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

Postal Inspector/OIG Awareness

NAPS Disciplinary Defense Fund (DDF)

Purpose
The NAPS DDF provides representation for NAPS members appealing an adverse action (removal, reduction-in-grade, suspension) and debt collection (letters of debt determination).

Eligibility
To become eligible for DDF representation, you must have signed a NAPS membership application 60 days from the effective date of promotion from the craft, or have been a member no fewer than 90 days prior to the issuance of the charge.

Coverage
DDF representation is available only through NAPS's official DDF Provider. The DDF
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advocate assigned to represent you may or may not be an attorney, selected at the sole discretion of the DDF Provider. The DDF covers your representative fees, expenses, and travel costs. Additional evidentiary expenses may be approved.

**Action Responsibility**

If you receive a letter of proposed downgrade, removal, suspension or letter of debt determination, immediately contact your local branch president or designee to appeal the action.

If you receive a letter of decision upholding the action, request DDF representation immediately for an MSPB or debt collection appeal. Do not miss the time limits to appeal. Submit a properly complete DDF Representation Request Form, the completed MSPB appeal form, the proposed adverse action and decision letters via Priority Express Mail to NAPS’s DDF Provider. DDF Provider’s address is on the NAPS website at [www.naps.org](http://www.naps.org) or in the Officer Training Manual (OTM). A copy of the completed DDF form must be sent immediately to NAPS HQ, 1727 King St STE 400, Alexandria VA 22314 to verify membership and approve the request.

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Consult with an attorney. These are not complete guidelines—always personally present.

Do not sign a waiver-of-rights form, admit examination.

Do not consent to any polygraph or forensic

Do not waive any rights, including the right to remain silent.

Do not consent to a search of person or property.

Do not consent to a search of a person or crime.

Do not sign a waiver-of-rights form, admit examination.

Defenses attorney who handles federal offenses. If so, immediately contact a criminal defense attorney who handles federal offenses.

Ask if you are a suspect in a criminal matter. If so, immediately contact a criminal defense attorney who handles federal offenses.

Phone  #

President  #

Branch  #

Representative  #

Request the presence of a NAPS officer.