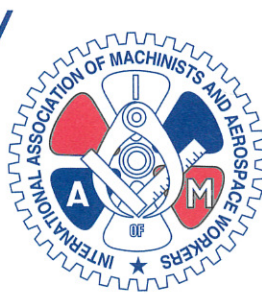


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

GL 2 – Retirees & Employee Assistance Program

October 31, 2016

Subj: Call Letter for All Year 2017
Employee Assistance Program -
EAP 1, 2, 3, 4

To All IAM/TCU Executive Council, Chiefs of Staff, Grand Lodge Representatives, Special Representatives, Organizers, Directing Business Representatives, Business Representatives, Railroad General Chairpersons, Airline General Chairpersons, District and Local Lodge Presidents, Local Lodge Recording Secretaries, Communicators, Educators, WWW Directors, Carmen Division Officers, National Representatives, Assistant National Representatives, EAP Educators, as well as EAP Coordinators Ron Rawding and Bryan Hutchinson

This is the call letter for all Year 2017 Employee Assistance Program classes at the William W. Winpisinger (W3) Education and Technology Center in Hollywood, Maryland.

The classes equip assistance coordinators with the skills and resources to assist members who are seeking help for problems involving addictions and other psycho-social issues. These conditions include alcoholism, drug addiction, depression, excessive debt, excessive absenteeism, gambling addiction, acute stress disorder and violence, etc. The four-stage curriculum takes members from an introduction into the field to prospective certification. A fifth class involves advanced topics and the science of addiction.

This is a valuable program that is fully recognized at the college level, in the workplace, in the employee assistance community and throughout the IAM. All eligible Machinists are encouraged to participate.

Enclosed you will find enrollment/registration forms for each Employee Assistance Program class, as well as a descriptive brochure. Also enclosed is the policy letter covering W3 tuition, transportation subsidy and curriculum. **Attendance in all classes must be approved by an authorizing lodge officer.**

OVER

Employee Assistance Program classes will be held on the following dates:

- EAP I (1)** Sunday, February 19 through Friday February 24, 2017
Sunday, October 1 through Friday, October 6, 2017
- EAP II (2)** Sunday, April 9 through Friday, April 14, 2017
Only open to members who have completed EAP I (1)
- EAP III (3)** Sunday, June 25 through Friday, June 30, 2017
Only open to members who have completed EAP II (2)
- EAP IV (4)** Sunday, September 17 through Friday, September 22, 2017
Only open to members who have completed EAP III (3)

I urge you to take prompt action in notifying Edward Manhart, Director of the Retirees & Employee Assistance Program Department, by returning the enclosed "Participant Registration/Enrollment Forms," **by the due date printed on each.**

In solidarity,



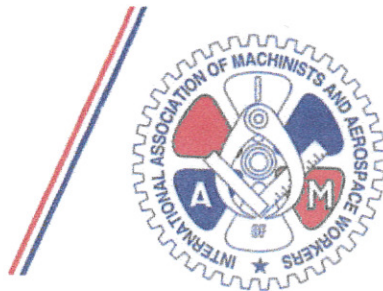
Robert Martinez, Jr.
International President

RM/EM/ag

Enclosures: Policy Letter, EAP Brochure and EAP 1, 2, 3, 4 Registration Forms

cc: Director E. Manhart

**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



September 14, 2015

Subj: William W. Winpisinger Education
and Technology Center Tuition and
Transportation Subsidy Policy Update

Memorandum to Grand Lodge Representatives, Special Representatives, Directing
Business Representatives, Business Representatives, President's and General
Chairmen, Recording Secretaries of all Local Lodges, Secretary-Treasurers of all
District Lodges, Grand Lodge Auditors and Organizers

From International President R. Thomas Buffenbarger and
General Secretary-Treasurer Dora Cervantes

The Policy governing William W. Winpisinger Education and Technology Center
Tuition and Transportation Subsidy was recently reviewed and updated to meet present
and future expectations. This review is done periodically in order to keep cost down and
improve and upgrade the curriculum, which thereby maintains the Winpisinger Center as
a successful institution.

Enclosed is the updated policy issued September 14, 2015.

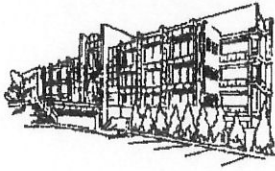

R.T.B.


