



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VA 22203-1635

March 22, 2013

MEMORANDUM FOR NEW DODEA SUPERVISORS AND MANAGERS

SUBJECT: Understanding Prohibited Personnel Practices and Whistleblower Protections

As a new supervisor or manager in the Department of Defense Education Activity (DODEA), I want to welcome you to the management team! I also want to remind you of your responsibility as a supervisor/manager for adhering to the merit systems principles. These principles are the foundation for making all personnel decisions in the Federal Civil Service. Your leadership role in DoDEA requires that you ensure that employees are free from prohibited personnel practices that conflict with these principles. Employees must also be free from retaliation for protected disclosures of possible violations of law, rule or regulation, gross mismanagement, gross waste of funds, abuse of authority, or a substantial danger to public health and safety.

To that end, all supervisors/managers are required to complete the web-based training session on **Prohibited Personnel Practices and the Whistleblower Protection Act if you have not completed this training within the last 3 years**. Please log on to <https://webapps.dodea.edu/OSC> using your computer user name and password to complete this training within the first 30 days in your new position.

This training session is an audiocast of a live session conducted on March 14, 2012 by Ms. Shirine Moazed, Chief, Washington Field Office, U.S. Office of Special Counsel, for the senior managers at DoDEA Headquarters, and it should take approximately one hour to complete. At the end of the training session, please e-mail the certificate of completion to: [oscstraining@hq.dodea.edu](mailto:oscstraining@hq.dodea.edu) with a copy to [generalcounsel@hq.dodea.edu](mailto:generalcounsel@hq.dodea.edu). Refresher training will be required every three years.

If you have any questions regarding this matter, please contact the undersigned at [generalcounsel@hq.dodea.edu](mailto:generalcounsel@hq.dodea.edu). Thank you.

A handwritten signature in black ink, appearing to read "Edwin Daniel Jr.", is positioned above the typed name.

Edwin Daniel Jr.  
General Counsel