**Documents required to Appeal MSPB and ELM 650**

1 - NAPS Disciplinary Defense Fund Representation Request Form. Note, for “Branch” include NAPS Branch number.

2 - MSPB Form 185. See instructions:

**Completing MSPB Form 185**

Instructions for completing MSPB Form 185. Please complete the MSPB Form 185 as follows:

> Pages 2 and 3, fill in as much as you can, if you don’t know the answer, leave blank. Also, for Box 16, leave blank;

> Pages 6 and 7, signature and date only. I will fill in the name of the advocate that will be assigned to your case.

3 - Copy of the Letter of Decision

4 - Copy of the Notice of Proposed Adverse Action

5 - Copies of any and all documents that were accumulated during the appeal process at the local level. Otherwise, relevant to the case.

For **MSPB appeal**, you have 30 days from the effective date or 5 days from date of receipt to file a timely appeal.

For an **ELM 650 appeal**, the above instructions No. 1, 3, 4, and 5 are applicable.

You have only 15 days from the effective date to file a timely appeal.

Please send all documents by Priority Express Mail to:

Labor Relations Admin Group LLC

PO Box 25822

Brooklyn, NY 11202