

General Order 2016-1

Agricultural Administration

Herd Administration

**Joint Force Headquarters
Connecticut Military Department
Hartford, Connecticut
1 April 2016**

UNCLASSIFIED

Joint Force Headquarters
Connecticut Military Department
Hartford, Connecticut 06105-3795
1 April 2016

General Order 2016-1

AGRICULTURAL ADMINISTRATION

HERD ADMINISTRATION

Summary. This General Order (GO) prescribes the processes for the administration of the herds for the First & Second Companies Governor's Horse Guard.

Applicability. This GO is immediately applicable to the units of the Governor's Guards and to any other unit of the armed force of the state hereafter identified applicable by written order of the Adjutant General.

Supplementation. Supplementation of this GO is prohibited without prior approval of the Adjutant General.

Proponent. The proponent for this GO is Connecticut Military Department (CTMD), Military Administrative & Programs Office, William A. O'Neill Armory, 360 Broad Street, Hartford, CT 06105

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Adjutant General, ATTN: CTMD-HS, Governor William A. O'Neill State Armory, 360 Broad Street – Room #113, Hartford, CT 06105-3795.

By Order of the Adjutant General, duly authorized, in accordance with (IAW) Conn. Gen. Stat. § 27-20

THADDEUS J. MARTIN
Major General
The Adjutant General

CONTENTS

Chapter	TITLE	PAGE
1	Receipt of Horses	2
2	Care of Horses	6
3	Retirement of Horses	10
4	Herd Size	13
5	Documentation	16

REQUIRED CTMD FORMS:

CTMD Form 4-20 (Horse Adoption Questionnaire)
CTMD Form 4-21 (Horse Donation Acceptance Letter)
CTMD Form 4-22 (Horse Donation Non-Acceptance Letter)
CTMD Form 4-23 (Horse Offer to Return Horse upon Retirement Letter)
CTMD Form 4-24 (Horse Offer to Return Acknowledgement Letter)
CTMD Form 4-25 (Horse Return Acceptance Letter)
Sample Horse Auction Advertisement
Sample Horse Auction Webpage
CTMD Form 4-26 (Auction Winning Bid Letter)
CTMD Form 4-27 (Auction Losing Bid Letter)

Chapter 1 Receipt of Horses

1-1. Purpose

a. The purpose of the horses of the two companies of the Governor's Horse Guard is to be mission ready and capable in order to serve the State of Connecticut.

b. The procurement of horses into the herd is a joint effort between the CTMD and the unit. Unless designated otherwise, the CTMD's agent is the state agricultural worker (SAW) and the unit's agent is the horse officer.

1-2. Horse Standards

a. Any horse considered for procurement must be capable of performing the mission of each unit.

b. Any horse considered for procurement, must have the potential to assimilate into the existing herd of the unit.

c. The considered horse must be capable of being trained to perform drill & ceremonies consistent with historical manuals and procedures of the US Cavalry.

1-3. Procedure

a. The unit Commandant initiates the procurement process by issuing a written request to the Adjutant General.

b. Once approved, the Commandant may begin to solicit donations. Such solicitation may be through official advertising, word of mouth, established relationships or any other means. The Commandant will ensure that there will be no cost for the adoption of the horse beyond a routine veterinary examination and reasonable transportation costs.

c. The Commandant will provide a list of potential horses to the SAW with contact information of the donor in order to setup follow-on appointments.

d. The unit horse officer will physically inspect and scrutinize each considered horse in order to conduct a preliminary evaluation of the horse's size, age, color, sex and soundness. CTMD Form 4-20 will be completed by the potential donor with the SAW.

e. The unit horse officer will make a recommendation in writing to the SAW within 10 business days after reviewing the considered horse is satisfactory for procurement.

(1) If the SAW makes a favorable recommendation, the horse officer will provide concurrence or non-concurrence in writing to the Commandant.

