National Federation of Federal Employees

Affiliated with the International Association of Machinists and Aerospace Workers

***We work for America every day!***

**Date:** (today’s date)

**To:** (your supervisor)

**cc:** (the LR specialist for your unit)

**From:** (your name)

**Subject:** Request Release to Attend Union Training

In accordance with Master Agreement Article 31, I am requesting release to attend the Forest Service Council (FSC) Basic Steward Training, being held at the IAMAW William W. Winpisinger Education and Technology Center in Hollywood, Maryland. The dates for the training **October 14 - 19, 2018** (October 13 and October 19 are travel days).

This course is intended for current or past Union Officials and Stewards who have attended either the FSC Basic Steward or Federal Basic Steward training courses or have equivalent experience. The course is a continuation of the FSC Basic Steward Training and will cover much of the same material, only more in-depth with the focus on skill building in these areas: the job of a steward; Master Agreement provisions; federal labor statutes; representation rights; such as grievance procedures; information requests; Unfair Labor Practices; how to handle a complaint; Alternative Dispute Resolution; other complaint processes (EEO, appeal etc.); discipline, misconduct and investigations; time and attendance; drug and alcohol testing; the collective bargaining process (basics of Articles 8 & 11); and collaboration, conversation and connections.

Cost to the Forest Service for this training will be minimal, as the majority of expenses (airfare, lodging, and most meals) will be paid by the Union. The Agency will only need to cover the cost of my transportation to the airport from home, parking at the airport (if needed), and per diem for the 2 travel days. It is possible that travel restrictions may apply an extra night of lodging at a hotel may be needed. That cost would also be covered by the Agency.

More information on the training course is available in the 2018 National Union Training Catalog available on the HRM Labor Relations web page.

As per the Master Agreement, I request that you respond in writing within the next 5 days.

Sincerely,

**Your Name, Your Title**