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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 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 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.

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.

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