D.C.

Attachment

cc: Executive Council, COSs
Wagoner, Director W3

**INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS**



9000 Machinists Place, Upper Marlboro, MD 20772

POLICY NO. XL1

**William W. Winpisinger Education
and Technology Center Tuition,
Transportation Subsidy and
Curriculum**

ISSUED: September 14, 2015

The IAM will pay full transportation costs under certain conditions for all participants selected to attend any IAM sponsored function at Winpisinger Center. These conditions are as follows:

1. The name(s) of participants attending any function must be in the Winpisinger Center Administrative Office a minimum of eight (8) weeks prior to the starting date of the function.
2. All transportation (air or rail) will be handled for the participant by Grand Lodge's designated agent, Metropolitan Travel Services, based on information provided by the member. 21-day Super Saver air or rail tickets will be purchased for each participant selected to attend a program upon the completion of a Travel Request Form.
3. If there is a cancellation of attendance once a non-refundable ticket has been purchased for any reason other than a doctor's excuse due to illness or death of the participant or a member of their family; the cost of the ticket will be billed to the local or district lodge sending the participant once the ticket expires. If the ticket is used at another time to attend a William W. Winpisinger function the local or district sending the participant will be charged any change fees or costs associated with the use of the ticket. This also applies to Business Representatives or General Chairpersons.
4. If a ticket is purchased after the 21-day Super Saver Fare deadline, any difference in the super saver round trip ticket and actual cost of the ticket will be the responsibility of the participant or lodge sending the participant.
5. Participants from air transportation lodges are requested to travel by employer furnished passes. Should the employer refuse to supply positive space passes; participants should contact their district for assistance.
6. No reimbursement will be made for tickets purchased by the member or their local or district lodge.

7. Should a participant be required to spend a night while traveling to or from the Winpisinger Center, the cost of such accommodations will not be reimbursed by Grand Lodge.
8. Taxis, rental cars, limousines, buses, subways, parking, etc. will not be reimbursed by Grand Lodge.
9. Grand Lodge will bear no travel costs for any dependents.
10. Should a participant elect to drive their own vehicle, they will be reimbursed at the IRS Standard Rate per mile up to a maximum of 1,600 miles round trip or the equivalent of a round trip super saver air fare, whichever is less. Distance will be determined by the member's home address to Hollywood, Maryland.
11. If space permits, carpooling is strongly encouraged when multiple participants from the same local or district lodge are driving. When carpooling, the reimbursement amount will be determined in a manner consistent with Item # 10 above.

Every IAM member attending any function at Winpisinger Center, when the IAM is the primary sponsor, will attend at no charge for his or her room, meals and refreshments.

Depending on space availability, a participant enrolled in a program may bring his or her family for a minimal charge. The family is restricted to the participant's, spouse or partner, and their children who are living at home. Children under the age of 17 must have adult supervision at all times.

Consistent with the requirements of the curriculum, programs will not exceed five days whenever possible, beginning on Sunday and ending the following Friday.

Recruitment for the Leadership Programs will be according to the Official Announcement Packet for the Machinists Leadership and Train-the-Trainer Programs.

Applicants for the Leadership Programs will be enrolled on a first come, first served basis, and will be based upon the allotments allowed for the number of participants in the specific lodge and / or the General Vice President's territory.

If a lodge applies to send a member for Leadership I, II, Advanced or Train-the-Trainer and all the programs have been filled, that member will be placed on a waiting list by date received for that year. All potential participants remaining on the waiting list at the end of the year will be given first choice of dates for the following year, but must resubmit an enrollment form in a timely manner.

Assignment to staff programs will be on the basis of need and will be assigned by their General Vice President.

IAM EAP VI Primary Course Topics

- Core Technology
- Advanced Listening Skills
- Motivational Interviewing
- Elevating Ethical Awareness
- Evidence -Based Screening Tools
- Understanding CEAP Certification

All IAM EAP Education classes are awarded College Credits.

Certifications

Although it is not necessary to be certified to assist our members, we are proud of the fact that the IAMAW is the only labor organization that offers a comprehensive education program in the field of worker/workplace assistance that leads to professional certifications.

