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

**Course Dates - April 28 - May 3, 2019**

**at the**

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

**All applications must be received by – March 21, 2019**

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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?**

**The Winpisinger Center:** Pays most costs including: airfare to and from Baltimore-Washington Airport (BWI); bus transport between BWI and the Center; and all meals and lodging while at the Center.

**The Forest Service:** Attendees need Forest Service travel approval for local transportation from their duty station to their local airport, baggage costs, meals and/or any lodging away from the Center (while on travel), and any parking at the airport. **Their name and this course must be on their Local Lodge FY 19 Training Plan and they must have been designated as a Union Steward to get release from their supervisor.**

**When?**

Most attendees will travel on **Saturday, April 27, 2019**; however, some may need to start travel on Friday. Class begins on **Sunday, April 28, 2019, at 11:00 a.m.** and ends mid‑morning for travel home **Friday, May 3, 2019.**

**How do I apply?**

Be sure you acquire the necessary approvals; e.g., your FS supervisor, your IAMAW-NFFE Local Lodge President, and that you’ve been designated a Union Steward and added to your Local Lodge’s FY 19 Training Plan. (Don’t forget to get your personal approvals too.) Submit your application (enrollment **and** travel forms) by **March 21, 2019,** for fair consideration. **Complete all tasks listed on the Checklist; complete and sign the Checklist; and submit it with the enrollment and travel forms.**

It is required that employees complete all the items on the checklist **prior** to applying.

**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.

1. **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.

1. **Ensure that you and this course are on the Local Lodge’s FY 19 Training Plan and it’s been submitted to the appropriate Management Official and LMR Specialist.**

Both your name and the course must be on the FY 19 Training Plan. (Refer to the Master Agreement 31.1c.)

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

Submit a request for official time and any travel in accordance with Article 5 **as soon as practical, but no later than 10 days before the training is to start**, and provide a copy of the approved training plan to the Supervisor (or appropriate Management official).

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.

1. **Submit a Travel Authorization.**

You need a travel authorization for the incidentals (baggage charges, travel to and from the airport, parking, etc.) and to cover you while you’re at training even though you’re not charging the FS for travel, meals, or lodging.

1. **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.

1. **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 travel paperwork from the Center.)

1. **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, FY 19 Training Plan, 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 is incomplete.**

**Submit Enrollment and Travel Forms and the completed and signed Checklist to the FSC Training Committee mailbox (**[**training-fsc-nffe@outlook.com**](mailto:training-fsc-nffe@outlook.com)**)** or fax it to **1-866-771-4775, by March 21, 2019.**

**Submissions need to be in a format we can work with and send to the Center, 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** | **Completed** | **Comments** |
| 1. Ensure your IAMAW-NFFE Local Lodge President sponsors and approves your training. |  |  |
| 1. Ensure that your Local Lodge has officially designated you as a Union Steward. |  |  |
| 1. Ensure that your Local Lodge has added your name and this course to their FY 19 Training Plan **and** submitted that to the appropriate Management Official and LMR Specialist. |  |  |
| 1. Request release from your supervisor **and** receive approval in writing. |  |  |
| 1. Submit a travel authorization. |  |  |
| 1. Request “Release” from your family and/or appropriate others. |  |  |
| 1. Complete **all forms** and put them together to submit to FSC Training Committee for review and approval. |  |  |
| 1. Complete all items on the Checklist. Complete the Checklist, sign it, and include it with the enrollment and travel forms. |  |  |
| 1. Please indicate if you have applied for a job outside of the Agency or out of the Bargaining Unit that could affect your role in the Union. |  |  |

I hereby certify that I have completed the tasks listed in the Checklist and if necessary can provide copies of the designation letter, training plan, 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.

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**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:** Max Alonzo

**R-4:** Shawn Stanford

**R-5:** David Alecia

**R-6:** Kidwell, Erin

**R-8:** Eric Pullium

**R-9:** Robin McCartney

**R-10:** Nancy Soriano

**CCC:** Beverly Tobin Ford

**R&D:** Val Nelson

**WO Units:** Vacant

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|  |  |  |
| --- | --- | --- |
| **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.

