Disclosure Form 12

DISCLOSURE OF INFORMATION

Please complete all pertinent items. Enter "N/A" (Not Applicable) or "Unknown" where appropriate. Fields marked with bold text are required. The form will not be accepted if any required fields are empty.

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PART 1: Background Information

1. Name of the person seeking OSC action ("Whistleblower"):

Prefix: Mr.

First Name

Middle Name

Last Name

Suffix (Jr., Sr., etc.)

2. **Status:**

- ☐ Current Federal Employee
- ☐ Former Federal Employee
- ☐ Applicant for Federal Employment
- ☐ Other

For Other, please specify: _____

3. Contact Information: (Home or mailing address)

Street or P.O. Box _____ Apt. No. _____

City _____

State Alabama

ZIP Code _____

Country UNITED STATES

Enter numbers as (000) 000-0000

Home _____ Ext. _____

Work _____ Ext. _____

Cell _____ Ext. _____

Fax _____ Ext. _____

Other _____ Ext. _____

E-mail Address _____

Other Ext.

E-mail Address

4. Current position and title:

Title (for instance, Investigator)

Series (for instance, GS-1810)

Grade (for instance GS-11)

5. **Agency Name:**

6. Agency Address:

Street or P.O. Box Apt. No.

City

State Alabama

ZIP Code

Country UNITED STATES

7. How did you first become aware that you could file a complaint with OSC?

- ☐ OSC Web Site
- ☐ OSC Speaker
- ☐ OSC Brochure
- ☐ OSC Poster
- ☐ News Story
- ☐ Agency Personnel Office
- ☐ Union
- ☐ Co-Worker
- ☐ Other:

For Other, please describe: _____

Date (approximate): Select a Date

8. ☐ **Check here if you are filing as an attorney of the Whistleblower**

PART 2: Details of Your Disclosure

1. **I know about the information I am disclosing here based on (check all that apply)**

   - ☐ I have personal and/or direct knowledge of events or records involved
   - ☐ Other employees have told me about events or records involved
   - ☐ Other sources(s)

   (please explain): _____

2. **Please identify the U.S. government department or agency involved in your disclosure**

   _____

3. **Please identify the organizational unit of the department or agency involved**

   _____

4. **Address of the organizational unit**

   _____

5. **Please identify the type of agency wrong doing that you are alleging (check all that apply). If you check "violation of law, rule, or regulations" please provide, if you can, the particular law, rule or regulation violated (by name, subject and/or citation).**

   - ☐ Violation of law, rule or regulation

     (please specify): _____

   - ☐ Gross mismanagement
   - ☐ Gross waste of funds
   - ☐ Abuse of authority
   - ☐ Substantial and specific danger to public health
   - ☐ Substantial and specific danger to public safety

6. **Please describe the agency wrong doing that you are disclosing, indicating how the agency's actions fit within the type(s) of wrong doing that you check in item 5. (Be specific as possible about dates, locations and the identities and positions of all persons named. Also, please attach any documents that might support your disclosure.)**

PART 3: (Optional) Other Actions You Are Taking On Your Disclosure

1. I have previously disclosed (or am disclosing) the violation alleged here to (complete all that apply):

- ☐ Inspector General of department / agency involved — Date: Select a Date
- ☐ Other office of department / agency involved (please specify): _____ — Date: Select a Date
- ☐ Department of Justice — Date: Select a Date
- ☐ Other Executive Branch / department / agency (please specify): _____ — Date: Select a Date
- ☐ General Accounting Office (GAO) — Date: Select a Date
- ☐ Congress or congressional committee (please specify member or committee): _____ — Date: Select a Date
- ☐ Press / media (newspaper, television, other) (please specify): _____ — Date: Select a Date

2. If you disclosed the information reported here through any other channel described in question 1, above, what is the current status of the matter?

PART 4: Consent, Certification, and Signature

Do you consent to the disclosure of your name to others outside the Office of Special Counsel if it becomes necessary in taking further action on this matter?

- ○ **I consent** to disclosure of my name
- ○ **I do not consent** to disclosure of my name

I certify that all of the statements made in this complaint (including and continuation pages) are true, complete, and correct to the best of my knowledge and belief. I understand that a false statement or concealment of a material fact is a criminal offense punishable by a fine of upto $10,000, imprisonment for up to five years, or both. 18 U.S.C. § 1001.

