



U.S. Department  
of Transportation

**Federal Aviation  
Administration**

Bridget Turner, National President  
Technical Women's Organization (TWO)  
PO Box 950208  
Oklahoma City, OK 73195

Dear Ms Turner:

The Air Traffic Organization (ATO) supports the Technical Women's Organization (TWO), 30<sup>th</sup> National Training Conference which will meet June 3-8, 2024, in Kansas City, MO.

Per the guidance provided in HRPM WLB-12.6, ATO can and will provide the following support:


**Training Conference:**

- Managers may, at their discretion, approve attendance and travel funding for the entire conference as they would for any training. The appropriateness and feasibility of attending must be decided on a case-by-case basis by the manager who can best make that determination based on the training needs of the prospective attendee.
- Duty Time may be approved if the attendance is directly related to the employee's current position and funding is approved from their respective organizations travel and training budget.
- If attendance is determined to be not directly related to the employee's current position but may enhance the professional development of the employee in his or her current position, approving officials may authorize up to 24 hours of excused absence for the conference, inclusive of time to travel if needed, provided the following requirements are met:
  - The Office of Human Resource Management, Office of Talent Development has approved the conference/training;
  - FAA does not pay for the conference/training registration or other fees, travel, per diem or provide the employee with any travel comp time for travel time outside of the employee's normal duty hours to and from the conference;
  - There are no operational workload requirements and funding is available for the excused absence; and
  - Advanced approval has been granted by the approving official.

We wish you much success in your upcoming National Training Conference and look forward to continuing our relationship with TWO.

If you have any questions, please contact Erin Martin at [erin.martin@faa.gov](mailto:erin.martin@faa.gov).

Sincerely,

**JOSHUA W  
PEPPER**  Digitally signed by  
JOSHUA W PEPPER  
Date: 2024.04.11  
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Talethia Thomas  
Vice President (A), Management Services  
Air Traffic Organization

Technical Women's Organization  
Office of the National President  
P. O. Box 950208  
Oklahoma City, OK 73195

January 31, 2024

Ms. Talethia Thomas  
Vice-President  
Management Services  
FAA National Headquarters  
800 Independence Ave, SW  
Washington, DC 20597

Dear Ms. Thomas

The Technical Women's Organization (TWO) is proud to announce the 30<sup>th</sup> National Training Conference at the InterContinental Kansas City at the Plaza from June 3, 2024 – June 8, 2024, in Kansas City, MO. The 2024 theme: “*Leading from the Heartland*”.

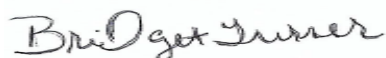
The Conference provides participants with informative and educational experience to enrich their management, leadership, and suitability for career advancement. We request your review and approval of the attached training agenda and authorization of our submission as an official training conference.

Enclosed is a copy of the agenda with associated course descriptions. The instructors for each course are certified in their respective fields and qualified to present the material for credit.

TWO members greatly appreciate FAA management support in the form of excused absence and training funds where appropriate and/or applicable to attend the training Conference.

If you have any questions concerning this request, please contact Bridget Turner, National President, at [bridget.turner@faa.gov](mailto:bridget.turner@faa.gov) or 708-359-1058. I welcome the opportunity to speak with you regarding the conference.

Sincerely,



Bridget Turner, National President  
Vera Fortman, TWO Conference Chair

<https://technicalwomen.org/two-training-conference/>



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

800 Independence Avenue, SW  
Washington, DC 20591

March 18, 2024

Bridget Turner  
Technical Women's Organization  
P.O. Box 950208  
Oklahoma City, OK 73195

Dear Ms. Turner:

My staff has reviewed the attached agenda of the Technical Women's Organization 30<sup>th</sup> National Training Conference at the InterContinental Kansas City in Kansas City, MO, on June 3-8, 2024. The conference can be considered a training event because more than half of the schedule consists of training activities. Attendees should use course **ID FAA30201086 –TWO 30<sup>th</sup> Annual Training Conference: Revision 4, 3/7/2024** to record the training and eLMS. Please note that any changes to the approved schedule must be reviewed and reevaluated by this office since changes can affect the conference's standing as a training event.

The appropriateness and feasibility of an employee attending this event must be decided on a case-by-case basis by the approving official within the employee's supervisory chain. This determination is based on training needs, operational demands, organizational priorities, and budget considerations. The employee's approving official must approve the use of duty time and excused absence to attend the conference.

If funding is approved and attendance is directly related to the employee's current position, approving officials must allocate funds from their organization's travel/training funds. The time spent in training during the employee's work hours is considered duty time. All policies provided in the Federal Aviation Administration (FAA) Travel Policy must be followed.

