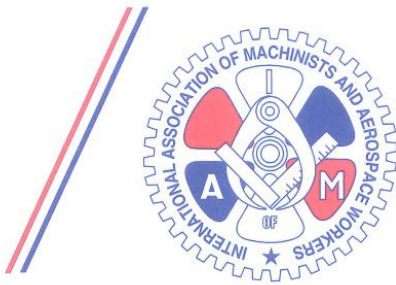


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

October 2, 2023

**Re: 2024 EAP I, II, III, and IV
Schedule and Enrollment**

To: Directing Business Reps, Local Lodge Presidents, and Local Lodge Recording Secretaries at Lodges in the United States and Canada, and TCU-IAM

Dear Sisters, Brothers, and Siblings:

This is the call for the EAP I, II, III, and IV to be held at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland, on the dates listed below. Offered by the Retirees and Membership Services Department, this course equips IAM-EAP representatives with skills and resources to assist members who are seeking help for personal problems involving addictions and psycho-social issues such as:

Addiction	Excessive Absenteeism	Presenteeism
Alcoholism	Violence	Suicide Prevention
Excessive Debt	Depression	Mental Health First Aid
Acute Stress Disorder	Gambling Addiction	Emerging Issues

The curriculum takes members from an introduction into the field to prospective certification. This is a valuable program that is fully recognized at the college level, in the work place, in the employee assistance community, and throughout the IAM. All eligible Machinists are encouraged to participate.

Program dates and registration deadlines are listed below. If you have any questions about this program, please contact the Retirees and Membership Services Department at (301) 967-4500.

EAP I	January 28 - February 2 Register by December 4, 2023
EAP II	February 25 - March 1 Register by January 1, 2024
EAP III	July 28 - August 2 Register by June 3, 2024
EAP IV	November 10 - 15 Register by September 16, 2024

Included in this call letter is the IAM policy letter that details tuition, transportation, and curriculum. Use the link below to register members for this program.

[Departmental Program Registration Form](#)

Thank you for your support of this valuable program for our members. With every best wish, I remain in solidarity,

Fraternally yours,

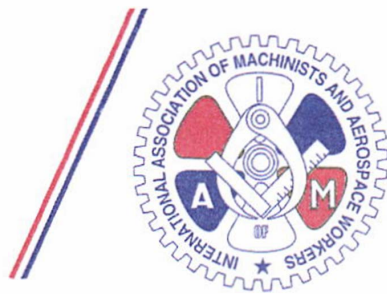
A handwritten signature in black ink that reads "Robert Martinez Jr." in a cursive style.

Robert Martinez Jr.
International President

RM/taw

cc: Dir. Little
Asst. Dir. Ceraso

**International
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Upper Marlboro, Maryland 20772-2687

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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.

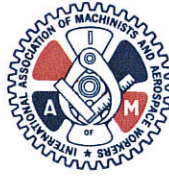
R.T.B.

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. XI.1

**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.