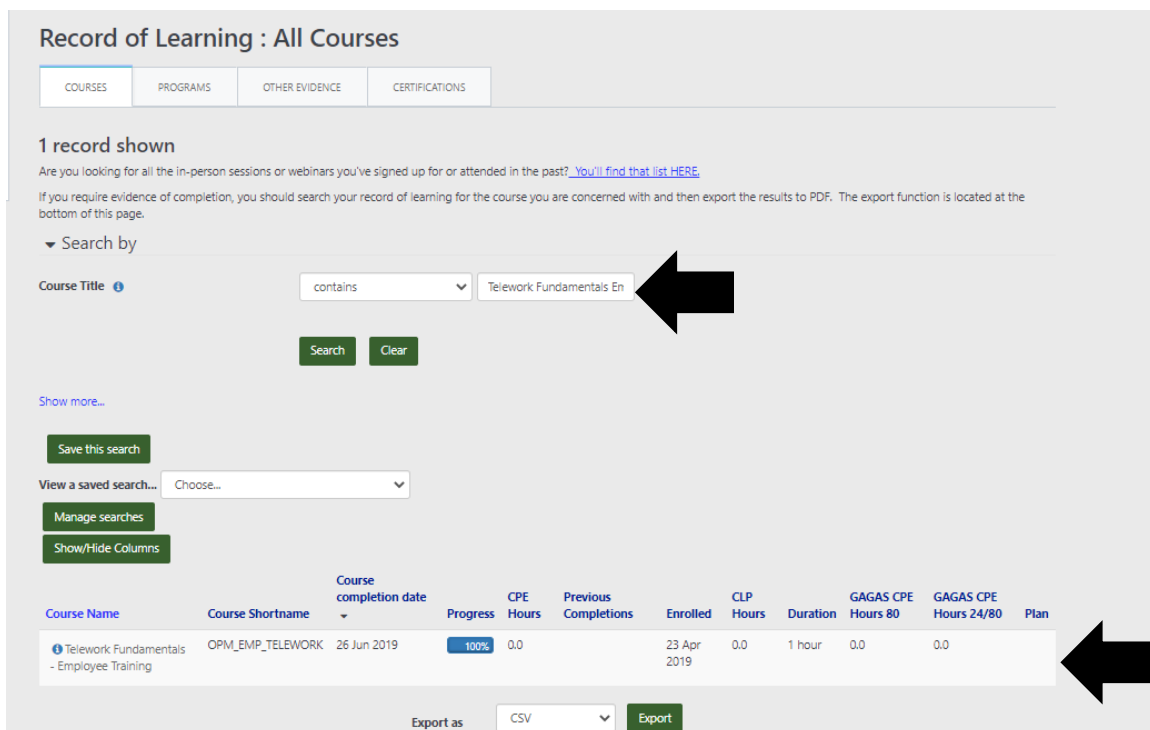


Figure 2-Record of Learning

3. Employees who were early adopters in telework may have completed the required training through the previous DOI learning management system. Employees who may have completed the required telework training prior to 2018 via the previous learning should take the following steps to verify course completion. From the **DOI Talent homepage**, go to the **My Learning tab**, click the **drop-down arrow**, and **select Record of Learning**. Then **click** on the grey box **“Other Evidence”** as shown below in Figure 3. Scroll through the training classes listed to see if there is a record of you completing the telework training titled **“Telework 101 Employees”** or **“Telework Fundamentals-Employee.”**

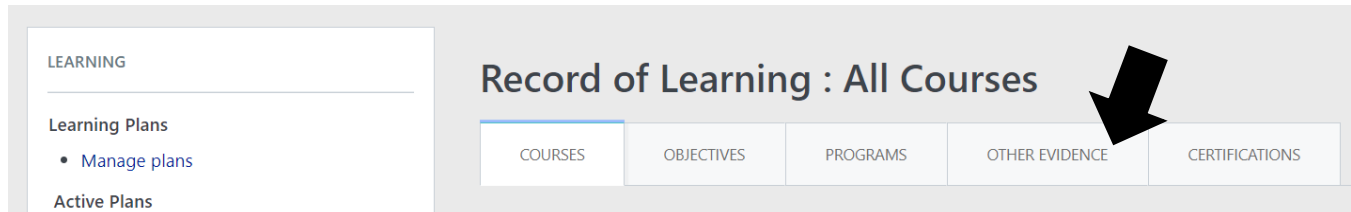


Figure 3-Other Evidence

4. If you do not see a record of completion using either of the two methods mentioned above, you will need to enroll in the course titled **“DOI Telework Agreement Form (DI-3457) Initial Certification Course,”** to complete the required telework training. Please go to [Section D. DOI Telework Agreement Form \(DI-3457\) Initial Certification Course](#) of this document for detailed instructions on how to enroll in the course.