(2) If the SAW makes a negative recommendation, the horse will no longer be considered.

f. Upon receipt of a favorable recommendation, the unit horse officer will concur or non-concur in writing to the Commandant.

g. The Commandant may override the non-concurrence of the unit horse officer, but may not, under any circumstance, override the negative recommendation of the SAW.

h. If the Commandant accepts the favorable recommendation of the unit horse officer and the SAW, the Commandant shall send confirmation to the CTMD MAPO that the unit is willing to accept the horse on a trial basis, not to exceed 90 days.

i. The CTMD MAPO will provide the appropriate paperwork to the CTMD Fiscal Administrative Supervisor for entering the horse into the appropriate state property database of record.

1-4. Trial Period

a. The trial period begins the date the horse arrives at the Horse Guard facility. The trial period concludes when the horse has met all requirements or it is determined the horse will not meet the standards of the horse guard. The trial period is not to exceed 90 days. A 30 day extension may be requested in writing from the Commandant upon the advice of the SAW or the unit horse officer.

b. The horse shall remain segregated from the herd until an examination has been completed by the contract veterinarian. Once the contract veterinarian determines there are no health issues, the SAW and the unit horse officer will begin the process of integrating the horse into the herd.

c. During the trial period, the SAW will observe and evaluate how well the horse adapts to life at the horse guard. This includes its behavior towards the established members of the herd and the herd's acceptance of the new horse.

d. The unit horse officer shall observe and evaluate how well the horse responds to performing basic cavalry drills individually and as a member of a squad. The unit horse officer shall document the experiences of members of the riding platoon while mounted on the new horse.

e. At the conclusion of the trial period the SAW and the unit horse officer shall provide their recommendation to the unit Commandant.

(1) If either the SAW or the unit horse officer determine that the horse would NOT be a good candidate for the herd, the horse shall be returned to the original owner.

(2) If both the SAW and the unit horse officer recommend the horse for acceptance into the herd, the unit Commandant may either endorse or reject the recommendation. Rejected recommendations will result in the horse being returned to the original owner.

(3) If the recommendation is endorsed, the Commandant will forward all appropriate documentation to the MAPO, who will in turn conduct a quality control review before forwarding the documentation to the state Fiscal Administrative Supervisor (FAS) for processing in the state database of record (CORE-CT as of the publication of this document).

1-4. Duties & Responsibilities

a. Commandant: The Commandant has overall responsibility of overseeing the process from start to finish. The Commandant shall initiate the process, provide guidance and oversight throughout the process, and ultimately make the decision to accept or reject the horse. The Commandant cannot override a negative recommendation of the SAW at any time through the process.

b. Unit horse officer: The unit horse officer is the subject matter expert in evaluating the ability of the horse to meet the standards of the unit's mission. The unit horse officer shall provide recommendations to the Commandant on the horse's ability to be trained in basic military cavalry drills. The unit horse officer shall oversee the horse's training in these skills throughout the trial period.

c. State Agricultural Worker (SAW): The SAW has the day-to-day responsibility for the care of the horse, as well as all horses in the herd. The SAW is the only individual who can make the determination that the horse has successfully assimilated into the herd. The SAW will coordinate with the contract veterinarian to ensure that horse is medically sound and of good quality. The SAW will monitor the cost of caring for the horse during the trial period to ensure the horse is cost effective to meeting the unit's mission. The SAW will maintain a file for each horse. (See Chapter 5)

d. State Military Administrative & Programs Officer (MAPO): The MAPO is the representative of the Adjutant General who will ensure that the process is conducted to standard in accordance with this general order (GO). All correspondence to and from the Adjutant General shall be routed through the MAPO office. The MAPO will operate as a mediator in the event there any disagreements or disputes during the process.

e. State Fiscal Administrative Supervisor (FAS): The FAS shall designate a custodian of all documentation as it pertains to the acquisition of the horse. The FAS will ensure that all appropriate state property databases are updated in accordance with

state property regulations, policies and procedures. These documents may be subject to review by the Office of the Auditors of Public Accounts. The designated custodian may request documentation from the SAW to maintain an adequate procurement file.

