

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

- 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 or Unacceptable performance.
- Section 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 must not 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 Q) 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 51 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://teamshare.usa.dhs.gov/sites/HQCapital%20PMI%20APR%20Remediation%20Forms/TSA%20Form%2011XX-1%20-%20BDO%20PEC%20Remediation%20-%2011-26-12.pdf>
- **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.

Performance Objective: BDO demonstrates Behavioral Detection procedures at a designated screening checkpoint in accordance with the Behavioral Detection Standard Operating Procedures (SOP).

Participant demonstrated proficiency in Section I. "PREPARATION, POSITIONING AND GENERAL".						
I. Preparation, Positioning, and General	Unacceptable 0	Displayed Standards 1	Displayed Above Standards 2	Displayed Exceptional Standards 3	Demonstrate Verbally	Rating
(b)(3) 49 U.S.C. § 114(f)	☐	☐	☐	☐		NOT RATED
	☐	☐	☐	☐		NOT RATED
	☐	☐	☐	☐		NOT RATED
	☐	☐	☐	☐		NOT RATED
	☐	☐	☐	☐		NOT RATED
	☐	☐	☐	☐		NOT RATED
	☐	☐	☐	☐		NOT RATED
				Section I Total:		0
Comments:						



Participant demonstrated proficiency in Section II. "BEHAVIORAL OBSERVATION".						
II. Behavior Observation	Unacceptable 0	Displayed Standards 1	Displayed Above Standards 2	Displayed Exceptional Standards 3	Demonstrate Verbally	Rating
(b)(3); 49 U.S.C § 114(n)	☐	☐	☐	☐		NOT RATED
	☐	☐	☐	☐	Observation date and time: Date: 09/19/2014 Start Time: 20:30 Stop Time: 21:30	NOT RATED
	☐	☐	☐	☐	☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
Section II. Total:						0

Comments:

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Participant demonstrated proficiency in Section III. "WALK THE LINE" .						
III. Walk The Line	Unacceptable 0	Displayed Standards 1	Displayed Above Standards 2	Displayed Exceptional Standards 3	Demonstrate Verbally	Rating
(b)(3).49 U.S.C. § 114(r)	☐	☐	☐	☐		NOT RATED
	☐	☐	☐	☐		NOT RATED
	☐	☐	☐	☐		NOT RATED
	☐	☐	☐	☐	☐	NOT RATED
	☐	☐	☐	☐	☐	NOT RATED
Section III. Total:						0

Comments:



Participant demonstrated proficiency in Section IV. "Behavioral Detection REFERRAL SCREENING".						
IV. Behavioral Detection Referral Screening	Unacceptable 0	Displayed Standards 1	Displayed Above Standards 2	Displayed Exceptional Standards 3	Demonstrate Verbally	Rating
(b)(3):49 U.S.C. § 114(r)	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED

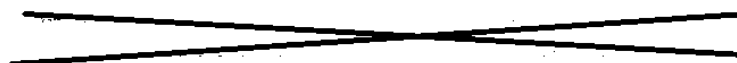
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Participant demonstrated proficiency in Section IV. "Behavioral Detection REFERRAL SCREENING".						
IV. Behavioral Detection Referral Screening	Unacceptable 0	Displayed Standards 1	Displayed Above Standards 2	Displayed Exceptional Standards 3	Demonstrate Verbally	Rating
(b)(3):49 U.S.C. § 114(r)	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
Section IV. Total:						0

Comments:



Participant demonstrated proficiency in Section V. "REPORTING REQUIREMENTS" .						
V. Reporting Requirements	Unacceptable 0	Displayed Standards 1	Displayed Above Standards 2	Displayed Exceptional Standards 3	Demonstrate Verbally	Rating
(b)(3): 49 U.S.C. § 114(r)	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
	☐	☐			☐	NOT RATED
			Section V Total		0	



Behavioral Detection and Analysis (BDA) Proficiency Evaluation Checklist (PEC) - Final Rating Summary Sheet

Officer Scoring Table			Rating Key	
Section	Score	Total Possible Score	Rating	Score
Section I: Preparation, Positioning and General	0	21	Unacceptable	Total Score of (b) points. Unacceptable on 1 or more CRITICAL TASK(s) or 3 or more asterisk (*) task items.
Section II: Behavioral Observation	0	13	Displayed Standards	Total Score of 37 through 51 points.
Section III: Walk the Line	0	15		
Section IV: Behavioral Detection Referral Screening	0	15		
Section V: Reporting Requirements	0	5	Displayed Above Standards	Total Score of 52 through 63 points.
Overall Score	0	69		

