



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

**OFFICE OF THE  
INSPECTOR GENERAL**

January 6, 2021

MEMORANDUM TO: Toni Reddish  
Acting 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  
DECEMBER 20, 2020

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in DNFSB's response dated December 20, 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 June 1, 2021.

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  
December 20, 2020:

The Telework Directive and Operating Procedures have been updated to reflect the changes identified by the OIG. However, due to the COVID-19 pandemic, the Board approved Notice N-125.1 to provide flexibility on the use of telework during the pandemic. The Notice has been extended to January 2021. In the interim, Office Directors and their Deputies are working to develop an updated telework policy for Board approval by the end of January 2021. Once the Board approves the policy, the open recommendations will be resolved.

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  
December 20, 2020:

The Telework Directive and Operating Procedures have been updated to reflect the changes identified by the OIG. However, due to the COVID-19 pandemic, the Board approved Notice N-125.1 to provide flexibility on the use of telework during the pandemic. The Notice has been extended to January 2021. In the interim, Office Directors and their Deputies are working to develop an updated telework policy for Board approval by the end of January 2021. Once the Board approves the policy, the open recommendations will be resolved.

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  
December 20, 2020:

The Telework Directive and Operating Procedures have been updated to reflect the changes identified by the OIG. However, due to the COVID-19 pandemic, the Board approved Notice N-125.1 to provide flexibility on the use of telework during the pandemic. The Notice has been extended to January 2021. In the interim, Office Directors and their Deputies are working to develop an updated telework policy for Board approval by the end of January 2021. Once the Board approves the policy, the open recommendations will be resolved.

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.