National Federation of Federal Employees

Affiliated with the International Association of Machinists and Aerospace Workers

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

**Local Lodge (Insert Your Local Number Here)**

**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 are April 28, to May 3, 2019 (April 27 and May 3 are travel days).

The training is intended for both *new* stewards and *experienced* Union representatives and as a refresher class for Union representatives who have previously taken this or similar courses. Details of the course and the agenda are provided in the National Union Training Catalog, but I’ve also included a copy of the agenda below.

Cost for this training to the Forest Service 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.

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

Sincerely,

**Your Name, Your Title**

***NFFE-FSC - Basic Steward Training***

***W3 Education and Technology Center***

***April 28 – May 3, 2019***

***Agenda***

**Course Agenda** (Items that are not included in the bank of hours are shown in italics. Participants will take leave or credit hours or flex their time for that portion of the course.):

**Sunday 11 a.m. – 5:00 p.m. (6 hours)**

* Introductions/Orientation
* Role of the Steward
* Union Structure and Governance
* Labor Statute

**Monday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)**

* Rights and the Agreement
* Investigations and Discipline
* Leave
* Reasonable Accommodation
* Grievance Process/Arbitration

**Tuesday 8 a.m. - 12 p.m.; 7p.m. -9 p.m. (6 hours)**

* Conference with FS Leadership
* Group work on Grievances

**Wednesday 8 a.m. – 12:00 p.m.; 1 p.m. - 6 p.m. (9 hours)**

* Information Requests
* Unfair Labor Practices
* Prohibited Personnel Practices
* Other Complaint Processes
* Alternative Dispute Resolution
* Presentation of Grievances

**Thursday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m.; 7:00 p.m. – 8:00 p.m. (8 hours)**

* Working with Management
* Work Schedules
* Promotions, Details, and Hiring
* Collective Bargaining
* Settlement Agreements
* ***Internal Union Business (1 hr.) - Not Charged to Local Bank of Training Hours***

**Friday 8 a.m. – 11:00 a.m. (3 hours)**

* Drug Testing
* Telework
* Closeout and summary

NOTE: This course and the number of training hours has been approved at the National level as part of the National Union Training Catalog.