Enroll Now

To inquire about enrolling in the IAM EAP Education Program contact the IAMAW Retirees & Employee Assistance Program Department.

Office: 301-967-4717

Fax: 301-967-3427



Robert Martinez, Jr.
International President

Dora Cervantes
General Secretary-Treasurer

Edward Manhart
Director

**Retirees & Employee Assistance
Program Department**

The IAMAW Member and Employee Assistance Program is a free confidential service.

For assistance please contact:
301-335-0735
or email - iameap@iamaw.org

Brochure Revised on 08/11/2016



Member and Employee
Assistance Education Program



*Assisting Members
In Need*

We urge you to educate a willing and responsible member of your bargaining unit to learn the skills necessary to assist our members in need.

INTERNATIONAL ASSOCIATION
OF MACHINISTS
AND AEROSPACE WORKERS
9000 Machinist Place
Upper Marlboro, MD 20772

WORKER-BASED ASSISTANCE

The central purpose of a union has always been to respond to workers' needs and concerns. Unions have a history of establishing and promoting community initiatives that improve the lives of workers and their families.

Member and Employee Assistance Programs

IAM-MAP/EAP

Member and Employee Assistance Programs essentially have the same objective – to assist workers and their families through prevention, intervention, assessment, directed care and follow-up services for problems that adversely impact workers' lives. These programs evolved from a labor-initiated effort to educate/convince employers that debilitating personal problems should be approached as any other health care concern. Ideally, employers will cooperate with the union equally to tackle the issue of drugs, alcohol, mental and emotional issues that affect workers lives, the workplace, and the community at large. Where an employer will work with the union, we have an EAP. Where, the employer will not or cannot participate equally with the union—we have an MAP.

IAM-MAP/EAP Education Program 2017 Class Schedule

EAP I - Winter 2017
EAP II - Spring 2017
EAP III - Summer 2017
EAP IV - Fall 2017
EAP I - Fall 2017

For actual dates please check: <https://winpinger.iamaw.org/class-schedules/>

Key Benefits

- Supports our Members and their Families
- Supports our Local and District Lodge Leaders
- Supports our Employers
- Provides Job Protection
- Provides Preventive Care
- Provides Immediate/Crisis Care and Follow-up

Broad Brush Assistance

Assistance is inclusive, attempting to cover all situations, conditions or instances which include:

- Alcohol/Drug Abuse
- Stress
- Violence (Workplace & Domestic)
- Depression
- Discrimination
- Legal Problems
- Gambling
- AIDS
- Financial
- Family Problems
- Elder Care
- Suicide
- Adolescent, Young Workers Problems

IAM EAP I Primary Course Topics

- EAP History
- Core Technology
- Disease Concept
- Intro to Ethics
- Link to Community
- Understanding Treatment Centers
- Broad Brush Issues
- Enable vs. Help
- Listening
- Job Description
- 12 Step Programs
- Adolescents and Young Workers: Emerging Issues

IAM EAP II Primary Course Topics

- Core Technology
- Disease Concept
- Ethics
- Confidentiality
- Legal Issues
- Strategic Planning
- Health Insurance
- Taking Care of Caregiver
- Follow-up
- Drug Testing
- Suicide Prevention

IAM EAP III Primary Course Topics

- Stress
- Depression
- Addiction
- Taking Care of Caregiver
- Presentism/Absenteeism
- Nutritional Support and Recovery
- Mental Health and Addiction
- Cultural Diversity
- IAM EAP Issues in the Workplace

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

EAP 1
February 19, 2017 through February 24, 2017

Participants should be prepared to travel and arrive on Saturday, February 18, 2017 if travel is by commercial airlines. All participants must be at the Winpisinger Center no later than 12:00 PM on Sunday, February 19, 2017.

Mandatory - The following information must be filled in



*"Pull out your
Driver's License."*

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.: _____

Employer: _____

RETURN THIS FORM TO:

Edward Manhart

Director of the Retirees & Employee Assistance Program Department

9000 Machinists Place

Upper Marlboro, MD 20772

Phone: (301) 967-4717 Fax: (301) 967-3427

Via Anna Georgallas's email at: ageorgallas@iamaw.org

Return Form No Later Than: December 12, 2016

Attendance to this class must be approved by an authorizing lodge officer.

