

GL 2 – Government Employees Department

November 19, 2010

Subj: **Federal Employees' Basic Program**  
**March 13 – 18, 2011**  
**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 IAM will conduct the 2011 Federal Employees' Basic Program at the William W. Winpisinger Education and Technology Center, (WWW) in Hollywood, Maryland, during the week of March 13 – 18, 2011.

The program will involve training in areas specific to the Federal Sector such as collective bargaining, the Hatch Act & legislative action, Prohibited Personnel Practices, ULP and grievance handling, arbitration and an overview of 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 January 7, 2011, if they want to be considered for this class.

**Federal Employees' Basic Program**  
**c/o IAMAW Government Employees Department**  
**9000 Machinists Place, Room 305**  
**Upper Marlboro, MD 20772**

***OR, BY FAX TO: (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 no later than February 11, 2011, in order for travel arrangements to be made through our travel agent.

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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 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**  
**2011 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.: \_\_\_\_\_

Employer: \_\_\_\_\_

Program to be enrolled in: **Federal Employees' Basic Program**

Program Dates: **March 13 - 18, 2011**

Please mail completed form to:

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

**OR by FAX (301)967-4572**