

(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 impede the flow of operations).

(UA) Unobserved Activity

Trainee Name: _____ OJT: _____
Secondary OJT Instructor (if applicable): _____ Date: _____

Critical Performance Area Presentation Skills	Rating		Comments
	Init.	Init.	
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 #:			
Use of Proper Voice Volume and Inflection While Avoiding Distracting Mannerisms One training deployment (64 hours) Instructor Observation Worksheet Version #:			

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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 #: _____		
<i>Critical Performance Area</i> Mastery of Content	<i>Rating</i> Init. Init.	<i>Comments</i>
Mastery of Curriculum Subject Matter One training deployment (64 hours) Instructor Observation Worksheet Version #: _____		
Mastery of SPOT Principles One training deployment (64 hours) 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) Instructor Observation Worksheet Version #: _____		
Mastery of Presentation Without Bias, Personal Opinion, or Reciting Material Verbatim One training deployment (64 hours) Instructor Observation Worksheet Version #: _____		

Critical Performance Area <i>Participant Interactions</i>	Rating		Comments
	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 Version #: _____			
Paraphrases Participants' Questions for Clarification One training deployment (64 hours) Instructor Observation Worksheet Version #: _____			
Provides Opportunities for Participants to Interact Together to Discover, Discuss, or Practice Content Points One training deployment (64 hours) Instructor Observation Worksheet Version #: _____			

Critical Performance Area <i>General</i>	Rating		Comments
	Init.	Init.	
Preparedness for Instruction One training deployment (64 hours) Instructor Observation Worksheet Version #: _____			
Support for Co-facilitators One training deployment (64 hours) Instructor Observation Worksheet Version #: _____			
Professionalism One training deployment (64 hours) Instructor Observation Worksheet Version #: _____			
Effective Use of Time and Training Equipment One training deployment (64 hours) Instructor Observation Worksheet Version #: _____			

Critical Performance Area <i>General</i>	Rating		Comments
	Init.	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 <i>OJT</i>	Rating		Comments
	Init.	Init.	
Review of the BDO Instructor Checklist with OJT trainee One training deployment (64 hours) Instructor Observation Worksheet Version #: _____			
Monitoring of SPOT Duties Conducted by OJT Trainee One training deployment (64 hours) Instructor Observation Worksheet Version #: _____			
Assistance to OJT Trainee During SPOT Referral and Performance One training deployment (64 hours) Instructor Observation Worksheet Version #: _____			

OJT Signature	
OJT Trainee Signature	