Please be advised that this form must be completed in its entirety.

THE BACK SIDE OF THIS FORM MUST ALSO BE COMPLETED

PARTICIPANT NAME: _____

Attendance to this class must be approved by an authorizing lodge officer.

APPROVED BY:

Name (please print) _____

Title _____ Local Lodge _____ or District Lodge _____

Signature

Daytime Phone _____ Extension # _____

Address _____ City _____

State _____ Zip Code _____ E-Mail _____

General Vice President _____

Directing Business Representative _____

Or

General Chairman _____

How Will Participant Travel?

_____ Via public transportation arranged and paid for by the Grand Lodge

_____ Provide own transportation

_____ Flying on pass, but will need bus transportation

RETURN THIS FORM TO:

Edward Manhart, Director

Retirees & Employee Assistance Program Department

9000 Machinists Place

Upper Marlboro, MD 20772

(301) 967-3433

Fax: (301) 967-3427

Via Anna Georgallas's email at: ageorgallas@iamaw.org

Return Form No Later Than: December 12, 2016

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

EAP 1
October 1, 2017 through October 6, 2017

Participants should be prepared to travel and arrive on Saturday, September 30, 2017 if travel is by commercial airlines. All participants must be at the Winpisinger Center no later than 12:00 PM on Sunday, October 1, 2017.

Mandatory - The following information must be filled in



*"Pull out your
Driver's License."*

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.: _____

Employer: _____

RETURN THIS FORM TO:

Edward Manhart
Director of the Retirees & Employee Assistance Program Department
9000 Machinists Place
Upper Marlboro, MD 20772
Phone: (301) 967-4717 Fax: (301) 967-3427
Via Anna Georgallas's email at: ageorgallas@iamaw.org

Return Form No Later Than: July 30, 2017

**Attendance to this class must be approved by an authorizing lodge officer.
Please be advised that this form must be completed in its entirety.
THE BACK SIDE OF THIS FORM MUST ALSO BE COMPLETED**

PARTICIPANT NAME: _____

Attendance to this class must be approved by an authorizing lodge officer.

APPROVED BY:

Name (please print) _____

Title _____ Local Lodge _____ or District Lodge _____

Signature

Daytime Phone _____ Extension # _____

Address _____ City _____

State _____ Zip Code _____ E-Mail _____

General Vice President _____

Directing Business Representative _____

Or

General Chairman _____

How Will Participant Travel?

_____ Via public transportation arranged and paid for by the Grand Lodge

_____ Provide own transportation

_____ Flying on pass, but will need bus transportation

RETURN THIS FORM TO:

Edward Manhart, Director

Retirees & Employee Assistance Program Department

9000 Machinists Place

Upper Marlboro, MD 20772

(301) 967-3433

Fax: (301) 967-3427

Via Anna Georgallas's email at: ageorgallas@iamaw.org

Return Form No Later Than: July 30, 2017

2017 Departmental Program
Participant Registration Form
William W. Winpisinger Education and Technology Center
EAP 2
April 9, 2017 through April 14, 2017

Participants should be prepared to travel and arrive on Saturday, April 8, 2017 if travel is by commercial airlines. All participants must be at the Winpisinger Center no later than 12:00 PM on Sunday, April 9, 2017.

Mandatory - The following information must be filled in



"Pull out your
Driver's License."

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.: _____

Employer: _____

RETURN THIS FORM TO:

Edward Manhart

Director of the Retirees & Employee Assistance Program Department

9000 Machinists Place

Upper Marlboro, MD 20772

Phone: (301) 967-3433 Fax: (301) 967-3427

Via Anna Georgallas's email at: ageorgallas@iamaw.org

Return Form No Later Than: February 5, 2017

Attendance to this class must be approved by an authorizing lodge officer.

Please be advised that this form must be completed in its entirety.

THE BACK SIDE OF THIS FORM MUST ALSO BE COMPLETED

PARTICIPANT NAME: _____

Attendance to this class must be approved by an authorizing lodge officer.

APPROVED BY:

Name (please print) _____

Title _____ Local Lodge _____ or District Lodge _____

Signature

Daytime Phone _____ Extension # _____

Address _____ City _____

State _____ Zip Code _____ E-Mail _____

General Vice President _____

Directing Business Representative _____

Or

General Chairman _____

How Will Participant Travel?

