



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 30th 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 30th 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,

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

Enclosure: Technical Women's Organization 30th National Training Conference Agenda