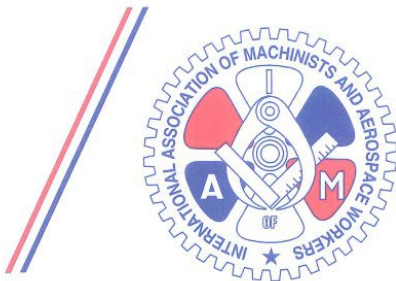


**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

October 2, 2023

**Re: 2024 Veteran's Advocate Training**  
Schedule and Enrollment

To: All IAMAW Executive Council Members, Chiefs of Staff, Special Assistants, and TCU-IAM

Dear Sisters, Brothers, and Siblings:

This is the call for the **Veteran's Advocate Training to be held April 7 - 12, 2024**, at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland. Offered by the Retirees and Membership Assistance Department, this course is designed to teach motivated and interested IAM members how to help U.S. Military Veterans with the preparation, presentation, and prosecution of claims for benefits with the Department of Veterans Affairs.

In April 2022, the IAM took on a new and innovative role to help Veterans to attain benefits owed to them for their service in the U.S. Armed Forces. Benefits include access to Veterans Readiness and Employment Services for veterans with disabilities, disability compensation, education benefits, home loans, pensions, life insurance, and burial benefits. Participants will leave the program with a better understanding of the Department of Veterans Affairs, Title 38 of the Code of Federal Regulations, the U.S. Court of Appeals for Veterans Claims, the Board of Veterans Appeals, and filing claims on behalf of veterans. Members who attend this training will gain the knowledge and skills needed to develop our Veterans Program.

There is no general call letter for Veteran's Advocate Training, it is filled by GVP assignment only. Attached to this letter you will find the IAM policy letter covering Winpisinger Center tuition, transportation subsidy, and curriculum. **Please use the link below to register members for this program on or before February 12, 2024.**

[Departmental Registration Form - GVP Assignment Only](#)

If you should have any questions about this program, please contact the Retirees and Membership Assistance Department at (301) 967-4500.

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

Fraternally yours,

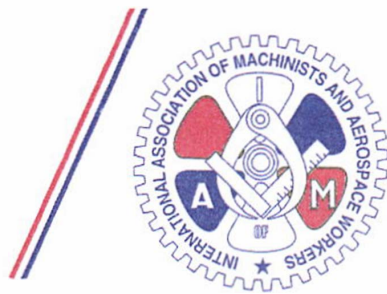
A handwritten signature in black ink that reads "Robert Martinez Jr." in a cursive style.

Robert Martinez Jr.  
International President

RM/taw

cc: Dir. Little  
Asst. Dir. Ceraso  
Vet Svcs Coord. Evans

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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.

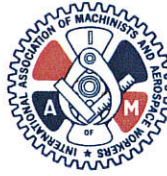
R.T.B.

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.