



Transportation
Security
Administration

Office of Security Operations
Program Compliance Assessment
Behavior Detection and Analysis Branch

GUIDANCE ON HOW TO CONDUCT SELF-ASSESSMENTS

The Program Compliance Assessment process is not an evaluation of individual BDOs, STSMs and/or SPOT staff. It is a process used to provide a program with feedback on its adherence to the SPOT SOP with the intent on standardizing a program and in particular, improving the program's behavior detection and analysis capabilities. For the purposes of this pilot, please use the following guidance to perform your airport's self-assessment:

- Develop a plan to ensure that you can complete your observation goal by Sept. 8.
- Review the checklist prior to the evaluation for familiarity. Please avoid having a copy of the checklist on the floor if at all possible.
- STSMs are to work as a partner with a BDO to perform an assessment. STSMs may work in a team of three (3) and evaluate two (2) BDOs simultaneously. The intent is to eliminate the need to quiz your BDOs by actively participating in the operation.
- While working with a BDO, mentally observe for the items in the checklist.
- Use your notebook to document observation notes and the start/stop time spent with each BDO.
- All observations are to be objective. Record what you observe, not hearsay or rumors.
- It is required to work a minimum of two (2) hours with each BDO.
- Make observations on a minimum of 75% of BDOs at your airport. If you wish to assess more than 75%, you may do so.
- Record all observations into the iShare tool, found [here](#).
- Once you have completed all the observations that you planned to do, send a notification to PCA@tsa.dhs.gov.
- Observations are to be on BDOs only. Evaluations of STSMs will not be part of this pilot.
- STSMs must perform the observations, it cannot be delegated.
- Do not:
 - Constantly refer to checklist and/or list of questions
 - Make assumptions or analyze actions observed
 - Stand too far away from the operation