



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

**OFFICE OF THE
INSPECTOR GENERAL**

February 12, 2019

MEMORANDUM TO: Glenn Sklar
General Manager

Chris Roscetti
Deputy 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
JANUARY 30, 2019

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in DNFSB's response dated January 30, 2019. Based on this response, recommendations 1, 2, and 3 remain in resolved status.

Please provide an updated status of the resolved recommendations by July 15, 2019.

If you have any questions or concerns, please call me at (301) 415-5915 or Eric Rivera, Team Leader, at (301) 415-7032.

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
January 30, 2019:

The Division of Human Resources (DHR) has revised the telework Directive and Operating Procedure to clarify the process for telework denials, list information technology security training as part of the telework requirements, and incorporate a requirement to update agency telework training to reflect changes made in policy. Final revisions are going through a second review at the Office Director level. That review is expected to be completed in February 2019. When DHR receives the new revisions, any changes will be reconciled, and the Directive and Operating Procedure will be submitted for final approval in the third quarter of FY 2019.

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:

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
January 30, 2019:

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 complete new telework agreements and update any other relevant documentation. Anticipate this recommendation will be completed by June 30, 2019.

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:

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
January 30, 2019:

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 expected to be completed by June 30, 2019.

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:

Resolved.