

CONSULTANT STATEMENT OF WORK

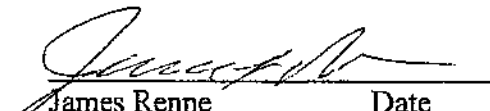
The consultant will:

1. Review and analyze the Office of Special Counsel's current policies and procedures for its program offices, i.e., Investigation and Prosecution Divisions I, II, and III and the Complaints and Disclosure Analysis Division to determine if they effectively facilitate the accomplishment of work. The consultant will make recommendations for and will develop written revisions to policies and procedures using the results of this review and assessment.
2. Draft and advise on curriculum and structure of future Office of Special Counsel training program. Determine the knowledge and skills needs of program staff members and develop and deliver (including providing formal classroom instruction to staff, as appropriate) a long-term training curriculum that will be used to enhance the skills of all OSC employees. The consultant will define what new skills, new processes or changes to behaviors are desired and will define the concepts, procedures and potential impacts to the organization as the employees acquire the knowledge and skills needed to produce positive results.

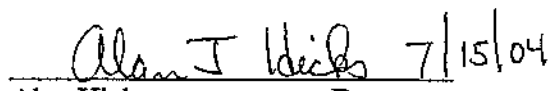
The Deputy Special Counsel will serve as the agency's project manager for these activities and will clarify for the consultant what is expected, as appropriate.

PRODUCTS EXPECTED

1. Training Curriculum
Timeframe for completion: TBD. Part time – not to exceed one year.
2. Training Delivery
Timeframe for completion: TBD. Part time – not to exceed one year.



James Renne Date
Deputy Special Counsel



Alan Hicks Date
Consultant