



Transportation
Security
Administration

Screening of Passengers by Observation Techniques (SPOT)

APR 2013 BDO PROFICIENCY EVALUATION CHECKLIST

Rating Official Instructions

1. Prior to conducting the Proficiency Evaluation Checklist (PEC) observation, the Rating Official must record the BDO's name and the date and location where the PEC observation is conducted. If multiple observations occur for the same PEC, the Rating Official must, at a minimum, indicate the most recent observation date, time and location.
2. If the BDO improperly performs, or fails to perform, a required PEC Item, the Rating Official will mark "Does Not Meet Standards" for that Item and will provide written feedback comments and recommendation(s) for corrective action(s) in Section IV "Results of PEC". Failure to perform, or improper performance of, PEC Items # 8, 10, 12, 15, 16, 17 and/or 28 constitutes an automatic failure of the BDO to qualify on the PEC (i.e., Does Not Meet Standards). For remediation and reassessment processes, refer to the Annual Proficiency Review (APR) User's Guidance for Technical Proficiency Assessment Feedback, Remediation, and Reassessment Process. For BDOs who do not qualify on the PEC after three attempts, refer to the APR User's Guidance for Inability to Qualify on Technical Proficiency Assessments.
3. If the BDO properly performs a required PEC Item, the Rating Official will mark "Meets Standards" for that Item.
4. PEC Items # 15 through 29 are rated ONLY IF the situation actually presents itself during the course of the PEC observation. The BDO will not be scored adversely if the action is not applicable or does not occur during the course of the PEC observation. The Rating Official will mark "N/A" for those Item(s) that cannot be rated and must provide written explanatory comments.
5. The PEC contains observable task items, of which approximately half are constant that the BDO must be observed and evaluated on at a minimum. Observation of task items may or may not occur during a single observation session. Rating Officials (the SPOT TSM, the Security Manager appointed to oversee the SPOT Program at the airport, or the AFSD-S) may need to conduct multiple observation sessions for each PEC to meet the minimum observation requirement of the task items that are core to the BDO job function, on two PECs during the performance period (October 2010 through September 2011).
6. When the PEC observation is complete, the BDO will sign the applicable line indicating that he/she was observed and has received the results of the PEC.

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BDO PROFICIENCY EVALUATION CHECKLIST

BDO NAME: _____

Observation Date: _____ Location: _____

Rating Official: _____ Rating Official Title: _____

SECTION I: PREPARATION, POSITIONING AND GENERAL DUTIES					
SPOT SOP Sector 32B & 4.4.44	(b)(3) 49 U.S.C. § 114(r)		Meets Standards	Does Not Meet Standards*	NA*
	*Comments & Recommendations				
SPOT SOP Sector 32B & 4.4.44	(b)(3) 49 U.S.C. § 114(r)		Meets Standards	Does Not Meet Standards*	NA*
	*Comments & Recommendations				
SPOT SOP Sector 32B & 4.4.44	(b)(3) 49 U.S.C. § 114(r)		Meets Standards	Does Not Meet Standards*	NA*
	*Comments & Recommendations				
SPOT SOP Sector 32C & 4.4.44	(b)(3) 49 U.S.C. § 114(r)		Meets Standards	Does Not Meet Standards*	NA*
	*Comments & Recommendations				
SPOT SOP Sector 32C & 4.4.44	(b)(3) 49 U.S.C. § 114(r)		Meets Standards	Does Not Meet Standards*	NA*
	*Comments & Recommendations				
NOTES					
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SECTION II: PASSENGER OBSERVATION AND WALK THE LINE								
SPOT SCP Sector 4.4.1 4.4.1	(b)(3) 49 U.S.C. § 114(r)				Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations							
SPOT SCP Sector 4.4.2 & 4.4.2	(b)(3) 49 U.S.C. § 114(r)				Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations							
SPOT SCP Sector 4.4.2 & 4.4.2	(b)(3) 49 U.S.C. § 114(r)				Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations							
SPOT SCP Sector 4.4.3 & 4.4.3	(b)(3) 49 U.S.C. § 114(r)				Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations							
SPOT SCP Sector 4.4.3 4.4.3	(b)(3) 49 U.S.C. § 114(r)				Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations							
SPOT SCP Sector 4.4.3 4.4.3	(b)(3) 49 U.S.C. § 114(r)				Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations							
SPOT SCP Sector 4.4.4 4.4.4	11. The BDO addresses individuals politely and courteously and in a tactful, professional and respectful manner				Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations							
SPOT SCP Sector 4.4.4 4.4.4	(b)(3) 49 U.S.C. § 114(r)				Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations							
NOTES								
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~~SENSITIVE SECURITY INFORMATION~~

SPOT SCB Section 3.6.A & 4.4.D	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SCB Section 3.6.B & 4.4.D	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SCB Section 3.6.C & 4.4.D	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SCB Section 3.8.A.10 & 4.4.C	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
SPOT SCB Section 4.4.B	*Comments & Recommendations				
NOTES					
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SECTION III: SPOT REFERRAL SCREENING					
SPOT SDP Sector 3.2.1	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SDP Sector 3.2.1	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SDP Sector 3.2.2 & 4.4.4	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SDP Sector 3.2.3 F	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SDP Sector 3.2.3 F	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SDP Sector 3.2.4 & 4.4.1	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SDP Sector 3.2.4 & 4.4.1	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SDP Sector 3.2.4 & 4.4.1	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SDP Sector 3.2.4 & 4.4.1	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				

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~~SENSITIVE SECURITY INFORMATION~~

SPOT SOP Sector 3.7.4.1.1	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SOP Sector 3.7.4.1.2	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SOP Sector 3.8.4.1.1	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
SPOT SOP Sector 3.8.4.1.2	(b)(3) 49 U.S.C. § 114(r)	Meets Standards	Does Not Meet Standards*	NA*	
	*Comments & Recommendations				
NOTES					

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SECTION IV: RESULTS OF REVIEW

The Rating Official must complete this section for any required PEC item that is marked "Does Not Meet Standards (DNM)." Failure to perform, or improper performance of, PEC items # 8, 10, 12, 15, 16, 17, and/or 28 constitutes a critical error and an automatic failure of the BDO to qualify on the PEC (i.e. Does Not Meet Standards). For remediation and reassessment processes, refer to the APR User's Guidance for Technical Proficiency Assessment Feedback, Remediation, and Reassessment Process. For BDOs who do not qualify on the PEC after three attempts, refer to the APR User's Guidance for Inability to Qualify on Technical Proficiency Assessments.

Item # 1 DNM	
Corrective Action Recommended	
Corrective Action Taken	
Item # 2 DNM	
Corrective Action Recommended	
Corrective Action Taken	
Item # 3 DNM	
Corrective Action Recommended	
Corrective Action Taken	

NOTES:

BDO Signature
Acknowledgment of Results/
Required Corrective Action

Date:

Rating Official Signature

Date:

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