



# Mailroom Security Awareness Course

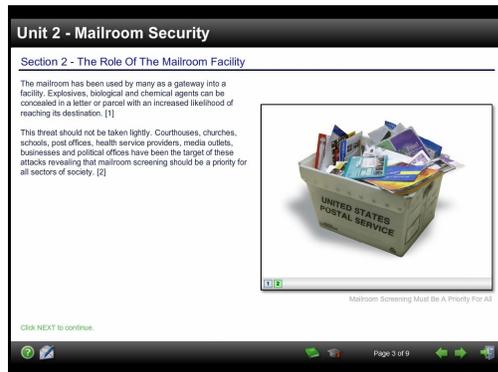
The Mailroom Security Awareness Course will provide information needed to prepare the student to safely screen incoming mail. This interactive, self-paced course teaches the student about the importance of screening mail and how to recognize and respond to suspicious items. The student will learn the procedures for screening and scanning mail using various procedures and technologies. This course will help each student thoroughly and effectively carry out his responsibilities.

## Key Features

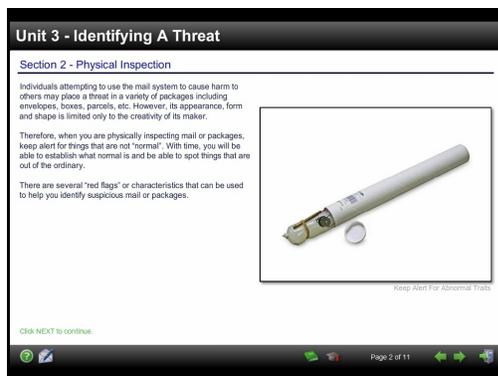
- Individualized, self-paced instruction
- Standardized instruction
- Customized remediation and testing
- Practical exercises

## Key Benefits

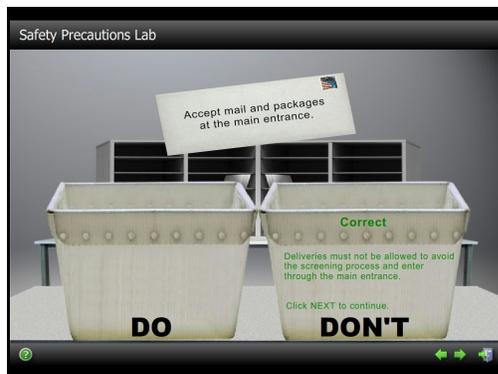
- Standardized - Each student interacts with the same training content and must achieve the same minimum passing grades. This ensures each student is trained to the same standard and is prepared to carry out his responsibilities.
- Practical - Safe and effective way for the student to practice performing critical skills he will use on the job.
- Comprehensive - The training teaches the student how to properly inspect items. This comprehensive approach prepares the student to detect and prevent the widest variety of threats from passing through the mail.
- Self-paced - Each student can work through the training at their own pace. Custom remedial instruction is used to provide the right amount of training at the right time.



Operator Course Screen



Operator Course Screen



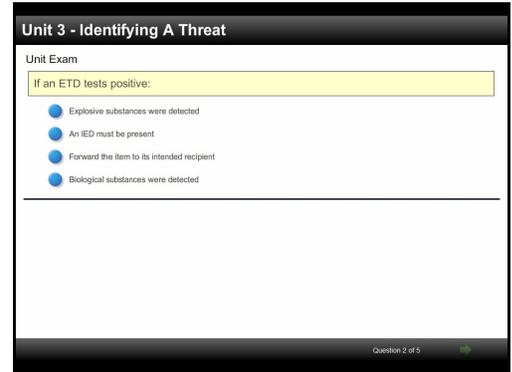
Lab Exercise Screen



## Course Topics

**Mailroom Security** - Explains the role of the mailroom facility, why it is important to screen mail, and details the procedure to follow when a threat or prohibited item is detected. It also identifies safety precautions that should be followed on the job in order to keep others safe.

**Identifying a Threat** - Teaches the student to recognize common traits used to identify suspicious mail or packages. The student will also learn how an Explosive Trace Detector (ETD) is useful for screening envelopes, boxes, parcels, etc. for explosive substances.



Unit Exam

### Courseware Specifications

Delivery Options:  
CBT, WBT

Estimated Seat Time:  
Operator Course: 1 - 1.5 Hours

Languages:  
English

Note: Courseware availability is based upon selection from the above specifications.

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