



## U.S. OFFICE OF SPECIAL COUNSEL

### Agency Liaison Information

#### *General*

- Liaisons facilitate their agency's cooperation with OSC investigations by ensuring the agency timely responds to OSC's requests for information and by making sure agency employees are available to provide testimony. Liaisons may also facilitate settlement discussions.
- Liaisons should not have involvement in the personnel action(s) at issue in a case. A liaison who, for example, provided counsel on the underlying personnel action is not appropriate.
- Liaisons should share the identity of an OSC complainant and the details of an investigation only on an as-needed basis.
- Liaisons should discuss any concerns about their role with the OSC staff assigned to the case.

#### *Information and Document Requests (5.4 Requests)*

- Liaisons must act so that an agency preserves documents relevant to OSC's investigation. If relevant documents cannot be produced because they were lost or destroyed, the agency must provide a detailed explanation as to what happened to the documents.
- Liaisons should work with the agency's Information Technology department, rather than individual employees, to conduct all responsive searches for electronic documents.
- Liaisons should not share OSC's full 5.4 request or other case-related documents with witnesses or subjects as such actions could compromise the integrity of the investigation. Rather, liaisons should share only specific parts of the 5.4 request on an as-needed basis to obtain the information requested.
- If liaisons believe their agency cannot meet the deadline for responding to OSC's 5.4 request, they should request an extension in advance and provide a detailed explanation.
- If liaisons believe that OSC's requests are too broad or involve privileged information, they should discuss their concerns with the OSC staff assigned to the case.

#### *Interviews*

- Liaisons may not be present during OSC interviews.