



**Defense Nuclear Facilities  
Safety Board**

Washington, DC 20004-2901

**Office of the  
Inspector General**

July 20, 2017

MEMORANDUM TO: Glenn Sklar  
General Manager

Katherine R. Herrera  
Deputy General Manager

FROM: Dr. Brett M. Baker */RA/*  
Assistant Inspector General for Audits

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF DNFSB'S  
TELEWORK PROGRAM (DNFSB-17-A-06)

REFERENCE: GENERAL MANAGER, DEFENSE NUCLEAR FACILITIES  
SAFETY BOARD, CORRESPONDENCE DATED JULY 13,  
2017

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in DNFSB's response dated July 13, 2017. Based on this response, recommendations 1, 2, and 3 are resolved.

Please provide an updated status of the resolved recommendations by October 30, 2017.

If you have any questions or concerns, please call me at (301) 415-5915 or Eric Rivera, Team Leader, at (301) 415-7032.

Attachment: As stated

cc: R. Howard, OGM

## Audit Report

### AUDIT OF DNFSB'S TELEWORK PROGRAM

DNFSB-17-A-06

#### Status of Recommendations

Recommendation 1: Revise the telework directive and operating procedure to a) Clarify the process for telework denials; b) List information technology security training as part of the telework requirements; and c) Incorporate a requirement to update agency telework training to reflect changes made in policy.

Agency Response Dated  
July 13, 2017:

Agree.

The Division of Human Resources will revise the telework directive and operating procedure to clarify the process for telework denials, list information technology security training as part of the telework requirements, and incorporate a requirement to update agency telework training to reflect changes made in policy. We anticipate the revision to be completed by September 30, 2017.

OIG Analysis:

The proposed action meets the intent of the recommendation. The recommendation will be closed when OIG verifies that DNFSB has revised the telework directive and operating procedure to clarify the process for telework denials, list information technology security training as part of the telework requirements, and incorporate a requirement to update agency telework training to reflect changes made in policy.

**Status:**

Resolved.

## Audit Report

### AUDIT OF DNFSB'S TELEWORK PROGRAM

DNFSB-17-A-06

#### Status of Recommendations

Recommendation 2: Finish updating all telework agreements in accordance with the telework agreement template.

Agency Response Dated  
July 13, 2017: Agree.

The Division of Human Resources will complete updates for all telework agreements in accordance with the telework agreement template, by September 30, 2017.

OIG Analysis: The proposed action meets the intent of the recommendation. The recommendation will be closed when OIG verifies that DNFSB has finished updating all telework agreements in accordance with the telework agreement template.

**Status:** Resolved.

## Audit Report

### AUDIT OF DNFSB'S TELEWORK PROGRAM

#### DNFSB-17-A-06

#### Status of Recommendations

Recommendation 3: Develop and implement a checklist for telework recordkeeping to ensure the employee telework files are consistent.

Agency Response Dated  
July 13, 2017: Agree.

To ensure that employee telework files are consistent, the Division of Human Resources will develop a checklist for telework recordkeeping by July 31, 2017, and implement that checklist by September 30, 2017.

OIG Analysis: The proposed action meets the intent of the recommendation. The recommendation will be closed when OIG verifies that DNFSB has developed and implemented a checklist for telework recordkeeping to ensure the employee telework files are consistent.

**Status:** Resolved.