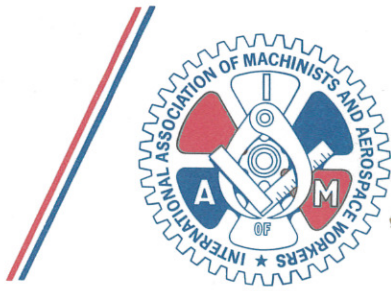


**International
Association of
Machinists and
Aerospace Workers**



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 31, 2016

Subj: **Federal Employees Advanced Program**
February 19-24, 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 International Association of Machinists and Aerospace Workers will conduct the Federal Employees Advanced Program to be held February 19-24, 2017 at the William W. Winpisinger Education and Technology Center (WWW) in Hollywood, Maryland. In order to attend this program you must have first completed the Basic Federal Program.

The program includes a review of basic concepts such as bargaining in the federal sector, unfair labor practices, Weingarten and formal discussion rules. The class also includes a more in depth examination of issues such as official time, dues deduction, work schedules, performance matters etc. There is also a review of procedures of the Merit Systems Protection Board and the EEO process. This program is 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 12, 2016** if they want to be considered for this class to:

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

OR, BY FAX: (301)967-4763

Necessary 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

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October 31, 2016

Education and Technology Center no later than **January 20, 2017** in order for travel arrangements to be made through our travel agent.

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

Enclosure

cc: IP Martinez, Jr.
Executive Council
DIR Price, 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 Advanced Program**

Program Dates: **February 19-24, 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