FINAL SCORE / RATING	INCOMPLETE RATING
Critical Failures:	0
Unacceptable:	0

Performance Improvement Table	
Current Status	Improvement Priority
Unacceptable	Critical
Displayed Standards	Moderate
Displayed Above Standards	Minor
Displayed Exceptional Standards	Zero to Minimal

Behavioral Detection Proficiency Evaluation Acknowledgement						
Name of BDO:				Airport:		Place an "X" in this box when information has been entered into APR - >
Checkpoint Location:				Start Time:		Stop Time:
Date:						
BDA TSM Rating Official:						
Officer is recommended for continued Behavioral Detection: BDA Activities		YES	☐	NO	☐	
Officer Comments:						
BDA TSM Rating Official:						
Acknowledgment of FINAL SCORE / RATING				INCOMPLETE RATING		
Rating Official Signature _____		Date:				
Officer Signature _____		Date:				

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BDA TSM CHECKLIST

BDA TSM CHECKLIST		
SPOT SOP Section 2.4.A.1.a.	1. Verify that all BDOs have successfully met all applicable certification requirements prior to conducting SPOT.	
	*Comments & Recommendations	
SPOT SOP Section 1.4.C.1	2. Verify that the SPOT SOP and all required documentation are available to BDOs for review.	
	*Comments & Recommendations	
SPOT SOP Section 2.4.A.1.b	3. Verify that all BDOs are fit for duty in accordance with TSA Management Directive 1100.73-5, <i>Employee Responsibilities and Conduct</i> , and all related updates and clarification.	
	*Comments & Recommendations	
SPOT SOP Section 2.4.A.1.c	4. Verify that all BDOs are in proper uniform, as set forth in the Collective Bargaining Agreement (CBA) MD 1100.73-2 TSO Dress and Appearance Responsibilities, and all related updates and clarifications, unless they are 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 Section 2.2.C	5. Verify that BDA TSMs are maintaining their SPOT certification as described in Section 2.2.C.	
	*Comments & Recommendations	
SPOT SOP Section 2.4.B	6. Verify that BDA TSMs conduct daily In/Out Briefings to discuss all shift events and disseminate any announcements, including intelligence updates.	
	*Comments & Recommendations	
SPOT SOP Section 1.4.C	7. Verify that all required forms are made available to BDOs.	
	*Comments & Recommendations	
SPOT SOP Section 2.4.A	8. Verify that STSMs actively supervise BDOs by checking their alertness and duty performance, and rotating their duty assignments as necessary to ensure unpredictable, safe, effective, efficient, vigilant, and courteous SPOT screening as described in this SOP.	
	*Comments & Recommendations	
SPOT SOP Section 2.1.A	9. Verify that BDOs are following the procedures as directed 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 Section 2.4.A.1	10. Verify that BDOs not following proper procedures are provided with appropriate guidance and counseling or disciplinary action as necessary.	
	*Comments & Recommendations	
SPOT SOP Section 2.4.F.1	11. Verify that STSMs collect and review all completed SPOT Referral Reports by the end of each shift and enters them into the SPOT database, or appoints a designee to do so.	
	*Comments & Recommendations	
SPOT SOP Section 2.4.F.2	12. Verify that the STSMs collect and review all completed Incident Reports by the end of each shift and enters them into the SPOT database, or appoints a designee to do so.	
	*Comments & Recommendations	
SPOT SOP Section 2.4.H	13. Verify that the STSMs perform audits on all SPOT Referral Reports entered into the SPOT database to ensure accuracy and completion on a quarterly basis.	
	*Comments & Recommendations	
SPOT SOP Section 2.4.G	14. If applicable, verify that all information required by BEAM is entered following the requirements determined by the SPOT HQ Program Office.	
	*Comments & Recommendations	

General Notes:

19. In the event of a confirmed sensitive security information that occurred under 254.11, parts 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845,

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Auditing Official Name

I certify that the above Operational Audit, Performance Elements for BDA TSM(s), has been conducted.

Signature

Date _____

[illegible]

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 recomposing 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	

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General Notes:

Auditing Official Name

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

Signature

Date _____

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