



National Federation of Federal Employees

Affiliated with the International Association of Machinists and Aerospace Workers



Forest Service Council

We work for America every day!

Melissa Baumann, President

Vacant, General Vice-President

James C. "Chris" Berry, Secretary-Treasurer

NFFE-Forest Service Council (FSC) – Basic Steward Training

Course Dates – March 22 - 27, 2020 at the

William W. Winpisinger (W3) Education and Technology Center in Hollywood, Maryland

All applications must be received by – February 12, 2020

The Forest Service Council (FSC) Basic Steward Training Course is the first-level course in Union Steward development. Topics include, but are not limited to:

- The Job of a Steward
- Rights and the Master Agreement
- Federal Labor Statutes
- Grievance procedures
- Tools for the Steward
- Unfair Labor Practices (ULPs)
- How to handle a complaint
- Alternative Dispute Resolution
- Discipline, misconduct and investigations
- Time and Attendance
- Collaboration, conversation and connections
- And much, much more!

Who should attend?

Both **new** stewards and **experienced** Union representatives will benefit from attending this session. It may also be used as a refresher class for Union representatives who have previously taken this or similar courses.

Who pays What?

IAM - The Winpisinger Center: Pays most costs including:

- Airfare to and from Baltimore-Washington Airport (BWI) and reimbursement of baggage charge for your first checked bag.
- Mileage reimbursement for those that drive to the Center instead of flying.
- All meals and lodging while at the Center.

Your Local Lodge: Will need to pay for the following:

- Reimbursement of local transportation from the employee's home to the airport.
- Lodging, Meals & IE incurred to and from the Center that are **not** covered by the Center. (Some employees have to travel an extra day at the beginning and/or end of the training and stay over night.)
- Parking at the airport.

When?

Most attendees will travel on **Saturday, March 21, 2020**; however, some may need to start travel on Friday. Class begins **11:00 a.m., Sunday, March 22, 2020**, and ends mid-morning **Friday, March 27, 2020**, for travel home.

How do I apply?

Be sure you acquire the necessary approvals; e.g., your FS supervisor, your IAMAW-NFFE Local Lodge President, and you've been designated a Union Steward for your Local Lodge. (Don't forget to get your personal approvals too.) Submit your application (enrollment **and** travel forms) by **February 12, 2020**, for fair consideration. **Indicate the status of all tasks listed on the enclosed Checklist; sign it; and submit it with the enrollment and travel forms. Applications are NOT complete if the Checklist isn't completed and submitted.**

Instructions and Explanation of Checklist Tasks

1. Ensure your IAMAW-NFFE Local Lodge President sponsors and approves your training.

A verbal okay is sufficient to submit the form, but you **must** have their clear approval to move forward. Final approval needs to be in writing—an email is enough.

2. Ensure that your Local Lodge has officially designated you as a Union Steward.

Refer to Article 5 and ensure you retain a copy of the designation letter.

3. Request release from your supervisor **and** receive approval in writing.

Submit a request for Official Time to attend training in accordance with Article 5.

Remember, release **must be requested and received** in writing prior to submitting your enrollment and travel forms.

You have a RIGHT to Union training! If your release is denied, or your supervisor has questions, contact your Local Lodge President or FS Council Vice President for assistance.

4. Work with your Local Lodge to determine how you'll be reimbursed for Local Travel, M&IE, airport parking, anything else that the FS used to pay for, but no longer does and isn't covered by IAM (Winpisinger).

The FS no longer pays for anything related to Union Training, except for Official Time, so you need to talk with your Local Lodge to ensure they're going to reimburse you or how they plan to get you compensated. (Baggage charges for your first checked bag can be paid for by IAM. You'll be given a form to submit for reimbursement.)

5. Complete **all** forms and submit them to the FSC Training Committee for review and approval.

Ensure you have provided all the information requested on the forms, **especially the travel forms**. The only thing you may not be able to supply is your IAM Book Number. Everyone should be able to fill in their Local Lodge (Local) Number, President's Name, and FS Council VP Name. If you cannot, ask the person that sent you the announcement.

6. Request "Release" from your family and/or appropriate others.

Seriously! Ensure that your family and/or any others that might be impacted are supportive of your absence.

NOTE: Family members may stay at the Center (Specifics on this are included in the pages after the forms.)

7. Complete all items on the Checklist; complete and sign the Checklist; send it in with the other forms.

You do not need to include copies of your Union Steward designation letter or Supervisor's approval. By signing the Checklist, you are confirming that these things have been completed and if necessary, can be provided if requested.