5. If you are a new DOI employee but have a record of completion (e.g., certificate) of the OPM Telework Training titled **“Telework 101-Employees,” “Telework Fundamentals-Employee,” or other equivalent telework training from another agency,** you can upload your completion certificate to DOI Talent by using the **Other Evidence** button found in the **Record of Learning** as shown in Figure 4 below.

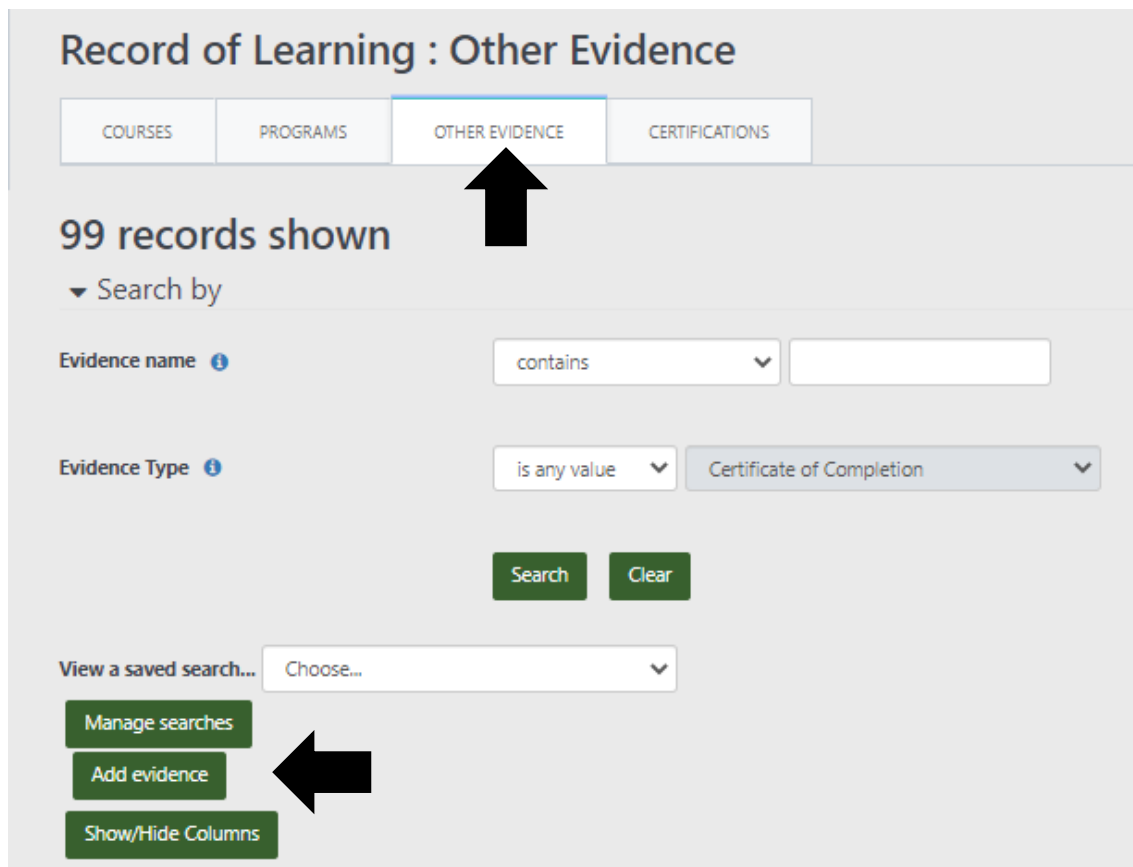


Figure 4-Uploading Other Evidence to DOI Talent

D. DOI Telework Agreement Form (DI-3457) Initial Certification Course

1. If you are a new DOI Employee, if you haven't completed a DOI Telework Agreement since 2019, or your 2020 completion wasn't migrated successfully, you will need to **enroll in and complete** the **Initial Certification** course. Login to DOI Talent, click the **Find Learning** tab, then **Courses**. Enter "**DOI Telework Agreement Form (DI-3457) Initial Certification Course**" in the **Course Name** search bar as shown in Figure 5 below. Once the course

appears, **click** on the blue  in front of the **course title** to **enroll in and launch the course** as shown in Figure 5 below.

