DEPARTMENT OF THE ARMY
3D US INFANTRY REGIMENT (THE OLD GUARD)
201 JACKSON AVENUE
FORT MYER, VIRGINIA 22211-5020

REPLY TO
ATTENTION OF:

ANOG

30 March 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 14 – Adoption of Caisson Horses pursuant to 10 USC § 2583

1. **Purpose**. This policy letter articulates the Standing Operating Procedures for the adoption of The Old Guard's Caisson Horses.

2. **Background**. Caisson Horses are essential elements of the memorial mission of the 3d Infantry Regiment ("The Old Guard"). When a horse's tenure of service ends with The Old Guard, consideration is first given to providing such horse to other military equestrian units to further serve the Nation. In the event that it is not feasible to provide the horse to a military unit based upon such operational factors as the health and wellbeing of the horse ("retiring Caisson horse"), consideration is next given to providing the retiring Caisson horse to a sanctuary, therapeutic riding program, or to a private party through adoption.

3. **Applicability**. The procedures listed below explain the mechanics of the adoption program. These steps serve to protect both the US Army and the retiring Caisson horse after its service to the Nation. Failure to follow these procedures, however, may result in the termination of the adoption program, and processing of all retiring Caisson horses through the Defense Reutilization and Marketing Office ("DRMO") system.

4. **Adoption Procedures and Requirements**.

a. A committee will convene to determine final approval on applications to adopt retiring Caisson horses. The committee will be comprised of one president, four members from The Old Guard command or designees thereof, one member from the Joint Force Headquarters-National Capital Region, Military District of Washington, one member from Joint Base Myer-Henderson Hall ("JMB-HH"), and an equine specialist. This committee will convene as required to determine outcomes of identified Caisson horses that meet the criteria for adoption. Identification of adoption-eligible, retiring Caisson horses will be made by the Caisson Platoon Leader in conjuction with the JBM-HH Veterinarian. The committee proceedings will be formal in nature and closed to the public. The committee's decisions and minutes will be published and available within 72 hours of convening and any adopters who feel the committee's results were unfair will have 72 hours to appeal the minutes to the Commander, 3d US Infantry Regiment.

(1) President: Commander, 1st Battalion, 3d US Infantry Regiment ("The Old Guard")

(2) Member: Command appointed representative for Commander, 3d US Infantry Regiment ("The Old Guard")

(3) Member: Commander, Headquarters and Headquarters Company, 1st Battalion, 3d US Infantry Regiment ("The Old Guard")

(4) Member: Caisson Platoon Leader or Caisson Platoon Sergeant

(5) Member: Joint Force Headquarters-National Capital Region, Military District of Washington, J/G4

(6) Member: Command appointed representative for Commander, JBM-HH

(7) Member: JBM-HH Veterinarian

b. The preferred course of action for the disposition of a retiring Caisson horse is adoption. In the furtherance of this goal, The Old Guard will expend significant efforts to coordinate and obtain a qualified adopting recipient. However, should adoption prove unfeasible, the horse may alternatively be processed through the DRMO system.

c. Below are the chronological steps required for adoption of a retiring Caisson horse.

(1) In the event that either the JBM-HH Veterinarian determines that a particular Caisson horse is medically unfit to perform its military function, or the Caisson Platoon leader requests such opinion, the Veterinarian will provide the Caisson Platoon Leader with an opinion regarding whether a horse is medically and/or behaviorally suitable for adoption. The Caisson Platoon Leader will utilize this information to determine when a retiring Caisson horse should be adopted. Upon making the determination that a horse is adoption-eligible, the Caisson Platoon Leader will notify the adoption committee through formal memorandum. The Caisson Platoon Leader will further notify any potential adoptors regarding the retiring Caisson horse through procedures outlined in paragraph 4c(2), below.

