

**THE ROLE OF THE  
U.S. OFFICE  
OF  
SPECIAL COUNSEL**

**PROTECTING FEDERAL WHISTLEBLOWERS**

**RECEIVING WHISTLEBLOWER DISCLOSURES**

**INVESTIGATING AND PROSECUTING  
PROHIBITED PERSONNEL PRACTICES**

**ENFORCING THE HATCH ACT**

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# **THE ROLE OF THE U.S. OFFICE OF SPECIAL COUNSEL**

- **Protecting Federal Whistleblowers**
  - **Investigating and Prosecuting Prohibited Personnel Practices**
  - **Receiving Whistleblower Disclosures**
  - **Enforcing the Hatch Act**
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## **What is the Office of Special Counsel?**

The U.S. Office of Special Counsel (OSC) is an independent federal investigative and prosecutorial agency. Under the Civil Service Reform Act and the Whistleblower Protection Act, the OSC's primary mission is to safeguard the merit system by protecting federal employees and applicants from prohibited personnel practices, especially reprisal for whistleblowing.

The OSC is responsible for facilitating disclosures of wrongdoing in the federal government. It also has jurisdiction under the Hatch Act to enforce restrictions on political activity by government employees. Finally, the OSC participates in enforcement of the Uniformed Services Employment and Reemployment Rights Act.

The OSC carries out its mission by:

- investigating allegations of prohibited personnel practices and other improper employment practices within its jurisdiction, and seeking any appropriate corrective or disciplinary action;
- providing an independent, secure channel for disclosure and resolution of wrongdoing in federal agencies;
- interpreting and enforcing Hatch Act provisions on permissible and impermissible political activity; and
- promoting greater understanding of the rights and responsibilities of government employees.

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# INVESTIGATING AND PROSECUTING PROHIBITED PERSONNEL PRACTICES

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## What are “prohibited personnel practices?”

Prohibited personnel practices, including reprisal for whistleblowing, are defined by law at § 2302(b) of title 5 of the United States Code (U.S.C.). A personnel action (such as an appointment, promotion, reassignment, or suspension) may need to be involved for a prohibited personnel practice to occur. Generally stated, § 2302(b) provides that a federal employee authorized to take, direct others to take, recommend or approve any personnel action may not:

- (1) discriminate against an employee or applicant based on race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation;
- (2) solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
- (3) coerce the political activity of any person;
- (4) deceive or willfully obstruct anyone from competing for employment;
- (5) influence anyone to withdraw from competition for any position so as to improve or injure the employment prospects of any other person;
- (6) give an unauthorized preference or advantage to anyone so as to improve or injure the employment prospects of any particular employee or applicant;
- (7) engage in nepotism (i.e., hire, promote, or advocate the hiring or promotion of relatives);

- (8) engage in reprisal for whistleblowing—i.e., take, fail to take, or threaten to take or fail to take a personnel action against an employee or applicant for disclosing to the Special Counsel, or to an Inspector General or comparable agency official (or others, except when disclosure is barred by law, or by Executive Order to avoid harm to the national defense or foreign affairs) information which the employee or applicant reasonably believes evidences a violation of any law, rule or regulation; gross mismanagement; a gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety;
- (9) take, fail to take, or threaten to take or fail to take a personnel action against an employee or applicant for exercising an appeal, complaint, or grievance right; testifying for or assisting another in exercising such a right; cooperating with or disclosing information to the Special Counsel or to an Inspector General; or refusing to obey an order that would require the individual to violate a law;
- (10) discriminate based on personal conduct which is not adverse to the on-the-job performance of an employee, applicant, or others;
- (11) take or fail to take, recommend, or approve a personnel action, if taking or failing to take the action would violate a veterans' preference requirement; or
- (12) take or fail to take a personnel action, if taking or failing to take the action would violate any law, rule, or regulation implementing or directly concerning merit system principles at 5 U.S.C. §2301.

