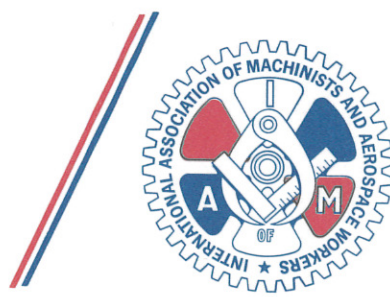


**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE GENERAL VICE PRESIDENT

GL 2 – Government Employees Department

October 19, 2016

Subj: **Federal Employees Basic Program**  
**February 5-10, 2017**  
**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 Federal Employees Basic Program at the William W. Winpisinger Education and Technology Center, (WWW) in Hollywood, Maryland, during the week of February 5-10, 2017.

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 5, 2016**, 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 6, 2017** in order for travel arrangements to be made through our travel agent.

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October 19, 2016

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 Government Employees Department Director Jim Price, Jr., at 301-967-4753.

Fraternally yours,



Rickey Wallace  
General Vice President

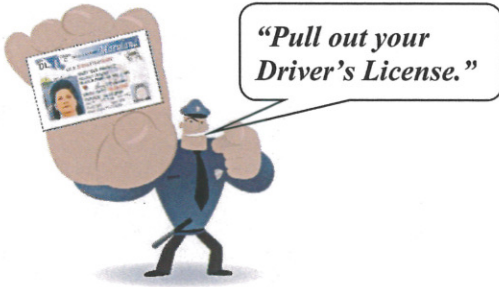
RW/tk

Enclosures

cc: IP Martinez, Jr.  
Executive Council  
DIR Price, Jr., Gov't. Empl. Dept.  
DIR Wagoner, W3 Center  
Nat'l Pres. Dougan, NFFE

2017 Departmental Program  
Participant Registration Form  
William W. Winpisinger Education and Technology Center

**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 5-10, 2017**

Please mail completed form to:

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

**OR by FAX (301)967-4763**

## Submitter Authorization Form

**Members cannot submit class enrollments for themselves:** Submitter information must be filled out by the Local Lodge President, Business Representative or General Chairperson.

Submitter Name: \_\_\_\_\_

Submitter Title: \_\_\_\_\_

Local Lodge No: \_\_\_\_\_ Or District Lodge No: \_\_\_\_\_

Local or District Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone/Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lodge President or Officer (*Signature*): \_\_\_\_\_

Name of Person Attending Training: \_\_\_\_\_

**ENROLLMENTS CANNOT BE PROCESSED**  
**WITHOUT LOCAL LODGE APPROVAL**