



U.S. OFFICE OF SPECIAL COUNSEL

1730 M Street, N.W., Suite 300
Washington, D.C. 20036-4505

The Special Counsel

February 3, 2016

«AddressBlock»

Re: The U.S. Office of Special Counsel's 2302(c) Certification Program

Dear «Salutation_Title»:

As you may be aware, in accordance with a February 2014 White House [memorandum](#) and the White House's [Second Open Government National Action Plan](#), all federal agencies are required to participate in the U.S. Office of Special Counsel's (OSC) 2302(c) Certification [Program](#) (program). Our records indicate that the «Agency» has not yet become certified or registered for certification. Therefore, I am writing to invite the «Agency» to [register](#) for certification. OSC's program provides essential information about the thirteen prohibited personnel practices (PPPs) of the Civil Service Reform Act (CSRA), including whistleblower retaliation. 5 U.S.C. § 2302(c).

The certification steps include: 1) placing informational posters about the CSRA at agency facilities; 2) providing information about protections under the Whistleblower Protection Act (WPA) to new employees as part of the orientation process; 3) providing annual notification to current employees about their rights and remedies under the WPA; 4) providing PPP training for supervisors; and 5) creating a link from the agency's website to OSC's website.

After your agency completes the five steps, OSC will issue a certificate of compliance, list the agency on OSC's website, and report the agency's participation to Congress in our annual report. Enclosed is an informational brochure that explains the program in more detail and answers frequently asked questions. If your agency has components or sub-agencies, please distribute this correspondence accordingly.

OSC can provide trainers and materials to help agencies meet the program requirements, and we recently developed a [training quiz](#) in order to reach large groups of employees. To supplement the quiz, OSC strongly recommends in-person, interactive training, especially for high-level managers and supervisors. Establishing a work environment that encourages whistleblowing begins at the top.

I am aware that agencies are increasingly asked to meet new reporting requirements with sometimes limited resources. It is my firm belief that any resources expended in becoming certified under OSC's program are an investment in good government and can help prevent future wrongdoing. Certification under OSC's program

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is an important first step in establishing an open culture where legitimate concerns are addressed. OSC's program also makes good management sense, as the CSRA's underlying principles represent core best practices for any organization.

As noted above, I will ensure that OSC provides the «Agency» with all possible assistance in meeting the requirements of the program. Shirine Moazed is OSC's Chief of Training and Outreach and she manages OSC's program. To contact OSC regarding the program, please email 2302c@osc.gov or call (703) 466-0259. I encourage you to have the appropriate staff person contact OSC so that Ms. Moazed or someone on her staff can assist your agency with the certification process and answer any questions you may have about the program.

Sincerely,

A handwritten signature in blue ink that reads "Carolyn Lerner". The signature is written in a cursive, flowing style.

Carolyn N. Lerner

Enclosure