If it is determined that attendance is not directly related to the employee's current position, but attendance may enhance the employee's professional development in their current position, approving officials may approve an excused absence for the conference. The approval includes travel time during duty hours and up to 24 hours, provided the following requirements are met:

- FAA does not pay for the conference/training registration or other fees, travel, per diem, or provide the employee with any travel comp time for travel outside of the employee's normal duty hours to and from the conference;
- There are no operational workload requirements; and
- Funding is available for the excused absence.

The FAA must comply with explicit Congressional direction regarding the administration, content, delivery, and evaluation of all agency funded training. Training workshops presented as part of the upcoming conference fall within the scope of these requirements. As the training sponsor, TWO must ensure that attendees are informed regarding training content and methodology, that subject matter (including all handouts) and instructional techniques comply with Congressional restrictions, that end-of-course evaluations are completed, and that summary evaluation are provided to this office.

We appreciate the opportunity to comment on your upcoming conference and wish you great success. If you have questions about the Congressional guidelines, please contact Ms. Robin Jallow, at (202) 267-4096.

Sincerely,

for \_\_\_\_\_  
Anne Marrelli  
Executive Director (A)  
Career and Leadership Development

Enclosure: Technical Women's Organization 30<sup>th</sup> National Training Conference Agenda

**TECHINCAL WOMEN'S ORGANIZATION  
2024 TRAINING CONFERENCE**

<b>Monday, June 3, 2024</b>		
<b>TIME</b>	<b>EVENT</b>	
<b>05:00 AM – 06:00 AM</b>	HEALTH and WELLNESS	
<b>07:00 AM – 08:00 AM</b>	BREAKFAST	
<b>08:45 AM – 10:00 AM</b>	TWO Board Meeting	Project Management Professional (PMP)
<b>10:00 AM – 10:15 AM</b>	BREAK	
<b>10:15 AM – 12:00 PM</b>	TWO Board Meeting	Project Management Professional (PMP)
<b>12:00 PM – 01:00 PM</b>	LUNCH	
<b>01:00 PM – 05:30 PM</b>	TWO Board Meeting	Project Management Professional (PMP)
<b>END OF DAY</b>		

# TECHINCAL WOMEN'S ORGANIZATION 2024 TRAINING CONFERENCE

**Tuesday, June 4, 2024**

TIME	EVENT			
05:00 AM – 06:00 AM	HEALTH and WELLNESS			
07:00 AM – 05:00 PM	REGISTRATION			
07:00 AM – 08:00 AM	BREAKFAST			
08:00 AM	OPENING SESSION			
	INTRODUCTION MISTRESS /MASTER OF CEREMONY XXXXXXXXXXXXXXXXXXXX			
	INVOCATION			
	HONOR GUARD			
	NATIONAL ANTHEM			
	WELCOME TO KANSAS CITY, MO Mayor Quinton Lucas			
	WELCOME TO CENTRAL REGION ACE Regional Administrator			
	WELCOME TO CONFERENCE TWO National President			
09:30 AM	KEYNOTE SPEAKER FAA Administrator or Deputy			
09:45 AM – 10:00 AM	BREAK			
10:00 AM – 12:00 PM	<b>BLUE TABLETOP</b> 1 Speakers (15 minutes each speaker and 15 minutes Q&A)			
	Highest Paid Sponsor			
12:15 PM – 01:15 PM	LUNCH			
Sponsor				
01:15 PM – 02:45 PM	<b>Leadership Track</b> WMU A1 and Quantum Computing Kelley Burns & Dr. Remzi Seker Session 1	<b>Technical Track</b> Role of OCC/ECC Steven B Johnson, Session 1	<b>Employee Development</b> Balanced Life for a Healthy You Henry Davis & Elizabeth Barcus Session 1	Project Management Professional (PMP)
02:45 PM – 03:00 PM	BREAK			
03:00 PM – 04:30 PM	Cybersecurity <i>Ollie Gagnon III</i> Session 1	UAS Sabrina Saunders- Hodge Session 1	Balanced Life for a Healthy You Henry Davis & Elizabeth Barcus Session 2	
06:00 PM – 09:00 PM	President's Welcome Address Jazz Band			
<b>END OF DAY</b>				