_____ Via public transportation arranged and paid for by the Grand Lodge

_____ Provide own transportation

_____ Flying on pass, but will need bus transportation

RETURN THIS FORM TO:

Edward Manhart, Director

Retirees & Employee Assistance Program Department

9000 Machinists Place

Upper Marlboro, MD 20772

(301) 967-3433

Fax: (301) 967-3427

Via Anna Georgallas's email at: ageorgallas@iamaw.org

Return Form No Later Than: February 5, 2017

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

EAP 3
June 25, 2017 through June 30, 2017

Participants should be prepared to travel and arrive on Saturday, June 24, 2017 if travel is by commercial airlines. All participants must be at the Winpisinger Center no later than 12:00 PM on Sunday, June 25, 2017.

Mandatory - The following information must be filled in



*"Pull out your
Driver's License."*

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.: _____

Employer: _____

RETURN THIS FORM TO:

Edward Manhart

Director of the Retirees & Employee Assistance Program Department

9000 Machinists Place

Upper Marlboro, MD 20772

Phone: (301) 967-3433 Fax: (301) 967-3427

Via Anna Georgallas's email at: ageorgallas@iamaw.org

Return Form No Later Than: April 30, 2017

Attendance to this class must be approved by an authorizing lodge officer.

Please be advised that this form must be completed in its entirety.

THE BACK SIDE OF THIS FORM MUST ALSO BE COMPLETED

PARTICIPANT NAME: _____

Attendance to this class must be approved by an authorizing lodge officer.

APPROVED BY:

Name (please print) _____

Title _____ Local Lodge _____ or District Lodge _____

Signature

Daytime Phone _____ Extension # _____

Address _____ City _____

State _____ Zip Code _____ E-Mail _____

General Vice President _____

Directing Business Representative _____

Or

General Chairman _____

How Will Participant Travel?

_____ Via public transportation arranged and paid for by the Grand Lodge

_____ Provide own transportation

_____ Flying on pass, but will need bus transportation

RETURN THIS FORM TO:

Edward Manhart, Director

Retirees & Employee Assistance Program Department

9000 Machinists Place

Upper Marlboro, MD 20772

(301) 967-3433

Fax: (301) 967-3427

Via Anna Georgallas's email at: ageorgallas@iamaw.org

Return Form No Later Than: April 30, 2017

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

EAP 4
September 17, 2017 through September 22, 2017

Participants should be prepared to travel and arrive on Saturday, September 16, 2017 if travel is by commercial airlines. All participants must be at the Winpisinger Center no later than 12:00 PM on Sunday, September 17, 2017.

Mandatory - The following information must be filled in



*"Pull out your
Driver's License."*

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.: _____

Employer: _____

RETURN THIS FORM TO:

Edward Manhart

Director of the Retirees & Employee Assistance Program Department

9000 Machinists Place

Upper Marlboro, MD 20772

Phone: (301) 967-3433 Fax: (301) 967-3427

Via Anna Georgallas's email at: ageorgallas@iamaw.org

Return Form No Later Than: July 16, 2017

Attendance to this class must be approved by an authorizing lodge officer.

Please be advised that this form must be completed in its entirety.

THE BACK SIDE OF THIS FORM MUST ALSO BE COMPLETED

PARTICIPANT NAME: _____

Attendance to this class must be approved by an authorizing lodge officer.

APPROVED BY:

Name (please print) _____

Title _____ Local Lodge _____ or District Lodge _____

Signature

Daytime Phone _____ Extension # _____

Address _____ City _____

State _____ Zip Code _____ E-Mail _____

General Vice President _____

Directing Business Representative _____

Or

General Chairman _____

How Will Participant Travel?

_____ Via public transportation arranged and paid for by the Grand Lodge

_____ Provide own transportation

_____ Flying on pass, but will need bus transportation

RETURN THIS FORM TO:

Edward Manhart, Director

Retirees & Employee Assistance Program Department

9000 Machinists Place

Upper Marlboro, MD 20772

(301) 967-3433

Fax: (301) 967-3427

Via Anna Georgallas's email at: ageorgallas@iamaw.org

Return Form No Later Than: July 16, 2017