You must include the Checklist with your signature and the Supplemental Information page, with your forms or your application will not be considered.

8. If you have applied for a job, detail, or temporary promotion that would take you out of the Bargaining Unit or outside of the Agency, indicate the status of that on the form and provide details in the comments.

Do **NOT** just mark Yes without providing the specific details. Be honest, if you've applied for jobs, etc., say that and say what the status is to the best of your knowledge. It's especially important if it would mean you'd have to withdraw from the class.

Submit Enrollment and Travel Forms and the **completed and signed Checklist** to the FSC Training Committee mailbox (training-fsc-nffe@outlook.com) or fax it to 1-866-771-4775, by **February 12, 2020**.

Submissions need to be in a format we can work with and the Center accepts, such as MS Word, .pdf, or faxes. Cell phone pics, .jpg, bitmaps, .gif, .png, etc., are NOT acceptable. Type or PRINT clearly and legibly on all forms.

The Forest Service Council (FSC) will review all applications to ensure fair consideration and to best ensure wide representation in the training course. The FSC Training Committee will notify applicants of their acceptance or deferral as soon as possible.

Training Enrollment Checklist

Prior to submitting the training and travel forms the following items must have been completed or the application will not be approved.

Checkoff (✓) each item listed below to show that it has been completed and sign the form indicating you have completed the list. (Signatures may be as simple as /s/ Your Name.)

Training Enrollment Checklist		
Task	Answer (Yes, No, or Pending)	Status/Comments
1. Has your IAMAW-NFFE Local Lodge President approved your training.		
2. Has your Local Lodge officially designated you as a Union Steward.		
3. Have you requested and received "Release" from your family and/or appropriate others.		
4. Have you worked out with your Local Lodge how you'll be reimbursed for Local Travel, M&IE, anything else that the FS used to pay for?		
5. Have you completed all forms and are they ready for submission to the FSC Training Committee for review and approval?		
6. Have you applied for a job, temporary promotion, detail, or any kind of assignment that would take you out of the Bargaining Unit either temporarily or permanently? If so, enter "Yes" in the next column and then give a brief explanation and the status of what you've done in the last column. If not, just answer "No."		
7. Have you completed all items on the Checklist, signed it, and will you package it with the enrollment and travel forms?		

I hereby certify that I have completed the tasks listed in the Checklist and if necessary can provide copies of the designation letter and supervisor's approval for release.

/s/

Your Name (/s/ Your Name is acceptable)

Date

Supplemental Information Needed

Be sure to submit this page along with the Checklist and Enrollment and Travel Forms

We understand that many of you may not always have access to your government email or phone. Occasionally, we've been contacted to provide alternate contact information to the Travel Coordinator of the Center so they can verify your travel and purchase the tickets at the lowest possible rate.

To help avoid delays in the process, please provide the following information and any additional email addresses, phone numbers, or the name and contact information for a backup contact person should the need arise. This information will be treated as Union Confidential and will not be shared with anyone that doesn't have a role in registering you for the course or setting up your travel arrangements.

NFFE-IAMAW Local Lodge Number: _____

Local Lodge President's Name: _____

Forest Service Council (FSC) VP Name: _____

If you don't know who your FS Council Vice-President is, check this list:

R-1: Terri Anderson
R-2: Gerard Sandoval
R-3: Justin Forsythe - Acting
R-4: Shawn Stanford
R-5: David Alicea
R-6: Erin Kidwell

R-8: Eric Pullium
R-9: Robin McCartney
R-10: Nancy Soriano
CCC: Beverly Tobin Ford
R&D: Val Nelson
WO Units: Jessica Torres

The following is information that is NOT provided on the enrollment or travel forms. We're looking for alternative contact information for YOU, if there is any. If not, leave blank.

Name (Yours or Backup Person's)	Additional Email Address	Additional Phone Number

It is imperative that when you are contacted by the Center to confirm your travel arrangements, that you respond **immediately**. There is a 24-hr. timeframe that the flights they have selected are available at the prices given to the Center. If they do not hear from you, they will not book the flights and the chance of losing the seats, or incurring higher costs is very high. The Center passes those additional costs onto us and we in turn may be forced to pass them on to your Local Lodge or to you.

If you are contacted by the Travel folks and have not heard back that you've been accepted into the course, trust that you have been. They will **not** contact you if you haven't been approved for attendance. Work with the travel folks and make your reservations. Don't forget, it's **your** responsibility to acquire the necessary release and approval from your supervisor, Local Lodge President, etc., prior to submitting your application.

