

## **A Policy Dissemination Review/Training Confirmation (FAA-1215A)**

The purpose of the Policy Dissemination Review/Training Confirmation (FAA-1215A) form is to establish a statewide monitoring tool confirming the receipt and review of new or changed policy and procedures. When there is a need to review current policy the review of this information must also be documented on the FAA-1215A. Local Office Managers and Supervisors are responsible for all of the following:

- Completing a review of the Policy Broadcasts or FLASH BULLETIN! Broadcasts within one month from the date of issuance.
- Obtaining the signature on the FAA-1215A of all staff required to attend the policy review or training.
- Retaining the FAA-1215A for 12 months from the date the policy and procedures are reviewed.