



DEPARTMENT OF THE ARMY
1st BATTALION, 3D US INFANTRY REGIMENT (THE OLD GUARD)
201 JACKSON AVENUE BLDG. 216
JBM-HH, VIRGINIA 22211-5020

ANOG-LI

24 May 2022

MEMORANDUM FOR RECORD

SUBJECT: Adoption of Caisson Horses – Policy Letter #13

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 U.S. 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 operation factors as the health and well-being of the retiring Caisson horse, consideration is then 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, 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, the Herd Manager, and the Joint Base Myer-Henderson Hall (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. Any adopters who feel the committee's results were unfair will have 72 hours to appeal the minutes to the Commander, 3d U.S. Infantry Regiment.

(1) President: Commander, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard)

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

(3) Member: Commander, Headquarters and Headquarters Company, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard)

(4) Member: Regimental Staff Judge Advocate, Headquarters and Headquarters Company, 3d U.S. Infantry Regiment (The Old Guard)

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

(6) 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) The Caisson Platoon Leader, the Herd Manager, and the JBM-HH Veterinarian will determine when a retiring Caisson horse should be adopted. Upon this 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 adopters regarding the retiring Caisson horse through procedures outlined in paragraph 4c (2), below.

(2) To avoid any perception of favoritism, The Old Guard's internet website (<https://www.oldguard.mdw.army.mil/specialty-platoons/caisson/adoption>) and Facebook page (<https://www.facebook.com/usarmyoldguard/>) will be used as medium to disseminate the information that a US Army Caisson horse is retiring and is available for the adoption. The Old Guard's internet website and Facebook page will contain the procedures for the interested parties to take for the submission of an application. Interested parties will have 30 days to submit a Caisson Horse Adoption Application.

(3) The Old Guard will convene the committee identified above between day 30 and day 31 after notification of potential adopters. Caisson Leadership will designate no more than three days for open houses to facilitate visitation of adoption candidates to the barn. Additional visits will be decided on a case by case basis. The committee will thereafter vote in order to determine the top three applicants to be considered for adoption.

(4) The Caisson Platoon Herd Manager will coordinate with the identified applicants to visit and assess their facilities between days 31-45. The Herd Manager will conduct an assessment of the applicant's qualifications, facilities, and experience as

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described in their application. The Caisson Platoon Leader, Platoon Sergeant, Veterinarian or command representative may travel with the Herd Manager.

(5) The Old Guard will convene the committee identified above a second time between day 45 and day 46 after the Herd Manager's applicant assessment is complete. The committee will be briefed on the results of the assessment and will vote to identify the most suitable adopter. The Caisson Platoon Leader will notify the select and non-select adopting parties, as well as the Property Book Office (PBO) in order to begin coordination for transferring ownership of the horse.

(6) 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 take place within 14 days of notification of the committee's decision (Day 60). If the primary adopter does not retrieve the retiring Caisson horse within 14 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 14 days (Day 74). The following documents will be presented to the PBO in order to remove the horse from the property book and transfer ownership to the adopting party:

(i) Memorandum for Record stating the horse is unfit for continued military service signed by the Commander of 1st Bn, 3d US Infantry Regiment.

(ii) CHAB paperwork signed by adopting party and the Commander of Headquarters and Headquarters Company, 1st Bn, 3d US Infantry Regiment.

(iii) DA Form 4949 Administrative Adjustment Report generated by HHC unit supply team.

(7) In accordance with Title 10, U.S. 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 U.S. Code Section 2583 reporting requirements are completed.

(8) A summarized list of the adoption process paragraphs 4c (1-6) is detailed below.

(i) Horse to be adopted is identified by Caisson PL, Herd Manager, and Veterinarian.

(ii) Adoption Committee is notified by the Caisson PL through formal memorandum from JBM-HH Veterinarian and Battalion Commander.

(iii) Caisson PL contacts Regimental PAO in order to open application period on The Old Guard Website and Facebook Page (days 0 – 30).

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(iv) Caisson PL receives and consolidates application packets for the committee's review during the application window.

(v) Adoption Committee convenes and votes to identify the top three applicants for adoption (days 30-31).

(vi) Caisson Herd Manager conducts an assessment of the identified applicants' facilities (days 31-45).

(vii) Adoption Committee convenes a second time and votes to determine the adopting party in order of preference (days 45-46).

(viii) Committee President communicates decision to the identified adopter, U.S. Army Military District of Washington (MDW) G/J3, G/J4, Chief of Staff, and Commanding General.

(ix) Caisson PL coordinates with the identified adopter in order to transfer ownership of the horse within 14 days of committee decision (day 60).

(x) Caisson PL coordinates with alternate adopter if primary adopter does not retrieve horse within 30 days of notification. The alternate adopter has 14 days to retrieve the horse (day 74).

5. Adoption Application Procedures and Requirements.

a. Parties interested in adopting retiring Caisson horses will provide a written application in accordance with the instructions posted on The Old Guard's website and Facebook page.

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

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(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, and horse training experience.

(7) Applicant will also provide personal and professional references from the 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 recommendations after consultation with JBM-HH Veterinarian and should address such options as 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 to either 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 program requests the horse, then the committee will vote to determine 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.

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(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 a horse. If found, the horse is transferred to that agency.

(iv) When 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.govliquidation.com.

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

7. The POC for this policy is the Caisson Platoon Leader who may be reached at 703-696-3568.



RICHARD A. TOWNER
LTC, IN
Commanding