(2) To avoid any perception of favoritism, The Old Guard's World Wide Web site will be used as a medium to disseminate the information that a US Army Caisson horse is retiring and is available for adoption. The World Wide Web will contain the procedures for interested parties to take for the submission of an application. Interested parties will have 60 days to submit a Caisson Horse Adoption Application, enclosed, to the Caisson Platoon Leader.

(3) The Old Guard will convene the committee identified above between day 61 and day 75 after notification of potential adopters. The committee will thereafter communicate its decision through the committee president to the following parties: the identified adopter, US Army Military District of Washington ("MDW") G/J3, G/J4, Chief of Staff, and Commanding General.

(4) The identified adopter will be provided a memorandum for record stating the committee's decision. The adopter will further be advised that coordination is required to transfer the ownership of the retiring Caisson horse officially, and that such transfer must occur within 30 days of notification of the

committee's decision (Day 105). If the primary adopter does not retrieve the retiring Caisoon horse within 30 days of such notification, then an alternate adopter will be notified of selection to adopt a retiring Caisson horse. The alternate adopter will further be advised to secure possession and care of the horse within 30 days (Day 135).

(5) In accordance with Title 10, US Code Section 2583, The Old Guard will report to the MDW chain of command when a US Army Caisson Horse has been officially adopted. MDW will then report the adoption to HQDA Secretariat to ensure 10 US Code Section 2583 reporting requirements are completed.

5. **Adoption Application Procedures and Requirements.**

a. Parties interested in adopting retiring Caisson horses will provide a written application in accordance the attached Enclosure ("Caisson Horse Adoption Application").

b. The Adoption application must include the following:

(1) Administrative information regarding the prospective adopter;

(2) Detailed information on the adopter's background as it pertains to his or her experience as the owner of horses and other farm animals;

(3) The applicant's reason for wanting to adopt;

(4) The intended use for the horse;

(5) Detailed description and photos of locations the horse will be housed including, but not limited to:

(i) Barns

(ii) Stalls

(iii) Turnout lots

(iv) Run-in shelter

(v) Type of fencing used to contain horses

(6) Specific knowledge and experience of the applicant as it pertains to daily equestrian care, equestrian medical care requirements, horse riding experience, horse training experience; and

(7) Applicant will also provide personal and professional references from veterinarian, ferrier, horse trainer, and any other person deemed appropriate to make a recommendation on behalf of the prospective adopter.

c. The adoption of a retiring Caisson horse is conditioned upon the acceptance of both the terms of adoption, and release of liability as set forth in the "Caisson Horse Adoption Application."

6. **Non-Adoptive Procedures and Requirements.**

a. If, after efforts have been made to secure a retiring Caisson horse's adoption but such adoption fails, or is either not feasible or supportable, the Caisson Platoon Leader will make the recommendation to the Regimental Commander regarding alternate options available for the horse's retirement. The Caisson Platoon Leader is to make such recommendation after consultation with the JBM-HH Veterinarian and should address such options as the of processing the horse's retirement through DRMO, or provision to a sanctuary or therapeutic riding program.

b. In lieu of selecting an adopter for a retiring Caisson horse, the adoption committee reserves the right either to send the horse to a horse sanctuary, or for utilization in a therapeutic riding program. If the adoption committee decides to contribute a retiring Caisson horse to a therapeutic riding program and more than one therapeutic riding program requests the horse, then the committee will vote to determine with which program the horse will be placed.

c. Below are the chronological steps required for retiring a Caisson horse when adoption is not utilized (Non-Adoption).

(1) Another state or federal agency accepts use and care of the retiring Caisson horse.

(i) A state or Federal agency must first be identified by the Caisson Platoon as suitable for the horse based on the needs of the gaining organization, and abilities or limitations of the horse as determined by the JBM-HH Veterinarian.

(ii) The Old Guard processes transfer paperwork through DRMO to transfer the horse to the gaining agency.

(iii) Coordination is made by the gaining agency in conjunction with the Caisson Platoon to transport the horse to the gaining agency.

(2) Therapeutic Riding Program accepts use of retiring Caisson horse.

