



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**1<sup>st</sup> BATTALION, 3D US INFANTRY REGIMENT (THE OLD GUARD)**  
**216 JACKSON AVENUE**  
**JBM-HH, VA 22211**

ANOG-LI

22 July 2016

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy Letter #17: Adoption of Caisson Horses**

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 affairs mission of the 3d U.S. Infantry Regiment The Old Guard. When the JBM-HH veterinarian and Caisson Herd Manager assess that a horse is no longer capable of service in the Caisson Platoon, the horse will be transferred to another military equestrian unit IAW 10 USC 2583 or adopted through the procedures in this policy letter. If a horse is no longer able to serve in the Caisson Platoon, but still able to serve the military, then the horse will be transferred to another military equestrian unit IAW 10 USC 2583. If the horse is no longer able to serve in the military, the horse will be retired to a sanctuary, therapeutic riding program, or to a private party through the adoption process set forth in this policy letter.

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.

- a. Baseline criteria for adoption of a Caisson Platoon horse is ten (10) years of service in the Caisson Platoon or twenty (20) years of age.
- b. These criteria can be adjusted based on the recommendation of the Caisson Platoon Herd Manager, and/or JBM-HH Veterinarian.
- c. These criteria are subject to adjustment based on availability of trained horses, procurement of new horses, and ultimately at the discretion of the Battalion Commander based on ability of the platoon to maintain accomplishment of their memorial affairs mission without compromising the health and welfare of the other horses.

4. Adoption Procedures and Requirements.

a. A Caisson Horse Adoption Board (CHAB) will convene to determine final approval on applications to adopt retiring Caisson horses. The committee will be comprised of one president, six members from The Old Guard command or designees thereof. This committee will convene as required to determine outcomes of identified Caisson horses that meet the criteria for adoption. Identification of adoption eligible, or retiring, Caisson horses will be made by the Caisson Platoon Leader in conjunction with the Caisson Platoon 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 proceedings will be recorded as minutes by the Battalion S2 to maintain a record of all discussions and decisions. Any adoption applicants who feel the committee's adoption decisions were unfair will have 72 hours from the date the decision is announced to appeal to the Commander, 3d U.S. Infantry Regiment. The CHAB will consist of the following members:

(1) President: Commander, 1<sup>st</sup> Battalion, 3d U.S. 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, 1<sup>st</sup> 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

(7) Member: Caisson Platoon Herd Manager

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 Army disposition system.

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

(1) Identification. The Caisson Platoon Leader, Caisson Platoon 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 CHAB through formal memorandum. The

Battalion will further notify any potential adopters regarding the retiring Caisson horse through procedures outlined in paragraph 4c (2), below.

(2) Advertisement. To avoid any perception of favoritism, The Old Guard's internet website (<http://www.oldguard.mdw.army.mil/regiment>) and Facebook page ([https://www.facebook.com/oldguard?sk=app\\_190322544333196](https://www.facebook.com/oldguard?sk=app_190322544333196)) will be used as the medium to disseminate the information that a US Army Caisson horse is retiring and is available for adoption. To provide the widest dissemination, the 1<sup>st</sup> Battalion (One Legion) Facebook page and Caisson Platoon Facebook page will also advertise the adoption notification. 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, the deadline for application submission, location of the horses, visiting hours at the Caisson Stables, and instructions on retrieving the horse from JBM-HH. Interested parties will have 21 days to submit a Caisson Horse Adoption Application from the date the adoption is first advertised.

(3) Pre-Board. After the application deadline, the committee will convene, gain quorum, review applications, grade each applicant, and select the top three applications for each horse based on the highest scores.

- a. If an applicant is seeking more than one horse, the board members will evaluate the applicant's packet for each horse and score the packet based on suitability of adoption for each specific horse.
- b. Notification will be sent to all applicants that the pre-board has made a tentative decision and will be scheduling site visits with the top scoring applicants.
- c. Site visit requests will be sent to the top applicants by the Caisson Platoon Leader within 72 hours of the closing of the pre-board.

(4) Site Visit. The Caisson Platoon Leader or Platoon Sergeant will travel with the Caisson Platoon Herd Manager to each of the top three applicants to conduct a site visit. During the site visit, they will verify the conditions described in the application and identify any other noteworthy factors.

(5) Final Board. The Old Guard will convene the committee again when the site visits are complete. The Platoon Leadership and Herd Manager will report the findings from the site visit to the board members. The board will grade each applicant, compile the total scores for each applicant, and select the primary and alternate applicant based the highest cumulative grades.

(6) Reporting. The CHAB will thereafter communicate its decision through the committee president to the following parties within 72 hours: the identified adopter, U.S. Army Military District of Washington (MDW) G/J3, G/J4, Chief of

Staff, and Commanding General. 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 Title 10 U.S. Code Section 2583 reporting requirements are completed.

(7) Notification. The identified adopter will be provided a memorandum for record stating the committee's decision via email and phone call. 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 30 days of notification of the committee's decision. If the primary adopter does not retrieve the retiring Caisson 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. All applicants not selected for adoption will be notified by email from Caisson Platoon Leader.

(i) The 30 day requirement may be adjusted by The Old Guard dependent upon the process of removing the adopted horse(s) from the property book.

(ii) The Old Guard and subordinate entities are not responsible for the transportation of adopted horses once an approved adopter is announced. The Old Guard will not agree to any assistance in the transfer process without express consent by the Commander, 3d U.S. Infantry Regiment (TOG).

(8) Order of Merit List (OML). The Old Guard reserves the right to establish an OML based on the adoption applications received during the course of any board. If deemed appropriate by the Board President, an OML can be created and used for subsequent boards. If the OML is utilized, and at the discretion of the Board President, the board will be convened without utilizing the advertisement procedures outlined in paragraph 4c(2) above. Applicants who previously applied will be contacted for consent, and those applications will be reviewed by the board members again to determine suitability of adoption. All other procedures outlined in this policy letter will apply and be followed upon successful approval of adoption to a previous applicant on the OML.

## 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

(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 veterinarian, ferrier, horse trainer, and any other person deemed appropriate to make a recommendation on behalf of the prospective adopter.

(8) Applicant must be willing to travel to JBM-HH to retrieve the horse and provide safe transport back to the facilities described in the application.

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 Battalion Commander regarding alternate options available for the horse's retirement. The Caisson Platoon Leader is to make such recommendation 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.

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

(3) Horse sanctuary accepts retiring Caisson horse.

(4) The Defense Reutilization and Marketing Office (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) 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.govliquidation.com](http://www.govliquidation.com).

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

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7. The POC for this policy is the 1<sup>st</sup> Battalion, 3d US Infantry (The Old Guard) Intelligence and Public Affairs Officer, who may be reached at 703-696-3652.

Enclosures

1. CHAB Adopter Application
2. CHAB Board Grade Sheet



MICHAEL J. SHOUSE  
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Commanding