Chapter 2 Care of Horses

2-1. Functions

a. The SAW has primary responsibility for the care of the horses of the herd. All decisions regarding the care of a horse rest solely upon the SAW.

b. The Commandant is responsible for routine care of the herd on weekends, holidays and scheduled vacations of the SAW. The SAW will leave instructions for any non-routine care with the unit horse officer, if necessary. The unit commandant will ensure a schedule is published in a timely manner in accordance with unit standard operating procedures (SOP).

2-2. Routine Care

a. Routine care of the horses of the herd include, but are not limited to:

(1) Providing regular supply of food & water

(2) Grooming, including cleaning of hooves, examining for scrapes, cuts, bruises or other injuries.

(3) Exercise, both mounted and unmounted

(4) Socialization

(5) Maintenance of the horse stalls

(5) Follow-up treatment of injuries and/or diseases in accordance with instructions from the contracted veterinarian, if necessary

b. Routine care will also include a periodic inspection of the grounds and facilities, ensuring gates are properly secured and examining fencing to ensure the herd is safely secured. Pastures and trails need to be walked on a regular basis in order to identify possible hazards that could result in an injury to a horse and/or rider.

2-3. Purchasing Goods & Services

a. The sSAW is responsible for submitting all requests for goods & services for the care of the herd on form PC-1 "Requisition Form" to the MAPO. PC-1s need to be submitted no later than July 15th of each year for:

(1) contracted veterinary services

(2) contracted farrier services

- (3) contracted basic feed
- (4) contracted shavings
- (5) contracted hay
- (6) non-contracted veterinary services

b. The total value of the PC-1s shall not exceed the allocated budget for agricultural services in accordance with the biennial budget, the public-private partnership, and other revenue sources.

c. Goods and services not procured under contract, such as donations or in-kind services, must be approved by the SAW and forwarded to the FAS to ensure state contracting regulations, procedures and policies are not violated. If necessary, the Staff Judge Advocate (SJA) will provide a review for legal sufficiency.

d. Goods, equipment and services to maintain and repair the facilities, buildings and grounds, will be purchased from the CTMD's facilities operations budget. The Commandant or the SAW will make a request to the appropriate state maintenance employee.

2-4. Contracts for Horse Care

a. The CTMD shall execute and maintain contracts for the routine feeding and care of the horse herd. Such contracts will include, but not limited to:

- (1) Veterinary Services
- (2) Farrier Services
- (3) Basic Feed
- (4) Hay
- (5) Shavings

b. Ninety days prior to the termination date of a contract, the SAW shall review the existing contract to recommend changes, additions or deletions for the next solicitation of goods or services. These recommendations will be forwarded to the MAPO for quality control review, then forwarded to the FAS for processing.

c. Once the solicitation has been posted and open to receive bids, vendors may be made aware of the bid in order to ensure the process is as open, honest, fair and accessible.

d. When the process has closed and bids have been received, the state fiscal administrative officer will forward all viable bids to the MAPO. The MAPO will obtain feedback from the SAW and the unit commandant on each viable bid to assist in the determination of a preferred vendor. The MAPO will forward the preferred bid to the state fiscal administrative officer.

e. When evaluating viable bids, the following will be considered:

(1) Cost – lower prices are preferred

(2) Quality – higher quality products are preferred

(3) Reputation – does the vendor have a history of providing goods or services on schedule

(4) Location – is the vendor close enough to deliver on short notice or provide emergency services if necessary

2-5. Duties & Responsibilities

a. State Agricultural Worker: The SAW has ultimate responsibility for the health and welfare of all horses of the herd to provide daily care as well as to provide information and guidance to the Commandant, unit horse officer and members of the company regarding the overall status of the herd. The SAW is the organization's point of contact with the contract veterinarian. Decisions made by the SAW, in regards to horse care, are final.

