



Office of Inspector General  
Pension Benefit Guaranty Corporation

November 1, 2018

TO: Alice Maroni  
Chief Management Officer

FROM: Brooke Holmes *Brooke Holmes*  
Assistant Inspector General for Audits

SUBJECT: PBGC's Telework Program (Project No. IN-19-13)

The Office of the Inspector General is initiating an engagement on PBGC's Telework Program. The enclosure provides general information on the engagement, topics for discussion, documentation requests, point of contact requests, and OIG contacts.

We would appreciate your notifying the appropriate staff of this work. The next step will be to set up an entrance conference, which we will coordinate with the Corporate Controls and Review Department. Thank you in advance for your time and consideration.

cc: Judith Starr, General Counsel  
Marty Boehm, Director CCRD

General Information

Engagement Subject: PBGC's Telework Program

Engagement Code: IN-19-131

Source for the Work: Self-Initiated

Issue(s) Under Review/Objective(s)/Key question(s):

1. Whether PBGC's has established adequate internal controls over telework and
2. Whether PBGC administers its program in accordance with Federal laws, regulations, guidance and agency policy.

*Topics for Discussion at Entrance Conference:*

1. Please describe the status of the telework program as it transitions from WSD to HRD.
2. Please describe the telework process at PBGC and controls in place to ensure staff are following the process.
3. Please provide detailed explanation of the controls in place to monitor telework within PBGC.
4. Please discuss how telework has been incorporated into the Continuity of Operations Planning and any stress tests that have been performed on the system.
5. Please describe the goals and metrics used by PBGC to monitor the telework program.

*Documentation requested to be provided at the Entrance Conference:*

1. Data reported to OPM for the *Status of Telework in the Federal Government Report to Congress FY 2017*,
2. WSD's Assessment of the telework program, as mentioned in FMFIA reporting.
3. Listing of employees with current telework agreements as of September 30, 2018. If possible, please include employee name, department, supervisor, and type of approved TW arrangement.
4. Staffing reports to identify eligibility of positions for telework.

PBGC Points of Contact Requests:

1. Telework Managing Officer
2. Telework Coordinator
3. WebTA reports

Estimated start date for work: Immediately

Time frame for holding the entrance conference: November 2018

OIG Contacts:

Brooke Holmes, AIGA, ext. 3790 or [holmes.brooke@pbgc.gov](mailto:holmes.brooke@pbgc.gov)

Charles Yao, Audit Manager, ext. 3937 or [yao.charles@pbgc.gov](mailto:yao.charles@pbgc.gov)