

GL 2 – Community & Membership Services

December 17, 2010

Subj: Call Letter for All Year 2011
Employee Assistance Programs -
EAP I, II & III

To All General Vice Presidents, Administrative Assistants, 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 Director and 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 2011. 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 immediately following completion of the class. 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 encourage all Machinists eligible to participate.

Employee Assistance Programs will be held on the following dates:

EAP I (1) Sunday, April 3, 2011 through Friday, April 8, 2011
Sunday, November 13, 2011 through Friday, November 18, 2011

EAP II (2) Sunday, May 22, 2011 through Friday, May 27, 2011
Only open to members who have completed EAP I (1)

EAP III (3) Saturday, July 16, 2011 through Friday, July 22, 2011
Only open to members who have completed EAP I (1) & EAP II (2)

OVER

Enclosed you will find enrollment/registration forms for each EAP class. 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 and EAP I, II & III Registration Forms

cc: Director C. Micallef

EMPLOYEE ASSISTANCE PROFESSIONALS -I
(EAP- 1)
April 3-8, 2011
William W. Winpisinger Education and Technology Center

INFORMATION AND INSTRUCTIONS

RESERVATION PROCEDURE

After a reservation form is completed and returned to the Retirees, Community and Membership 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 Retirees, Community and Membership Services Department at 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 **March 3, 2011 deadline** forfeit transportation payment. If possible, please fax it to the William W. Winpisinger Center at (301) 373-2860.

SPECIAL NOTE:

The William W. Winpisinger Education and Technology Center has arranged for the bus to meet you at 8:00 pm on Saturday, April 2, 2011.

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.

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 pm – 8:00 pm. 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 pm 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. 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 pm to arrive at William W. Winpisinger Education & Technology Center approximately 10:00 pm. 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 \$170.00, 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 3:30 pm on Friday, April 8, 2011.

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 noon on Sunday, April 3, 2011.**

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

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

EAP I (1) CLASS – APRIL 3-8, 2011

Participants should be prepared to travel and arrive on Saturday, April 2, 2011 if travel is by commercial airlines. All participants must be at the Winpisinger Center no later than noon on Sunday, April 3, 2011.

Mandatory - The following information must be filled in



"Pull out your
Driver's License."

Full Legal Name (as printed on your ID)

Verify your name is as it appears on your Driver's License or Passport that you are presenting as identification at the airport.

First Name: _____ Middle: _____ 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.: _____

RETURN THIS FORM TO:

Charlie Micallef

Director of the Retirees, Community and Membership Services Department

9000 Machinists Place

Upper Marlboro, MD 20772

Phone: (301) 967-3433 Fax: (301) 967-3427

Via Leonora Windsor's email at: lwindsor@iamaw.org

RETURN FORM NO LATER THAN: JANUARY 21, 2011

Attendance to this class must be approved by an authorizing lodge officer.

THE BACK SIDE OF THIS FORM MUST ALSO BE COMPLETED

PARTICIPANT NAME: _____

Attendance to this class must be approved by an authorizing lodge officer.

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

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Charles Micallef, Director

Retirees, Community & Membership Services

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