

Sample Reporting Worksheet

Suspicious Inventory-Related Indicators

- Unexplained or higher than normal losses of items
- An increase in damaged or misplaced items
- Minor damage or other signs that containers or packaging have been opened
- A pattern of mismatches between orders and inventory

Suspicious Ordering Activities (raw materials or products)

- Orders in quantities larger than normal or otherwise unusual, such as for an agricultural product out of season
- Orders of high-risk or closely monitored items, particularly from new customers with no history
- Invoices for items that were not ordered or received
- Payment in cash or by personal credit card
- Orders that are picked up or delivered to an unusual location, such as a high-density residential area

Suspicious Employee Behaviors

- Expressing extreme dissatisfaction with the organization or supervisors
- Openly discussing personal or financial problems with coworkers
- Working long or irregular hours for no apparent reason

Common Theft and Diversion Methods and Schemes

| Suspected Scheme | Description |
|--|--|
| <input type="checkbox"/> Breakout Scheme | Acquiring and using an existing company to acquire materials, usually with no intent to pay |
| <input type="checkbox"/> Co-opted Customer | Using an existing company's or person's payment information or ordering system without approval or knowledge to acquire and possibly pay for materials. Also referred to as False Flag |
| <input type="checkbox"/> Dummy Company | Creating a fictional or front company to hide the identity of its principal(s), usually to conduct an illegal activity |
| <input type="checkbox"/> Hijacking | Forcibly halting and seizing a conveyance making a pick-up or delivery in order to rob it. High-value shipments are particularly susceptible to hijacking |
| <input type="checkbox"/> Pretext Purchase | Using false statements to acquire restricted or monitored materials |
| <input type="checkbox"/> Robbery | Taking the property of another, with the intent to permanently deprive the person of that property, by means of force or fear. Robbery differs from simple theft in its use of violence and intimidation |

Suspicious Outsiders (May be engaged in unusual activities such as surveillance or tests of security)

Suspicious Person Description

| | | | |
|-------------|-----------------|-------------|---|
| Sex | Est. Age | Est. Height | Suspicious Vehicle Description Make/Model Color Body Type <input type="checkbox"/> Sedan <input type="checkbox"/> Van <input type="checkbox"/> Truck <input type="checkbox"/> SUV License Place (Number and State) Other Description of Vehicle |
| Est. Weight | Race | Hair Color | |
| Eye Color | Facial Hair? | Scars/Marks | |
| Tattoos | Face/Complexion | Nose | |
| Hat | Eyewear | Piercing | |
| Jewelry | Shirt/Dress | Pants | |
| Bags | Footwear | Other | |

Description of Observed Activities: Identify, as thoroughly as possible, what was suspicious about the observed activities.

For additional information about surveillance activities, refer to the IS-914, Surveillance Awareness: What You Can Do course.