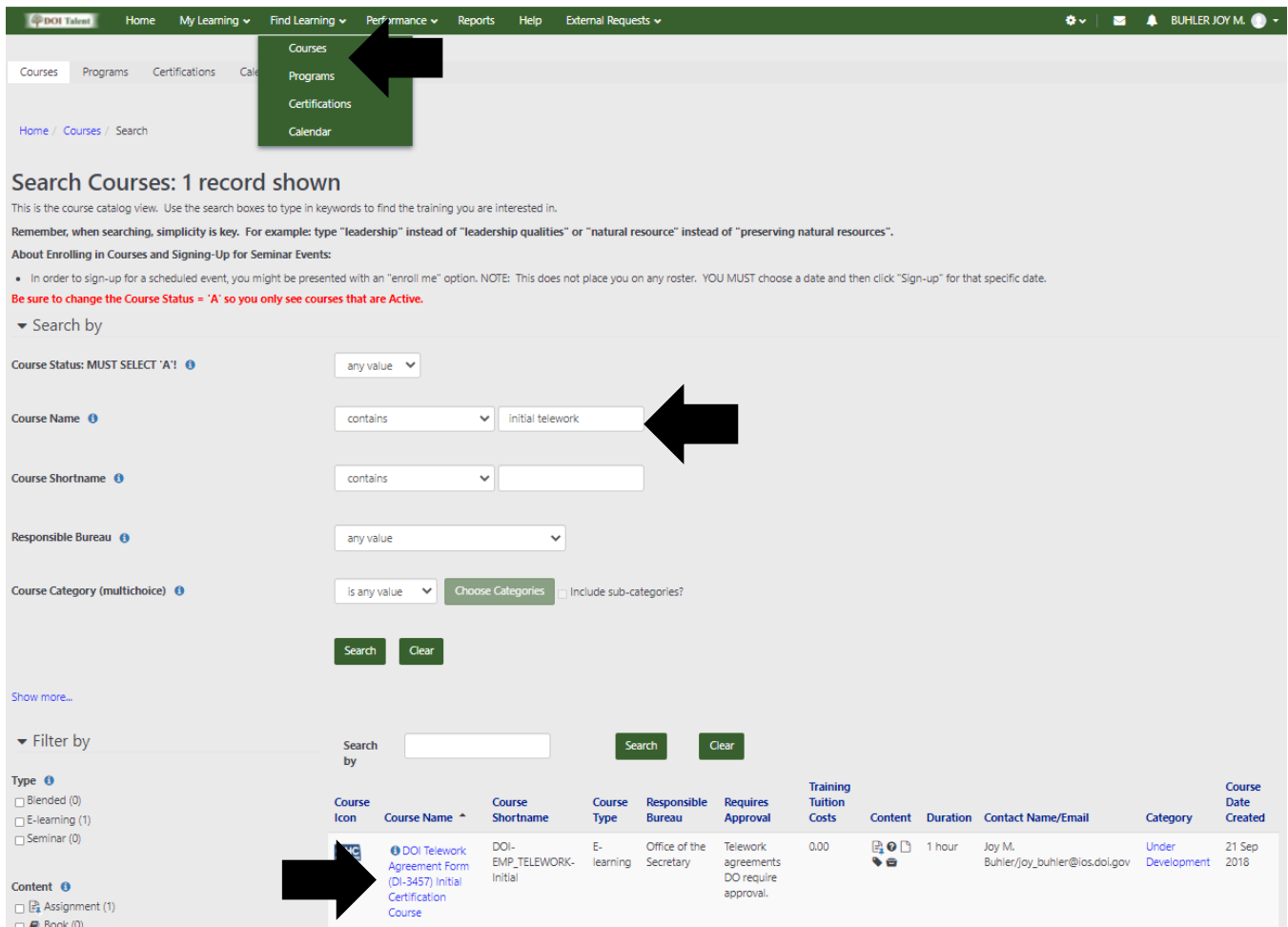


Figure 5-Course Search

Completing the Course:

- Employees who have not yet completed the Telework Fundamentals training must complete the telework course provided in step 1. **Be sure to check the box on the right once the Telework Fundamentals course is completed.** (Employees who have previously completed the training course can self-certify by **clicking** on the **box to the right** as shown below in Figure 6.)