**TECHINCAL WOMEN'S ORGANIZATION  
2024 TRAINING CONFERENCE**

Wednesday, June 5, 2024				
TIME	EVENT			
05:00 AM – 06:00 AM	HEALTH and WELLNESS			
07:00 AM – 08:00 AM	BREAKFAST			
	Welcome / Announcements			
08:00 AM – 08:45 AM	<b>BLUE TABLETOP</b>  2 Speakers (15 minutes each speaker and 15 minutes Q&A)		First Aid / CPR / AED Session 1 Tara Wakefield	Project Management Professional (PMP)
08:45 AM – 9:00 AM	BREAK			
09:00 AM – 10:30 AM	Rethinking Diversity and Inclusion. Dr. Thomas Harris Session 1	Role of OCC/ECC Steven B Johnson, Session 2		
10:30 AM – 10:45 AM	BREAK			
10:45 AM – 12:15 AM	WMU A1 and Quantum Computing Kelley Burns & Dr. Remzi Seker Session 2	UAS Sabrina Saunders- Hodge Session 2		
12:15 PM – 01:15 PM	LUNCH			
	Sponsor			
01:15 PM – 02:00 PM	<b>BLUE TABLETOP</b>  2 Speakers (15 minutes each speaker and 15 minutes Q&A)		First Aid / CPR / AED Session 2 Tara Wakefield	Project Management Professional (PMP)
02:00 PM – 02:15 PM	BREAK			
02:15 PM – 03:45 PM	Rethinking Diversity and Inclusion. Dr. Thomas Harris Session 2	NADIN Joe Knecht Session 1		
03:45 PM – 04:00 PM	BREAK			
04:00 PM – 05:30 PM	Cybersecurity <i>Ollie Gagnon III</i> Session 2	FENS <i>Michael (Todd) Gardner</i> Session 1		
05:30 PM – 06:30 PM	TWO Membership Meeting			
<b>END OF DAY</b>				



**TECHINICAL WOMEN'S ORGANIZATION  
2024 TRAINING CONFERENCE**

<b>Thursday, June 6, 2024</b>					
<b>TIME</b>	<b>EVENT</b>				
<b>05:00 AM – 06:00 AM</b>	HEALTH and WELLNESS				
<b>07:00 AM – 08:00 AM</b>	BREAKFAST				
	Welcome / Announcements				
<b>08:00 AM – 08:45 AM</b>	<b>BLUE TABLETOP</b>  2 Speakers (15 minutes each speaker and 15 minutes Q&A)		First Aid / CPR / AED Session 3	Project Management Professional (PMP)	
<b>08:45 AM – 9:00 AM</b>	BREAK				
<b>9:00 AM – 10:30 AM</b>	Career Services Instructor A Session 1	FENS <i>Michael (Todd) Gardner</i> Session 2			
<b>10:30 AM – 10:45 AM</b>	BREAK				
<b>10:45 AM – 12:15 PM</b>	Career Services Instructor A Session 2	NADIN Joe Knecht Session 2			
<b>12:15 PM – 01:15 PM</b>	LUNCH Sponsor				
<b>01:15 PM – 02:00 PM</b>	<b>BLUE TABLETOP</b>  2 Speakers (15 minutes each speaker and 15 minutes Q&A)		Project Management Professional (PMP)		
<b>02:00 PM – 02:15 PM</b>	BREAK				
<b>02:15 PM – 03:45 PM</b>	Communicating Session 1	Scaled Agile Framework (SAF) Session 1			Career Services Instructor B
<b>03:45 PM – 04:00 PM</b>	BREAK				
<b>04:00 PM – 05:30 PM</b>	Communicating Session 2	Scaled Agile Framework Session 2	Career Services Instructor B		
<b>06:00 PM – 08:00 PM</b>	TWO Banquet				
<b>END OF DAY</b>					

**TECHINCAL WOMEN'S ORGANIZATION  
2024 TRAINING CONFERENCE**

<b>Friday, June 7, 2024</b>			
<b>TIME</b>	<b>EVENT</b>		
<b>05:00 AM – 06:00 AM</b>	HEALTH and WELLNESS		
<b>07:00 AM – 08:00 AM</b>	BREAKFAST Announcements		
<b>08:00 AM – 10:00 AM</b>	Conference Closeout	Project Management Professional (PMP)	
<b>10:00 AM – 10:15 AM</b>	BREAK		
<b>10:15 AM – 12:00 PM</b>	TWO Board Meeting <i>Members may explore Kansas City, or Take a tour of Center (pre-registration required)</i>		
<b>12:00 PM – 01:00 PM</b>	LUNCH Sponsor?		
<b>01:00 PM – 05:30 PM</b>	TWO Board Meeting <i>Members may explore Kansas City, or Take a tour of Center (pre-registration required)</i>	Project Management Professional (PMP)	
<b>END OF DAY</b>			