



GL 2 – Community & Membership Services

October 3, 2012

Subj: Call Letter for All Year 2013  
Employee Assistance Programs -  
EAP I, II, III & IV

**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 2013. 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.

EAP-IV program will enable a successful participant to achieve certification as an EAP specialist. We are very excited about 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, March 17, 2013 through Friday, March 21, 2013  
Sunday, November 3, 2013 through Friday, November 8, 2013
- EAP II (2)** Sunday, April 7, 2013 through Friday, April 12, 2013  
**Only open to members who have completed EAP I (1)**
- EAP III (3)** Saturday, June 1, 2013 through Friday, June 7, 2013  
**Only open to members who have completed EAP II (2)**
- EAP IV (4)** Sunday, January 27, 2013 through Friday, February 1, 2013  
**Only open to members who have completed EAP III (3)**

**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, & IV Registration Forms

cc: Director C. Micallef