Send any questions to the FSC Training Committee mailbox ([**training-fsc-nffe@outlook.com**](mailto: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

Participant Registration Form

William W. Winpisinger Education and Technology Center

Forest Service Council Basic Steward Training Program

April 28 – May 3, 2019

**Mandatory - The following information must be filled in**



***“Pull out your Driver’s License.”***

***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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Province/ Postal Code/

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_Zip 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**](mailto:training-fsc-nffe@outlook.com) **(with a cc to** [**nffe\_fsc\_training@fs.fed.us**](mailto:nffe_fsc_training@fs.fed.us)**) or fax them to 1-866-771-4775 by March 21, 2019.**

**If you have any questions, please send a message to** [**training-fsc-nffe@outlook.com**](mailto:training-fsc-nffe@outlook.com)**.**

**Office Use Only**

Date Rec’d \_\_\_\_\_\_\_\_\_

Reg Add \_\_\_\_ Trv \_\_\_\_

Metro \_\_\_\_\_\_\_\_\_\_\_

Confirm \_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM RESERVATION/TRAVEL INFORMATION REQUEST**

**Forest Service Council Basic Steward Training Program**

**April 28 – May 3, 2019**

**Complete and Return forms to Debbie Kaufman**

**Via Email:** [**training-fsc-nffe@outlook.com**](mailto:training-fsc-nffe@outlook.com) **(with a cc to** [**nffe\_fsc\_training@fs.fed.us**](mailto:nffe_fsc_training@fs.fed.us)**)**

**Or Fax: 1-866-771-4775**

Return form by **March 21, 2019 regardless of mode of transportation to reserve your seat in the class**. Forms returned later than this date may forfeit class placement. *Please ensure time off of work has been approved before returning this form.*

**PARTICIPANT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MODE OF TRANSPORTATION** (check all that apply):

1. \_\_\_\_\_ **Flying and need to purchase a ticket.** Bus transportation will be provided from the **W3 Depot at BWI**. You must be at the **W3 Depot** before 8:00 p.m. on Saturday. There will be no bus service on Sunday. **Complete the following page.**

2. \_\_\_\_\_ **Flying using a work pass.** No ticket needs to be purchased. I will be responsible for obtaining my own pass. (Transportation members only – **This form must be returned**.)

*If you are* ***flying****, check one of the boxes below:*

* + - **Reserve a seat on the bus** for me and \_\_\_\_\_\_\_ additional seats for family

members. (✶Please see note on the next page)

* + - **Renting a car at airport**

3. \_\_\_\_\_ **Driving from home.** Check in as early as 5:00 p.m. on Saturday; but no later than 10:00 a.m. on Sunday. I will be SHARING a ride with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from my Local.

**GUEST INFORMATION**: *Open to participants and immediate family only.* The cost is as follows (check appropriate line):

\_\_\_\_\_\_\_ Guest (same room with participant) - $45.00 per day

\_\_\_\_\_\_\_ Guest and \_\_\_\_\_ children: Ages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (limited to 3 children in the same room with participant) - $60.00 per day. No children under the age of 17 are allowed without fulltime adult supervision.

\_\_\_\_\_\_\_ Extra Room - $85.00 plus $45 for 1 guest or $60 for 2 or more guests per day.

**If the Center cannot accommodate guest and/or children, we will notify you by phone. Otherwise consider the reservation for rooms at the Education Center to be confirmed.**

**EMERGENCY INFORMATION:**

Person to contact in case of an Emergency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: ( )\_\_\_\_\_\_\_\_\_ Work Phone: ( )\_\_\_\_\_\_\_\_\_ Ext.\_\_\_\_ Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_

Prescription Medication :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physician Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any special medical needs you may have during your stay? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how may we assist you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**FE 700 Rhonda**

**Forest Service Council Basic Steward Training Program**

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**IMPORTANT INFORMATION, PLEASE READ** **CAREFULLY**:

**===========================================================================**

In order to process your airline ticket, you must fill out the required information below and return via fax or email promptly. Transportation payment will be forfeited if this form is not received by **March 21, 2019.** You will receive an e-mail or call from Metropolitan Travel Services (MTS) to confirm your flight schedule. MTS will use e-mail as a primary contact method. **===========================================================================**

**Information must be legible. Please use black ink. Use large print or type.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Verify your name is as it appears on government issued ID (i.e. Driver’s License, Passport) that you are presenting as identification at the airport. If your name is incorrect, you will be responsible for any charges.***

***“Pull out your Driver’s License.”***

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Local Lodge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Territory DC & Vicinity**

**Birthdate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clearly indicate where and when MTS can reach you to confirm your flights.**

Home Cell Local Lodge

Phone: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_

Best time to reach me: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Departure City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival Flight Date: **April 27, 2019**

*Participants must arrive at BWI* ***by 6:00 p.m.***

Return Flight Date: **May 3, 2019**

*Participants cannot leave BWI* ***before 3:30 p.m.***

Seat Preference: Aisle \_\_\_\_\_ Window \_\_\_\_\_

Will guest be traveling with you? Yes \_\_\_\_\_ No \_\_\_\_\_

Guest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_

Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_ Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_

Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_ Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_

I will be traveling with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from my local, please arrange our flights together.

