

BDO CHECKLIST

BDO CHECKLIST		
SPOT SOP Appendix 1	1. List the names of BDOs on duty at the time of the audit.	
	*Comments & Recommendations	Conducted on
SPOT SOP Appendix 1	2. Verification that all BDOs are in the proper uniform as set forth in the Collective Bargaining Agreement (CBA), MD 1100.73-2, and all related updates and clarifications, unless conducting PCO described in Section 3.11, or an exception has been granted by the SPOT Coordinator in consultation with the FSD.	
	*Comments & Recommendations	
SPOT SOP Appendix 1	3. Evaluate whether BDOs position and reposition themselves as described in the SPOT SOP	
	*Comments & Recommendations	
SPOT SOP Appendix 1	4. Evaluate whether BDOs perform WTL as described in the SPOT SOP	
	*Comments & Recommendations	
SPOT SOP Appendix 1	5. Verify that BDOs are following the procedures as described in the SPOT SOP, and other applicable SOPs, TSA MDs and ODs, and SPOT training, as well as Constitutional, statutory, regulatory, and other legal and DHS policy requirements to protect the civil rights and liberties of individuals	
	*Comments & Recommendations	
SPOT SOP Appendix 1	6. (b)(3) 49 U.S.C. § 114(r)	
	*Comments & Recommendations	
SPOT SOP Appendix 1	7. Evaluate BDOs' ability to effectively communicate with all individuals they encounter, including their colleagues.	
	*Comments & Recommendations	
SPOT SOP Appendix 1	8. (b)(3) 49 U.S.C. § 114(r)	
	*Comments & Recommendations	
SPOT SOP Appendix 1	9. Evaluate whether BDOs properly and effectively conduct CASUAL CONVERSATION as described in the SPOT SOP and SPOT Basic Training	
	*Comments & Recommendations	
SPOT SOP Appendix 1	10. Verify proper alarm resolution procedures are used	
	*Comments & Recommendations	
SPOT SOP Appendix 1	11. (b)(3) 49 U.S.C. § 114(r)	
	*Comments & Recommendations	
SPOT SOP Appendix 1	12. Evaluate BDOs' ability to perform the screening techniques for accessible property as described in the SPOT SOP and other applicable SOPs	
	*Comments & Recommendations	
SPOT SOP Appendix 1	13. Evaluate BDOs' knowledge of prohibited items and screening procedures associated with discovery of prohibited items	
	*Comments & Recommendations	
SPOT SOP Appendix 1	14. (b)(3) 49 U.S.C. § 114(r)	
	*Comments & Recommendations	
SPOT SOP Appendix 1	15. Evaluate BDOs' customer service skills regarding BDO interactions with all individuals they engage: the traveling public, the handling of accessible property during referral screening, and decomposing stages of the screening processes	
	*Comments & Recommendations	
SPOT SOP Appendix 1	16. (b)(3) 49 U.S.C. § 114(r)	
	*Comments & Recommendations	
SPOT SOP Appendix 1	17. Verify that BDOs can identify situations that require an immediate LEO notification.	
	*Comments & Recommendations	
SPOT SOP Appendix 1	18. Verify that BDOs properly complete all required paperwork and enter SPOT referral data correctly and accurately into the SPOT database.	
	*Comments & Recommendations	
SPOT SOP Appendix 1	19. With the exception of Incident Reports, verify that no individual SPII is entered on completed paperwork or in the SPOT database.	
	*Comments & Recommendations	
SPOT SOP Appendix 1	20. Provide general observations, list any corrective actions, and recommendations given during the audit	
	*Comments & Recommendations	

FOIA b (7)(C). This record contains sensitive security information that is controlled by 25 U.S.C. 1621. No part of this record may be disclosed to the public under the provisions of the Freedom of Information Act, 5 U.S.C. 552, except with the written permission of the Assistant Secretary of the Interior, Bureau of Indian Affairs.

~~SENSITIVE SECURITY INFORMATION~~

General Notes:

Auditing Official Name

I certify that the above Operational Audit: Performance Elements for BDO's has been conducted.

Signature

Date _____

The following record reflects Semantics Security Information that is a separate 3 page, 491 F.R. pages 145 and 153. Semantic Security may be disclosed in part to persons who are authorized to receive it, and may be disclosed to the public, except with the written permission of the Administrator of the Department of Defense. Information is not to be disclosed to the press, the general public, or other persons, except as authorized by the Department of Defense.