

The attached file (Oct 06 First Friday.doc) is the mandatory stand-up talk concerning Suspicious Mail and Unknown Powders or Substances for Friday, October 6, 2006. This is one of a three-part series to be given each first Friday of October, November and December of 2006. Please ensure that all employees receive the talks. **Unlike previous talks, you are required to document this as training activity using the attached tracking sheet.** When all three talks are given, information must be recorded in the National Training Database (NTD) by pay location utilizing your local NTD recording instructions. The NTD number for the three talks is 19201-93. A DVD video on suspicious mail and unknown powders or substances will soon be available to each facility. When you receive the DVD, have all employees view it before the November talk.

Mandatory stand-up talk

October 6, 2006 - Recognizing Suspicious Mail

It is very important that you know how to recognize suspicious mail. Recognition focuses on the attributes of S, L, A, P -- **S**hape **L**ook **A**ddress **P**ackaging

Shape -- Is it lopsided or uneven? Is it rigid or bulky?

Look -- Are there oily stains, discolorations, or crystals on the wrapper? Does it have a strange odor? (Also, protruding wires?)

Address -- Is there a return address? Are there restrictive markings? Are there misspelled words? Is it addressed to a title rather than to an individual? Is it an incorrect title? Is it badly typed or written?

Packaging -- Is it sealed with tape? Is there excessive tape? Is there excessive postage?

Activity

Display handouts 1a and 1b. Have employees examine the picture handouts and discuss what is suspicious about each example as time permits.

Handout #1a (Answer):

- ◆ Note the restrictive marking 'Personal'
- ◆ Note the word 'Executive' misspelled 'Executave'
- ◆ Note that it is addressed to a title and not an individual
- ◆ Note the excessive postage on this envelope
- ◆ Note there is no return address

Handout #1b (Answer):

- ◆ Note there is no name on the return address
- ◆ Note the package is addressed to a title instead of an individual
- ◆ Note the oily stain on the wrapper
- ◆ Note the restrictive markings
- ◆ Note the excessive postage
- ◆ Note the excessive tape

Conclusion

This discussion has focused on identifying suspicious packages and letters. Our next service talk will focus on response to suspicious mail and unknown powders and substances.

Tracking Log

SUSPICIOUS MAIL AND UNKNOWN POWDERS OR SUBSTANCES SERVICE TALK #1 of 3 – “Recognizing Suspicious Mail”

CHECK HERE IF VIDEO WAS SHOWN _____.

Facility/Zip: _____ Date: _____

Pay Location: _____ Begin Time: _____ End

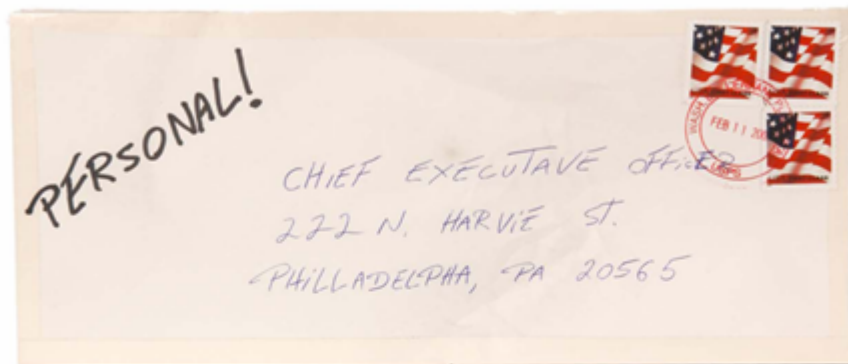
Time: _____

Manager/Supervisor: _____

*Notice: Information must be **legible**. For tracking purposes, please use your FULL NAME.*

Printed Name FIRST – MI – LAST	Signature
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Handout 1a



Handout 1b

