

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

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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 Office of Inspector General. Investigations are fact-finding operations intended to protect the sanctity of the mail and the integrity of the Postal Service to provide the best possible service to postal customers. If you are asked by a postal inspector or the Office of Inspector General to answer questions, you should ask if you are the focus of an investigation. Be aware that any information you 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 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 Labor Relations Admin Group LLC. The

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representative may be an advocate or an attorney, selected at the sole discretion of Labor Relations Admin Group LLC. DDF covers your representative fees and expenses up to an established amount, plus evidentiary and travel costs. You are responsible for paying Labor Relations Admin Group LLC if your fees exceed the covered limits.

## 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 and are requesting DDF representation for an MSPB appeal or debt collection petition, your branch president must sign your completed DDF Representation Request Form. Send the original DDF form, along with a completed MSPB appeal form and the letters of proposed adverse action and 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.

If You Are Under Investigation

- Request the presence of a NAPS representative
- Branch # \_\_\_\_\_
- President \_\_\_\_\_
- Phone # \_\_\_\_\_
- Ask if you are a suspect in a criminal matter. If so, immediately contact a criminal defense attorney who handles federal crimes.
- 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 2018