



U.S. OFFICE OF SPECIAL COUNSEL

1730 M Street, N.W., Suite 218
Washington, D.C. 20036-4505
(202) 804-7163 certification@osc.gov

U.S. OFFICE OF SPECIAL COUNSEL'S CERTIFICATION PROGRAM REGISTRATION FORM

The U.S. Office of Special Counsel's (OSC) Certification Program allows federal agencies to meet the statutory obligation to inform their workforce about the rights and remedies available to them under the prohibited personnel practice and whistleblower retaliation protection provisions of 5 U.S.C. § 2302. In most cases, agencies should expect to complete the certification process within six (6) months of registering. If you have any questions about completing this form or OSC's Certification Program, please contact OSC's Diversity, Outreach, and Training Unit at certification@osc.gov or (202) 804-7163. Instructions for completing the five steps required by the program are available at <https://osc.gov/Pages/2302process.aspx>.

- Once registered, OSC requires a monthly update (send to certification@osc.gov) detailing what progress has been made towards certification.
- Agencies must provide OSC with proposed training and informational materials (if the materials were not provided by OSC) ***in advance of dissemination***.
- OSC strongly recommends in-person, interactive training, especially for high-level managers and supervisors (OSC offers training)
- Supervisory training should be tracked to ensure 100% of supervisors have been trained prior to submitting the compliance form.

General Information

1. **Agency or Office Registering:**

Agency & OIG

Agency

OIG

Component

Contact Information

2. 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:

Agency Information

3. List locations of all agency posts of duty (attach separate list if necessary):

4. Number of supervisors in agency
5. Number of non-supervisory employees in agency
6. Target date for completion of program
7. Do all of your employees have email capabilities? Yes No
8. Do all of your supervisors have access to the Internet? Yes No
9. Does your agency have video-teleconferencing, Skype, or webcast capabilities? Yes No
If so, what percentage of supervisors can be reached?
10. Does your agency sponsor supervisory training? Yes No
If so, what percentage of supervisors attends at a given time?
11. In what manner and how often does your agency conduct new employee orientation?

Confirmation of Registration

Date

Signature of Official Responsible for
Implementing OSC's Certification Program