



## U.S. OFFICE OF SPECIAL COUNSEL

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### U.S. OFFICE OF SPECIAL COUNSEL'S CERTIFICATION PROGRAM COMPLIANCE FORM

The U.S. Office of Special Counsel's (OSC) 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.<sup>1</sup> Using this form, please explain how the certifying agency has met the requirements of OSC's Certification Program. The completed form should be emailed to [certification@osc.gov](mailto:certification@osc.gov). Questions about completing this form should be directed to OSC's Diversity, Outreach, and Training Unit, which can be reached at 202-804-7163 or [certification@osc.gov](mailto:certification@osc.gov).

#### General Information

**Agency or Office Certifying:**

Agency & OIG

Agency

OIG

Component (please indicate parent agency):

#### Contact Information

Please provide the contact information for the official responsible for implementing OSC's Certification Program (the individual's name and phone number will be placed on OSC's website as the point of contact once the agency is certified).

Name:

Title:

E-mail:

Phone:

Address (to send certificate):

## Requirement Compliance Information

### 1. POSTINGS AT AGENCY LOCATIONS

*Agencies should post the laws regarding [prohibited personnel practices](#) (PPPs), [whistleblowers](#), and [whistleblower retaliation](#). The posters should be displayed in all personnel and EEO offices and in other prominent places throughout the agency.*

- A. How many PPP 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?
  
  
  
  
  
  
  
  
  
  
- C. How many whistleblower retaliation posters were placed in your agency and at which specific locations were they placed?

### 2. NEW EMPLOYEE NOTIFICATIONS

*Written materials on the PPPs and filing whistleblower disclosures and OSC's role in enforcing the laws within its jurisdiction should be provided in new employee orientation packets within 180 days of employment. OSC has created an outline of PPP rights and remedies that can be printed or sent via e-mail. The materials are available on OSC's [website](#).*

- A. Please attach the written materials that you are providing to new employees in their orientation packets.
  
  
  
  
  
  
  
  
  
  
- B. On what date were materials were added to orientation packets?

### 3. ANNUAL EMPLOYEE NOTIFICATION

*Agencies shall provide annual notice to all employees on rights and remedies regarding PPPs and filing whistleblower disclosures along with access to written materials (described above). An example of an agency head's letter sent to agency employees is available on the OSC [website](#).*

- A. Please attach the annual notice that was provided to all employees, including the method in by which the materials were provided (e.g., links, agency website, etc.)
  
  
  
  
  
  
  
  
  
  
- B. On what date was this information given to employees?

#### 4. SUPERVISORY TRAINING

*Each agency, in consultation with OSC, should provide annual training to managers and supervisors to assure their understanding and implementation of their responsibilities under 5 U.S.C. § 2302. OSC has developed several options to aid agencies in fulfilling this requirement of the program, including in-person training for executives/managers or larger groups of employees and a training quiz.*

- A. What method was used to train supervisors? If possible, please attach a copy of the training materials. If OSC did not provide the training or materials, please include the date the materials used were approved by OSC.
  
- B. Number of supervisors at your agency:
  
- C. Number of supervisors trained (training is required for all supervisors):
  
- D. On what dates were supervisor(s) trained?

#### 5. LINK TO OSC'S WEBSITE

*Each agency should provide a link from its own website or intranet site to the OSC website: [www.osc.gov](http://www.osc.gov).*

- A. Provide the website address where employees can find a link to the OSC website or a screenshot of the link on the intranet page.

#### Confirmation of Completion

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Date

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Signature of Official Responsible  
for Implementing OSC's  
Certification Program

1. To meet the new annual requirements, agencies will need to submit a one-page checklist to certify their continued compliance efforts. Agencies will only need to include supporting documentation when submitting their compliance form every three years.