If have questions, send a message to the FSC Training Committee mailbox (training-fsc-nffe@outlook.com) and we'll respond as quickly as possible.

Respond IMMEDIATELY to the Travel folks when they contact you!!!

Delays in making travel arrangement may add additional costs to the tickets which **will** be passed on to you or your Local Lodge.

Attention Applicants:

The following forms were created by the IAMAW Winpisinger Training Center. We are **not allowed to insert, modify, or edit them in any way**. You may see some terms you don't understand so here's an explanation of some of the fields on the forms:

- **Ignore any page number references you might see.** The pages aren't numbered so just complete **all three of the forms (and the checklist)** and follow the instructions in the previous pages for submitting everything.
- **District Lodge: FD1**, is not a reference to your Local Lodge, it's a reference to NFFE, so leave that as it is.
- **Territory: DC & Vicinity**, is not a reference to your Local Lodge or your area of the country, it's a reference to either NFFE or IAMAW's territory, leave it as it is.
- **IAM Book No.:**_____. Please supply this if you have it, it's the same as your NFFE membership number, but if you don't have it, leave it blank. **Do NOT hold up completing and submitting the form for this.**

Submission packages need to include:

- The following IAM Forms (Enrollment and Travel)—all **three** forms.
- The completed and signed Enrollment Checklist.
- The completed Supplemental Information page.

Thank you very much,

/s/ Debbie Kaufman

Debbie Kaufman, Chair
NFFE-FSC Training Committee

Ignore any page number references. Just complete ALL forms and the Checklist and submit them along with the other required information.

Participant Registration Form
William W. Winpisinger Education and Technology Center

FSC Basic Steward Training Program
March 22 – March 27, 2020

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 Name: _____

Last Name: _____

Nickname: _____ Date of Birth: _____

Title: _____ Local Lodge: _____ District Lodge: FD1

Gender: _____ Territory: DC & Vicinity

Mailing Address: _____

City: _____ State: _____ Zip Code: _____
Province/ Postal Code/

Home Phone: _____ - _____ Work Phone: _____ - _____

Cell Number: _____ - _____ Fax Number: _____ - _____

E-Mail Address: _____

Last 4 digits of SSN/SIN: _____ IAM Book No.: _____

Please complete all forms and either email them to training-fsc-nffe@outlook.com (with a cc to nffe_fsc_training@fs.fed.us) or fax them to 1-866-771-4775 by February 12, 2020.

If you have any questions, please send a message to training-fsc-nffe@outlook.com.

PROGRAM RESERVATION / TRAVEL INFORMATION REQUEST

FSC Basic Steward Training Program
March 22 – March 27, 2020

Office Use Only

Date Rec'd _____

Recorded _____

Metro _____

Confirm _____

Complete and Return forms to Debbie Kaufman
Via Email: training-fsc-nffe@outlook.com (with a cc
to nffe_fsc_training@fs.fed.us)
Or Fax: 1-866-771-4775

Return Program Reservation / Travel Information request forms by **February 12, 2020** regardless of mode of transportation. If returned later than this date transportation payment will be forfeited. **Please ensure time off of work has been approved before returning forms.**

Information must be legible. Please type or print using black ink.

PARTICIPANT'S NAME: _____

MODE OF TRANSPORTATION (select one)

_____ Flying and need W3 to purchase my ticket. **Complete the following pages.**

_____ Flying using a flight pass. I will obtain my flight pass through my District Lodge (Transportation members only – **This form must be returned**).

BWI Airport – W3 Bus Depot

_____ Flying and will purchase own ticket (IAMAW staff only).

_____ Driving from home. I will be SHARING a ride with _____ from my Local (if applicable).

If you are flying, indicate below your transportation plans from the airport to W3 and back (select one):

_____ Reserve a seat on the W3 Bus for me and _____ additional seats for my guests. You must be at the location designated above before 8:00 p.m. on Saturday. There will be no bus service on Sunday. If you reserve seats on the bus, it is imperative that you keep that commitment so W3 doesn't send unnecessary vehicles.

_____ I will **rent a car** at the airport or will be getting a ride with another participant.

GUEST INFORMATION: Open to members/participants immediate family (select all that apply):

_____ Guest (sharing room with participant) - \$45.00 per day.

_____ Guest and _____ children, ages _____ (limited to 3 children per room with adults) - \$60.00 per day. No children under the age of 17 are allowed without full time adult supervision.

