



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

800 Independence Ave., SW  
Washington, DC 20591

**FEB 15 2012**

Ms. Robin Rush  
President, Professional Women Controllers, Inc.  
P.O. Box 950085  
Oklahoma City, OK 73195-0085

Dear Ms. Rush:

My staff has reviewed the attached agenda of the Professional Women Controllers, Inc. (PWC) National Training Conference to be held at the Loews Hotel in New Orleans, LA on April 10 -12, 2012. The conference can be considered a training event since over half of the schedule consists of training activities. Course FAA30200215 Rev 3 - FY 2012 Professional Women Controllers' National Training Conference should be used to record the training in eLMS for your attendees. 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.

Managers may, at their discretion, approve attendance and 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, the cost effectiveness of the conference in addressing those needs, operational demands, organizational priorities, and resource availability.

If a manager determines that the conference would be appropriate training for an employee, but funding is not available, in accordance with FAA Travel Policy a no cost travel authorization may be issued. The authorization allows access to government rates for rental cars and hotels. However, since the travel is at the employee's own expense, government rates on airfares are not permitted. The Government city-pair program allows use of the contract airfares only when the employee travels at government expense.

The Federal Aviation Administration 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, PWC 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.

I appreciate the opportunity to comment on your upcoming conference and wish you success. If you have any specific questions about the Congressional guidelines, Michael Bergan can be reached on (202) 267-3442.

Sincerely,

A handwritten signature in black ink, appearing to read "Isa Campbell". The signature is fluid and cursive, with the first name "Isa" being more prominent and the last name "Campbell" following in a similar style.

Isa Campbell  
Acting Executive Director, Office of Corporate Learning and Development

Enclosure  
PWC 2012 Training Conference Agenda

# 2012 PWC National Training Conference Agenda

## Loews Hotel New Orleans, "Jazz Up Your Life"

<p>Optional Tour: Swamp Tour - 3:30 pm – 7:45 pm (<a href="http://www.cajunencounters.com">www.cajunencounters.com</a>)</p>		
8:00 am to 4:30 pm	Board of Directors	Board Meeting – 9 <sup>th</sup> Floor, Beaugard Room
8:00 am to 1:30 pm	Optional Tour	Laura & Oak Alley Plantation Tour (need credit card to hold) ( <a href="http://www.plantationadventure.com/">http://www.plantationadventure.com/</a> )
11:00 am to 5:00 pm	Conference Registration	9 <sup>th</sup> Floor
11:00 am to 5:00 pm	Exhibitor Setup	10 <sup>th</sup> Floor
6:00 pm to 7:00 pm	First Time Attendee's Welcome Reception	Jazz Band "Esplanade" in Courtyard
7:00 pm to 9:00 pm	Welcome Reception	Mardi Gras theme, cocktail attire suggested
9:00 pm to 11:00 pm	Hospitality Suite Open	Presidential Suite
<p><b>JAZZ UP YOUR LIFE</b></p>		
7:00 am to 8:00 am	Registration Open	<b>JAZZ UP YOUR LIFE</b>
8:00 am to 9:00 am	<p>Opening Ceremonies: Color Guard, Nat'l Anthem</p> <p>Welcome from:</p> <ul style="list-style-type: none"> <li>PWC President</li> <li>NOLA Conf. Chair – Welcome &amp; introduction of theme</li> <li>Welcome to NOLA</li> <li>Regional Administrator, Southwest Region</li> </ul> <p>Introduction of PWC Board</p>	<p>TBD - NOLA Conference MC US Coast Guard (invited) <b>**(Margie)</b></p> <p>Robin Rush (confirmed) Dawne Gerard (confirmed)</p> <p>Mayor Mitch Landrieu Welcome Address (invited) <b>**(Margie)</b></p> <p>Teri Bruner (confirmed) <b>**(Margie)</b></p>
9:00 am to 9:30 am	Service Centers: Serving the Customer	Gus Nezer (confirmed) <b>**(Margie)</b> Director, Central Service Center
9:30 am to 10:00 am	Service Area Update	Nancy Kort (invited) <b>**(Margie)</b> Director, Central Enroute and Oceanic Services

3:00 pm to 3:30 pm	Break	Exhibitor Hall
3:30 pm to 5:00 pm	Breakout sessions (Training): - Professionalism & ATC - Pilot/Controller Interaction (Enroute) - Aircraft Characteristics - Workplace Bullying for Employees	Brian Garland (confirmed) <b>** (Margie)</b> Wes Googe (confirmed) <b>** (Dawne)</b>  Paul Kowlish (confirmed) <b>** (Dawne)</b> Gail Puckett, EEO (confirmed) <b>** (Terri)</b>
5:00 pm	Evening activities	Enjoy New Orleans!!!
5:00 pm to 11:00 pm	Hospitality Suite Open	Presidential Suite



7:00 am to 8:00 am	Registration Open	<b>JAZZ UP YOUR SKILLS</b>
8:00 am to 8:15 am	Welcome/Announcements	Dawne Gerard or Gail Kasson (TBD)
8:15 am to 9:30 am	Weather and ATC	Frank Revitte (invited) <b>** Margie</b>
9:30 am to 10:00 am	Break	Exhibitor Hall
10:00 am to 12:30 pm	General Business Meeting Conference Ballroom	Unveiling PWC's new Strategic Plan
12:30 pm to 1:30 pm	Lunch, on your own	
1:30 pm to 2:45 pm	PDARS and Performance Metrics	Jeff Browder (confirmed) <b>** (Margie)</b>
2:45 pm to 3:15 pm	Break	Exhibitor Hall
3:15 pm to 4:45 pm	Generational Mix and Social Networking Etiquette	Martha Kampen (confirmed) <b>** (Dawne)</b>
4:45 pm to 5:00 pm	Announcements/Conference Closeout	Dawne Gerard or Robin Rush (TBD)
6:00 pm to 7:00 pm	Reception for new members, BOD & guests	
7:00 pm to 9:00 pm	Banquet Dinner/Awards Ceremony	Theme: Masquerade Ball (add location?)
9:30 pm to 11:00 pm	DJ Dancing	