## **Who can be protected by the OSC from prohibited personnel practices?**

The OSC has jurisdiction over prohibited personnel practices committed against most employees or applicants for employment in Executive Branch agencies and the Government Printing Office, but not against employees of—

- the Central Intelligence Agency, Defense Intelligence Agency, National Security Agency, and certain other intelligence agencies excluded by the President;
- the General Accounting Office;

- the U.S. Postal Service and Postal Rate Commission;
- the Federal Bureau of Investigation; and
- government corporations. (*Note, however, that employees and applicants in government corporations listed at 31 U.S.C. § 9101 are covered by statutory whistleblower protections.*)

## **How does the OSC handle a prohibited personnel practice complaint?**

Complaints Examining Unit (CEU). The CEU receives complaints filed with the OSC. (Procedures for filing prohibited personnel practice and other complaints are described at p. 14). The unit analyzes all allegations of prohibited personnel practices (as well as allegations of other activities prohibited by civil service law, rule or regulation).

When necessary, a CEU examiner contacts the complainant to ensure that the examiner clearly understands the nature of and basis for each allegation. The examiner conducts further inquiry to the extent necessary to determine whether each allegation warrants additional investigation.

Persons who have submitted allegations to the CEU will receive:

- a letter acknowledging receipt of their complaint and identifying the staff member assigned to handle it, with information enclosed about how the complaint will be processed by the CEU; and
- a status report after 90 days, and every 60 days thereafter while the matter is active; and
- a letter advising that the matter has been referred to the OSC Investigation Division for further inquiry, with information enclosed about Investigation Division processes; or
- a pre-closure letter, with a final opportunity for input when the CEU proposes to close a matter without remedial action or referral to the Investigation Division; or
- a letter advising that the OSC will take no further action because it lacks jurisdiction over the matter.

The OSC asks everyone who seeks an investigation of a possible prohibited personnel practice to select one of three consent statements explaining necessary communications between OSC and the agency involved. (Consent statements are shown at the OSC's Internet home page at [www.osc.gov](http://www.osc.gov).)

Investigation Division. After a thorough initial examination, the CEU refers matters indicating a potentially valid claim (under the laws enforced by the OSC) to the Investigation Division. That division conducts investigations to review pertinent records, and to interview complainants and witnesses with knowledge of the matters alleged. Complainants will continue to receive 60-day status notices while matters are pending in the division.

Prosecution Division. Matters not resolved during the investigative phase are referred to the Prosecution Division for legal review and analysis. The division sends a description of that process to complainants, followed by 60-day notices until the final disposition of a matter. It determines whether the Investigation Division inquiry has established a violation of law, rule or regulation, and whether the matter warrants corrective action, disciplinary action, or both.

## **Can the OSC delay a personnel action pending investigation of the matter?**

An individual may request that the Special Counsel seek to delay, or "stay," an adverse personnel action pending an OSC investigation. If the Special Counsel has reasonable grounds to believe that the proposed action is the result of a prohibited personnel practice, the OSC may ask the agency involved to delay the personnel action. If the agency does not agree to a delay, the OSC may then ask the U.S. Merit Systems Protection Board (MSPB) to stay the action. (The OSC cannot stay a personnel action on its own authority.)

## **How can the OSC remedy a prohibited personnel practice?**

General. Current and former federal employees and applicants for federal employment may report suspected prohibited personnel practices to the OSC (see p. 14 for details). The matter will be investigated, and if there is sufficient evidence to prove a violation, the OSC can seek corrective action, disciplinary action, or both.

Corrective action. The OSC may enter into discussions with an agency at any stage of a pending matter in pursuit of a resolution acceptable to all parties. The OSC follows a policy of early and firm negotiation to obtain appropriate corrective action (and/or disciplinary action) for apparent violations.

If an agency fails to remedy a prohibited personnel practice upon request by the OSC, corrective action may also be obtained through litigation before the MSPB. Such litigation begins with the filing of a petition by the OSC, alleging that there are reasonable grounds to believe that a prohibited personnel practice has occurred, exists, or is about to occur.

Corrective actions that can be ordered by the MSPB include job restoration, reversal of suspensions and other adverse actions, reimbursement of attorney's fees, back pay, and medical and other costs and damages.

Note: The Whistleblower Protection Act also allows current or former federal employees and applicants for employment who allege that they were subjected to any personnel action because of whistleblowing to seek corrective action in an appeal to the MSPB. Such an appeal is known as an "individual right of action" (IRA).