_____ Extra Room - \$85.00 plus \$45.00 for 1 guest or \$60.00 for 2 or more guests per day.

You will be notified by phone if W3 cannot accommodate your guests due to the number of participants.

EMERGENCY INFORMATION (Please print):

Person to contact: _____ Relationship: _____

Home: _____ Cell: _____ Work: _____

Physician Name: _____ Number: _____

Prescription Medications: _____

Are there any special medical/dietary needs you may have during your stay? Yes _____ No _____

If yes, how may we assist you? _____

FSC Basic Steward Training Program March 22 - March 27, 2020

In order for the Winpisinger Center to process your airline ticket, you must fill out the required information below and return via email or fax by **February 12, 2020**. Metropolitan Travel Services will use your email as a primary contact method. You will receive an itinerary for approval from MTS. You must confirm your flight within 24 hours of receiving their correspondence. Once approved, you will receive a finalized itinerary to be used at the airport.



Name _____ (as on your government issued ID)

Notice: You will be responsible for any charges if your name is incorrect.

FD1 DC & Vicinity

Birthdate: _____

Home: _____

Cell: _____

Email: _____

Home Departure: _____ City _____ Airport _____

Arrival Flight Date: **March 21, 2020**
Participants must arrive at BWI **by 6:00 p.m.**

Return Flight Date: **March 27, 2020**
Participants cannot leave BWI **before 3:30 p.m.**

Seat Preference: Aisle _____ Window _____ No Preference _____

Will guests be traveling with you? Yes _____ No _____ If so, write name and birthdate below.

Guest _____ Birthdate _____ Child _____ Birthdate _____

Child _____ Birthdate _____ Child _____ Birthdate _____

I will be traveling with _____ from my local/district lodge, please arrange our flights together.

*****Any additional cost in airfare due to special request is the responsibility of the member.*****

Be sure to arrive at the airport two (2) hours before your flight.

FSC Basic Steward Training Program

March 22 - March 27, 2020

General Information

- The FSC Basic Steward Training Program orientation begins at 11:00 a.m. on Sunday. All participants and guests are required to attend.
- The William W. Winpisinger Education & Technology Center (W3) is located at 24494 Placid Harbor Way, Hollywood, MD 20636, **301-373-3300**. Administrative Office hours are 7:00 a.m. - 4:00 p.m. Eastern Standard Time, Monday - Friday but a guard can be reached at this number when the office is closed.
- IAM members are housed in the center's dormitory; each room has two queen beds. There is no charge for rooms, meals, tuition, study materials or refreshments.
- There are times when availability of a single room is impossible and you will be assigned to a room with another member/participant. If this is the case, you will be notified by email prior to the start of the program.
- Informal clothes and shoes are suitable for the classroom.
- Refer to Policy No. XI.1 dated September 14, 2015 regarding William W. Winpisinger Education and Technology Center Tuition, Transportation Subsidy and Curriculum.
- For further details regarding the W3 Center visit our website at www.winpisinger.org

Travel Arrangements

Flying:

- Members' transportation (air or rail) is arranged and paid for by the Grand Lodge through its designated travel agent.
- Travel will be on the Saturday preceding the program.
- Your flight must be scheduled to arrive at Baltimore-Washington International Airport (BWI Airport) by 6:00 p.m. on Saturday, March 21, 2020. Your return flight should depart BWI after 3:30 p.m. on Friday, March 27, 2020.
- Participants from air-transportation lodges are required to travel on flight passes.
- Be sure to arrive at the airport two hours before your flight.

Driving:

- Drivers may check in as early as 5:00 p.m. on Saturday but no later than 10:00 a.m. on Sunday.
- Drivers must check out by 11:30 a.m. on Friday.
- For directions please visit Google Maps or MapQuest.

Airport/W3 Depot/W3 Bus

- If you have a flight delay/cancellation, contact the W3 Center at 301-373-3300 and give your updated flight information and reason for delay to the guard.
- Once you arrive at BWI Airport claim your luggage on the lower level. Exit the airport at door #14 and cross to the 2nd curb to wait for pickup by the W3 shuttle, which will be clearly marked with the IAM logo. The W3 shuttle will take you from BWI Airport to the W3 Depot (an off-site location for participants to wait for the W3 Bus' departure to the W3 Center).
- The W3 shuttle runs every half hour from 4:00 p.m. to 8:00 p.m. If you miss the shuttle, stay where you are, it will come back shortly.
- The W3 Depot is open from 4:00 p.m. to 8:30 p.m. The address is: 2600 Cabover Drive, Suite N, Hanover, MD 21076, **301-997-8839**.
- Light snacks and drinks are available at the W3 Depot. There are also several fast food restaurants within walking distance. TV and Wi-Fi hookup are available as well.
- The W3 Bus departs the W3 Depot at 8:30 p.m. and arrives at the W3 Center at approximately 10:00 p.m. The driver will have a list of participants expected to ride the bus. If for some reason you no longer need a seat please contact the W3 Center. This is the only transportation provided by the IAM to the W3 Center.

