



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

**OFFICE OF THE  
INSPECTOR GENERAL**

July 29, 2021

MEMORANDUM TO: Joel C. Spangenberg  
Executive Director of Operations

FROM: Eric Rivera */RA/*  
Acting Assistant Inspector General for Audit

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

REFERENCE: OFFICE OF THE GENERAL MANAGER, MEMORANDUM  
VIA EMAIL DATED JUNE 02, 2021

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations discussed in the DNFSB's response dated June 02, 2021. Recommendations one and two remain in open and resolved status, while recommendation three is now closed based on this response.

Please provide an updated status of the resolved recommendations by **January 10, 2022**.

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: J. Biggins, General Manager  
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  
June 02, 2021:

The Telework Directive and Operating Procedure have been drafted and are in office director concurrence. They contain the policy and procedures necessary to resolve the audit recommendations. A copy of the draft Directive was provided to OIG for review. Once finalized, they will be provided to the Board prior to being finalized and published to the staff.

OIG Analysis:

The proposed action meets the intent of the recommendation. This recommendation will be closed when the 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  
June 02, 2021: All employee telework agreements will have to be reviewed under the new Directive and Operating Procedure once the agency transitions from maximum telework due to the pandemic. At that time, all employee telework agreements will have been updated consistent with the recommendation.

OIG Analysis: The proposed action meets the intent of the recommendation. The OIG will close this recommendation when the auditors verify that the DNFSB has finished updating all telework agreements following 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  
June 02, 2021:

The Telework Directive and Operating Procedure have been drafted and are in office director concurrence. They contain the policy and procedures necessary to resolve the audit recommendations. A copy of the draft Directive was provided to OIG for review. Once finalized, they will be provided to the Board prior to being finalized and published to the staff.

OIG Analysis:

The OIG reviewed the telework checklist and determined it meets the intent of the recommendation. DNFSB also provided OIG with two completed telework checklists to show it has been implemented. Therefore, this recommendation is now closed.

**Status:**

Closed.