

.02 JPPO FAA Orientation Procedures

When the participant refuses to comply with the **JPPO AT THE INTERVIEW**, deny the CA application. Key JP in the DENIAL CLOSURE REASON field on AFED. Send the [A208 notice](#).

When the new CA participant agrees to comply, complete the following:

- Complete the Information Request and Pending Information Agreement (FAA-0077A) form, informing the participant they must comply within ten calendar days of the interview.
- Complete the FAX or Hand Carry Cover Sheet (FAA-1309) form.
- Complete the Verification of Compliance With the Jobs Program Preliminary Orientation Turn Around Document (TAD) (FAA-1308) form
- FAX or hand carry the FAA-1308 and the FAA-1309 to the Jobs Program office. Hand carry the two documents when in the same building with Jobs. (See [Jobs Offices](#)) Place a copy of these two documents in the [case file\(g\)](#).
- When Jobs returns the FAA-1308 and the FAA-1309 indicating that the participant has complied, document the case file by close of business no later than the [workday\(g\)](#) following the date of compliance.

When the participant meets all other eligibility requirements, approve the CA application.

When **FAA** does not receive the FAA-1308 and the FAA-1309 by the due date, complete the following:

- Deny the CA application by close of business the workday following the due date on the FAA-0077A.
- Key JP in the DENIAL CLOSURE REASON field on AFED.
- Document the case file that the CA participant did not comply with the JPPO requirement.
- Send the [A208 notice](#).