By law, the employee or applicant must seek corrective action from the OSC before filing an IRA. The IRA may be filed—

- after the OSC closes a matter in which reprisal for whistleblowing has been alleged; or
- if the OSC has not notified the complainant within 120 days of receiving an allegation of whistleblower reprisal that it will seek corrective action.

A federal employee or applicant for employment engages in whistleblowing when the individual discloses to the Special Counsel or an Inspector General or comparable agency official (or to others, except when disclosure is barred by law, or by Executive Order to avoid harm to the national defense or foreign affairs) information which the individual reasonably believes evidences the following types of wrongdoing:

- a violation of law, rule, or regulation; or
- gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

Procedures for filing an IRA are set forth in MSPB regulations at 5 C.F.R. Part 1209. (In considering an IRA, it should be noted that the MSPB may refuse to take jurisdiction over any matters not specifically raised before the OSC.)

Disciplinary action. The OSC may seek disciplinary action against any employee believed to be responsible for committing a prohibited personnel practice. The OSC begins a disciplinary action case by filing a complaint with the MSPB, charging an employee with the commission of a prohibited personnel practice, and seeking disciplinary action against that person. Rights of employees against whom the OSC seeks disciplinary action in these cases are set forth in MSPB regulations, at 5 C.F.R. Part 1201, Subpart D.

In the alternative, at any time during its investigation of a matter, the OSC may authorize the agency involved to take disciplinary action against an employee believed to be responsible for committing a prohibited personnel practice. (Pursuant to 5 U.S.C. § 1214(f), during any OSC investigation under title 5, an agency may not take disciplinary action against any employee for any alleged prohibited activity under investigation, or for any related activity, without approval from the OSC.)

Intervention. Pursuant to 5 U.S.C. § 1212(c), the Special Counsel may intervene as a matter of right, or otherwise participate in most proceedings before the MSPB. The Special Counsel may not intervene in certain proceedings (IRAs brought under 5 U.S.C. § 1221, or matters otherwise appealable to the MSPB under 5 U.S.C. § 7701) without the consent of the person initiating the proceedings.

## **Can employees seek relief from the OSC for a prohibited personnel practice if they are covered by a collective bargaining agreement?**

Pursuant to 5 U.S.C. § 7121(g), employees covered by a collective bargaining agreement must choose one of three avenues: an OSC complaint, an MSPB appeal, or a grievance under the collective bargaining agreement.

## **What is the OSC's policy about allegations of discrimination?**

Race, color, religion, sex, national origin, age, handicapping condition. The OSC is statutorily authorized to investigate allegations of discrimination based on race, color, religion, sex, national origin, age, or handicapping condition (see (1) under "What are prohibited personnel practices?", above). However, procedures for

investigating such complaints have already been established in federal agencies and the Equal Employment Opportunity Commission (EEOC).

Therefore, to avoid duplicating those investigative processes, the OSC follows a general policy of deferring complaints involving discrimination to those agencies' procedures.

*Marital status, political affiliation.* Allegations of discrimination based on marital status, and political affiliation are not within the jurisdiction of the EEOC. Such allegations, however, may be prohibited personnel practices or other violations of law subject to investigation by the OSC.

## **What other violations does the OSC have jurisdiction to investigate?**

Pursuant to 5 U.S.C. § 1216, the OSC may also investigate and seek appropriate corrective and disciplinary action for—

- activities prohibited by any civil service law, rule, or regulation (including any activity relating to political intrusion in personnel decision making);
- arbitrary or capricious withholding of information under the Freedom of Information Act; and
- involvement by any employee in any prohibited discrimination found by a court or administrative authority to have occurred in the course of any personnel action.

The OSC is also authorized by 38 U.S.C. § 4324 to investigate and litigate cases referred by the Department of Labor, involving the reemployment rights of veterans and reservists returning to the federal workplace after active duty.

## **Are federal employees required to cooperate with OSC investigations?**

Title 5 of the U.S. Code authorizes the OSC to issue subpoenas for documents and the attendance and testimony of witnesses. During an investigation, the OSC may require employees and others to testify under oath, sign written statements, or respond formally to written questions.

