



March 22, 2022

MEMORANDUM TO: Joel C. Spangenberg  
Executive Director of Operations

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

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

REFERENCE: OFFICE OF THE GENERAL MANAGER, MEMORANDUM  
DATED FEBRUARY 16, 2022

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations discussed in the DNFSB's response dated February 16, 2022. Based on this response, recommendations 1 and 2 are closed. Recommendation 3 was closed previously. All recommendations for this audit report are now closed.

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, OEDO

## 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  
February 16, 2022:

The Telework Directive and Operating Procedure have been updated, signed, and disseminated to the workforce through all hands email on December 9, 2021. Both documents are also stored on the DNFSB intranet for viewing by the workforce.

We request that the recommendation be closed based on the agency actions taken to implement the new Directive and Operating Procedure and the supporting documentation provided.

OIG Analysis:

The OIG reviewed the revised telework directive and operating procedure and confirmed they are approved and include: a) Clarification of the process for telework denials; b) Listing information technology security training as part of the telework requirements; and c) Incorporation of the requirement to update agency telework training to reflect changes made in policy. Therefore, this recommendation is closed.

**Status:**

Closed.

## 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  
February 16, 2022:

DNFSB has updated the Telework Agreement template in conjunction with the updated Telework Directive and Operating Procedure. The revised template has been provided to all DNFSB employees and new agreements submitted as of January 2022. The revised template is embedded below.

We request that the recommendation be closed based on the agency actions taken to implement the new Directive and Operating Procedure and the supporting documentation provided.

OIG Analysis:

The OIG reviewed the revised template and determined it meets the intent of this recommendation. Therefore, this recommendation is closed.

**Status:**

Closed.