

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.713

National Policy

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9/19/24

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9/19/25

SUBJ: Bulk Retirement of Job Task Analysis Documents

1. Purpose of This Notice. This notice addresses the bulk retirement of 80 Job Task Analysis (JTA) documents and references to these JTA documents in Federal Aviation Administration (FAA) Order 8900.1, Flight Standards Information Management System. This notice contains guidance that is administrative in nature.

2. Audience. The primary audience for this notice is users of job tasks, JTA documents, and Order 8900.1. This includes, but is not limited to, safety critical personnel, managers, and operational support staff. The secondary audience includes the Safety Standards and Foundational Business offices.

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices and the Dynamic Regulatory System (DRS) at <https://drs.faa.gov>. Operators and the public can find this notice on the FAA website at https://www.faa.gov/regulations_policies/orders_notices and DRS.

4. Background. In 1988, JTA documents were initiated to provide greater focus and standardization for aviation safety inspectors (ASI). In the decades since, the number of JTA documents have grown inordinately with the expansion of aviation safety activities. Adding on to this unmanageable growth, many of the JTAs have never been evaluated or revised to ensure their continued applicability, accuracy, and effectiveness. There has never been an established definition for what a job task is or isn't; therefore, job tasks have been added unnecessarily. Further, the JTA numbering system is inconsistent and there is no established process for developing, revising, adding, or retiring job tasks and their associated JTA document. To address these inconsistencies and provide structure to the job task system, a formal process, which includes definitions for what is and is not a job task, has been developed. These processes, definitions, and examples are published in the Flight Standards Administration Manual (FSAM).

a. Job Task Definition. A job task is a unit of work with the following characteristics:

- (1) It is performed over a short period of time (i.e., days, weeks, months).
- (2) It has a specific beginning and end point.
- (3) It has an identifiable result or product.

- (4) It can be observed and measured.
- (5) It is accomplished for its own sake.
- (6) It is independent of other actions, work, or tasks.

b. Job Task Exclusions. A job task is not:

- (1) Work that extends over long periods of time (i.e., years).
- (2) Work that has no time constraints and is ongoing.
- (3) Work that has no identifiable result or product, such as:
 - Familiarization with a topic or document.
 - Understanding or knowledge of certain topics or work.
- (4) Actions that can't be measured or are vague.
- (5) Work that is part of other work (i.e., completing a form if it is part of a broader work activity, participating in a board or meeting if it is part of a certification process).

5. Information.

a. Evaluation of JTAs. An evaluation of all job tasks and JTA documents determined that 80 JTA documents were published for job tasks that do not meet the established job task definition. Therefore, these JTA documents will be retired.

b. References in Order 8900.1. References to these job tasks and JTA documents in Order 8900.1 are not valid. All other current content in Order 8900.1 remains valid. If a specific reference to one of these job tasks remains in a section of Order 8900.1, it is not to be referenced as a valid resource.

c. Updating Order 8900.1 References. The Offices of Primary Responsibility (OPR) are responsible for removing any references to these JTA documents from Order 8900.1 sections at their next revision or document lifecycle review.

d. List of Retired JTAs. A list of these 80 job tasks and their JTA numbers is in Appendix A.

6. Disposition. We will not incorporate the information in this notice into Order 8900.1 before this notice expires. Direct questions or comments concerning the information in this notice to the Office of Safety Standards (OSS) at 9-AFS-Office-of-Safety-Standards@faa.gov.



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**Appendix A. List of Retired Job Tasks and Job Task Analysis (JTA)
Document Numbers**

