



# National Active and Retired Federal Employees Association Virginia Federation of Chapters

**President**

William "Bill" Shackelford  
14429 Round Lick Lane  
Centreville, VA 20120-1680  
703-830-6590  
WShack1951@aol.com

**1<sup>st</sup> Vice President**

Luther L. Santiful  
758 Lantz Road  
Edinburg, VA 22824-3073  
540-331-6012  
santiful@aol.com

**2<sup>nd</sup> Vice President**

Richard J. Giangerelli  
2710 Viking Drive  
Herndon, VA 20171-2400  
703-860-4490  
NARFE1241@gmail.com

**Secretary**

William A. Schmidt  
5707 Ottawa Road  
Centreville, VA 20120-1441  
703-968-5837  
billschmidt39@yahoo.com

**Treasurer**

Samuel R. Harris  
5451 Wintercreek Drive  
Glen Allen, VA 23060-6394  
804-527-4990  
HSamuel962@aol.com

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To: Chapter Presidents in Virginia  
(Please provide a copy to each 2012 chapter officer)

From: William Shackelford  
President, Virginia Federation

Subject: Chapter President, Vice Presidents, Secretary, Treasurer and Service Officer Training – 2012

The Virginia Federation will conduct training classes for chapter office holders and those possibly interested in holding office in the future. The training will be conducted in February and March in four locations to reduce travel distances required by participants.

We encourage all chapters to participate in the training sessions. Hopefully, the discussions and material covered will assist chapter office holders in carrying out their respective duties and will encourage potential leaders to volunteer for future service.

Training breakout sessions include Chapter Presidents, Vice Presidents, Secretaries, Treasurers and Service Officers. The training dates and locations are:

February 7<sup>th</sup> – Holiday Inn Select, 1021 Koger Center Blvd., Richmond (804-379-3800)

February 23<sup>rd</sup> – Crown Plaza at Fort Magruder, 6945 Pocahontas Trail, Williamsburg (757-220-2250)

February 28<sup>th</sup> – Quality Inn Roanoke Airport, 6626 Thirlane Road, Roanoke (540-366-8861)

March 6<sup>th</sup> – Holiday Inn Manassas - Battlefield, 10424 Ball Ford Road, Manassas (571-292-5400)

Sessions will begin at 9:30 AM each day and end about 3:30 PM with lunch provided by the Federation. In addition, the Federation will reimburse each chapter round trip mileage cost for one vehicle. If there are more than four persons attending from a chapter, mileage reimbursement will be made for a second vehicle.

To assist with our planning and gathering of materials to provide attendees, please complete the attached registration form (Reproduce as needed.) and return to Luther Santiful, Federation 1<sup>st</sup> VP, by January 15<sup>th</sup> for those attending the Richmond class and by February 1<sup>st</sup> for those attending the other three classes. Luther's address is 758 Lantz Road, Edinburg, VA 22824-3073. If you have questions, contact Luther at 540-331-6012 or santiful@aol.com.

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