.01   JPPO FAA Responsibilities

REVISION 48
(01/01/20 - 12/31/20)

New CA participants must cooperate with the JPPO requirement before CA approval, unless exempt. (See JPPO FAA Requirements and 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 during the CA interview.
- The participant must complete one of the following:

  Jobs Program Preliminary Orientation (JPPO) (FAA-1808A) Video

  Jobs Program Preliminary Orientation (JPPO) (FAA-1807A) Audio

  Jobs Program Preliminary Orientation (JPPO) (FAA-1806A) Script

At the interview, the FAA worker must also complete the following:

- When the participant completes the JPPO, document, "JPPO Pre-Compliance completed" in the case file(g).
- When the participant is unable to complete the JPPO Pre-Compliance during the interview, document, "JPPO Pre-Compliance not completed, A011 notice sent" in the case file and send the Information Needed (A011) notice.

When the compliance is not completed by the due date indicated on the A011 notice, the CA application can be denied the following workday(g).