Federal employees are required by Civil Service Rule 5.4 to provide to the OSC any information, testimony, documents, and material, the disclosure of

which is not otherwise prohibited by law or regulation, in investigations of matters under civil service law, rule, or regulation. The same rule requires federal agencies to make employees available to testify, and to provide pertinent records to the OSC.

## **What legal responsibilities do federal agencies have to prevent prohibited personnel practices?**

Section 2302(c) of title 5 requires federal agency heads, and officials with delegated authority for any aspect of personnel management, to:

- prevent prohibited personnel practices, including reprisal for whistleblowing;
- comply with and enforce civil service laws, rules and regulations; and
- ensure (in consultation with the OSC) that federal employees are informed of their rights and remedies.

The OSC has developed a training guide for use by agencies in carrying out the duty of informing employees of their rights and remedies under title 5 (see p. 20 for information on availability). On request, the OSC may also make its personnel available to assist in conducting such training.

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## **RECEIVING WHISTLEBLOWER DISCLOSURES**

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### **Who can use the OSC's whistleblower disclosure channel?**

Current and former federal employees and applicants for employment can confidentially report wrongdoing in federal agencies to the OSC. The OSC serves as a secure channel that can be used to disclose a violation of any law, rule, or regulation; gross mismanagement; a gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety.

Whistleblower disclosures to the OSC must be made in writing (see p. 18 for contact information). Such information can be reported to the OSC without fear of reprisal, or disclosure of the source's identity without that person's consent.

## **How are whistleblower disclosures handled by the OSC?**

The OSC is not authorized to investigate allegations reported through its whistleblower disclosure channel. However, the OSC can require the head of the agency concerned to investigate the matter if the OSC determines that there is a substantial likelihood that the information discloses a violation of any law, rule, or regulation; gross mismanagement; a gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety. In these cases, the head of the agency is required to submit a report of the agency's findings to the OSC.

By law, employees or applicants may review and comment on agency reports resulting from information disclosed by them to the OSC. Their comments, together with any comments or recommendations by the Special Counsel, are sent with the agency report to the President and appropriate congressional oversight committees. The agency report is also made available to the public, as required by law.

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## **ADVISING ON AND ENFORCING THE HATCH ACT**

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### **What is the Hatch Act?**

The Hatch Act governs political activity by government employees at the federal, state and local levels. Under amendments enacted by Congress in 1993, most federal and District of Columbia (D.C.) government employees are permitted (with significant limitations discussed at pp. 11-12) to take an active part in partisan political management and campaigns. However, certain federal agencies and categories of employees continue to be prohibited from taking an active part in partisan political management and partisan campaigns (see p. 15).

The Hatch Act also restricts political activity by certain state or local government employees employed in connection with programs financed by federal funds. These employees are not permitted to coerce the political activities of others, or to be candidates for public office in partisan elections.

## **What is the OSC's role?**

The OSC is authorized by law to provide Hatch Act advisory opinions. These opinions respond to questions from government employees and others about whether or not they may engage in specific political activities under the act.

The OSC also enforces Hatch Act provisions on permissible and impermissible political activity by government employees. It is the only agency authorized to prosecute violations of the act, which are adjudicated by the MSPB.

## **What restrictions apply to employees of the federal government and the District of Columbia?**

Under the Hatch Act, as amended (5 U.S.C. §7321, et seq.), most federal and D.C. government employees (with certain exceptions noted at p.12) may take an active part in partisan political management and campaigns. They may:

- be candidates for public office in nonpartisan elections;
- register and vote as they choose;
- assist in voter registration drives;
- express opinions about candidates and issues;
- contribute money to political organizations;
- attend political fundraising functions;
- attend and be active at political rallies and meetings;
- join and be active members of political parties and clubs;
- sign nominating petitions;
- campaign for or against referendum questions, constitutional amendments, or municipal ordinances;
- campaign for or against candidates in partisan elections;
- make campaign speeches for candidates in partisan elections;

- distribute campaign literature in partisan elections; and
- hold office in political parties or clubs.

