

DEPARTMENT OF HOMELAND SECURITY

Transportation Security Administration

PRACTICAL SKILLS DEMONSTRATION (PSD) CHECKLIST
NATIONAL TRAINING TEAM (NTT) BEHAVIOR DETECTION OFFICER (BDO) INSTRUCTOR

INSTRUCTIONS: The OJT Trainee is to complete all tasks listed under the observation of an On-the-Job Training Instructor (OJT). The OJT is to initial all sections, determining if the trainee passed or failed each task listed. If a task is not applicable for a demonstration, mark N/A. In Section V, Remarks, the OJT must comment on the trainee's performance of the tasks listed. Upon completion, all PSD Checklists are to be emailed to the Screening of Passengers by Observation Techniques (SPOT) Program Office: *SPOT.Training@tsa.dhs.gov*. On-the-Job Training (OJT) PSD Checklists are to be placed in the OJT's Training Folder. Items denoted with an asterisk (*) are critical.

OJT Trainee Name: _____ OJT Trainee Airport: _____

Training Class Dates: _____ Training Class Location: _____

OJT Start Date: _____ OJT End Date: _____

OJT: _____ Checklist Completion Date: _____

OJT NTT BDO Instructor PSD Checklist Pilot 1.0
 Minimum OJT Hours: 1 SPOT Basic Training Event

OJT for NTT BDO Instructor PSD	OJT – NTT BDO Instructor				
	Initial PSD		Second PSD		N/A
	Pass	Fail	Pass	Fail	
Section I. Presentation					
A. Information presented is technically accurate*					
B. Presented all discussion points listed in the instructor guide					
C. Used examples from the instructor guide to clarify points					
D. Transitioned and chained material effectively					
E. Emphasized key points*					
F. Avoided distracting mannerisms (crutch words, repetitive movements, etc.)					
G. Used graphics, visual aids, or other enhancements to support presentation as described in Instructor Guide					
H. Used appropriate voice volume and inflection					
I. Refers participants to student material when specified in instructor guide					
J. Responded to participant behaviors indicating boredom or confusion (calls for a break or interim check for understanding, etc.)					
K. Provides interim and final summaries to check for understanding					
L. Manages time according to schedule					

WARNING: This module contains Sensitive Security Information that is controlled under 48 C.F.R. parts 15 and 1500. No part of this record may be disclosed to persons without a "need to know" and does not fall under G.P.R. Parts 15 and 1500, except when the author determines that the Administrator of the Training Institute for Entry Admin. duties of the Security of the United States is authorized to disclose this record. No part of this record may be disclosed to persons without a "need to know" and does not fall under G.P.R. Parts 15 and 1500.

OJTI for NTT BDO Instructor PSD	OJTI – NTT BDO Instructor				
	Initial PSD		Second PSD		N/A
	Pass	Fail	Pass	Fail	
Section II. Mastery of Content					
A. Demonstrated command of the subject matter					
B. Avoids reading lesson material verbatim (exception: quoted information, directions, etc...)					
C. Presents the Transportation Security Administration (TSA) approved instruction based upon the learners command of the subject matter and the curriculum goals (SPOT-specific purpose, principles, and procedures)*					
D. Provides accurate SPOT information in accordance with current Standard Operating Procedures (SOP), training, and provided instructor materials *					
E. Presents TSA-approved instruction material free from personal opinion or bias*					
Section III. Participant Interactions					
A. Encourages participant questions					
B. Paraphrases participants questions for clarification					
C. Allows time for participants to answer questions					
Section IV. General					
A. Displays professionalism at all times*					
B. Does not openly disagree with agency policies or procedures*					
C. Uses training equipment effectively					
Section V. Remarks	Item				
Initial PSD					

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