

.03 JPPO Jobs Orientation Procedures

When the Verification of Compliance With the Jobs Program Preliminary Orientation Turn Around Document (TAD) (FAA-1308) form is faxed or hand carried from FAA, Jobs completes the following:

- Registers the FAA-1308 in the Jobs office tracking log.
- Reviews the FAA-1308 for the participant's due date in order to track timely contact from the participant.
- Reviews the FAX or Hand Carry Cover Sheet (FAA-1309) to see whether there is a need for an interpreter.
- Completes the JPPO when the participant contacts Jobs either in person or by telephone. (See [Hardship Orientation Procedures](#))
- Completes the Jobs portion of the FAA-1308 when the participant complies with the JPPO requirement.
- Gives the participant a copy of the completed FAA-1308 for their records.
- Completes the Jobs portion of the FAA-1309. FAXes or hand carries the FAA-1308 and the FAA-1309 to the FAA office no later than close of business following the date of compliance.
- Retains a completed copy of the FAA-1308 in the Jobs Program local office.