



U.S. OFFICE OF SPECIAL COUNSEL
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202-254-3600

{1MonthGenerateSurvey}/{2DayGenerateSurvey}/{3YearGenerateSurvey}

TO: **RECIPIENTS OF OFFICE OF SPECIAL COUNSEL SURVEY**

A matter that you filed with the Office of Special Counsel (OSC) was closed during fiscal year (FY) {4?@FiscalYearWanted} (Oct. 1, {5BeginDateYear}-Sep. 30, {6EndDateYear}). To better serve you and others who come to OSC for assistance, we hope that you will take a few minutes to complete our electronic survey.

The nature of your contact with OSC falls into one of four categories, which you will be asked to identify when you begin the survey:

1. a Prohibited Personnel Practice (PPP) complaint;
2. a written Advisory Opinion concerning the Hatch Act (HA);
3. a Uniformed Services Employment and Reemployment Rights Act (USERRA) complaint; or
4. a Whistleblower Disclosure (DU).

You are free to respond, or not to respond, to this survey. If you decide to respond, please fill out a survey online, <https://www.research.net/>

Prompt submission of the survey will ensure that your responses are included in our tabulations of survey results. The online survey will be available for 60 days from the postmarked date of the envelope containing this letter.

If more than one matter that you filed was closed by OSC in FY {7?@FiscalYearWanted}, you will receive separate correspondence with unique survey access numbers - one for each matter closed. The type of matter you submitted is indicated by one of the following four acronyms which appear below the zip code on the address label of your envelope: PPP, HA, USERRA, and DU.

The OSC unit that administers the survey electronically does not handle questions or correspondence about individual cases. If you have any questions, or need additional information about OSC services, please call (800) 872-9855. Any of our representatives will be pleased to help you. You can also find information about OSC on our Web site. The address is: <https://osc.gov>.

To access the survey electronically, use the following electronic address:

<https://www.research.net/>

On the screen which opens up, insert your FY {8?@FiscalYearWanted} survey number:

{ 9num }

OSC would like to thank you for your participation in its annual survey.

Paperwork Reduction Act Notice: OSC is asking for the information in this form because § 13 of Public Law 103-424 (1994) requires OSC to conduct an annual survey program, and because the information received will help OSC in its ongoing efforts to provide better service. OSC will use survey results to: (1) evaluate satisfaction with service provided in connection with its receipt of complaints; (2) increase staff awareness of perceptions of service provided; (3) identify areas where improvements can be made, and (4) provide a summary of survey results in its annual report to Congress. Survey forms are not filed or retrieved by personal identifiers such as names or case numbers. Respondents are not asked to provide their name, case number, or other personally identifying data, therefore, no such information will be used in the summary of survey results that OSC is required to include in its annual report to Congress. You are not required to participate in the survey, and your response is not required to obtain or keep any benefit. OSC estimates that the average burden of this collection of information on you will be 12 minutes. If you would like to comment on the accuracy of this estimate, or suggest ways to reduce it, please send your comments or suggestions to: Survey Coordinator, Office of Special Counsel, 1730 M Street, N.W., Suite 218, Washington, DC 20036-4505. Finally, an agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.