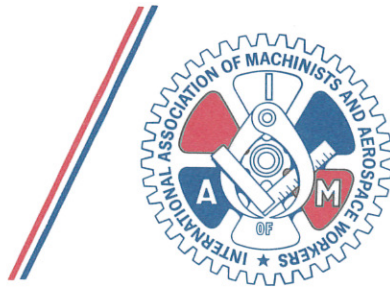


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE GENERAL VICE PRESIDENT

GL 2 – Government Employees Department

March 6, 2017

Subj: **Federal Employees Basic Program**
June 25-30, 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 June 25-30, 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 **April 24, 2017**, 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 **May 26, 2017** in order for travel arrangements to be made through our travel agent.

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March 6, 2017

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.

Fraternaly 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. Erwin, 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: **June 25-30, 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**