

#### **.04 JPPO Itinerant Office Orientation Procedures**

When an **FAA** office is served by Jobs itinerant services, inform the new CA participant at the interview of the following:

- Jobs is available at the FAA office only at certain times to complete the Jobs Program Preliminary Orientation (JPPO) requirement. (See [Jobs office](#))
- The days and times that Jobs staff are available at the FAA office. When Jobs staff are only available as needed or by phone, see [Hardship Orientation Procedures](#).
- When Jobs staff are not available until after the Information Request and Pending Information Agreement (FAA-077) form due date, the participant must contact the [Jobs office](#) by phone to complete the **JPPO** requirement.