There continues to be important restrictions on employees' political activity. Whether on-duty or off-duty, employees may **not**:

- use their official authority or influence to interfere with or affect the result of an election;
- solicit, accept or receive political contributions from anyone (with a very narrow exception in certain circumstances for solicitations of other federal employees for contributions to federal labor organizations and certain other employee organizations);
- knowingly solicit or discourage political activity of anyone who has business before their agency;
- run for public office in a partisan political election.

Except for certain officials at the highest levels of government, employees may **not** engage in political activity while:

- on duty;
- in a government office;
- wearing insignia identifying their office or position; or
- using a government vehicle.

Employees of the following agencies are prohibited from engaging in partisan political activity: Federal Election Commission; Federal Bureau of Investigation; Secret Service; Central Intelligence Agency; National Security Council; National Security Agency; Defense Intelligence Agency; Merit Systems Protection Board; Office of Special Counsel; Office of Criminal Investigation of the Internal Revenue Service; Office of Investigative Programs of the United States Customs Service; Office of Law Enforcement of the Bureau of Alcohol, Tobacco and Firearms; Criminal Division of the Department of Justice; and the National Imagery and Mapping Agency.

The following categories of employees are also prohibited from engaging in partisan political activity: career members of the Senior Executive Service, Administrative Law Judges, and members of Contract Appeals Boards.

## **If the MSPB finds that a federal or D.C. government employee has violated the Hatch Act, what penalties may the Special Counsel request?**

The Special Counsel may ask the MSPB to impose any penalty ranging from a 30-day suspension without pay to removal from federal service.

## **What restrictions apply to state and local government employees?**

Pursuant to 5 U.S.C. § 1501, et seq., persons principally employed by state or local executive agencies in connection with programs wholly or partly financed by federal funds may ***not***:

- use their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- directly or indirectly coerce, attempt to coerce, command, or advise a state or local employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
- be candidates for public office in partisan elections.

## **If the MSPB finds that a state or local government employee has violated the Hatch Act, what penalties may the Special Counsel request?**

The Special Counsel may ask the MSPB to order the withholding of federal funds from a state or local agency if:

- the agency has failed to remove an employee found by the MSPB to have engaged in prohibited political activity, or
- after removal, such employee is re-employed within 18 months by a state or local agency in the same state.

## **Who may file a Hatch Act complaint with the OSC?**

Anyone who believes that a violation of the Hatch Act has occurred may file a complaint (see below for details). The OSC will investigate and, if warranted, prosecute the offender for violating the law.

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## **HOW TO FILE A PROHIBITED PERSONNEL PRACTICE, HATCH ACT, OR OTHER COMPLAINT**

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Individuals may report suspected unlawful activity (including prohibited personnel practices and Hatch Act violations) to the OSC without being represented by an attorney. Complaints of such activities should be submitted to the OSC in writing. Although the use of an OSC complaint form is not required, one will be provided upon request. The form can also be found at the OSC home page on the Internet (see p. 18 for site address).

The following information should be included in the written submission:

- the full name and address of the person requesting OSC action, and a phone number at which the person may be contacted;
- the name and address or location of the government agency involved, including the specific office or activity that is the subject of the request for assistance;
- the job title, pay grade and employment status of the employee(s) affected by the allegedly prohibited action(s);
- an indication whether the information submitted to the OSC involves—
  - a prohibited personnel practice or other violation of civil service law, rule or regulation;
  - prohibited political activity under the Hatch Act; or
  - a violation of any other law, rule or regulation under the OSC's jurisdiction.

- a brief and accurate statement of the facts supporting the report of a prohibited activity, including—
  - a concise description of the events that took place, with dates;
  - the name(s) of the person(s) involved, and anyone with relevant information; and
  - any pertinent documentary evidence or information currently in possession of the person requesting OSC action;
- for reports of a *prohibited personnel practice*—
  - a description, with date(s), of the specific personnel action(s) taken or proposed, if any;
  - a description, with date(s), of any whistleblower disclosure by the complainant—i.e., a disclosure of a violation of law, rule or regulation, gross mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health or safety involved (limited to allegations of reprisal for whistleblower disclosures);
  - whether the complainant is covered by a collective bargaining agreement; and
- whether the matter reported has been appealed, grieved or reported under any other procedure, and if so, what action or actions have been taken.