b. Commandant: The Commandant has the overall responsibility to ensure that the members of the unit are supporting the SAW. The Commandant must establish a SOP for the unit, in order to ensure that care is consistent with the routine established by the SAW. The Commandant will enforce all safety regulations, policies and procedures.

c. Unit horse officer: The unit horse officer will develop a riding plan for each horse to ensure they are exercised regularly in order to maintain proper strength and socialization skills. The unit horse officer directly supervises the members of the unit while performing routine care and unit riding. The unit horse officer will report directly to the SAW any health related issues identified in the course of regular activity. The unit horse officer is the unit safety officer in regards to horse care and riding. As the safety officer, the unit horse officer will enforce all safety standards to ensure the safety of the individual unit members as well as the horses.

d. Unit Members: Each unit member has the individual responsibility to obey the SOPs of the unit and to heed the guidance of the unit horse officer when handling the horses. Each unit member will be in compliance with all safety standards at all times

and respect the horses with the utmost care. Each unit member has an obligation to report violations and unsafe actions immediately to the chain of command. Unit members have the responsibility to inspect and evaluate each horse before and after utilizing the horse and will report any issues to the unit horse officer.

e. State Military Administrative & Programs Officer: The MAPO is the custodian of all state funds for the units of the Governor's Guards. The MAPO will act as a quality control reviewer for all requisitions sent by the SAW or the unit Commandant. The MAPO will follow-up on all requisitions to ensure needs are filled in a timely manner. The MAPO will monitor all state contracts related to horse care to ensure the vendors are meeting the requirements of the contract and make modifications when they are up for renewal.

f. State Fiscal Administrative Supervisor: The FAS will ensure that all requisitions for goods and services are processed in accordance to state purchasing regulations, policies & procedures. The FAS will review all solicitations for state contracts and act as the agency's liaison with the Department of Administrative Services to ensure contracts are in place with no gaps in service.

g. Facilities Management Office: The facilities management office has the responsibility for the maintenance and care of the buildings, structures & grounds. They will perform all routine maintenance, grounds-keeping and minor repairs. The facilities management office will initiate the contracting process for all requirements for major repairs and improvements.

Chapter 3
Retirement of Horses
3-1. Reasons for Retirement

a. The following list are reasons the CTMD will take into consideration when deciding to retire a horse:

(1) Horse can no longer meet the mission requirements of the unit.

(2) The annual cost of care of the horse has become excessive compared to the average cost of care of the remainder of the horses of the herd.

(3) Terminal illness or permanent injury as determined by the contract veterinarian.

(4) Budget constraints require a reduction in the size of the herd.

3-2. Process for Retirement

a. Horses as state property are exempt from the property disposal process as outlined in the state property control manual due to the fact that the horses are considered livestock and not personal property or equipment.

b. The process is initiated once one or more horses meet one of the criteria in paragraph 3-1. The MAPO will contact the FAS and the unit Commandant in writing with the name of the horse to be retired from the herd, along with the reasons. Dependent upon the reason for retirement, an appropriate timeline will be provided to the Commandant to coordinate with the SAW and the FAS to execute a retirement plan.

c. Unless the horse is in such a condition where it needs to be euthanized, the following order of precedence will be utilized for retirement of the horse:

(1) Regardless of the length of time the state has had ownership of the horse, all efforts will be made to contact the owner that originally donated the horse to the state. An offer to return the horse with a suspense date of ten (10) business days to make a decision. If the original owner accepts the horse, the state will make all arrangements to transport the horse.

(2) The MAPO shall initiate the process to auction the horse being retired. An announcement will be advertised in a local paper or trade publication that provides basic information regarding the auction. The announcement will direct interested bidders to the CTMD website for detailed information. The FAS is responsible for the conduct of auction, to include collecting, evaluating and awarding bids. If a bid is awarded, the unit horse officer and SAW will be notified and will coordinate the transportation of the horse to the awardee.