JTA Number	Job Task Title
AT JTA 2.3.26 (AW)	Monitor a Certificate Holder During Merger/Acquisition
AT JTA 2.3.26 (OP)	Inspection Procedures During Airline Strikes, Labor Unrest, and Financial Stress
AT JTA 2.3.88 (OP)	Inspect a 14 CFR Part 135 Operator During Bankruptcy or Merger
AT JTA 2.3.89 (OP)	Inspect a 14 CFR Part 125, 135, 141 or 142 Operator/Agency During Periods of Strike, Labor Unrest or Financial Stress
AT JTA 2.4.20 (AW)	Support an EASA Sampling Inspection System Team Visit in the United States
AT JTA 2.4.95 (OP)	Inspect a Computer Testing Center
AT JTA 2.5.21 (OP)	Plan a Surveillance Work Program
AT JTA 3.3.100 (AW)	Evaluate a 14 CFR Part 129 Operator's Maintenance Technical Manual/Data for a U.S. Registered Aircraft
AT JTA 3.3.101 (AW)	Evaluate a 14 CFR Part 129 Operator's Maintenance Contractual Agreement
AT JTA 3.3.205 (AW)	Evaluate a 14 CFR Part 129 Foreign Operator Operating U.S.-Registered Aircraft
AT JTA 4.1.1 (AW)	Serve on an Organization Designation Authorization (ODA) Evaluation Panel
AT JTA 4.1.4 (AW)	Generate a Safety Recommendation
AT JTA 4.1.5 (AW)	Respond to a NTSB/FAA Safety Recommendation
AT JTA 4.1.6 (AW)	Establish a Maintenance Review Board (MRB) (AEG task)
AT JTA 4.1.7 (AW)	Conduct a Maintenance Review Board (MRB) (AEG task)
AT JTA 4.1.8 (AW)	Function as a Chief Scientific and Technical Advisor (CSTA) and Senior Technical Specialist (AEG task)
AT JTA 4.1.10 (AW)	Establish Responsibilities and Perform Functions of the Aircraft Evaluation Group (AEG) on a Special Certification Review Team (SCRT)
AT JTA 4.1.11 (AW)	Establish Responsibilities and Perform Functions of the Aircraft Evaluation Group (AEG) in the Development of a Supplemental Structural Inspection Document (SSID)
AT JTA 4.1.12 (AW)	Establish Responsibilities and Perform Functions of the Aircraft Evaluation Group (AEG) on an Airworthiness Directive Review Board (ADRB)
AT JTA 4.1.13 (AW)	Evaluate the Adequacy of a Manufacturer's Maintenance Training Program
AT JTA 4.1.14 (AW)	Review and Distribute Significant Manufacturer's Service Bulletins/Publications (AEG task)
AT JTA 4.1.15 (AW)	Function as a Maintenance Review Board (MRB) Chairperson (AEG task)
AT JTA 4.1.16 (AW)	Function as an FAA Working Group Advisor on a Maintenance Steering Group (MSG) Working Group (AEG task)
AT JTA 4.1.17 (AW)	Review and Approve a Maintenance Review Board Report (MRBR)/Revision (AEG task)
AT JTA 4.1.18 (AW)	Function as a Member of the Maintenance Review Board Policy Board (MRBPB) (AEG task)
AT JTA 4.1.19 (AW)	Function as a Member of the International Maintenance Review Board Policy Board (IMRBPB) (AEG task)

JTA Number	Job Task Title
AT JTA 4.1.20 (AW)	Function as a Regulatory Technical Advisor for Airworthiness on a Flight Operations Evaluation Board (FOEB) in Development of a Master Minimum Equipment List (MMEL) (AEG task)
AT JTA 4.1.21 (AW)	Establish Responsibilities and Perform Functions of the Aircraft Evaluation Group (AEG) on a Type Certification Board (TCB)/Supplemental Type Certificate (STC) Meeting
AT JTA 4.1.22 (AW)	Establish Responsibilities and Perform Functions of the Aircraft Evaluation Group (AEG) on a Certification Maintenance Coordination Committee (CMCC)
AT JTA 4.1.23 (AW)	Function as the Aircraft Evaluation Group (AEG) Member of an Aircraft Certification Continuing Operational Safety Program (COSP) Committee
AT JTA 4.1.24 (AW)	Review and Comment on a Notice of Proposed Rulemaking (NPRM)/ Alternative Methods of Compliance (AMOC), Airworthiness Directive (AD) (AEG task)
AT JTA 4.1.26 (AW)	Aircraft Evaluation Group (AEG) functions as a Liaison between an Aircraft Certification Office/Engine Certification Office (ACO/ECO) or Accountable Directorate and the Flight Standards Organization
AT JTA 4.1.27 (AW)	Function as a Flight Standards Representative in Meetings with Accountable Directorates, Foreign Manufacturers and their Respective Foreign Civil Aviation Authorities (FCAA) (AEG task)
AT JTA 4.1.28 (AW)	Develop and Process AEG Issue Paper
AT JTA 4.1.29 (AW)	Function as a Technical Consultant Related to Airworthiness Matters (AEG task)
AT JTA 4.1.32 (AW)	Perform an Aircraft Maintainability Evaluation (AME)/Validation for an Assigned Aircraft Model (AEG task)
AT JTA 4.1.34 (AW)	Evaluate a Product In-Service Difficulty Report (SDR) (AEG Task)
AT JTA 4.1.35a (AW)	Comment on Code of Federal Aviation Regulations (CFR), Special FAR (SFAR), Draft Orders, and Advisory Circulars (AC) (AEG Task)
AT JTA 4.1.35b (AW)	Prepare Code of Federal Aviation Regulations (CFR), Special FAR (SFAR), Draft Orders, and Advisory Circulars (AC) (AEG Task)
AT JTA 4.1.36 (AW)	Review and Follow-Up on Significant or Special Emphasis Items on Daily Incident and Accident Reports for an Assigned Aircraft/Engine (AEG task)
AT JTA 4.1.201 (OP)	Conduct a Flight Operations Evaluation Board (FOEB)
AT JTA 4.1.202 (OP)	Conduct a Flight Standardization Board (FSB) Evaluation
AT JTA 4.1.204 (OP)	Serve on a Type Certification Board (TCB)
AT JTA 4.1.206 (OP)	Participate in a Special Certification Review (SCR) Team
AT JTA 4.1.208 (OP)	Serve on an Organization Designation Authorization (ODA) Evaluation Panel
AT JTA 4.1.209 (OP)	Conduct a Foreign Aircraft Validation
AT JTA 4.1.214 (OP)	Evaluate a Full-Scale Emergency Evacuation Demonstration
AT JTA 4.1.215 (OP)	Generate a Safety Recommendation
AT JTA 4.1.216 (OP)	Respond to a Safety Recommendation
AT JTA 4.1.217 (OP)	Develop and Process Aircraft Evaluation Division (AED) Issue Papers
AT JTA 4.1.218 (OP)	Conduct an Operational Evaluation with Foreign Regulatory Authorities
AT JTA 4.1.219 (OP)	Follow-up on Aircraft Incidents
AT JTA 4.1.220 (OP)	Follow-Up on Aircraft Accidents