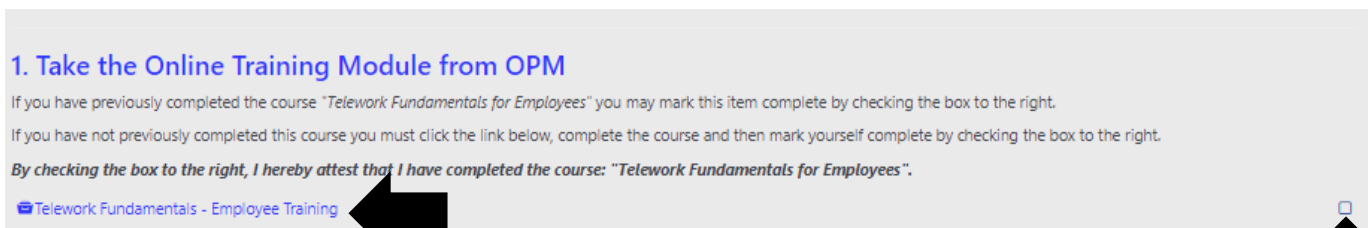


Figure 6-Telework Training Certification

3. TIP: Employees completing the online Telework Fundamentals training should know the **next button** is the arrow on the right side of the screen, as shown below in Figure 7.

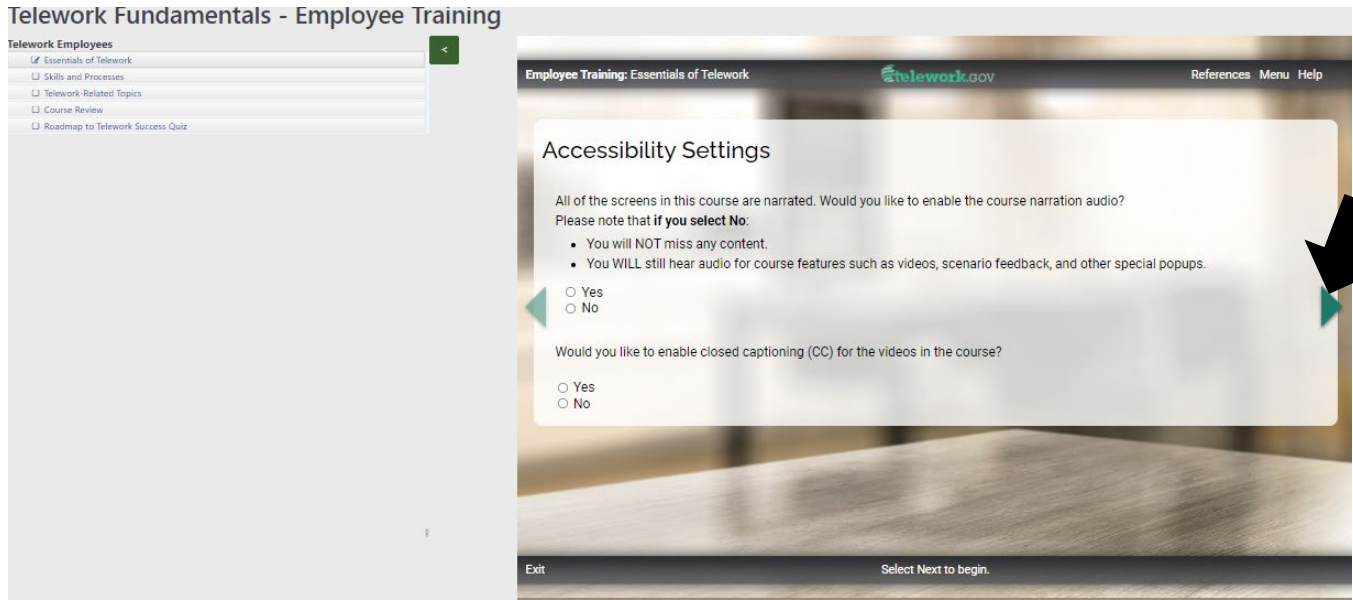


Figure 7-Next Button in Telework Fundamentals-Employee Training

4. Steps 2-6 in the **Initial Certification Course** are the same as steps 1-5 in the **Recertification Course** as shown in Figure 8. Please continue to the next section of this document for additional instruction on completing this course.

