



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

SEP 20 2005

MEMORANDUM FOR CIVILIAN AND MILITARY OFFICERS AND EMPLOYEES
ASSIGNED TO THE OFFICE OF THE INSPECTOR
GENERAL OF THE DEPARTMENT OF DEFENSE

SUBJECT: Civilian Worker and Manager Rights & Responsibilities: Policy on
Training in Compliance with Section 2302 (c) of Title 5, United States
Code

References:

- (a) Title 5, Section 2302 (c) of the United States Code
- (b) Title 5, Section 2302 of the United States Code
- (c) <http://www.osc.gov/outreach.htm>
- (d) Title 5, Section 2302 (a)(2)(C)(ii) of the United States Code
- (e) Procedure 14 B(2) of DoD 5240.1-R, "Procedures Governing the Activities of DoD Intelligence Components that Affect United States Persons," December 11, 1982, protecting disclosures under the Foreign Surveillance Act of 1978, Title 50, Chapter 32 of the United States Code, as amended

Purpose: To ensure compliance with Title 5, Section 2302 (c) of the United States Code.

Statutory Duty: Reference (a) charges "[t]he head of each agency" with "ensuring (in consultation with the Office of Special Counsel) that agency employees are informed of the rights and remedies available to them" under the prohibited personnel practice and whistleblower retaliation protection provisions of reference (b).

Policy: The Office of Special Counsel's (OSC) Section 2302(c) Certification Program assists federal agencies in meeting the statutory obligation to inform their workforces about the rights and remedies available to them under the Whistleblower Protection Act (WPA) and related civil service laws.

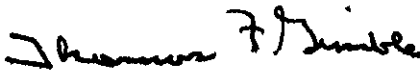
The Director, Civilian Reprisal Investigations (DCRI) shall be the program administrator for the Office of the Inspector General's (OIG DoD) participation in the OSC Section 2302 (c) Certification Program outlined at reference (c). DCRI shall serve as a subject-matter expert to the OIG DoD and shall aid with training and preparation for the triennial OSC recertification. The certification requirements and the OIG Component tasked with maintaining compliance follow:

1. Placing informational posters at agency facilities: Human Capital Management Directorate (HCMD);

2. Providing information about Prohibited Personnel Practices (PPPs) and the WPA to new employees as part of the orientation process, including employee check-in and New Employee Orientation: HCMD;
3. Providing annual notification to current employees about PPP's and the WPA: all OIG Component Heads, liaison through each training coordinator to CRI for reporting to OSC;
4. Training supervisors on PPPs and the WPA triennially: all OIG Component Heads; liaison through each training coordinator to CRI for reporting to OSC; and
5. Posting of training and creation of a computer link from the agency's web site to OSC's web site: Office of Communications & Congressional Liaison (OCCL).

The DCRI will prepare a recertification checklist to guide each OIG Component's training coordinator toward compliance in the months preceding recertification.

Effective Date: This Policy Memorandum is effective immediately.


Thomas F. Gimble
Acting