

GL 2 – Government Employees Department

April 18, 2014

Subj: **Federal Employees' Basic Program**
August 10-15, 2014
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 2014 Federal Employees' Basic Program at the William W. Winpisinger Education and Technology Center, (WWW) in Hollywood, Maryland, during the week of August 10-15, 2014.

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 June 13, 2014, 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)967-4763

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 July 11, 2014, in order for travel arrangements to be made through our travel agent.

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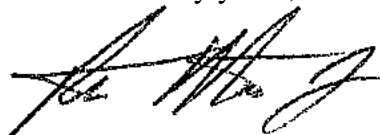
Due to new Transportation Security Administration security procedures, prospective participants must provide their full name (no nicknames or initials only) and date of birth on the enrollment forms to allow the WWW Education and Technology Center to purchase airline tickets. Forms missing this information 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.

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,



Robert Martinez, Jr.
General Vice President

RM/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