Instructions for Establishing Your Initial Telework Agreement Your progress

The purpose of this course is to record the initial telework agreement certification. The course envisions a two-way discussion between employees and supervisors regarding telework responsibilities and the requested telework arrangements. Employees only need to complete this Initial Telework Agreement Certification course once. Thereafter, the [DOI Telework Agreement Form \(DI-3457\) Annual Recertification Course](#) will be utilized for Annual Recertification.

The following steps must be completed:

1. Take the online Telework Fundamentals training module via the link below.
2. Download/Read the PDF document titled, "Highlights of Departmental Telework Program Policy."
3. Download and complete the fillable PDF form, DOI Telework Agreement Form (DI-3457), apply your electronic signature, and email your supervisor, requesting they review and approve the form.
4. Submit the approved [DOI Telework Agreement Form \(DI-3457\)](#).
5. Indicate the type of telework agreement.
6. Certify your understanding and that the process is complete.

Figure 8-Instructions for Establishing Initial Telework Agreement

E. DOI Telework Agreement Form (DI-3457) Annual Recertification Course

1. The Annual Recertification Course is for employees to renew their agreement each subsequent year after completing the Initial Telework Agreement course. If you are unsure of your DOI Talent training status, please refer to [Section C. Initiating a DOI Telework Agreement](#) in this document.
2. The steps 1-5 in the Annual Recertification Course are the same as steps 2-6 in the Initial Certification Course as shown in Figure 9 below. Employees completing either course should follow the rest of this guide to finish completing their certification.

Instructions for Recertifying Your DOI Telework Agreement Form (DI-3457)

The purpose of this course is to record the annual telework agreement recertification. The course envisions a continuation of the two-way discussion between employees and supervisors regarding telework responsibilities and the requested telework arrangements, via the [DOI Telework Agreement Form \(DI-3457\)](#).

The following steps must be completed:

1. Download/Read the PDF document titled, "Highlights of Departmental Telework Program Policy."
2. Download and complete the fillable PDF form, DOI Telework Agreement Form (DI-3457), apply your electronic signature, and email your supervisor, requesting they review and approve the form.
3. Submit the approved [DOI Telework Agreement Form \(DI-3457\)](#).
4. Select the type of telework agreement.
5. Certify Understanding/Process is complete.

Figure 9-Annual Recertification Instruction.

F. The Highlights of the Departmental Telework Program

1. Download and read the **DOI Telework Policy Highlights**. Click the link to access the Highlights of Departmental Telework Program Policy as shown in Figure 10 below. **The File will appear at the bottom of the screen as a download.** Open the document and read the document. Once complete, be sure to check the box on the far right side of the screen certifying that you read the DOI Telework Policy Highlights before moving to the next section of this document.

1. Download/Read DOI Telework Policy Highlights


 [Click this link to access the Highlights of Departmental Telework Program Policy](#)

Figure 10-Download the DOI Telework Policy Highlights

G. The DOI Telework Agreement (DI-3457)

1. Be sure to initiate a discussion with supervisor about your telework responsibilities and expectations before you complete the DI-3457.

2. Next, **download** the DI-3457 form. **The File will appear at the bottom of the screen as a download. Open the document** and complete it in **Adobe Acrobat** and **not your web browser's System Viewer**. Once you have completed the form, digitally sign, and email it to your supervisor, as shown below in Figure 11. If needed, remind them to return the approved form to you so you can upload the form into DOI Talent.

2. Download and complete the Telework Agreement Form (DI-3457)

 [DOI Telework Agreement Form \(DI-3457\) PDF document](#)

- Download this form.
- Complete the form and digitally sign.
- Email to your supervisor for their signature.
- Request your supervisor return the approved form to you.
- Submit the approved form below.

Figure 11-Telework Agreement Form Instructions

3. Once the telework agreement is approved, upload the agreement to the course by **clicking the text, “Click here to Submit Approved Telework Agreement Form (DI-3457)”** as shown in Figure 12.



