



**S I T C**

**Special  
Operations  
Lesson 5**

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Menu

U.S. Department of Agriculture  
Animal and Plant Health Inspection Service  
Plant Protection and Quarantine  
Professional Development Center

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The review questions have been removed from this student guide.

## Slide 2 - Moving Through Course



## Moving Through the Course

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A printed copy of the Student Guide may be found by clicking the Print button in each lesson. After printing the Student Guide, close out of the window to return to the slide.

The Student Guide is in Adobe format. You will need Adobe to read and print the guide.

If you do not have Adobe installed on your computer, contact your IT Administrator.

[Print Student Guide](#)

## Slide 3 - Keyboard Navigation



## Moving Through the Course

Click on the buttons on the screen to navigate through the course.  
**Keyboard Shortcuts** may also be used to navigate through the course.

<b>Button Navigation</b>	<b>Keyboard Navigation</b>
Click <b>Next</b> to move forward	Next = <b>Enter</b> key
Click <b>Back</b> to move to previous screen	Back = <b>Backspace</b>
Click <b>Exit Course</b> to return to AgLearn	Exit Course = <b>Escape</b>

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## Slide 4 - Lesson 5 Objectives



## Lesson 5 - Complete Post-Operation Activities

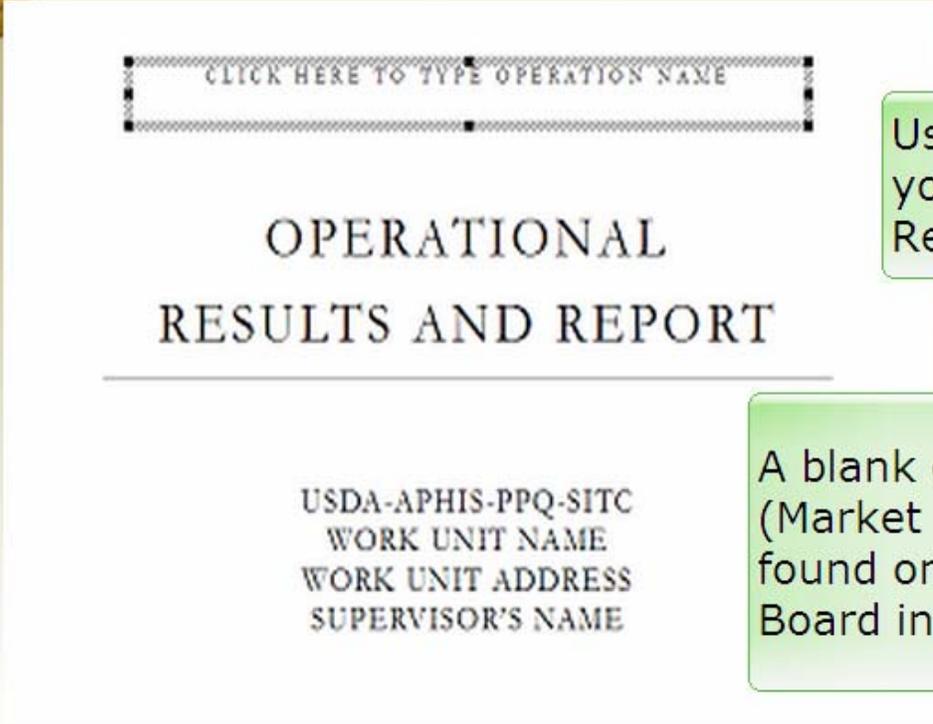
[Exit Course](#)[Click here to return to AgLearn menu.](#)**Lesson Objective:**

After the blitz ends, there may be a need to conduct some follow up work. Upon completion of this lesson, the SITC Officer will understand the post-operation process including:

- Preparing the Post-Operation Report
- Reporting findings
- Completing Post-Operation Draft Report within 10 days
- E-mailing thank you notes to participants
- Recording results in various databases



Slide 5 - Post Operation Report



The image shows a sample of a Post-Operation Report form. At the top left is a small globe icon. The title "Sample of Post-Operation Report" is centered at the top. Below the title is a dashed rectangular box containing the text "CLICK HERE TO TYPE OPERATION NAME". The main title of the form is "OPERATIONAL RESULTS AND REPORT" in a large, serif font. Below this title is a horizontal line. Underneath the line, the text "USDA-APHIS-PPQ-SITC" is followed by four lines of placeholder text: "WORK UNIT NAME", "WORK UNIT ADDRESS", and "SUPERVISOR'S NAME".

