DEPARTMENT OF HOMELAND SECURITY

Transportation Security Administration

DAILY OBSERVATION SUMMARY (DOS)

On-the-Job Training Instructor (OJTI) for National Training Team (NTT) Behavior Detection Officer (BDO) Instructors

INSTRUCTIONS: An On-the-Job Training Instructor (OJTI) must complete one form per day while observing a trainee's On-the-Job Training (QJT). In front of the trainee, rate the trainee on each applicable Critical Performance Area, using the scale below. The OJTI and the trainee must review the ratings during the feedback session, initial each rating, and sign the form at the bottom. Upon completion of the OJT training deployment, all DOS are to be turned in to the Screening of Passengers by Observation Techniques (SPOT) program office for review.

- (0) Level 0 The trainee's performance may result in failure to provide security or significantly impede the flow of operations.
- (1) Level 1 The trainee consistently shows significant inconsistency in performance levels, which may affect the security or impede the flow of operations.
- (2) Level 2 The trainee sometimes shows inconsistency in performance levels, which may affect the security or impede the flow of operations.
- (3) Level 3 The trainee consistently shows performance levels that are acceptable from the point of view of security and flow (minor inconsistencies do not affect the security or important the flow of operations)

| (minor inconsistencies do not affect the security or impede the flow of operations). (UA) Unobserved Activity | | | | | | |
|---|-----------------------|-------------|--|--|--|--|
| VERSIONING: OJTI for NTT BDO Instructors Pilot 1.1 | | | | | | |
| Section I. Participant Information Trainee Name: Secondary OJT Instructor (if applicable) | | OJTI: Date: | | | | |
| Critical Performance Area Presentation Skills | Rating Init. Init. | Comments | | | | |
| Technical Accuracy One training deployment (64 hours) Instructor Observation Worksheet Version #: | | | | | | |
| Discussion and Key Points Listed In Instructor Guide One training deployment (64 hours) Instructor Observation Worksheet Version #: | : | | | | | |
| Use of Graphics and Presentation Tools One training deployment (64 hours) Instructor Observation Worksheet Version #: | | | | | | |
| Transitions and/or Chain Material Effectively One training deployment (64 hours) Instructor Observation Worksheet Version #: | | | | | | |
| Inflection While Avoiding Distracting Mannerisms One training deployment (64 hours) Instructor Observation Worksheet | . ! . | | | | | |

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TSA Form Pending (09/11) rev. [File: 1900.14]

| Response to Participant Behaviors of Lack of Understanding, Boredom, or | | *********** | |
|--|------------|---|----------|
| Confusion | | | |
| One training deployment (64 hours) Instructor Observation Worksheet | | | |
| Version #: Management and Monitoring of | |] | |
| Activities and Class Schedule One training deployment (64 hours) | | | |
| Instructor Observation Worksheet Version #: | ľ | | |
| Critical Performance Area | Ra | ting | Comments |
| Mastery of Content | Init | Init | |
| Mastery of Curriculum Subject Matter | | | |
| One training deployment (64 hours) Instructor Observation Worksheet Version #: | •••••••••• | • | |
| Mastery of SPOT Principles One training deployment (64 hours) | | L | |
| Instructor Observation Worksheet Version #: | | | |
| | | | |
| Mastery of Procedures and Specific Purpose | | *************************************** | |
| One training deployment (64 hours) Instructor Observation Worksheet Version #: | | | |
| Mastery of Standard Operating Procedures (SOP) One training deployment (64 hours) | | • | |
| Instructor Observation Worksheet Version #: | | | |
| Mastery of Training Materials One training deployment (64 hours) | | l. | |
| Instructor Observation Worksheet Version #: | | | |
| Mastery of Presentation Without Bias, Personal Option, or Reciting Material Verbatim One training deployment (64 hours) | | | |
| Instructor Observation Worksheet Version #: | | | |

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| Critical Performance Area | | ting | Comments |
|---|----------------|---------------|----------|
| Participant Interactions | init. | Init. | |
| Encourages Participant Questions One training deployment (64 hours) Instructor Observation Worksheet Version #: | | | |
| Allows Time for Participants to Answer One training deployment (64 hours) Instructor Observation Worksheet | 4 | ĺ | |
| Paraphrases Participants' Questions for Clarification One training deployment (64 hours) Instructor Observation Worksheet | ł | [| |
| Provides Opportunities for Participants to Interact Together to Discover, Discuss, or Practice | ; | | |
| Content Points One training deployment (64 hours) | · | · | |
| Instructor Observation Worksheet Version #: | | | |
| | | | L |
| Critical Performance Area | Ra | ting | Comments |
| Critical Performance Area General |) - | <u> </u> | Comments |
| | Fla Init. | ting Init. | Comments |
| General Preparedness for Instruction One fraining deployment (64 hours) Instructor Observation Worksheet |) - | <u> </u> | Comments |
| General Preparedness for Instruction One training deployment (64 hours) Instructor Observation Worksheet Version #: Support for Co-facilitators One training deployment (64 hours) Instructor Observation Worksheet |) - | <u> </u> | Comments |

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|--|--------|-------|------------------------------------|
| Critical Performance Area | Rating | | Comments |
| General | lnit. | Init. | |
| Environmental Control One training deployment (64 hours) Instructor Observation Worksheet Version #: | | | |
| Inventory Control | | | |
| One training deployment (64 hours) Instructor Observation Worksheet Version #: | | · | |
| | | | |
| Administrative Accountability One training deployment (64 hours) Instructor Observation Worksheet Version #: | | | |
| Critical Performance Area | Rating | | Comments |
| OJT | init. | Init. | |
| Review of the BDO Instructor Checklist with OJT trainee One training deployment (64 hours) Instructor Observation Worksheet Version #: | | via | |
| Monitoring of SPOT Duties Conducted by OJT Trainee One training deployment (64 hours) | | I | |
| Instructor Observation Worksheet Version #: | | | |

| OJTI Signature | |
|-----------------------|--|
| OJT Trainee Signature | |

Assistance to OJT Trainee During SPOT Referral and

One training deployment (64 hours) Instructor Observation Worksheet

Performance

Version #:

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