

DEPARTMENT OF HOMELAND SECURITY
Transportation Security Administration

National Training Team (NTT) Behavior Detection Officer (BDO) Instructor Observation Worksheet

Section I: NTT BDO Instructor Trainee Information:	
NTT BDO Instructor Trainee Name:	
Section II: General Information	
Class Start Date:	Class End Date:
Location of Training Mission:	
OJTI Name	
Course Title:	
Lesson Facilitated	Date
Versioning: NTT BDO Instructor Observation Worksheet Pilot 1.0	
Section III: Signatures:	
Signature of Trainee	Signature of OJTI
Section IV: Guidelines:	
Instructions: Mark the appropriate box for each observed skill. This form assesses the performance of the NTT BDO Instructor trainee and may be used to qualify and/or disqualify an NTT BDO Instructor trainee in accordance with the Behavior Detection and Analysis Program (BDAP). Follow all BDAP guidelines pertaining to records management for the use, handling, and recording of this worksheet. [Note: Daily observations are recorded on the Daily Observations Summary (DOS).] This document should be used to record the OJTI trainee's cumulative performance for the entire training event. The rating scale for this document: DOS ratings of 0 to 2 equals Does not Meet Standards, and DOS rating of 3 equals Meet Standards. Upon completion of the scheduled training event ensure the trainee and OJTI sign above and complete the following: 1) Enter electronic signatures 2) Password protect worksheet using TSA standard password applicable to the date you are submitting worksheet 3) Email copy to the trainee observed 4) Upload to: SPOT.Training@tsa.dhs.gov 5) Provide trainee with a copy of the completed observation worksheet	

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Section V: Observation		
Category	Evaluated skill level	
Presentation	Does Not Meet Standards	Meets Standards
Information presented is technically accurate	☐	☐
Presented all discussion points listed in the instructor guide	☐	☐
Used examples from the instructor guide to clarify points	☐	☐
Transitioned and chained material effectively	☐	☐
Emphasized key points	☐	☐
Avoided distracting mannerisms (crutch words, repetitive movements, etc.)	☐	☐
Used graphics, visual aids, or other enhancements to support presentation as described in instructor guide	☐	☐
Used appropriate voice volume and inflection	☐	☐
Refers participants to participant material when specified in instructor guide	☐	☐
Responded to participant behaviors indicating boredom or confusion (calls for a break or interim check for understanding, etc.)	☐	☐
Provides interim and final summaries to check for understanding	☐	☐
Monitors groups during activities	☐	☐
Manages time according to schedule	☐	☐

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<i>Category</i>	<i>Evaluated skill level</i>	
<i>Mastery of Content</i>	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>
Demonstrated command of the subject matter	☐	☐
Avoids reading lesson material verbatim (exception: quoted information, directions, etc...)	☐	☐
Presents TSA approved instruction based upon the learners command of the subject matter and the curriculum goals (SPOT-specific purpose, principles, and procedures)	☐	☐
Provides accurate SPOT information in accordance with current SOPs, training, and provided instructor materials	☐	☐
Presents TSA approved instruction material free from personal opinion or bias	☐	☐
<i>Category</i>	<i>Evaluated skill level</i>	
<i>On-the-Job-Training (OJT)</i>	<i>Does not Meet Standards</i>	<i>Meets Standards</i>
Reviews BDO Instructor Observation Worksheet with OJT trainee	☐	☐
Continuously monitors and provides oversight of all SPOT duties conducted by OJT trainee	☐	☐
Provides assistance as needed during a SPOT referral	☐	☐
Performs Walk The Line (WTL) as needed to reinforce proper techniques	☐	☐
Provides daily positive and constructive feedback in all categories listed on the BDO Instructor Observation Worksheet	☐	☐
Confirms BDO Notebooks are secured at the end of each day	☐	☐
Communicates any concerns in participant progress to the SPOT Program Office	☐	☐
Facilitates discussion with trainee regarding self-assessment of performance, and provides positive and/or constructive feedback to trainee at the end of each day of OJT	☐	☐
Documents trainees performance on the BDO Instructor Observation Worksheet	☐	☐

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<i>Category</i>	<i>Evaluated skill level</i>	
Participant Interactions	<i>Does Not meet Standards</i>	<i>Meets Standards</i>
Encourages participant questions	☐	☐
Allows time for participants to answer questions	☐	☐
Paraphrases participants questions for clarification	☐	☐
Provides opportunities for participants to interact together to discover/discuss or practice content points (i.e. activities and facilitated discussion)	☐	☐

<i>Category</i>	<i>Evaluated skill level</i>	
General	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>
Arrives prepared and ready to instruct	☐	☐
Provides support for co-facilitators as needed	☐	☐
Displays professionalism at all times	☐	☐
Uses training time effectively	☐	☐
Uses training equipment effectively	☐	☐
Environment is appropriate within instructor's control	☐	☐
Assists with classroom set up and break down	☐	☐
Completes requirements for site kit inventory	☐	☐
Ensures participants sign-in and verifies proper identification	☐	☐

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