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 5, 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 March 22 - 27, 2020, (March 21 and 27 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 a general agenda are included below. This is not a final agenda, but represents the topics covered and approximate times.

As per the Master Agreement, I request that you respond in writing within the next 2 days. A reminder that under the new Master Agreement (Effective September 13, 2019), training plans are no longer required.

Sincerely,

**Your Name, Your Title**

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

***W3 Education and Technology Center***

***March 22 - 27, 2020***

***General 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. – 4:00 p.m. (5 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
* Grievance Process/Arbitration

**Tuesday 8 a.m. - 12 p.m.; 1 p.m. – 5 p.m. (8 hours)**

* Information Requests
* Unfair Labor Practices (ULPs); Pre-ULPs; and Formal ULPs
* Group work on Grievances

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

* Information Requests
* Prohibited Personnel Practices
* Other Complaint Processes
* Alternative Dispute Resolution

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

* Collective Bargaining
* Settlement Agreements
* Presentation of Grievances

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

* Closeout and Summary