

International
Association of
Machinists and
Aerospace Workers



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687
Area Code 301 967-4500

GL 2 – Government Employees Department

October 12, 2012

Subj: **Federal Employees' Basic Program**
February 3-8, 2013
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 2013 Federal Employees' Basic Program at the William W. Winpisinger Education and Technology Center, (WWW) in Hollywood, Maryland, during the week of February 3-8, 2013.

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 December 7, 2012, if they want to be considered for this class.

Federal Employees' Basic Program
c/o IAMAW Government Employees Department
9000 Machinists Place, Room 301B
Upper Marlboro, MD 20772

OR, BY FAX TO: (301)967-3432

Necessary travel forms and information will be provided to each prospective participant at the time he or she is notified of acceptance. The completed travel forms must be received at the WWW Education and Technology Center no later than January 4, 2013, in order for travel arrangements to be made through our travel agent.

Page Two
October 12, 2012

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.

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,

A handwritten signature in black ink, appearing to read "Richard P. Michalski". The signature is fluid and cursive, with the first name "Richard" and last name "Michalski" clearly distinguishable.

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

Participant Registration Form
William W. Winpisinger Education and Technology Center
at Placid Harbor
Year 2013 Departmental Programs

Mandatory - The following information must be filled in



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: _____

Nick 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' Basic Program**

Program Dates: **February 3-8, 2013**

Please mail completed form to:

IAMAW Government Employees Department
9000 Machinists Place, Room 301B
Upper Marlboro, MD 20772

OR by FAX (301)967-3432