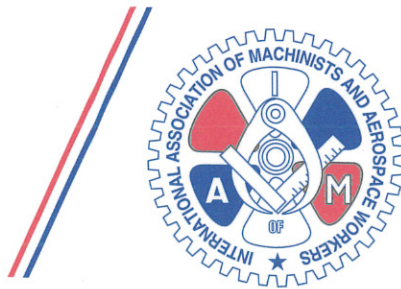


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

November 27, 2017

Subj: Retirees Education & Strategy Program
March 4-9, 2018

To All Districts Lodge Presidents and Secretary-Treasurers, Local Lodge Presidents and Recording Secretaries, TCU Carmen Division Officers, in the USA and Canada

Dear Sisters and Brothers:

The Retirees' Department is convening a Retirees Education & Strategy Program at the William W. Winpisinger Education and Technology Center in Southern Maryland. Orientation will be held on Sunday, March 4, 2018 at 6:00 pm. The meeting will conclude on Friday, March 9, 2018 at approximately 10:00 am.

This is a special invitation to attend the training. You should be prepared to travel and arrive on Saturday, March 3, 2018, if travel is by commercial airlines. All participants must be at the Winpisinger Center no later than 4:00pm on Sunday, March 4, 2018. Please do not make your own flight arrangements; you will receive further instructions on travel arrangements from the Winpisinger Center.

Enclosed you will find a registration form. Due to the in-depth program of the training, please submit the attached "Participant Registration Form" as soon as possible. Forms should be forwarded to IAMAW Retirees & Employee Assistance Program Department Director Edward Manhart, 9000 Machinists Place, Room 305, Upper Marlboro MD 20772, **no later than January 6, 2018.**

In solidarity,

Robert Martinez, Jr.
International President

RM/EM/amh

Enclosures: Registration Form, Tuition & Transportation Subsidy and Curriculum Policy

cc: Executive Council
Chiefs of Staff
Dir. Manhart
Dir. Wagoner

**International
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Machinists and
Aerospace Workers**



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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.

2018 Departmental Program
Participant Registration Form
William W. Winpisinger Education and Technology Center

Retirees' Education & Strategy Program
March 4-9, 2018

Participants should be prepared to travel and arrive on Saturday, March 3, 2018 if travel is by commercial airlines. All participants must be at the Winpisinger Center no later than 4:00 PM on Sunday, March 4, 2018.

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.: _____

Your spouse is welcome to attend; however, please be advised that we cannot pay for your spouse or partner's travel expenses.

Will your spouse/partner be attending with you? Yes: _____ No: _____

Option 1: My spouse / partner (print name) _____ **WILL NOT** be participating in the program. I agree to pay **\$ 175.00** for my spouse / partner for room and meals no later than Wednesday to the W3 Education Center. Initial _____

Option 2: My spouse/partner (print name) _____ **WILL** participate in the program, take part in the class photo and receive a certificate of completion and there is no charge for room and meals. Initial _____

RETURN THIS FORM TO:

Director of the Retirees & Employee Assistance Program Department
9000 Machinists Place
Upper Marlboro, MD 20772

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

Via Angela Hemler's email at: ahemler@iamaw.org

Return Form No Later Than: January 6, 2018