Figure 12- Submit the DOI Telework Agreement Form (DI-3457)

4. If the agreement is not approved, the employee should not proceed and can unenroll from the course by clicking the administration block on the left margin as shown in Figure 13.



Figure 13- How to Unenroll from the Course

5. Click the **Add File** icon on the left side of the screen, as shown in Figure 14 below. Then drag and drop the File here as shown below



Figure 14- Upload the DOI Telework Agreement Form (DI-3457)

6. The **File Picker** window will then open. **Click the Choose File** button and select the signed DOI Telework Agreement from your supervisor. In the **“Choose license field,”** use the drop-down arrow and select **“Public Domain.”** Then click the green button, **Upload this File** as shown below in Figure 15.

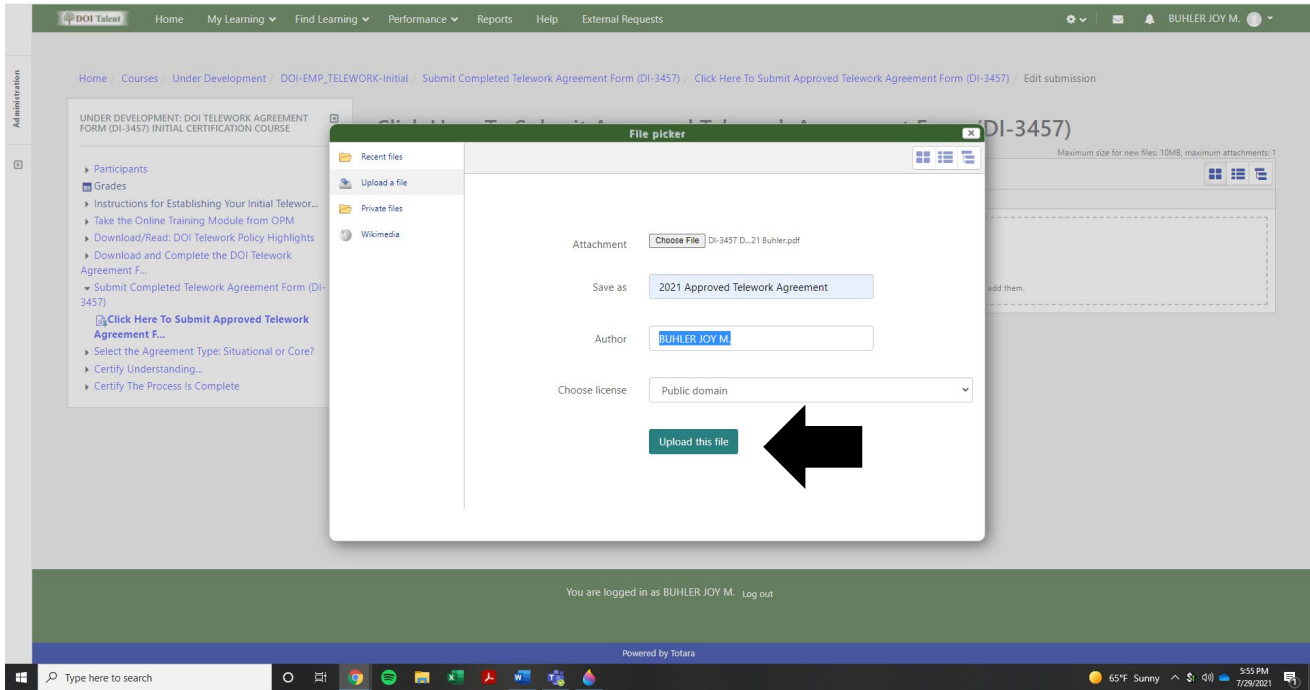


Figure 15-File Picker

7. Click the **Choose File** button, and the Open window will appear (Figure 16). **Open** the completed DOI Telework Agreement PDF and then press **Save Changes**.