Program Schedule

- Upon your check-in at the W3 Center you will receive a participant packet of information concerning the program you are attending. Please carefully review the contents of the packet and bring it with you to orientation.
- No meals will be served until brunch on Sunday from 9:00 - 11:00 a.m.
- Scheduled sessions are from 8:00 a.m. - 5:00 p.m. and 7:00 p.m. - 8:30 p.m. Participants are expected to take part in all sessions during the week. Late arrivals or early departures disrupt the program and will not be tolerated.

Costs/Reimbursements

- The majority of participants find that about \$150.00 in spending money is sufficient for things such as donations, souvenirs, and gratuities.
- Charges for guests must be paid in full by Wednesday during the week of your stay. Fees are listed on the Program Reservation/Travel Information Request form.
- Flyers: If you are charged for your baggage, be sure to save your **original** receipts. Upon your return home, fill out the Baggage Reimbursement Form that you receive in your participant packet and mail it to us. To be reimbursed, you must mail your **original** receipts with the form. The Grand Lodge will disburse your reimbursement to your Local or District Lodge, whichever you indicate on your form.
- Drivers will be reimbursed at the IRS allowable rate or an amount equal to a Super Saver airfare; whichever is less. The Driver Reimbursement Form that you receive in your participant packet must be filled out and given to a program instructor by Wednesday during the week of your stay. The Grand Lodge will disburse your travel reimbursement to your Local or District Lodge, whichever you indicate on your form.

What to Bring

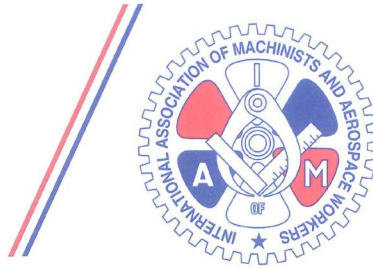
- Please anticipate the need for extra luggage space for program materials upon your return home. If needed, UPS Shipping is available at W3 at your expense.
- We do not have the ability to exchange Canadian money. Be sure to exchange any currency before you arrive in the Washington area.
- Beginning December 16, 2002 all landed immigrants in Canada must possess a valid passport and non-immigrant visa to enter the United States.

Please complete all forms and either email them to training-fsc-nffe@outlook.com (with a cc to nffe_fsc_training@fs.fed.us) or fax them to 1-866-771-4775 by February 12, 2020.

If you have any questions, please send a message to training-fsc-nffe@outlook.com.

MEMORANDUM

All
**International
Association of
Machinists and
Aerospace Workers**



TO:

9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

Participants Attending Classes at the Winpisinger Center

FROM: International President Robert Martinez, Jr.

The atmosphere of our educational programs at the Winpisinger Center differs from that of a convention, council meeting, lodge meeting, or conference. It is serious, but also enjoyable and rewarding. There are social periods outside the formal classrooms to provide stimulating opportunities to exchange ideas, information, and experiences with members from other lodges.

One of the opportunities for informal interaction occurs at the Feedback Inn in the evening. While at the Feedback Inn, please remember the main purpose of attending the Winpisinger Center is to get the most from your educational experience. So, I urge you not to over indulge by drinking in excess. Employees in the Feedback Inn have been instructed by me to control an individual's drinking, and I expect you to respect any cutoff from drinking that may be imposed by them.

Our liquor license does not allow alcohol to be taken out or brought into the Feedback Inn. Therefore, no alcohol is allowed in the dormitory rooms or grounds. This includes bringing your own alcoholic beverages to the Winpisinger Center. Failure to comply with the requirements of our liquor license will result in being sent home immediately.

W3 provides transportation to the Winpisinger Center from Baltimore in a meticulously maintained Machinist-built bus. In the interest of obeying the law and preserving the bus in the best possible condition, smoking, drinking or eating is not permitted on the bus. The bus driver is instructed to refuse to transport anyone who is belligerent, obnoxious, intoxicated, harassing or otherwise endangers the driver or passengers. They will be responsible for arriving at the Winpisinger Center on their own.

I appreciate your giving these most serious issues your consideration.