

GL 2 – Government Employees Department

February 18, 2011

Subj: **Federal Employees' Advanced Program**
June 19 – 24, 2011
WWW Education & Technology Center

TO THE PRESIDENTS AND RECORDING SECRETARIES OF ALL DISTRICT AND LOCAL LODGES WITH FEDERAL GOVERNMENT EMPLOYEES

Dear Brothers and Sisters:

The International Association of Machinists and Aerospace Workers will conduct the 2011 Federal Employees' Advanced Program to be held June 19 – 24, 2011 at the William W. Winpisinger Education and Technology Center (WWW) in Hollywood, Maryland. In order to attend this program you must have first completed the Basic Federal Program.

The program will involve training in areas specific to the Federal Sector such as ULP and grievance handling, preparations for arbitration and Merit Systems Protection Board (MSPB), collective bargaining including negotiability appeals, mediation and impasse procedures and a more in-depth look at the FLRA. This program will be helpful to stewards, officers and business representatives that service members in the Federal Sector. It is recommended that participants bring copies of their Collective Bargaining Agreement.

Because space in the class ***is limited to 24 participants***, only those that have not previously attended this program will be enrolled. Participants will be chosen on a first come basis, therefore it is extremely important that the enclosed enrollment form for each authorized lodge participant be completed and returned no later than April 8, 2011 if they want to be considered for this class to:

Federal Employees' Advanced Program
c/o IAMAW Government Employees Department
9000 Machinists Place, Room 305
Upper Marlboro, MD 20772

OR, BY FAX: (301)967-4572

Necessary forms and information will be provided to each prospective participant at the time he or she is notified of acceptance. The completed forms must be received at the WWW Education and Technology Center at least ten (10) weeks prior to the program in order for travel arrangements to be made through our travel agent.

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Due to new Transportation Security Administration security procedures, prospective participants must provide their full name (no nicknames or initials only) and date of birth on the enrollment forms to allow the WWW Education and Technology Center to purchase airline tickets. Forms missing this information cannot be processed and will delay registration.

The program is scheduled to last five days. Room assignments (double occupancy if necessary), will be made by the WWW Education and Technology Center. Meals (Sunday brunch through Friday breakfast) will be provided to the participants during their stay at the Center. Additional costs to be considered by the lodge are lost wages, normal out-of-pocket expenses and meals not provided at the Center.

Please note, the pickup location and procedures at BWI Airport have changed. An overview of the new procedures is attached.

Should the participants wish to have family members accompany them, the family members will be restricted to spouse, and children who are currently living at home. The cost is \$25 per day for spouse; \$35 per day for family.

If you should have any questions concerning this year's program, please contact Frank Carelli, Director of the Government Employees Department, at 301-967-4753.

Fraternally yours,

Richard P. Michalski
General Vice President

RPM/FC/mj
Enclosures as stated above
cc: IP Buffenbarger
Executive Council
DIR Carelli, Gov't. Empl.
DIR Wagoner, W3 Center
Nat'l Pres. Dougan, NFFE

In order to enroll participants in Departmental Programs, please provide the following information.

Participant Registration Form
William W. Winpisinger Education and Technology Center
at Placid Harbor
2011 Departmental Programs

Mandatory - The following information must be filled in

Full Legal Name (as printed on your ID)

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: _____

Title: _____ Local Lodge: _____ District Lodge: _____

Gender: _____ Territory: _____

Mailing Address: _____

City: _____ Province/
State: _____ Postal Code/
Zip Code: _____

Home Phone: _____ - _____ Work Phone: _____ - _____

Cell Number: _____ - _____ Fax Number: _____ - _____

E-Mail Address: _____

Last 4 digits of SSN/SIN: _____ IAM Book No.: _____

Employer: _____

Program to be enrolled in: **Federal Employees' Advanced Program**

Program Dates: **June 19 – 24, 2011**

Please mail completed form to:

IAMAW Government Employees Department
9000 Machinists Place, Room 305B
Upper Marlboro, MD 20772

OR by FAX (301)967-4572