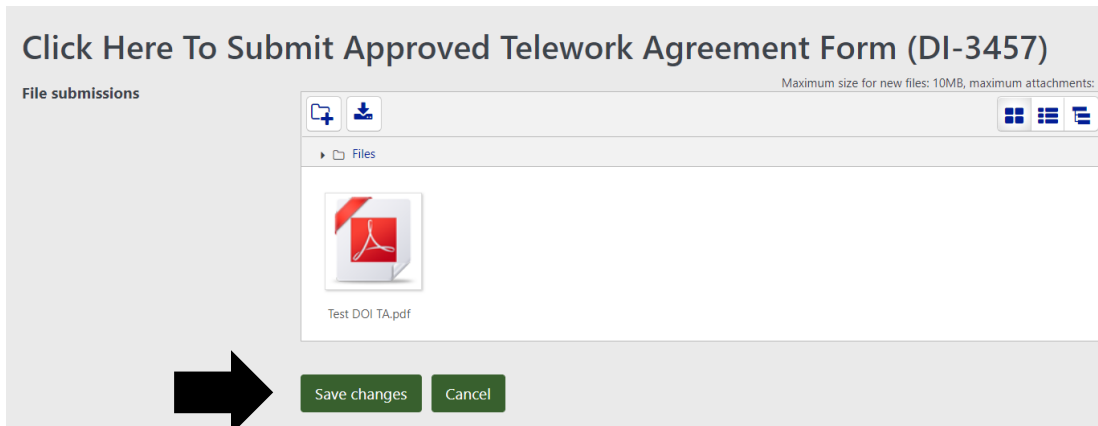


Figure 16-Choose File

H. Agreement Type: Situational or Core?

Now you are ready to complete the **Select the Agreement Type** section as shown in Figure 16. **Click** on the text **Click here to indicate Situational, or Core Option**. Based on the agreement made between you and your supervisor, select **Situational or Core**, and then click the green button, **Save my Choice**, as shown in Figure 16 below. Once done, return to the course by clicking on the blue text as shown in Figure 17.

Click here to indicate Situational or Core Option

Select the appropriate option below then click "Save my choice". Click [here to return to the course page](#).

Your selection: Core

Situational

Core

Save my choice Remove my choice

Figure 17-Choose the type of Telework Arrangement you agreed upon with your supervisor.

I. Certify Understanding of the DOI Telework Agreement (DI-3457)

1. Certify you have discussed your DOI Telework Agreement with your supervisor and review the additional text in Step 5. Be sure to check the box on the far right side of the screen as shown in Figure 18.

5. Certify Understanding/Process Is Complete

Not available unless:

- The activity [Click Here To Submit Approved Telework Agreement Form \(DI-3457\)](#) is marked complete
- The activity [Click Here to Indicate Situational or Core Option](#) is marked complete
- The activity [Click this link to access the Highlights of Departmental Telework Program Policy](#) is marked complete

I certify that I have discussed the Telework agreement with my supervisor, have been approved to continue with this agreement and have submitted the approved form in section four above.

I understand that failure to adhere to the requirements and responsibilities as referenced in the Departmental Telework Program Policy Highlights will result in termination from the DOI telework program.

Official Record: The signed [DOI Telework Agreement Form \(DI-3457\)](#) PDF serves as the official record of the approved telework agreement. Please retain a copy of the signed PDF for your records. Approved forms must be retained for three years from date of approval.

Notice of Annual Recertification Requirement: Consistent with Departmental policy, telework agreements must be recertified on an annual basis to verify that the arrangement is still effective and in the best interest of the Agency. You will receive an automated email reminding you of this requirement two months before the one-year anniversary of this agreement.

Figure 18- Certify Understanding

2. Congratulations! The course is now complete, and no further action is needed at this time. You will receive an email congratulating you on your completion.

J. Modifying the DOI Telework Agreement (DI-3457)

If you need to modify your telework agreement **before** the two-month renewal window is open, follow these steps:

