



**Defense Nuclear Facilities
Safety Board**

Washington, DC 20004-2901

**Office of the
Inspector General**

February 21, 2018

MEMORANDUM TO: Glenn Sklar
General Manager

Chris Roscetti
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
JANUARY 29, 2018

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in DNFSB's response dated January 29, 2018. Based on this response, recommendations 1, 2, and 3 remain in resolved status.

Please provide an updated status of the resolved recommendations by April 30, 2018.

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
January 29, 2018:

The Division of Human Resources 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. We anticipate the revision to be approved and published by the end of the 2nd quarter FY 2018.

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
January 29, 2018: The Division of Human Resources will complete updates for all telework agreements in accordance with the telework agreement template, by the end of the 2nd quarter FY 2018.

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
January 29, 2018: The Division of Human Resources developed a checklist for telework files and began using it as part of the new employee orientation process. The checklist is attached below as supporting documentation.

OIG Analysis: OIG reviewed the checklist for telework files and determined the checklist was appropriate to ensure employee's telework files are consistent. The recommendation will be closed when OIG verifies that DNFSB has fully implemented the checklist.

Status: Resolved.