

Board Memo 001-18

Executive Board,

Please remind your members that effective January 1, 2018, NAPS new DDF Provider, Al Lum, will be taking over DDF representation. **DO NOT** send any DDF cases to Charlie Scialla of Scialla Associates. Effective immediately, all DDF cases need to be sent via Priority Express Mail to:

**Labor Relations Admin Group LLC  
PO Box 780128  
Maspeth, NY 11378**

Therefore, if a NAPS member receives a letter of decision upholding an action and are requesting DDF representation for an MSPB appeal or debt collection petition, the branch president/designee must sign a completed DDF Representation Request Form. They must send the original DDF form, along with a completed MSPB appeal form and the letters of proposed adverse action or debt collection decision, via Priority Express Mail, to: Labor Relations Admin Group LLC, PO Box 780128, Maspeth, NY 11378. A copy of the completed DDF form **must** be sent to NAPS HQ, 1727 King St STE 400, Alexandria VA 22314.

Please share this information with your members.

Thank you.

NAPS Headquarters