To expedite investigations, persons filing complaints with the OSC are encouraged to respond promptly to requests for additional information. The OSC depends upon complete and accurate information to determine if a matter falls within its authority or if further action is appropriate.

All complaints and requests for appropriate forms should be directed to the OSC Officer of the Week at:

**Complaints Examining Unit**

U.S. Office of Special Counsel

1730 M Street, NW (Suite 300)

Washington, DC 20036-4505

Tel: (800) 872-9855 (TDD-equipped)

(202) 653-7188 (TDD-equipped)

Fax: (202) 653-5151

## HOW TO MAKE A WHISTLEBLOWER DISCLOSURE

Disclosures of information evidencing violations of any law, rule or regulation, gross mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to public health or safety may be reported in confidence to:

### **Disclosure Unit**

U.S. Office of Special Counsel  
1730 M Street, NW (Suite 300)  
Washington, DC 20036-4505  
Tel: (800) 572-2249  
(202) 653-9125  
Fax: (202) 653-5151

## HOW TO OBTAIN A HATCH ACT ADVISORY OPINION

Individuals may request advice about permissible and impermissible political activity under the Hatch Act, and receive an oral or written opinion, as appropriate, from the OSC. Requests may be submitted to:

### **Hatch Act Unit**

U.S. Office of Special Counsel  
1730 M Street, NW (Suite 300)  
Washington, DC 20036-4505  
Tel: (800) 85-HATCH [(800) 854-2824]  
(202) 653-7143  
Fax: (202) 653-5151  
E-mail: [hatchact@osc.gov](mailto:hatchact@osc.gov)

## HOW TO OBTAIN OSC PUBLICATIONS

On the Internet (at [www.osc.gov](http://www.osc.gov)):

### **Forms**

- Complaint Form
- Whistleblower Disclosure Form
- How Your Complaint Will Be Processed By the Office of Special Counsel
- What To Expect Now That Your Complaint Has Been Referred For Further Investigation
- What To Expect Now That Your Case Has Been Referred To OSC's Prosecution Division
- Policy Statement Concerning the Disclosure of Information Regarding Personnel Practice Complaints
- Policy Statement on Disclosure and Use of Information From OSC Files

### **Brochures**

- The Role of the U.S. Office of Special Counsel
- Employee Rights and Remedies Under 5 U.S.C., Chapters 12 and 23 (Training Guide)
- Political Activity and the Federal Employee
- Political Activity and the State and Local Employee

Through the U.S. Government Printing Office (GPO):

- The Role of the U.S. Office of Special Counsel (GPO # 028-004-00105-9)
- Employee Rights and Remedies Under 5 U.S.C., Chapters 12 and 23 (GPO # 062-000-00050-3)
- Political Activity and the Federal Employee (GPO #062-000-00048-1)
- Political Activity and the State and Local Employee (GPO #062-000-00049-0)

## **OSC ONLINE**

Further information about the OSC is available on the agency's Internet home page. In addition to OSC forms and publications, the site includes a link to the OSC e-mail address for Hatch Act advisory opinions. The full address for the home page is: <http://www.osc.gov>.

## **HOW TO REQUEST OSC SPEAKERS**

Requests for OSC speakers at training sessions, conferences and similar events should be sent to:

Outreach Specialist  
 U.S. Office of Special Counsel  
 1730 M Street, NW (Suite 300)  
 Washington, DC 20036-4505

Tel: (202) 653-4104  
Fax: (202) 653-5161

## **OSC PHONE NUMBERS TO NOTE**

Complaints Examining Unit (CEU):	(202) 653-7188 (TDD-equipped)
CEU (Toll-Free):	(800) 872-9855 (TDD-equipped)
Hatch Act (HA) Unit:	(202) 653-7143
HA (Toll-Free):	(800) 85-HATCH (800) 854-2824
Disclosure Hotline (DH):	(202) 653-9125
DH (Toll-Free):	(800) 572-2249
Public Information:	(202) 653-7984

## **OSC FIELD OFFICES**

Dallas Field Office  
1100 Commerce Street (Room 7C30)  
Dallas, TX 75242  
(214) 767-8871

San Francisco Bay Area Field Office  
1301 Clay Street (Suite 365S)  
Oakland, CA 94612-5217  
(510) 637-3460

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