

**Tear out at perforation, fold and save this quick-reference card in your wallet.**

As a member of postal management, you should be fully aware of your responsibility to cooperate and assist in any investigation conducted by postal inspectors and/or the Inspector General's Office. You must understand that investigations are fact-finding operations and are to protect the sanctity of the mail and the integrity of the Postal Service to provide the best possible service to our customers. You should ask if you are the focus of an investigation. Be aware that any information you may provide could be used against you. If you are the focus of an investigation, it is in your best interest to follow the guidelines on the reverse side of this card.

**Postal Inspector/OIG Awareness**

**NAPS Disciplinary Defense Fund (DDF)**

**Purpose**

The NAPS DDF was established to provide representation for NAPS members appealing adverse actions: removals, reductions in grade and debt collection (letters of debt determination).

**Eligibility**

The member must have signed a NAPS membership application 30 days from the effective date of promotion or have been a member no fewer than 90 days prior to the proposed action and/or incident resulting in discipline.

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**Action Responsibility—Revised 01/14**

If you receive a letter of proposed downgrade, removal or letter of demand, immediately contact your local branch president or designee. If you receive a letter of decision upholding the action and are requesting DDF representation for an MSPB appeal, your branch president must sign your completed DDF Representation Request Form. Send this form, along with a completed MSPB appeal form and the letters of proposed adverse action and decision, by Priority Mail to Scialla Associates, PO Box 167, Totowa, NJ 07511-0167.

**Coverage**

DDF provides a representative from Scialla Associates only. The representative provided may not be an attorney. DDF covers your representative's fees and expenses up to a constitutionally approved amount, plus travel costs. You are responsible for paying the provider if fees exceed these limits.

Request the presence of a NAPS representative: \_\_\_\_\_  
 Branch No. \_\_\_\_\_  
 President \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 • Ask if you are a suspect in a criminal matter. If so, contact an attorney immediately.  
 • Do not consent to a search of person or property. Ask to see a search warrant.  
 • Do not waive any rights, including the right to remain silent.  
 • Do not consent to any polygraph or forensic examination.  
 • Do not sign a waiver-of-rights form, admit or deny any allegations, or make any written or oral statement unless an attorney and/or NAPS representative is personally present.  
 These are not complete guidelines—always consult with an attorney.

Revised January 2014