JTA Number	Job Task Title
AT JTA 4.1.221 (OP)	Prepare Flight Standards Notifications
AT JTA 4.1.222 (OP)	Request Flight Operations Policy Board (FOPB) Policy
AT JTA 4.1.223 (OP)	Comment on Title 14 of the Code of Federal Regulations (14 CFR), Special Federal Aviation Regulations (SFAR), Draft Orders, and Advisory Circulars (AC)
AT JTA 4.1.224 (OP)	Prepare Title 14 of the Code of Federal Regulations (14 CFR) section, Special Federal Aviation Regulations (SFAR), Draft Orders, and Advisory Circulars (AC)
AT JTA 4.4.1 (OP)	Review Nomination for Master Aircraft Dispatcher Award
AT JTA 4.8.16 (AW)	Provide Technical Assistance
AT JTA 4.8.16 (OP)	Inspector Currency Flying In Accordance with Order 4040.9
GA JTA 2.3.26 (AW)	Monitor a Certificate Holder During Merger/Acquisition
GA JTA 2.3.88 (OP)	Inspect a 14 CFR Part 135 Operator During Bankruptcy or Merger
GA JTA 2.3.89 (OP)	Inspect a 14 CFR Part 125, 135, 141 or 142 Operator/Agency During Periods of Strike, Labor Unrest or Financial Stress
GA JTA 2.4.20 (AW)	Support an EASA Sampling Inspection System Team Visit in the United States
GA JTA 2.5.21 (OP)	Plan a Surveillance Work Program
GA JTA 3.1.65 (OP)	Conduct Inspector Flight Check in Accordance with Order 4040.9
GA JTA 3.3.100 (AW)	Evaluate a 14 CFR Part 129 Operator's Maintenance Technical Manual/Data for a U.S. Registered Aircraft
GA JTA 3.3.101 (AW)	Evaluate a 14 CFR Part 129 Operator's Maintenance Contractual Agreement
GA JTA 3.3.118 (OP)	Conduct Administrative Activities for a 14 CFR Part 135 Air Carrier Operator Applicant
GA JTA 3.3.176 (OP)	Review an Operator or Air Carrier's Compliance Statement
GA JTA 3.3.205 (AW)	Evaluate a 14 CFR Part 129 Foreign Operator Operating U.S.-Registered Aircraft
GA JTA 3.4.151 (OP)	Standardizing Training Center Curricula and Related Syllabus at Multiple Centers of One Training Company
GA JTA 3.4.154 (OP)	Withdrawal, Suspension, Revocation, Denial, or Amendment of Training Center Certificate and Training Specifications
GA JTA 4.4.1 (OP)	Review Nomination for Master Aircraft Dispatcher Award
GA JTA 4.8.10 (OP)	Provide Technical Assistance
GA JTA 4.8.13 (OP)	Perform Telephone Availability
GA JTA 4.8.14 (OP)	Provide Technical Assistance/Non-Certification
GA JTA 4.8.16 (AW)	Provide Technical Assistance
GA JTA 4.8.16 (OP)	Inspector Currency Flying in Accordance with Order 4040.9
GA JTA 4.8.17 (AW)	Approve a Special Course for the Performance of Preventive Maintenance on Primary Category Aircraft