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) Collective Bargaining Training, being held at the IAMAW William W. Winpisinger Education and Technology Center in Hollywood, Maryland. The dates for the training are **October 28 – November 2, 2018** (October 27 and November 2 are travel days).

This course is intended to help enhance the skill levels of Local Union Officials in the art of negotiation through a combination of lecture, hands-on group simulations, self‑directed assignments, and by providing networking opportunities with other Union Officials at the Local, Intermediate, and National levels.

The program will develop individual negotiation and collective bargaining skills and will focus on mid‑term collective bargaining under the provisions of Article 11 of the FS-NFFE Master Agreement.

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**