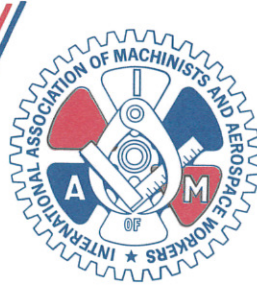


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE GENERAL VICE PRESIDENT

GL 2 – Government Employees Department

November 8, 2015

Subj: **Federal Employees Basic Program**
February 28 – March 4, 2016
WWW Education & Technology Center

**TO THE DISTRICT PRESIDENTS AND SECRETARY-TREASURERS AND ALL LOCAL LODGE
PRESIDENTS AND RECORDING SECRETARIES WITH FEDERAL GOVERNMENT EMPLOYEES**

Dear Brothers and Sisters:

The IAM will conduct the 2016 Federal Employees Basic Program at the William W. Winpisinger Education and Technology Center, (WWW) in Hollywood, Maryland, during the week of February 28 – March 4, 2016.

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 22, 2015, 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 after 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 29, 2016 in order for travel arrangements to be made through our travel agent.

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November 8, 2015

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 a guest, and children who are currently living at home. The cost is \$35 per day for a guest; \$45 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

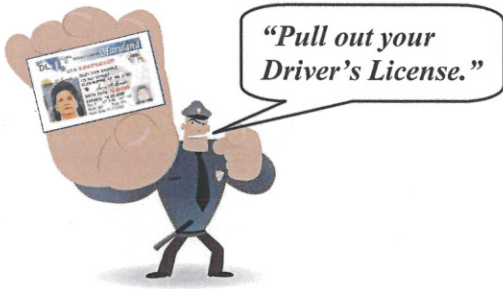
RM/FC/tk

Enclosures

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
Year 2016 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: _____ Suffix: _____

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.: _____

Employer _____

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

Program Dates: **February 28 – March 4, 2016**

Please mail completed form to:

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

OR by FAX (301)967-4763