



## Transportation Security Administration

### Practical Skills Demonstration Guidelines

#### I. General Information

At the completion of On-the-Job Training (OJT), the OJT trainee must receive a level 3 rating on all items listed on the Daily Observation Summary (DOS) in order to qualify to take the PSD. If the OJT trainee does not qualify to take the PSD the OJTI must notify the Screening of Passengers by Observation Techniques (SPOT) Program Office: [SPOT.Training@tsa.dhs.gov](mailto:SPOT.Training@tsa.dhs.gov).

The OJT trainee is required to receive a successful completion rating of the Practical Skills Demonstrations (PSD) in order to continue towards qualification as a National Training Team (NTT) Instructor. PSDs will be administered by an On-the-Job Training Instructor (OJTI) for NTT Behavior Detection Officer (BDO) Instructors. The OJTI who administers the PSD must not be the same OJTI that was assigned to the OJT trainee during OJT. During the PSD the OJT trainee will demonstrate a task and will be assessed on that task based upon a checklist specific to that task. Ratings are: Pass or Fail. If the trainee fails, he or she will go through a remediation process and will be offered the opportunity to demonstrate the process again.

Special note: Core NTT Instructors who are applying for the OJTI position must Pass a PSD using the same PSD guidelines. The PSD will be administered by an Instructor for the OJTI for NTT BDO Instructor course. This Instructor will have the responsibilities of the OJTI in Section II and will follow the rating procedures listed in this document. If the Core NTT Instructor Fails the retesting of the PSD during the OJTI course, the Core NTT Instructor will have the opportunity to reapply for the OJTI position in six months.

#### II. OJTI Responsibilities

The OJTI is responsible for assembling the items required for the PSD being observed. The OJTI informs the trainee as to the demonstration he or she is to perform, observes the demonstration, and notes the Pass or Fail rating on the *PSD Checklist*. For the purpose of this PSD, the trainee will complete a demonstration of the Screening of Passengers by Observation Techniques (SPOT) Basic Report Requirements Lesson. The demonstration will be 15 minutes in length covering slides 1-15.

#### III. Rating Procedure

Pilot 1.0

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The Pass or Fail rating for the demonstrated task is determined by the OJTI. A Pass rating is applied upon completion of the task meeting an acceptable level. A Fail rating is applied when the trainee does not meet an acceptable level upon completion of the task. A Fail rating is applied when the trainee has either made one critical error or received four or more failed marks during his or her PSD. Critical items are denoted on the *OJTI PSD Checklist* with an asterisk (\*). The OJTI must record any Fail markings or concerns on the *OJTI PSD Record*. Trainees who fail the first PSD will be provided up to one hour of remediation. Remediation will include feedback from the OJTI on the deficiencies noted on the checklist. Following feedback, the OJT will have the remaining time to prepare independently prior to retesting of the PSD. Section IV.A.1 lists the lesson and slides that will be used for the initial and if applicable, remedial evaluation.

The OJTI observing the PSD must record remediation steps taken on the *OJTI PSD Record*.

#### IV. List of Final Evaluations

##### A. SPOT Basic Report Requirements Lesson

###### 1. Slides 1-15

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