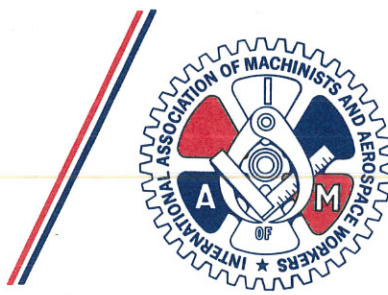


**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

GL 2 – Community & Membership Services

November 18, 2011

Subj: Call Letter for All Year 2012  
Employee Assistance Programs -  
EAP I, II & III

**To All TCU/IAM Executive Council, Chiefs of Staff, Grand Lodge Representatives, Special Representatives, Organizers, Directing Business Representatives, Business Representatives, Railroad General Chairpersons, Airline General Chairpersons, District and Local Lodge Presidents, Local Lodge Recording Secretaries, Communicators, Educators, WWW Directors, Carmen Division Officers, National Representatives, Assistant National Representatives, EAP Educators, as well as EAP Coordinators Ron Rawding and Bryan Hutchinson**

This is the call letter for all Employee Assistance Programs at the William W. Winpisinger (W3) Education and Technology Center in Hollywood, Maryland, for the Year 2012. For your information, the IAM is in discussions with the National Labor College (NLC) regarding the development of a degree program for Machinists who desire a career in this field.

EAP-I and EAP-II have been assessed for accreditation through the NLC and are now worth three semester credits each at the college or university level. Similarly, the EAP-III program will be submitted for assessment for four semester hours of credit.

Please be advised that we are in the final stages of planning for an EAP-IV program which will enable a successful participant to achieve certification as an EAP specialist. We are very excited about the possibility of implementing such a valuable and long overdue educational curriculum that will be fully recognized at the college level, your workplace, the employee assistance community and throughout the IAM. We encourage all Machinists who are eligible to participate.

Employee Assistance Programs will be held on the following dates:

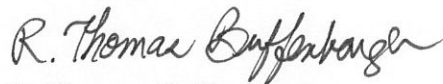
- EAP I (1)** Sunday, April 1, 2012 through Friday, April 6, 2012  
Sunday, November 11, 2012 through Friday, November 16, 2012
- EAP II (2)** Sunday, March 18, 2012 through Friday, March 23, 2012  
**Only open to members who have completed EAP I (1)**
- EAP III (3)** Saturday, July 14, 2012 through Friday, July 20, 2012  
**Only open to members who have completed EAP I (1) & EAP II (2)**

**OVER**

Enclosed you will find enrollment/registration forms for each EAP class as well as a descriptive brochure. Also enclosed is the policy letter covering W3 tuition, transportation subsidy and curriculum. **Attendance in all classes must be approved by an authorizing lodge officer.**

I urge you to take prompt action in notifying Charles Micallef, Director of the Retirees, Community and Membership Services Department, by returning the enclosed "Participant Registration/Enrollment Forms," **by the due date printed on each.**

In solidarity,



R. Thomas Buffenbarger  
International President

RTB/CNM/lw

Enclosures: Policy Letter, EAP Brochure and EAP I, II & III Registration Forms

cc: Director C. Micallef