

GL 2 – Community Services

January 16, 2009

TO: All General Vice Presidents, AAs, GLRs, SRs, Organizers, BRs, DBRs, Railroad GCs, Airline GCs, District and Local Lodge Presidents, Communicators, and Educators and WWW Directors

This letter will serve to announce the 2009 Employee Assistance Professional - One Program (EAP-1), at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland. These classes are for members interested in EAP studies.

The dates reserved are:

- May 10 - 15, 2009 (ENROLLMENT CLOSED)
- August 9 - 14, 2009

For your information, the IAM is in discussions with the National Labor College regarding the development of a degree program for Machinists who desire a career in this field. 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 are inviting you to participate.

Enclosed you will find detailed information and instructions on how your lodge may make reservations. Please read and follow the instructions carefully, keeping in mind that they are to be used in conjunction with the policy letter covering William W. Winpisinger Education and Technology Center tuition, transportation subsidy and curriculum.

Participants should be prepared to travel and arrive on Saturday, May 9, 2009 (for the May class); on Saturday, August 8, 2009 (for the August class), if travel is by commercial airlines. All participants must be at the Winpisinger Center no later than 4:00 p.m. Sunday, May 10, 2009 (for the May class); Sunday, August 9, 2009 (for the August class).

OVER

I urge your lodge to take prompt action in notifying Maria Cordone, Director of Community Services/EAP/Retirees Department by returning the enclosed "Official Lodge Reservation Form", no later than:

February 20, 2009 for the May class (ENROLLMENT CLOSED)
May 22, 2009 for the August class

In solidarity,

R. Thomas Buffenbarger
International President

RTB/MCC/lo

Enclosures: Policy letter, instruction sheet, registration form

cc: Executive Council
Director M. Cordone
Director C. Wagoner

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
2009 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.: _____

Program to be enrolled in: **EMPLOYEE ASSISTANCE PROFESSIONALS - ONE
(EAP-I)**

Program Dates: (Choose 1)

_____ May 10, 2009 to May 15, 2009 **(ENROLLMENT CLOSED FOR MAY CLASS)**

_____ August 9, 2009 to August 14, 2009

THE BACK SIDE OF THIS FORM MUST ALSO BE COMPLETED

APPROVED BY:

Name (please print) _____

Title _____ Local Lodge _____ Or District Lodge _____

Signature

Daytime Phone _____ Extension # _____

Address _____ City _____

State _____ Zip Code _____ E-Mail _____

General Vice President _____

Directing Business Representative _____

Or

General Chairman _____

How Will Participant Travel?

_____ Via public transportation arranged and paid for by the Grand Lodge

_____ Provide own transportation

_____ Flying on pass, but will need bus transportation

RETURN THIS FORM TO:

Maria Cordone

Director, Community Services/EAP/Retirees Dept.

9000 Machinists Place

Upper Marlboro, MD 20772

(301) 967-3433

Fax: (301) 967-3427

email: mcordone@iamaw.org

RETURN FORM NO LATER THAN:

February 20, 2009 for the May class (ENROLLMENT CLOSED FOR MAY CLASS)

May 22, 2009 for the August class

**EMPLOYEE ASSISTANCE PROFESSIONALS -1
(EAP-1)
May 10-15, 2009 OR August 9-14, 2009
William W. Winpisinger Education and Technology Center**

INFORMATION AND INSTRUCTIONS

RESERVATION PROCEDURE

After a reservation form is completed and returned to the Community Services Department, participants **will be sent an information packet** from the William W. Winpisinger Education and Technology Center.

Any correspondence in connection with this training should be directed to the IAM Community Services/EAP/Retirees Department, 9000 Machinists Place, Upper Marlboro, Maryland 20772. For phone inquiries, call (301) 967-3433.

COSTS

Participants will be housed in the William W. Winpisinger Education and Technology Center dormitory at no charge for room, tuition, study materials, meals or refreshments. Any other costs incurred, such as normal out-of-pocket expenses, are the responsibility of the participant.

Transportation for participants will be provided in accordance with the October 21, 2005 Policy Letter covering "William W. Winpisinger Education and Technology Center Tuition, Transportation Subsidy and Curriculum".

All participants (whether flying or driving) should promptly **return the "Program Reservation/Travel Information Request" form that will be included in the information packet** to the William W. Winpisinger Education and Technology Center. Members sending those forms after the **April 10th deadline for the May class** and **July 10th deadline for the August class** forfeit transportation payment.

SPECIAL NOTE:

The William W. Winpisinger Education and Technology Center has arranged for the bus to meet you at 8:00 pm on:

Saturday, May 9, 2009 for the May class
(ENROLLMENT CLOSED FOR MAY)

Saturday, August 8, 2009 for the August class

OVER

- When you arrive at BWI Airport (Baltimore-Washington International Airport) claim your luggage on the lower level.
- Go outside at door #14 and cross to the second (2nd) curb to wait for the W3 vehicle. The W3 vehicle will be clearly marked with the IAM logo on the sides.
- The W3 vehicle will take you from BWI to the W3 Depot.
- The W3 vehicle runs every half hour from 4:00 p.m. – 8:00 p.m. If you miss the vehicle, don't panic. Stay where you are. The W3 vehicle will return shortly.
- The W3 Depot is open from 4:00 p.m. to 8:30 p.m. The address is:

AFCO Cargo BWI II LLC Facility
 Cargo Building F, Suite 1400
 North Cargo Complex
 Baltimore-Washington International Airport
 Baltimore, Maryland
 301-997-8839

At the W3 Depot there will be a place for you to wait. A TV and Wi-Fi connectivity is available. Light refreshments will be provided for all members and guests.

The W3 Bus will depart from the W3 Depot promptly at 8:30 p.m. to arrive at William W. Winpisinger Education & Technology Center approximately 10:00 p.m. This is the only transportation that is provided from BWI to the Winpisinger Center.

There is no public bus service to the William W. Winpisinger Education and Technology Center. Cab fare (at your expense) is approximately \$120.00, **IF YOU CAN GET A CAB TO MAKE THE RUN!** Return transportation to BWI will be provided on Friday. You can plan to depart from BWI Airport any time after 3:00 p.m. on Friday, May 15th (for the May class) and on Friday, August 14th (for the August class).

Directions will be provided to those participants planning to drive to the William W. Winpisinger Education and Technology Center.

CHECK-IN AND TIME SCHEDULE

Participants providing their own transportation to the William W. Winpisinger Education and Technology Center should check in at the Center no later than 4:00 p.m. Sunday, May 10, 2009 (for the May class); Sunday, August 9, 2009 (for the August class)

Class sessions are tentatively scheduled from 8:00 a.m. to 5:00 p.m. We are asking that participants attend all sessions. Late arrivals or early departures disrupt the continuity of the program and will not be accepted.

NOTE: ENROLLMENT IS CLOSED FOR THE MAY CLASS