**Beginning December 16, 2002 all landed immigrants in Canada must possess a valid passport and non-immigrant visa to enter the United States.**

✶ If you indicate you are going to reserve a seat on the bus, it is essential that you use this seat. Based on participant’s indications we have sent two buses unnecessarily. This unnecessary scheduling cost your union a lot of money during a time of limited resources.

Forest Service Council Basic Steward Training Program

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**CHECK IN AND COST**

* IAM members are housed in the Center's dormitory. There is no charge for rooms, meals, tuition, study materials or refreshments unless you bring a guest.
* Most participants find that about $150.00 in spending money is enough for donations, souvenirs, and gratuities.
* Drivers may check in as early as 5:00 p.m. on Saturday.

**TRAVEL –** *(For further details refer to Policy Letter dated September 14, 2015 regarding William W. Winpisinger Education and Technology Center Tuition and Transportation Subsidy and Curriculum.)*

* All transportation (air or rail) is arranged and paid for by Grand Lodge through its designated travel agent for the participant.
* Participants from air transportation lodges are requested to travel on employer furnished passes.
* Travel will be on the Saturday preceding the function.
* When you arrive at BWI Airport (Baltimore-Washington International Airport) claim your luggage on the lower level. Go outside at door #14 and cross to the second (2nd) curb to wait for the W3 vehicle. The W3 vehicle will be clearly marked with the IAM logo on the sides. The W3 vehicle will take you from BWI to the W3 Depot.
* The W3 vehicle runs every half hour from 4:00 - 8:00 pm. If you miss the vehicle, don’t panic and stay where you are, it will come back shortly.
* The W3 Depot is open from 4:00 to 8:30 pm. The address is:

2600 Cabover Drive, Suite N

Hanover, MD 21076

**301-997-8839**

* At the W3 Depot there will be a place for you to wait. Light snacks and drinks are available at the Depot. There are also several fast food restaurants within walking distance of the W3 Depot. TV and Wi-Fi hookup are available.
* The W3 Bus will depart from the W3 Depot promptly at 8:30 p.m. to arrive at William W. Winpisinger Education & Technology Center approximately 10:00 p.m. This is the only transportation that is provided to the center. In the event you have a flight delay, contact the Winpisinger Center at (301) 373-3300 and give your flight information and reason for delay to the guard.
* If you indicate you are going to use the bus, it is essential that you do. Based on participant’s indications we have sent two buses unnecessarily. This unnecessary scheduling cost your union a lot of money during a time of limited resources.
* If you are charged for your luggage you will need to save your **original** receipts. Upon arrival at WWW you will receive a Baggage Reimbursement Form. You will need to have your **original** receipts to be reimbursed.
* Drivers will be reimbursed at the rate allowed by the IRS or an amount equal to a Super Saver airfare; whichever is less. A reimbursement form will need to be filled out and turned in by Wednesday of the week you are attending class. Grand Lodge will disburse the travel reimbursement to the Local or District.
* Return transportation for flyers will be provided to BWI Airport only on Friday morning. Air Transportation Lodges please make flight reservations anytime after 3:30 p.m. on Friday.
* Drivers must check out by 11:30 a.m. on Friday.
* Drivers needing directions please call (301) 373-3300.
* Office hours at the Winpisinger Center are 8:00 a.m. – 4:00 p.m. Eastern Standard Time, Monday – Friday.

**LODGING**

* There are times when availability of single rooms is impossible and you will be assigned to a room with another participant.
* Charges for guest and children (see Program Reservation/Travel Information Request Form) must be paid in full no later than Wednesday of the week of the program.

**PROGRAM SCHEDULE**

* The bus from **W3 Depot** arrives at the Winpisinger Center at approximately 10:00 p.m. on Saturday.
* No meals will be served until brunch on Sunday morning from 9:00 – 11:00 a.m.
* Upon check-in you will receive a packet of information concerning the Program. Please carefully review the contents of the packet and complete the enclosed forms. **Orientation begins at 11:00 a.m. on Sunday.**
* Classes are scheduled from 8:00 a.m. each day. Participants are expected to take part in all sessions during the week. Late arrivals, or early departures, disrupt the program and, therefore, cannot be accepted.

**WHAT TO BRING**

* Informal sport clothes and shoes will be suitable for the classroom.
* Please allow space in your luggage for class materials.
* 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**](mailto:training-fsc-nffe@outlook.com) **(with a cc to** [**nffe\_fsc\_training@fs.fed.us**](mailto:nffe_fsc_training@fs.fed.us)**) or fax them to 1-866-771-4775 by March 21, 2019.**

**If you have any questions, please send a message to** [**training-fsc-nffe@outlook.com**](mailto:training-fsc-nffe@outlook.com)**.**