(3) Horse sanctuary accepts retiring Caisson horse.

(4) DRMO accepts accountability of the horse as excess government property.

(i) The Old Guard submits necessary documents to DRMO for the processing of the retiring Caisson horse.

(ii) DRMO processes documentation of the horse to change its status to that of "excess property," and The Old Guard maintains physical possession of the horse.

(iii) DRMO searches for suitable state or federal agencies in need of the horse. If found, the horse is transfered to that agency.

(iv) If DRMO cannot locate a suitable state or federal agencies to accept accountability of the horse, the horse will be auctioned as excess government property on www.govliqidation.com.

(v) The Old Guard will transfer the horse to the individual or agency with the winning bid for the horse.

7. **Staff Proponent.** The Caisson Platoon Leader is the proponent for this policy. The point of contact is CW4 Anthony Direnzo at (703) 696-3568, or at email anthony.direnzo@conus.army.mil.

DAVID P. ANDERS
Colonel, Infantry
Commanding

Encl
Adoption Application

Distribution
A

Caisson Horse Adoption Application

Date:_____

Name of horse you are interested in: _____

Personal Information

Name: _____ Are you over the age of 18? Yes:____ No:____

Address: _____

City: _____ Township:_____

State: _____ Zip:_____ County:_____

Home Phone: _____ Work Phone (or Other):_____

How long have you lived at the above address:_____

If Less than 5 years:

Please fill in previous address if moved within the last 5 years:

Address: _____

City: _____ Township:_____

State: _____ Zip:_____ County:_____

How long were you at this address?_____

ID #: _____ State of issue:_____ Type (circle one): Military State drivers Lic.

Address on ID: _____

Date of Birth (day/month/year): _____ E-mail Address:_____

Place of employment: _____ How Long:_____

Supervisor's Name: _____ Contact Number:_____

If Unemployed, or if you are a student, please list the source(s) of income:_____

_____

Do you live in a: House:_____ Trailer:_____ Apartment:_____ Other (explain):

_____

Do you currently: Rent:_____ Own:_____ Live with Parents:_____ Other (explain):

_____

Landlord / Property Manager's Name: _____

Address: _____

Phone Number: _____

Do you have transportation for this animal?_____

Have you ever been issued a warning / citation, or been convicted for humane violations?

Yes:_____ No:_____

Have you ever sold a horse at auction? Yes:_____ No:_____

What kind of horse are you interested in?_____ Mare: _____ Gelding: _____

Age?_____ Breed Preference?_____ Range of training:_____

Who will be responsible for the animal(s) feeding?_____

Training? _____ General care?_____

If you go on vacation, what would you do with this animal?_____

If you had to move, what would you do with this animal?_____

If you had to get rid of this particular animal, what would you do?_____

How will the animal be kept? Stable:_____ Pasture:_____ Other:_____

What kind of fencing is at the facility? _____

How many acres? _____

How much do you anticipate spending yearly for?

Feed? _____ Farrier Care?_____ Veterinary Care?_____ Boarding?_____

How often do you think a horse should be?

Wormed?_____ Receive Farrier care?_____

Have their teeth floated?_____ Receive Vaccinations?_____

EQUESTRIAN FACILITIES

Complete address where horse will be housed:

Address: _____

City: _____ State: _____ Zip: _____

Property owner's name : _____

Phone: _____

Housing Location and Photographs:

Attach a detailed description and photos of the following locations which the horse will have access to. Be sure to note in the description what access the horse will have to the facilities (i.e. horse will be housed primarily in stall during adverse weather, etc.)

Barns

Stalls

Turnout lots

Run-in shelter

Fencing used to contain horse

Food and Water storage

HORSES

Discuss your experience with horses.

Riding:

Handling:

Training:

Working with young or unbroken horses

Working with abused or neglected horses:

Explain your intended use for this animal:

How much time do you plan to spend with this horse?_____

What kind of training do you plan for this animal? _____

_____

Do you have a trainer that you currently or plan to work with? Yes:_____ No:_____

Trainer's Name: _____

Phone: _____

If there are problems in training, what help will you seek? _____

Do you realize that the horse you adopt may require extensive rehabilitation, including veterinary treatment, and may have pre-existing conditions which could affect it for the rest of its life?

