

DEPARTMENT OF ENERGY PLAN FOR COMPLETING THE OFFICE OF SPECIAL COUNSEL'S 2302(c) CERTIFICATION PROGRAM

OSC's 2302(c) 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(c). In order to meet the requirements of the program the Department of Energy (DOE) will take the following actions:

Requirement 1:

POSTINGS: Agencies should post the laws regarding prohibited personnel practices and the process for filing a complaint with OSC as well as information regarding the process for making confidential disclosures to OSC. Posters containing this information, which are available through GPO at www.gpo.gov, should be displayed in all personnel and EEO offices and in other prominent places throughout the agency.

DOE Action 1:

The Office of the Chief Human Capital Officer advised all of the DOE HR Directors to print and post posters in a public setting. The notification with instructions was emailed to 17 Human Resources (HR) Directors at DOE federal facilities on May 29, 2014. The memo also includes instructions for printing and posting both the whistleblowing posters and prohibited personnel practices.

Requirement 2:

NEW EMPLOYEES: Written materials on the Whistleblower Protection Act and OSC's role in enforcing these laws should be provided in new employee orientation packets. OSC has created an outline of PPP rights and remedies that can be printed or sent via e-mail. This outline is available at OSC's web site <http://www.osc.gov/outreach.htm>. Examples of letters sent to agency employees by agency heads, outlining rights and remedies under the WPA, are also available on the OSC web site.

DOE Action 2:

Each of the DOE servicing HR offices across the country conducts an orientation process. These sessions occurs on a Monday at the beginning of every pay period. Federal employees receive the notification through DOECAST. Also, the May 29 memo instructed U.S. Department of Energy HR Offices to print and include the guidance fact sheet titled "Your Rights as a Federal Employee", as referenced on the OSC website.

New federal hires are provided printed materials during the day of orientation by their servicing human resources office. These Offices also provide an electronic welcome package which is emailed to the new hire prior to orientation. The reading materials contain references to DOE links and on-boarding paperwork.

Both new and current employees are informed about whistleblower protection through annual DOECASD disseminations, mandatory online training, emails, and webpage references on the Department's website

Requirement 3:

EMPLOYEE NOTIFICATION: Written materials should be provided to all employees on an annual basis informing them of their rights and remedies under the WPA. Agencies should also include such information on their web sites. As noted above, OSC has developed materials which can be e-mailed to help agencies fulfill this requirement.

DOE Action 3:

Federal employees receive the notification through DOECASD. It's disseminated simultaneously to over 13,000 employees. Non-Disclosure Policies, Forms, Certificates, Agreements and Acknowledgments covering the WEPA and WPA are located on the DOE website. They can be found at <http://energy.gov/management/downloads/policy-flash-2013-61-whistleblower-protection-enhancement-act-2012-and-how-it>. Also, the Department posts general information about Whistleblower on its website at <http://energy.gov/ig/services/whistleblower-information>. An email went out to all DOE employees on April 23, 2013 providing this information. It will be re-distributed to all DOE employees as part of the annual refresher information on Whistleblower Protection in June 2014.

Requirement 4:

SUPERVISORY TRAINING: Each agency, in consultation with OSC, should provide training to managers and supervisors to assure their understanding and implementation of their responsibilities under the WPA.

DOE Action 4:

DOE provides e-training on Whistleblower Protection in the Online Learning Center (OLC) - Web-based training plateau . This training is issued to DOE employees annually and notifications are emailed to all federal DOE employees when it is time to take the training. Since 2012, DOE has 1,192 supervisors trained on Whistleblower Protection.

Requirement 5:

COMPUTER LINK: Each agency should provide a link from its own web site or intranet site to the OSC web site. (www.osc.gov).

DOE Action 5:

The OSC Whistleblower Protection link is at the bottom of the energy.gov homepage found at <http://www.energy.gov/>