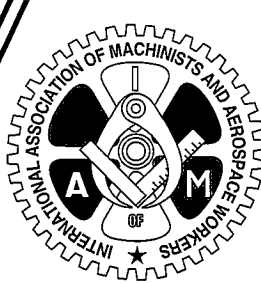


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE GENERAL VICE PRESIDENT

GL 2 – Government Employees Department

August 14, 2009

Subj: **Federal Employees'**
Advanced Federal Program
December 6 – 11, 2009
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 2009 Federal Employees' Advanced Federal Program to be held December 6 – 11, 2009 at the William W. Winpisinger Education and Technology Center (WWW) in Hollywood, Maryland.

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 30 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 September 25, 2009 if they want to be considered for this class to:

**Federal Employees' Advanced Federal 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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August 14, 2009

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
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: **Federal Employees' Advanced Federal Program**

Program Dates: **December 6 – 11, 2009**

Please mail completed form to:

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

OR by FAX (301)967-4572

IMPORTANT NOTICE

NEW LOCATION

**FOR ALL MEMBERS
ATTENDING W3 PROGRAMS**

W3 DEPOT AT BWI

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.

It is recommended that you have something to eat before leaving the secured area of the airport. Once you leave the secured area your food options are very limited. Carry out menus are also available at the W3 Depot for food delivery. We only provide light snacks at the Depot.

The W3 vehicle runs every half hour from 4:00 - 8:00 pm. If you miss the vehicle, don't panic and stay where you are, it will come back shortly.

The W3 Depot is open from 4:00 to 8:30 pm. 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. TV and Wi-Fi hookup are available.

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