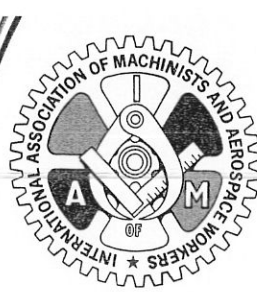


**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

October 19, 2005

Subj: William W. Winpisinger Education  
And Technology Center Tuition and  
Transportation Subsidy and Curriculum

To: Grand Lodge Representatives, Special Representatives, Directing Business Representatives, Business Representatives, President's and General Chairmen, Recording Secretaries of all Local Lodges, Secretary-Treasurers of all District Lodges, Grand Lodge Auditors and Organizers

Dear Sisters and Brothers:

This Policy Letter is to replace the previous one dated November 15, 2000.

The Policy governing William W. Winpisinger Education and Technology Center Tuition Transportation Subsidy and Curriculum was recently reviewed and updated to meet present and future expectations. This review is done periodically in order to keep cost down and improve and upgrade the curriculum, thereby maintains Winpisinger Center as a successful institution.

The IAM will continue to pay full transportation costs under certain conditions for all participants selected to attend any IAM sponsored function at Winpisinger Center. These conditions are as follows:

1. The name(s) of those attending any function must be in the Winpisinger Center Administrative Office a minimum of eight (8) weeks prior to the starting date of the function to be attended or any transportation payment will be forfeited.
2. All transportation (air or rail) shall be handled for the attendee by Grand Lodge's designated agent, Metropolitan Travel Agency, based on information provided by the attendee as to travel time preference. Air or rail tickets will be booked for the person selected as the attendee. Should there be a cancellation of attendance once a non-refundable ticket has been purchased for the attendee for any reason other than a doctor's excuse due to illness or death of the attendee, or a member of their family, cost of the ticket will be billed to the local or district lodge sending the attendee. Any differences in the super saver round trip ticket will be borne by attendee or lodge sending the attendee.
3. No reimbursement will be made for tickets purchased by the attendee or their local or district lodge.
4. Should an attendee be required to spend a Saturday night in Washington, D.C. for the purpose of schedule requirements, the cost of such accommodations will be borne by the local or district lodge sending the attendee. Every effort will be made by Grand Lodge's agent to acquire the lowest hotel rate possible.
5. No costs for taxis, rental cars, limousines, buses, subways, etc. will be borne by Grand Lodge.
6. Grand Lodge will bear no travel costs for any dependents.
7. Should an attendee elect to drive their own vehicle they will be reimbursed at the IRS Standard Rate per mile up to a maximum of 1,600 miles round trip or the equivalent of a round trip super saver air fare, whichever is less. Distance will be determined by the address of local or district sending the attendee to Hollywood, Maryland as determined

by PC Miler software of ALK Highway Network Association, Inc. When multiple attendees from the same local or district lodge are driving, if space permits, they will be required to travel in one vehicle.

8. Attendees from transportation lodges are requested to travel by employer furnished passes.

Every IAM member attending any function at Winpisinger Center, when the IAM is the primary sponsor, will attend at no charge for his or her room, meals and refreshments.

As in the past, depending on space available, should an attending member wish to bring his or her spouse, the charge for the spouse is \$25.00 per day. If the attending member brings his or her spouse and children (maximum of three), the charge is \$35.00 for the family, providing they stay in the same room. Should the member require an extra room, the cost will be \$60.00 per day per room. The family is restricted to the member, his or her spouse and their children who are living at home.

All in-resident functions will not exceed five days whenever possible, beginning on Sunday and ending the following Friday.

Recruitment for the Leadership Schools will be according to the Official Announcement Packet for the Machinists Leadership and Train-the-Trainer.

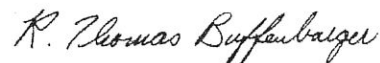
Applicants for the Leadership Schools will be selected on a first come first served basis, selection by General Vice President's territory or department, will be based upon the allotments allowed for the number of members in the specific lodge.

Should a lodge apply to send a member for Leadership I, II, Advanced or Train-the-Trainer and all the schools have been filled, that lodge will be placed on a waiting list by date received for that year. Should any vacancies occur in a school they shall be filled from the waiting list according to the General Vice President territory or department in which the vacancy occurred. All members remaining on the waiting list at the end of the year will be assigned to the first appropriate school the following year.

Recruitment for specialized schools such as Collective Bargaining, Advanced Collective Bargaining, Arbitration, Comprehensive Training, Orientation Basic Skills, Pension Program, PC Fundamental, Key Applications of PCs, Special Topics in Collective Bargaining, Service Contract Act will be on the basis of need and will be done by each of the General Vice President's from their territory or department.

Looking forward to your continued support of our education programs, and will best wishes, I remain

Fraternally yours,



R. Thomas Buffenbarger  
International President

RTB/eep  
cc: Executive Council, AAs,  
Leslie, Director W3