



# Federal Aviation Administration

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## Memorandum

Date: February 6, 2019

*Jays L. Gibbins*

From: Melissa King, Director Talent Development & Chief Learning Officer, AHD-1

To: Marie Kennington-Gardiner, FAA Liaison for Women in Aviation

Subject: March 14-16, 2019, Women in Aviation International Conference, Long Beach, CA

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My staff has reviewed the attached agenda of the Women in Aviation International Conference to be held at the Long Beach Convention and Entertainment Center in Long Beach, California, March 14-16, 2019. 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 Rev 10 – FY 2019 International Women in Aviation Conference** 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 appropriateness and feasibility of an employee attending the conference must be decided on a case-by-case basis by the employee's manager who can best make those determinations. This determination is based on the following: training needs of the prospective attendee, the cost effectiveness of the conference in addressing those 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.

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, Women in Aviation International 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 the upcoming conference and wish you success. If you have any specific questions about the Congressional guidelines, please contact Ms. Ada Vodopalas at [ada.r.vodopalas@faa.gov](mailto:ada.r.vodopalas@faa.gov) or (202) 267-1481.

Attachment