



**DEFENSE NUCLEAR FACILITIES  
SAFETY BOARD**  
WASHINGTON, D.C. 20004-2901

**OFFICE OF THE  
INSPECTOR GENERAL**

April 15, 2020

MEMORANDUM TO: Glenn Sklar  
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  
MARCH 27, 2020

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in DNFSB's response dated March 27, 2020. Based on this response, recommendations 1, 2, and 3 remain in open and resolved status.

Please provide an updated status of the resolved recommendations by July 10, 2020.

If you have any questions or concerns, please call me at (301) 415-5915 or Terri Cooper, Team Leader, at (301) 415-5965.

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  
March 27, 2020: Final approval and publication of a revised Directive and OP is anticipated in 3rd quarter FY 2020.

OIG Analysis: The proposed action meets the intent of the recommendation. This recommendation will be closed when OIG verifies that the revised telework directive and operating procedure are approved, and include a) Clarification of the process for telework denials; b) Lists information technology security training as part of the telework requirements; and c) Incorporates a requirement to update agency telework training to reflect changes made in policy.

**Status:** Open: 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  
March 27, 2020:

The telework agreement template is part of the DNFSB Telework Operating Procedure. Once the Operating Procedure is approved, DHR will require all DNFSB employees to sign new telework agreements and update any other relevant documentation. Anticipate this recommendation will now be completed by 3rd quarter FY2020.

OIG Analysis:

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

**Status:**

Open: 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  
March 27, 2020:

A checklist for teleworking recordkeeping has been created and placed in each employee's telework file. Once the telework Directive and Operating Procedure are approved, and employees have completed a new telework agreement, the Division of Human Resources will use the checklist to conduct an audit of each employee's file. This process is now expected to be completed by 3rd quarter FY2020.

OIG Analysis:

The proposed action meets the intent of the recommendation. This 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:**

Open: Resolved.