You are required to enter your signature when you submit this form.
Enter your signature that you created earlier to sign this consent form.

[ ] forgot your signature?

PART 5: Privacy Act/Paperwork Reduction Act Statements

Routine Uses. Limited disclosure of information from OSC files is needed to fulfill OSC's investigative, prosecutorial and related responsibilities. OSC has described 18 routine uses for information in its files in the Federal Register (F.R.), at 66 F.R. 36611 (July 12, 2001), and 66 F.R. 51095 (October 5, 2001). A copy of the routine uses is available from OSC on request. A summary of the routine uses appears below.

OSC may disclose information from its files in the following circumstances:

1. to disclose that an allegation of prohibited personnel practices or other prohibited activity has been filed;
2. to disclose information needed by the Office of Personnel Management (OPM) for inquiries involving civil service laws, rules or regulations, or to obtain an advisory opinion;
3. to disclose information about allegations or complaints of discrimination to entities concerned with enforcement of antidiscrimination laws;
4. to the MSPB or the President, when seeking disciplinary action;
5. to the involved agency, MSPB, OPM, or the President when OSC has reason to believe that a prohibited personnel practice has occurred, exists, or is to be taken;

7. to disclose information to third parties (without identifying the complainant unless OSC has the complainant's consent) as needed to conduct an investigation; obtain an agency investigation and report on information disclosed to the OSC whistleblower disclosure channel; or to give notice of the status or outcome of the investigation;

8. to disclose information as needed to obtain information about hiring or retention of an employee; issuance of a security clearance; conduct of a security or suitability investigation; award of a contract; or issuance of a license, grant, or other benefit;

9. to the Office of Management and Budget (OMB) for certain legislative coordination and clearance purposes;

10. to provide information from an individual's record to a congressional office acting pursuant to the individual's request;

11. to furnish information to the National Archives and Records Administration for records management purposes;

12. to produce summary statistics and work force or other studies;

13. to provide information needed by the Department of Justice for certain litigation purposes;

14. to provide information needed by courts or adjudicative bodies for certain litigation purposes;

15. to disclose information to the MSPB as needed in special studies authorized by law;

16. for coordination with an agency's Office of Inspector General or comparable entity, to facilitate the coordination and conduct of investigations and review of allegations; and

17. to news media or the public in certain circumstances (except when the Special Counsel determines that disclosure in a particular case would be an unwarranted invasion of personal privacy).

18. to the Department of Labor and others as needed to implement the Uniformed Services Employment and Reemployment Rights Act of 1994, and the Veterans' Employment Opportunities Act of 1998.

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17. to news media or the public in certain circumstances (except when the Special Counsel determines that disclosure in a particular case would be an unwarranted invasion of personal privacy).

18. to the Department of Labor and others as needed to implement the Uniformed Services Employment and Reemployment Rights Act of 1994, and the Veterans' Employment Opportunities Act of 1998.

Purposes, Burdens, and Other Information. An agency may not conduct or sponsor a collection of information, and persons may not be required to respond to a collection of information, unless it (a) has been approved by OMB, and (b) displays a currently valid OMB control number. The information in this form is collected pursuant to OSC's legal responsibility (at 5 U.S.C. § 1213) to receive disclosures from current or former federal employees, or applicants for federal employment, alleging possible wrongdoing by federal agencies. The information will be used by OSC to determine whether the facts establish that: (a) OSC has jurisdiction over the subject of the disclosure; (b) there is a substantial likelihood that the facts indicate a violation of law, rule, or regulation; gross mismanagement; a gross waste of funds; an abuse of authority: or a substantial and specific danger to public health or safety; and (c) referral for investigation by the agency involved, or other appropriate action is warranted. The reporting burden for this collection of information is estimated to be an average of one hour per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the form.

Please send any comments about this burden estimate, and suggestions for reducing the burden, to the U.S. Office of Special Counsel, Planning and Advice Division, 1730 M Street N.W., Washington, D.C. 20036-4505. Use of this form to report disclosures of information is not mandatory. As indicated in part 4 of the form, filers may request that OSC maintain their name in confidence.

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