

**NAPS Teleconference Improvement – Monitoring Program (TIMP)**

Use this template to provide a report of teleconference problems, threats, abuse or demeaning language. Please be as thorough as possible in responding to the following questions, particularly what was said and who the teleconference participants were:

The name of the postal District where the teleconference took place:

The date and time the teleconference was held:

Your name, duty station, postal position, your non-postal email address and telephone number:

The name and title of the postal official directing the teleconference:

The name(s) of all attendees or the offices that were on the teleconference:

The problem with the teleconference in specific terms; i.e. the actual language used, if people were threatened, who, if anyone on the teleconference was bullied or abused in any way:

Please send this information via non-postal computers to [napshq@naps.org](mailto:napshq@naps.org). You will be contacted by a resident officer if more information is required.