



July 10, 2025

**Memorandum for Post Commanders, Quartermasters, Adjutants, Trustees
and Service Officers**

The Department of New York will be hosting one (1) Officer Training Seminar (OTI) during the 2025-26 VFW year. The OTI will be held on **Saturday, September 6, 2025**, at the Albany Marriott Hotel, 189 Wolf Road, Albany, NY. Registration will begin at 8:00 AM and the training will begin promptly at 8:45 AM. The cost of the OTI is \$25.00 per student. There will be coffee and pastries served at registration. The State Commander would like the training to be completed by 12:00 noon so no lunch will be served. If needed, room reservations are available at \$134.00 per night. Please call the Albany Marriott directly at (518) 458-8444. Cut-off date for reservations is Friday, August 22, 2025.

If you are a Commander, Quartermaster, Adjutant, Trustee or Service Officer at your post, this training will be essential and informative to help you succeed in your position. The OTI School will communicate important information regarding your responsibilities as an officer of the Veterans of Foreign Wars. We will be keying in on Post Commander, Post Quartermaster, Post Inspections, Trustee Reports of Audit, IRS 990's, Election Reports, Quartermaster bonding and other important areas that will be needed to be in compliance with the National By-Laws. We will also be incorporating training involving the Post Adjutant's responsibilities with regard to entering Post information into the All-American Dashboard. If you have a laptop computer, you are encouraged to bring it with you to the training so you can access the National and Department areas of the websites as they are explained.

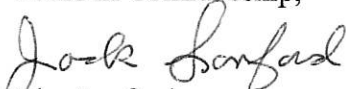
It has been determined that many posts have not been utilizing the supplied thumb drives that have been provided in previous OTI sessions at no cost to the attendee. The thumb drives are expensive and time-consuming to produce. As a result, thumb drives will be available at a cost of \$5.00 for those who wish to have one.

*For Commanders and Quartermasters to qualify for their "White Hat" for All-State in the Commander's 2025-26 Membership Program, **Post Quartermaster, and One Post Trustee MUST attend a Department or District OTI to qualify for All-State.** As a reminder, these officers who attend the OTI need to be on the election report at the time of training to qualify. Service Officer training is not required for All-State qualification for 2025-26; however, Post Service Officers *are still required to attend an annual training session at either a Department or District OTI* as required by the National By-Laws.*

Please complete the enclosed OTI Registration Form. Registration forms may be photocopied if more are needed and one must be completed for each individual attending this important training session. Please forward registration forms with the appropriate registration fee to Department Headquarters, 69 Sand Creek Road, Albany, NY 12205. Registration deadlines are indicated on the enclosed Registration Form.

You must pre-register to attend this course. NO WALK-INS will be allowed. An OTI Registration form is enclosed as well as a tentative class curriculum. We hope to see you at the training and taking advantage of the important information that will be provided.

Yours in Comradeship,


John Sanford

Sr. Vice Commander/OTI Dean



DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS
OFFICERS TRAINING
ALBANY MARRIOTT
189 WOLF ROAD
ALBANY, NEW YORK



DEPARTMENT OFFICER TRAINING
APPLICATION

September 6th, 2025
Pre-Registration Only - No Walk-Ins

Commander Jim MacArthur's 2025-2026 Membership Program for All-State
requires at least one Trustee & Quartermaster attend.

- The Trustee(s) & Quartermaster **must be an officer of the Post** as reported on the Election Report **at the time of the OTI** to receive credit for All-State.
- This **will be** the only Department OTI held for the year 2025-2026.
- Limited to 200 Attendees

Applicants will receive verification by email if email is provided.

COST \$25 PER STUDENT – COMPLETE ONE FORM FOR EACH STUDENT

Each Student will receive a Certificate of Attendance Upon Completion of the Training

It has been determined that many posts have not been utilizing the supplied thumb drives that have been provided at no cost. The thumb drives are expensive and time consuming to produce. As a result, thumb drives will in the future be made available at a cost of \$5.00 for those who wish to have one.

NO REFUNDS

8:00 am to 8:45 am Sign in – Coffee & Pastries Served

8:45 am Class Begins – No lunch will be served – Training should be completed by 12:00

THERE WILL BE TWO BREAKOUT CLASSES –

One Class for Quartermasters/Trustees – One Class for Commanders/Adj/Service Officers

Name	Your Current Officer Position per Election Report	
Membership Number	District	Post
Street Address/PO Box		
City	State, Zip Code	
CHECK #	Phone	
CREDIT CARD NUMBER:		
E-Mail Address	EXPIRATION DATE:	CRV CODE:

Checks must Accompany Application.
MAKE ALL CHECKS PAYABLE TO
& Mail all Applications and Checks to:

Department of New York VFW
69 Sand Creek Road
Albany New York 12205

***DO NOT MAKE ROOM RESERVATIONS UNTIL YOU RECEIVE VERIFICATION OF YOUR APPROVED APPLICATION ***

ROOMS AVAILABLE @ VFW Rate of \$134 PER NIGHT at Marriott, 189 Wolf Rd (518) 458-8444

ROOM RESERVATION CUT OFF: Friday, August 22nd, 2025

REGISTRATION DEADLINE: Friday, August 29, 2025



DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS

OTI PROGRAM 2025-26 – Albany, NY

SATURDAY- SEPTEMBER 6, 2025

8:00 AM – 8:45 AM Registration

8:45 AM – 9:00 AM Welcome/Remarks Commander Jim MacArthur

Introductions – Sr. Vice Commander Sanford

9:00 AM – 11:00 AM Breakout Room 1 –

Quartermaster/Trustee Training – PSC/NCM Ratigliano

9:00 AM – 11:00 AM Breakout Room 2 –

Commander/Adjutant/Service Officer Training – Matt Vanetten
- John Lombardo

11:05 PM - 11:30 PM **Breakout Room 1 – (All Attendees)**

Membership – Jeffrey Molitor, Membership Chairman

11:30 PM – 12:00 PM Q&A and Wrap-Up – Cdr MacArthur, Sr. Vice Sanford, PSC
Ratigliano, Matt Vanetten, John Lombardo, Jeffrey Molitor

General Information:

All Participants Must Pre-Register to Attend – NO Walk-Ins

The Department OTI will be a modified training session this year and should be completed by 12:00 noon on Saturday, September 6, 2025

Reservations for those desiring to stay overnight or come in the day before can be made at the Albany Marriot Hotel, 189 Wolf Rd 12206 (518) 458-8444. VFW Room Rate is: \$134.00