

Responses to recommendations of the Audit of the U.S. Nuclear Regulatory Commission's (NRC) Full-Time Telework Program (OIG-14-A-05)

Recommendation #1:

Develop and implement a mandatory policy for full-time telework training in accordance with requirements in the Telework Enhancement Act of 2010.

Response: Agree

The Office of the Chief Human Capital Officer (OCHCO) will develop a mandatory policy for full-time teleworker training.

Target Date for Completion: August 1, 2014

Point of Contact: Richard Stanfield

Recommendation #2:

Require Telework training for full-time teleworkers and their managers, including those who had Telework agreements prior to the enactment of the Telework Enhancement Act of 2010, or obtain an exemption from the head of the agency.

Response: Agree

On December 6, 2013, OCHCO submitted a request to Chairman Macfarlane for an exemption from telework training for all teleworkers who had agreements in place prior to the enactment of the Telework Enhancement Act of 2010 (ML13296A712).

Target Date for Completion: February 1, 2014

Point of Contact: Richard Stanfield

Recommendation #3:

Develop procedures to track Telework training on a continual basis.

Response: Agree

OCHCO has developed a procedure to track all teleworker training on a continual basis. Until implementation of an electronic tracking system, we will be requiring all employees requesting to telework to submit a copy of their telework training certificate of completion. This process will be implemented upon the approval of the exemption by the Chairman for training for teleworkers prior to the enactment of the Telework Enhancement Act of 2010.

Target Date for Completion: February 1, 2014

Point of Contact: Richard Stanfield

Enclosure

Recommendation #4:

Develop and implement desk procedures for proper recordkeeping of full-time telework agreements and related documentation.

Response: Agree

OCHCO has developed and implemented procedures for the SharePoint website to record and track all full-time Telework agreements and related documentation.

Target Date for Completion: The agency actions to address this recommendation have been completed.

Point of Contact: Richard Stanfield

Recommendation #5:

Complete the transition from hard copy to electronic files for full-time teleworkers. These files should include (i) a complete list of current full-time teleworkers and (ii) electronic records of all full-time Telework agreements and related documentation.

Response: Agree

OCHCO will develop an electronic system for requesting, documenting and approving all telework agreements (including full-time, special circumstances, etc.).

Target Date for Completion: February 1, 2015

Point of Contact: Richard Stanfield

Recommendation #6:

Develop and implement a process to update the OCHCO Telework Data Collection SharePoint Site including, but not limited to, creating, maintaining, reviewing, and updating files.

Response: Agree

OCHCO will develop and implemented a process to update the Telework Data Collection SharePoint website to create, maintain, review, and update files.

Target Date for Completion: April 30, 2014

Point of Contact: Richard Stanfield

Recommendation #7:

Provide OCHCO Telework Data Collection SharePoint Site access to full-time teleworkers and their managers as appropriate.

Response: Agree

OCHCO is currently working with the OCHCO Telework SharePoint site administrator to determine the ability to grant limited access to full-time teleworkers and their managers. Once the appropriate procedures have been developed to provide this access, OCHCO will inform the appropriate individuals.

Target Date for Completion: August 1, 2014

Point of Contact: Richard Stanfield