

Behavior Detection and Analysis Proficiency Evaluation Checklist

Name of BDO:		Airport:	Place an "X" in this box when information has been entered into the EAMS platform - >
Checkpoint Location:		Start Time:	Stop Time:
Date:	Rating Official-BDA TSM Partnered with BDO:		
Behavioral Detection Proficiency Evaluation Checklist <ul style="list-style-type: none">Individual BDOs will perform a minimum of 30 minutes (1 hour optimal) of documented Behavior Detection with a BDA TSM/Rating Official as an operational partner for one continuous observation during peak passenger throughput times. BDA TSM/Rating Official must be actively engaged in Behavior Detection operations with the BDO during these evaluations. At the completion of the 30 minutes or more, the BDA TSM/Rating Official will assess and document each officer's operational proficiency using the columns Unacceptable, Displayed Standards, Displayed Above Standards, Displayed Exceptional Standards and Demonstrates Verbally on the Behavioral Detection Proficiency Evaluation Checklist (PEC). The BDA TSM/Rating Official must reference the PEC Rating Reference Guide when utilizing the PEC to evaluate the BDO's operational proficiency. Note that some tasks are situational and the BDO may not have the opportunity to provide a real time demonstration of all Behavior Detection procedures. If the task is not able to be observed during the rating period and the checklist provides the option to Demonstrate Verbally, the BDO must Demonstrate Verbally that task to the BDA TSM/Rating Official as defined in the PEC Rating Reference Guide. If the BDO is required to Demonstrate Verbally a task, this must be checked appropriately on the PEC. The BDA TSM/Rating Official must also provide a level of proficiency at which the BDO verbally demonstrated that task by using the point values associated with Unacceptable, Displayed Standards, Displayed Above Standards, and Displayed Exceptional Standards. All tasks must receive a numerical rating. Written comments are required to support each section of the checklist with tasks marked as Demonstrate Verbally orSection II task item B in the Behavior Observation must be observed in a live environment and may require a longer observation period or multiple observations at the minimum requirement of 30 minutes. This is the only task item that may be evaluated with more than one observation period. It is highly recommended that the BDA TSM/Rating Official make every effort to provide the BDO with the opportunity to complete this task item during one continuous proficiency evaluation. This may require that an initial observation be extended beyond the required minimum of 30 minutes. In the event that the task in Section II.B is not observed during the initial observation, the BDA TSM/Rating Official must enter the date and time observed in the column "Observation date and time" associated with the task in Section II.B. The date and time must accurately reflect when the final observation was completed. If the BDA TSM/Rating Official observes deviations from the initial rating period in other task items within the checklist, the BDOs initial score <u>must not</u> be altered and the BDA TSM/Rating Official should utilize those observations as coaching and mentoring opportunities.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.			

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- Any columns that have the "Demonstrate Verbally" shaded out represents a task item that must be observed. The task items with Unacceptable/Displayed Standards and Demonstrate Verbally as the only options have been identified as a pass or fail tasks. The BDO either does not execute this task properly (Unacceptable) or executes results that achieve strategic priorities essential to carrying out the mission either by observation or verbally demonstrated (Displayed Standards).
- At the conclusion of an observation/rating period the BDA TSM/Rating Official must conduct a proficiency review with the BDO, utilizing the PEC and PEC Rating Reference Guide. All proficiency reviews must be done away from the operation and in a private setting. At this time, the BDA TSM/Rating Official will request that the BDO Demonstrate Verbally any tasks that were unable to be observed during the observation. The BDA TSM/Rating Official will also discuss the BDOs proficiency and discuss any Unacceptable ratings to determine a plan of action for improvement.
- For **CRITICAL TASKS**, the BDO must accurately perform these tasks throughout the observation period. If an officer fails to Display Standards on a CRITICAL TASK, this constitutes a critical error and automatic failure to qualify on the PEC requiring corrective action/remediation as defined in OHC guidance. The BDA TSM/Rating Official must use the point values available to determine the level of proficiency for each correctly performed CRITICAL TASK.
- For those task items in Section IV (A through O) and Section V (A through E), the BDO must accurately perform or verbally demonstrate, at a minimum, 18 of the 20 tasks marked with an asterisk. If an officer fails to Display Standards in 3 of these tasks, this constitutes a failure to qualify on the PEC requiring corrective action/remediation as defined in OHC guidance.
- If a BDO's score falls below a total of (b)
(3) points, this will constitute as a failure of the PEC. Remediation/corrective action will be required by utilizing the remediation form and following OHC guidance for the sections that were rated as Unacceptable.
- See link for remediation form: <https://team1share.tsa.dhs.gov/sites/HCapital%20PMI%20APR%20Remediation%20Forms/TSA%20Form%2011XX-1%20-%20BDO%20PEC%20Remediation%20-%2011-26-12.doc>.
- **COACHING and MENTORING NOTE:** *Although the BDA TSM/Rating Official is not in a coaching/mentoring role during the observation period, the PEC and the PEC Rating Reference Guide is designed to be utilized for proficiency evaluation and as a tool to assist management in identifying areas for improvement to the BDOs individual implementation of Behavior Detection procedures. The PEC and the PEC Rating Reference Guide should be utilized as a tool to assist the BDA TSM in identifying areas of focus in an effort to improve individual BDO proficiency. This should be done, at a minimum, when the BDA TSM is completing the required 8hrs of coaching and mentoring periods, working to improve upon the core elements of Behavior Detection.*