



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

800 Independence Avenue, SW
Washington, DC 20591

April 12, 2021

Christina Calvert
Professional Women Controllers, Inc.

Dear Ms. Calvert:

My staff has reviewed the attached agenda of the Professional Women Controllers, Inc. National Training Conference, to be held at virtually May 4-6, 2021. The conference can be considered a training event because more than half of the schedule consists of training activities. Attendees should use course **ID FAA300200215 – FY 2021 Professional Women Controllers’ National Training Conference Revision/Date: Version 9, 4/12/2021** 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 standing of the conference 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 the following: Training needs, operational demands, organizational priorities, and budget considerations. The use of duty time and excused absence to attend the conference must be approved in advance by the employee’s approving official.

If funding is approved and attendance is directly related to the employee’s current position, approving officials must allocate funds from their respective organization’s travel/training funds. The time spent in training during the employee’s work hours is considered duty time. As such, 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 that attendance may enhance the professional development of the employee in their current position, approving officials may approve excuse absence for the conference. The approval includes travel time during duty hours, and if needed, for 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 sponsor of the training, WAI 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 evaluations are provided to this office.

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

Sincerely,

for

Thomas L. Langdon
Executive Director
Career and Leadership Development

Enclosure: Professional Women Controllers, Inc. National Training Conference