



National Guard Association of the United States

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14 July 2025

From: Major General (Ret.) Francis M. McGinn, NGAUS President

To: State Association Executive Directors and Presidents

CC: The Adjutants General

Subject: Letter of Instruction – 2025 October Capitol Summit

PURPOSE: To outline the specific steps required to select Company Grade Officers to attend the NGAUS broadening opportunity - Capitol Summit. This is an opportunity for Guardsmen to further their understanding of the legislative process at the national level. Each attendee will engage with senior leaders to discuss events and topics that are relevant to their respective state, territory, or district.

INFORMATION: The NGAUS 2025 Capitol Summit will be held on Sunday, 19 October to Tuesday, 21 October 2025. For optimal effectiveness, each state may send one Army or Air Guardsman to the event. The selection process is at the **discretion of each State Association**. Alternate names may be submitted and will be considered on a rolling first-come first-serve basis. Leave status for full-time servicemember attendees (PTDY, pass, ordinary leave) is at the discretion of local command.

NGAUS provides funding for transportation, meals, and lodging for the attendees. All participants will be placed in double occupancy rooms. Please note, airfare is non-transferrable and non-refundable. If an attendee cancels after airfare is purchased, NGAUS may invoice for the attendee's cost of travel. We understand that unforeseen circumstances arise, and all attendee cancellations after the purchase of airfare will be evaluated on a case-by-case basis.

ACTION: State Executive Directors or their designee must select an attendee, fill out and return the attached form to Mia Weissbluth **no later than 8 September 2025** for the October Capitol Summit. NGAUS will provide attendees with further instructions regarding travel reservations and lodging.

POINT OF CONTACT: Our Legislative Assistant, Mia Weissbluth, can be contacted via email at Mia.Weissbluth@ngaus.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Francis M. McGinn".

Francis M. McGinn
Major General (Ret.), U.S. Army
President, NGAUS