



**Defense Nuclear Facilities
Safety Board**

Washington, DC 20004-2901

**Office of the
Inspector General**

August 13, 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 (DNFSB), CORRESPONDENCE DATED
JULY 17, 2018

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in DNFSB's response dated July 17, 2018. Based on this response, recommendations 1, 2, and 3 remain in resolved status.

Please provide an updated status of the resolved recommendations by January 30, 2019.

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, Office of the General Manager

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 17, 2018: The Division of Human Resources is incorporating additional revisions from the Office of the General Counsel for the telework directive and operating procedure. We anticipate the revisions to be approved and published by December 31, 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
July 17, 2018:

Once the telework directive and operating procedure are approved by the Board, the Division of Human Resources will be able to complete updates for all telework agreements in accordance with the telework agreement template. Anticipate this recommendation will be completed by December 31, 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
July 17, 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 has been placed in each employee's telework file. Once the telework directive/operating procedure have been approved and employees have completed the revised telework agreement, Human Resources will use the checklist to conduct an audit of each employee's file. Expected completion date is December 31, 2018.

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

Status: Resolved.