

## **.01 JPPO FAA Orientation Requirements**

New CA participants must cooperate with the **JPPO** requirement before CA approval, unless exempt. (See [Jobs Exempt](#))

At the interview, inform new [CA Jobs mandatory referral](#) participants of the following:

- The purpose of the JPPO process. (See [Jobs Orientation Overview](#))
- CA Jobs mandatory referral participants are required to complete the JPPO within ten calendar days of the CA interview.
- The participant's due date is indicated on the Information Request and Pending Information Agreement (FAA-0077A) form.
- The participant must contact the nearest [Jobs Program office](#) to complete the JPPO requirement.
- When the participant completes the JPPO, Jobs notifies **FAA** by returning the completed Verification of Compliance With the Jobs Program Preliminary Orientation Turn Around Document (TAD) (FAA-1308) form.
- When FAA does not receive the FAA-1308 by the due date indicated on the FAA-0077A, the CA application is denied the following [workday\(g\)](#).