Yes:____ No:_____

Are you familiar with the following?

Equine Infectious Anemia: Yes: _____ No:_____

Potomac Horse Fever: Yes: _____ No:_____

Eastern, Western and Venezuelan Encephalomyelitis: _____ Yes:_____No:

Rhinopneumonitis: Yes: _____No:_____

Tetanus: Yes: _____ No:_____

Rabies: Yes: _____ No:_____

Can you recognize the symptoms of colic? Yes: _____ No:_____

Do you understand the need for regular hoof care? Yes:_____ No: _____

Name of Veterinarian: _____

Phone: _____

Name of Farrier: _____

Phone: _____

Horses have a life expectancy of 30 years of more; Are you willing to accept lifelong responsibility for the horse you adopt? Yes:_____ No:_____

Briefly explain why you wish to adopt a horse from the United States Army Caisson Platoon _____

Would you object to a follow-up visit by a Caisson Platoon staff member? Yes:_____No:_____

Indicate any other farm animals you currently own.

Donkey:____ Pig:_____ Ducks:_____ Geese:_____ Chickens:_____ Horse: _____

Peacock/hen:___ _____Other:

Please list (2) references **not** including family members:

Name: _____

Relation: _____ Phone:_____

Name: _____

Relation: _____ Phone_____

Terms of Adoption

(Initial all spaces)

I understand that this is an adoption and not a sale._____

I understand that I am to provide adequate shelter, clean fresh water, appropriate nutrition and necessary veterinary care to maintain the optimum health of the animal, and abide by all anti-cruelty laws of the state in which it is kept._____

I will provide one acre of pasture for each animal in our care. Any horse must be watched carefully on pasture to avoid foundering. _____

I will provide a box stall for stabling this animal. A run in shed may be accepted with w/ TOG Adoption Committee approval._____

I understand that the caisson platoon is not able to give any guarantees on the health, training, or temperament of this animal._____

I understand that this horse is retired from Service to the Nation and should be afforded special dignity and will not be sold for slaughter or transferred to any individual or organization, foreign or domestic, for the purpose of slaughter._____

Unanswered questions, incomplete answers, and/or false information may result in this animal's Adoption Application being denied. The 3d Us Infantry Regiment, Adoption Committee reserves the right to refuse adoptions._____

I certify that the aforementioned information is true and correct to the best of my/our knowledge._____

The following statements are a release of liability to the United States Army:

The United States Army is not liable for any illness, injury, or death of animals on Adopter's property caused by a caisson adopted animal.

The United States Army is not liable for any damage done to Adopter's property by an adopted animal at any time beyond the signing of this contract.

The United States Army is not liable for any personal injury to Adopter, Adopter's family, or anyone that is on the Adopter's property.

The United States Army, its officer, agents, and employees are not liable for any act or failure to act that occur during or arise out of the transfer of the adopted animal.

The United States Army reserves the right to deny anyone at anytime the right to adopt an animal for any reason.

_____ Print Name	_____ Secondary Print Name
_____ Signature / Date	_____ Secondary Signature / Date

UNITED STATES ARMY USE ONLY:

Board Member Voting:

Board President	**Yes**	**No**
Board Member 2	**Yes**	**No**
Board Member 3	**Yes**	**No**
Board Member 4	**Yes**	**No**
Board Member 5	**Yes**	**No**

Advised background checks	**Shelter Name**	**Date / Performed by**	**Result**
1) **Other shelter checks:**	_____	_____	_____
2) **Humane Complaint Check:**	_____	_____	_____
3) **Adoption History Check:**	_____	_____	_____
4) **Veterinarian Check:**	_____	_____	_____

5) **Board President Approval / Disapproved**

Reason for Denial: _____