

2014 PEC and PEC Rating Reference Guide

FAQ's

Preparation, Positioning, and General: Page 2 Section I.F Rating Reference Guide

What is the difference between a BDO *embracing* a positive demeanor and a BDO *maintaining* a positive demeanor while conducting SPOT screening functions by responding with tact, professionalism, and respect?

Answer: Embracing a positive demeanor is referring to a BDO who is exuberant and going out of their way in possessing a positive demeanor. Maintaining is doing the minimum in keeping a positive demeanor.

Behavior Observation: Page 3 Section II.A Rating Reference Guide

Under Achieved Excellence this sentence appears to contain grammatical errors, please clarify: BDO peruses communicates that identify additional factors affecting the baseline.

Answer: This has been updated to state "BDO actively pursues opportunities to accurately identify and communicate additional factors affecting the baseline."

Behavior Observation: Page 3 Section II.B Rating Reference Guide

In regards to the "If not Observed" sections, **how many** behaviors and/or point values should be reviewed verbally to consider a BDO to meet the criteria for each point value?

- This section has been updated to reflect as must be observed and the option to verbally demonstrate has been removed. For the PEC to be properly completed the BDO must be observed. (b)(3) 49 U.S.C. § 114(r)
(b)(3) 49 U.S.C. § 114(r) This may require a longer observation period or multiple observations at a minimum of 30min.
While it is vital that BDOs are proficient in the ability to recite all SPOT indicators and BDA TSMs, should be continually challenging BDOs in their memorization of SPOT indicators, this section is specific to the (b)(3) 49 U.S.C. § 114(r)
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Behavior Observation: Page 4 Section II.C Rating Reference Guide

Where can we find a list of the "approved terminology" that is referenced?

- The language has been updated to state "appropriate terminology" to describe individuals displaying anomalous behaviors without regard to race, color, religion, national origin, ethnicity, or disability."

(b)(3) 49 U.S.C. § 114(r)

(b)(3) 49 U.S.C. § 114(r)

. Sarah Tauber – BDA Branch Manager 11/11/13

Behavior Observation: Page 4 Section II.E and F Rating Reference Guide

(b)(3) 49 U.S.C. § 114(r)

WTL: Page 6 Section III.B. Rating Reference Guide

(b)(3) 49 U.S.C. § 114(r)

WTL: Page 7 Section III. D. Rating Reference Guide

(b)(3) 49 U.S.C. § 114(r)

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(b)(3):49 U.S.C. § 1114(r)

WTL:

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Section III, D.

Rating Reference Guide

(b)(3):49 U.S.C. § 1114(r)

SPOT Referral Screening:

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Section IV-D

Rating Reference Guide

(b)(3):49 U.S.C. § 1114(r)

General Questions:

Will the APR Handbook be revised for the 2014 calendar year?

Answer: OHC is in the process of updating it. For further information reference the PEC conference call reply at 1-800-879-3998.

Section "2.1 APR Enhancements" of the FY13 Annual Proficiency Review Handbook states: "Effective FY13, all APR assessments are scored on a pass/fail basis. Employees are required to pass all applicable APR assessments as a basic condition of employment. Employees are given three attempts to pass each assessment."

Question: Has the scoring of pass/fail changed for APR assessments effective calendar year 2014?

Answer: You will be able to enter a score into the new OLC system however the overall outcome will be pass/fail determined by the new threshold on the PEC.

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Does a BDOs performance on the Proficiency Evaluation Checklist (PEC), have any impact on the rating they receive in TOPS?

Answer: No, not at this time per OHC.

Is it a best practice for each BDO to review the new "2014 PEC" and "2014 PEC Rating Reference Guide" prior to the start of their evaluation?

Answer: Yes, the BDA TSM/Rating Officials and BDOs must work together to schedule the PEC in advanced. The BDO must be given the time and opportunity to review the PEC and PEC Rating Reference Guide prior to the observation period. This will allow for BDOs to ask questions and receive clarification as needed.

To achieve the expectations of the program is a "vague" description/knowledge of approved terminology acceptable? Would "basic" be a more appropriate term to use for the achieved expectations benchmark?

Answer: The definition of vague is "not clearly or explicitly stated or expressed." The intent is that the BDO covers the minimum requirements as outlined in the SPOT SOP to Achieve Expectations but may lack the additional clarity and accuracy required to meet the performance standards of Exceeds Expectations or Achieves Excellence.

To ensure overall consistency, should a BDO be probed when asked to verbally demonstrate a task?

Answer: Yes, for those tasks that are not observed during the observation period and require a demonstration of knowledge verbally, the BDA TSM/Rating Official can prompt the BDO by reading the PEC task and providing clarifying statements. The BDA TSM must avoid providing partial answers to the task and/or leading the BDO to the correct answer.

For all the assessments that are pass or fail why are the points not 0 and 3 instead of 0 and 1?

Answer: For the pass/fail tasks, they are meet/does not meet standards. The 3 point value equals an Achieve Excellence and the 2 point value equals an Exceeded Expectations which are above the Achieved Expectations, 1 point. These tasks are identified as achieving strategic priorities essential to carrying out the mission. There is no level of performance other than Pass or Fail.

Who checks the box "Check to Concur" or "Check to Object" on the SPOT Proficiency Evaluation Acknowledgement form?

Answer: The language has been updated to provide the option of "Yes" or "No." This is the Acknowledgement section of the PEC. The BDO and the BDA TSM/Rating official are both required to

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sign and are allowed to input comments should either the BDO or Rating official wish to do so. The Rating Official should check "Yes" to approve the performance of the BDO and to signify a positive pass of the PEC. The BDA TSM/Rating Official should check "No" to signify a failure of a Critical Task and/or a total score of 38 points or less.

2. Will the rating scores be used for any particular purpose, like TOP5?

Answer: No, the scores are to give the BDA TSMs / Rating Official and BDO an idea of how well they are doing and where they need to continue to improve

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