



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

800 Independence Avenue, SW
Washington, DC 20591

November 18, 2024

Marie Kennington-Gardiner
USDOT / FAA
Regional Administrator, Eastern Region

Dear Ms. Gardiner:

My staff has reviewed the attached agenda for the 36th Annual Women in Aviation International Conference, to be held on March 27-29, in Denver, Colorado. The conference can be considered a training event because more than half of the schedule consists of training activities.

Attendees should use course **ID FAA30200375 Revision 16 – 36th Annual Women in Aviation International Conference, March 27-23, in Denver, Colorado**, to record the training in eLMS. Please note that any changes to the approved schedule must be reviewed and reevaluated by this office since changes can affect the standing of the conference as a training event.

The decision on whether an employee can attend this event must be made on a case-by-case basis by the approving official within the employee's supervisory chain. This determination should consider the following factors: training needs, operational demands, organizational priorities, and budget constraints. Approval for the use of duty time or excused absence to attend the conference must be obtained in advance from the employee's approving official.

If funding is approved and attendance is directly related to the employee's current position, the approving official must allocate the necessary funds from their organization's travel/training budget. In such cases, time spent in training during work hours is considered duty time, and all relevant Federal Aviation Administration (FAA) Travel Policy requirements must be adhered to.

If attendance is not directly related to the employee's current position but may contribute to their professional development, the approving official may grant excused absence for the conference, including travel time during duty hours (up to 24 hours if necessary), provided the following conditions are met:

- FAA will not cover the conference/training registration fees, travel, per diem, or provide travel comp time for travel outside the employee's normal duty hours.
- There are no conflicting operational workload requirements.
- Funding is available to support the excused absence.

The FAA must comply with Congressional mandates regarding the administration, content, delivery, and evaluation of all agency-funded training. Training workshops presented as part of this conference must align with these requirements. As the sponsor, WAI must ensure that:

- Attendees are informed of the training content and methodology.
- Subject matter, including all handouts, complies with Congressional restrictions.
- Instructional techniques meet the required standards.
- End-of-course evaluations are completed, and summary evaluations are provided to this office.

We appreciate the opportunity to review and comment on your upcoming conference and wish you success with the event. If you have any questions regarding the Congressional guidelines, please feel free to contact me at (202) 267-4096.

Sincerely,

Robin Jallow
Acting Executive Director
Career and Leadership Development

Enclosure: 36th Annual International Women in Aviation Conference Agenda