Exit Course

Click here to return to AgLearn menu.

Use this form to create your Post-Operation Report.

A blank copy of this form (Market Report.doc) can be found on the SITC Bulletin Board in the Forms Section.

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## Slide 6 - Report



## Post-Operation Report

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- Report any findings in you Post-Operation Report including new pathways, commodities seized, and actionable pest found
- Complete draft report within 10 days
- You may be able to copy and paste some of the information from the blitz work plan into the final report



## Slide 7 - Report Routing



## Post-Operation Report (continued)

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- Submit draft to supervisor
  - Supervisor will submit report to SAM and region within 5 working days
  - SITC Regional Program Manager (RPM) will approve the final report and release for distribution through the SAM to SITC SPHD and SPHDs of the affective states
  - The SITC RPM will also send a final report to the SITC National Coordinator



## Slide 8 - Activities



## Post-Operation Activities

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- Ensure **W**ork **A**ccomplishment **D**ata **S**ystem (WADS) reporting
- Record blitz results in SNICAS database
- Develop material for SITC bi-annual newsletter "Pathways"
- Organize photographs
- Send e-mail "Thank You" notes to participants

*PATHWAYS*

Newsletter of the National Smuggling Interdiction and Trade Compliance Program

**The last activities to discuss are trace forwards and trace backs.**

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## Slide 9 - Traces



## Trace Forward and Trace Back

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After the blitz ends, you may need to revisit a commerce site to obtain additional documents for products found during the blitz.

You will also identify any trace backs or trace forwards for products found during the blitz.

Officers send requests to other work units to request information on the pathway of a specific product.

There may be a need to track plant and fruit movement, seasonality, shippers, freight forwarders, wholesalers, and distributors.



## Slide 10 - Forward and Back



## Trace Forward and Trace Back (continued)

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**Trace forwards** are used from port of entry (POE) to commerce

- This includes from importer or shipper to distribution centers to warehouses to the retail markets or growing areas

**Trace backs** are used from commerce back to POE

- This includes from retail market or growing areas to warehouses to distribution centers to the port of entry



## Slide 11 - FLETC Staff



## Trace Forward and Trace Back (continued)

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For specific procedures and time limits on traces, consult the SITC Reference Guide on Traces.

SITC Officers will receive additional information on traces during the training scheduled for delivery at the Federal Law Enforcement Training Center.



## Slide 12 - Lesson 5 Summary



## Lesson 5 Summary

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- After the blitz ends, there may be a need to conduct some follow up work
- You need to prepare a draft report on the blitz. The report will include any findings such as commodities seized or actionable pest interceptions



## Slide 13 - Review



## Review

Which is an example of a trace forward?

- A) Port of entry to commerce site
- B) Commerce site to port of entry

Incorrect - A **trace forward** is from the port of entry to commerce site. Click anywhere to continue.

Correct - Click anywhere to continue.

Try again

You must answer the question before continuing.

Question 1 of 4

**Submit** 

## Slide 14 - Review 2



## Review

The SITC Officer should submit a draft copy of the Final Operation Report within \_\_\_\_\_ days.

- A) 2
- B) 5
- C) 7
- D) 10

Incorrect - SITC Officer should submit a draft report within **10** days. Click anywhere to continue.

Correct - Click anywhere to continue.

Try again

You must answer the question before continuing.

Question 2 of 4

Submit



## Slide 15 - Review 3



## Review

In addition to completing a Post Operation Report, a SITC Officer must ensure that the blitz activities are reported in:

- A) EAN
- B) LEXIS/NEXIS
- C) OPIS
- D) SNICAS

Incorrect - Ensure the blitz activities are reported in SNICAS. Click anywhere to continue.

Correct - Click anywhere to continue.

Try again

You must answer the question before continuing.

Question 3 of 4

Submit



## Slide 16 - Review 4



## Review

Where can you find blank copies of the Final Operation Report?

- A) APHIS Forms Directory
- B) SITC National Database
- C) SITC Bulletin Board
- D) IES web site

Incorrect - A blank copy is posted on the SITC Bulletin Board. Click anywhere to continue.

Correct - Click anywhere to continue.

Try again

You must answer the question before continuing.

Question 4 of 4

**Submit** 

## Slide 17 - Last Slide



You completed Lesson 5. Please click the button below to return to the Main Menu and complete the final assessment. You must pass the assessment with a score of 80 percent or greater to receive credit for this course.

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To review this lesson again, click on the Return to Beginning of Lesson button below.

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