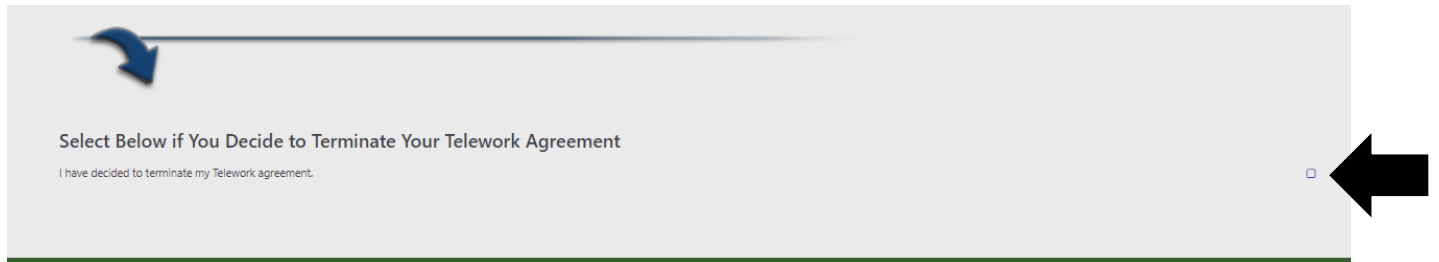
- Open **the last course that you completed**.
- Download a clean copy of the DI-3457 form and follow the [Section G. Telework Agreement \(DI-3457\)](#) instructions in this document.
- Upload the revised form into DOI Talent. Each submission allows for a maximum of two files.
- Exit the course.

The original Telework Agreement renewal date will remain the same. When you receive an email to recertify, you will need to complete the Recertification Course to continue your telework arrangement.

K. Terminating the DOI Telework Agreement (DI-3457)

1. If at any time you would like to terminate your telework agreement, please scroll down to the last section of the **last course you completed**. Click on the **square** on the right side of the document

after reading the text that states, “I have decided to terminate my telework agreement,” as shown in Figure 19 below.



Select Below if You Decide to Terminate Your Telework Agreement

I have decided to terminate my Telework agreement.

Figure 19- Terminating the Telework Agreement

2. Once your renewal date approaches, you will receive reminders from DOI Talent to renew; you can disregard those notices. Your certification will eventually expire on the one-year anniversary that the original certification course was completed. If you would like to telework again, you will need to re-complete the Initial Certification course.

L. DOI Telework Agreement (DI-3457) Record Disposition

1. Employees with a signed, approved telework agreement are now required to keep copies of their approved DOI telework agreement for three years after the date the agreement expires as shown in Figure 20 below. These copies of the telework agreements will be stored in DOI Talent as instructed in [Section G. The DOI Telework Agreement \(DI-3457\)](#). In addition, employees and supervisors are encouraged to keep a digital copy of their approved telework agreements in their personal files for three years after the date the agreements expire.

Records Disposition: DAA-0048-2013-0001-0004 – Human Resources Short-Term Records, Alternative Worksite Records (DRS 1.2, Item 004). Cut-off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.

Figure 20-Screenshot of the DI-3457 Records Disposition Notice

M. Telework Training for Supervisors in DOI Talent

Like employees, supervisors are required to complete telework training prior to managing teleworkers. The title of the training is “**Telework Fundamentals-Manager Training.**” Supervisors who are unsure if they have completed Telework Fundamentals or the archived course titled Telework 101-Supervisors should follow the same instruction in [Section C. Check the Required Telework Training in DOI Talent-For all DOI Employees](#) of this document to check if they have completed the supervisor training. If supervisors have not completed the telework training, they will need to enroll in the course, “Telework Fundamentals-Manager Training” by using the **Search Course** function as shown in Figure 21 below.

Courses Programs Certifications Calendar

Home / Courses / Search

Search Courses: 1 record shown

This is the course catalog view. Use the search boxes to type in keywords to find the training you are interested in.

Remember, when searching, simplicity is key. For example: type "leadership" instead of "leadership qualities" or "natural resource" instead of "preserving natural resources".

About Enrolling in Courses and Signing-Up for Seminar Events:

- In order to sign-up for a scheduled event, you might be presented with an "enroll me" option. NOTE: This does not place you on any roster. YOU MUST choose a date and then click "Sign-up" for that specific date.

Be sure to change the Course Status = 'A' so you only see courses that are Active.

Search by

Course Status: MUST SELECT 'A'!

Course Name

Course Shortname

Responsible Bureau

Course Category (multichoice) Include sub-categories?

Show more...

Filter by

Search

Type

- Blended (0)
- E-learning (1)
- Seminar (0)




Course Icon	Course Name ^	Course Shortname	Course Type	Responsible Bureau	Requires Approval	Training Tuition Costs	Content	Duration	Contact Name/Email	Category	Course Date Created
	Telework Fundamentals - Manager Training	OPM-TW-101-MAN	E-learning	Office of the Secretary		0		1 hour		Human Resources	21 Sep 2018 

Figure 21-Supervisory Training