



U.S. OFFICE OF SPECIAL COUNSEL

1730 M Street, N.W., Suite 218

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SPEAKER REQUEST FORM (Federal agency requester)

1. General Event Information

- a. Title and description of event:
- b. Sponsoring agency:
- c. Event dates:
- d. In person or virtual event:
- e. If virtual, please select a virtual platform (Teams, Zoom, etc):

2. Agency Contact Person for Proposed OSC Presentation:

- a. Name:
- b. Address:
- c. Phone number:
- d. E-mail address:

3. Type and Topic of Presentation (e.g., Prohibited Personnel Practices (every three years required for supervisors under OSC's 2302(c) Program) Annual Supervisory training on "How to Respond to Whistleblower Violations," Hatch Act, other):

4. OSC Presentation Details:

- a. Date
- b. Time
- c. Location or Virtual

5. Will payment of speaker's travel-related expenses be offered? (Payment of such expenses is not required for consideration of this request.) If yes, please complete the following:

Nature of Expense <i>(e.g., plane ticket, hotel room, meals, rental car, conference fee waiver, etc)</i>	Payment to OSC by check (C) or in-kind (K)
a.	
b.	
c.	
d.	
e.	

6. How many people do you expect to be in attendance at the presentation?
7. Will the presentation be videotaped? Yes No
If yes, to whom will the videotape be broadcast?
8. What type of merit system training has this audience received? Please be specific and use additional paper if necessary:
9. Is the audience primarily:
Managers,
First-line supervisors,
Personnelists/attorneys
Nonsupervisory employees
Please indicate the representative occupations.
10. Are you aware of any cases pending at OSC concerning employees of your agency? If yes, please indicate the status of the case, to your knowledge.
11. Has your agency had any case involvement with OSC within the last five years?
12. Can you have a computer compatible with Microsoft Power-Point and projector available for in-person presentations? Yes No
Do you have a microphone or podium? Yes No
13. Please briefly describe the layout of the room for the presentation:

14. If the training is part of a larger training conference, please provide an agenda for the conference. If this is currently unavailable, please provide it as soon as possible.

15. Is your agency currently registered or certified under OSC's 5 U.S.C. § 2302(c) Certification Program?

Registered Certified Neither*

*While OSC's program is voluntary, the requirement to inform agency employees of the rights and remedies available to them under the PPP and whistleblower provisions of Title 5 is a statutory obligation. [5 U.S.C. § 2302\(c\)](#). OSC strongly recommends registering for certification when submitting an initial training request. The 5 U.S.C. § 2302(c) Certification Program registration form can be found at <https://osc.gov/Resources/Registration%20Form%209.18.17.pdf>. Please contact 2302c@osc.gov or (202) 804-7163 for more information about the 5 U.S.C. § 2302(c) Certification Program.