



UNITED STATES
OFFICE OF SPECIAL COUNSEL

2302(c) CERTIFICATION PROGRAM
COMPLIANCE FORM

INFORMING EMPLOYEES ABOUT THE
WHISTLEBLOWER PROTECTION ACT

OSC's 2302(c) Certification Program allows federal agencies to meet the statutory obligation to inform their workforces about the rights and remedies available to them under the prohibited personnel practice and whistleblower retaliation protection provisions of 5 U.S.C. §2302(c). Using this form, please explain how the agency has met the requirements for the 2302(c) Certification Program. The completed form should be faxed to Shirine Moazed at (202) 653-5161. Questions about completing this form should be directed to Shirine Moazed at (202) 254-3600.

1. POSTINGS: Agencies should post the laws regarding prohibited personnel practices and the process for filing a complaint with OSC as well as information regarding the process for making confidential disclosures to OSC. Posters containing this information, which are available through GPO at www.gpo.gov, should be displayed in all personnel and EEO offices and in other prominent places throughout the agency.
 - A. How many prohibited personnel practice posters were placed in your agency and at which specific locations were they placed?

 - B. How many whistleblowing posters were placed in your agency and at which specific locations were they placed?

2. NEW EMPLOYEES: Written materials on the Whistleblower Protection Act and OSC's role in enforcing these laws should be provided in new employee orientation packets. OSC has created an outline of PPP rights and remedies that can be printed or sent via e-mail. This outline is available at OSC's web site <http://www.osc.gov/outreach.htm>. Examples of letters sent to agency employees by agency heads, outlining rights and remedies under the WPA, are also available on the OSC web site.
 - A. Please attach written material that was or will be provided to new employees in their orientation packets.
 - B. How many new employees have received this information to date?

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3. **EMPLOYEE NOTIFICATION:** Written materials should be provided to all employees on an annual basis informing them of their rights and remedies under the WPA. Agencies should also include such information on their web sites. As noted above, OSC has developed materials which can be e-mailed to help agencies fulfill this requirement.

A. Please attach written material that was provided to employees to inform them of their rights and remedies under the WPA.

B. How many employees received this information?

C. On what date and in what manner was this information given to employees?

4. **SUPERVISORY TRAINING:** Each agency, in consultation with OSC, should provide training to managers and supervisors to assure their understanding and implementation of their responsibilities under the WPA. OSC has developed several options to aid agencies in fulfilling this requirement of the program including: providing speakers for satellite training or to address large groups of employees; a PowerPoint slide presentation available at www.osc.gov; and a web based training program available through OPM's web site.

A. What method was used to train supervisors?

B. How many supervisors were trained?

C. On what dates were supervisor(s) trained?

5. **COMPUTER LINK:** Each agency should provide a link from its own web site or intranet site to the OSC web site. (www.osc.gov).

What is the web site address where employees can find a link to the OSC web site?

Date

Signature of Official Responsible For
Implementing 2302(c) Program