(3) The Military Administrative & Programs Officer will contact approved retirement farms for horses. The MAPO will conduct due diligence to solicit a retirement farm that will accept the horse at no cost to the agency, beyond transportation costs. If the retirement farm requires a fee, the Fiscal Administrative Manager will determine if the amount is cost effective to the agency. Once the retirement farm accepts the horse, the unit horse officer will coordinate the transportation of the horse.

(4) Not for profit organizations, if approved for the care of horses, will be offered the horse. The organization shall be evaluated by the unit horse officer to determine if it is an acceptable placement for the horse.

(5) The contract veterinarian will be contacted to euthanize the horse by the SAW if there are no other recourses available to the agency.

d. When complete, the MAPO will forward all documentation to the FAS in order to properly document the removal of the horse from the state property database of record. The FAS will maintain the documentation in accordance with state archiving procedures.

3-3. Euthanasia

a. Euthanasia will only be conducted under the direct supervision and authorization of the state contracted veterinarian as the only humane course of action.

b. The contract veterinarian will provide a written recommendation for euthanasia to the SAW.

c. The SAW shall notify the unit horse officer and the MAPO that euthanasia has become necessary. The MAPO will notify the Assistant Adjutant General in accordance with command critical information requirements.

d. The SAW will coordinate with the contract veterinarian and state maintenance sector officer to make arrangements for the euthanasia and proper burial of the horse. If possible, the horse shall be buried on the grounds of the horse guard. If the state maintenance office cannot bury the horse on state property, they will coordinate for the proper removal of the horse.

3-4. Duties & Responsibilities

a. State Fiscal Administrative Supervisor: The FAS has the primary responsibility to ensure the removal of the horse from the herd is completed in accordance with this document. The FAS will provide guidance to all involved of the process in order to ensure the process is understood by all key personnel.

a. State Agricultural Worker: The SAW is responsible for ensuring that horses identified for retirement are handled with the proper care and standards. The SAW is responsible for working with the contract veterinarian that horses identified for euthanasia are done so in a humane manner.

b. Commandant: The horses of the Governor's Guards have served the state admirably. The commandant will act as a steward to ensure that any horse identified for retirement is treated with the respect, honor and dignity it deserves. The commandant's responsibility is to assist the FAS throughout the process to ensure the horse is provided an appropriate home.

c. State Military Administrative & Programs Officer: The MAPO will act as a liaison between all parties to ensure the process is conducted in a timely manner. In cases where there is disagreement, the MAPO shall act as a mediator between interested parties and bring to the attention of the Assistant Adjutant General, if necessary.

Chapter 4 Herd Size

4-1. Factors

a. The size of the herd is solely the decision of the Adjutant General. Factors the Adjutant General may take into consideration include the following:

- (1) Available & projected funding
- (2) Average annual cost of care per horse
- (3) Pledged donations
- (4) Active membership of the unit
- (5) Space available in the barn

b. Funding is the primary factor in determining herd size. Funding to be considered as a factor are:

- (1) Funding proposed or passed by in the state budget
- (2) Carry over balance in the Public-Private Partnership account, if any
- (3) Pledged commitments to the Public-Private Partnership for the upcoming biennium
- (4) Projected revenue generated by the unit or its facility for the specific purpose of agricultural support.

c. Funding sources that are speculative or non-committed, will NOT be considered as a factor in determining the size of the herd.

4-2. Process

a. The size of the herd shall be reviewed on a biennial basis. The process will begin when the Governor proposes a budget to the General Assembly and concludes when a budget is passed by the General Assembly and signed by the Governor.

b. Based on the proposed budget, the state fiscal administrative manager will conduct an analysis of available and projected funding compared with the average annual cost of care per horse. The analysis will be presented as a report to the Adjutant General for his consideration with courtesy copies presented to the Commandants.

c. The Adjutant General will propose a herd size based on the proposed budget in order for units and staff to plan and prepare to implement changes to the herd once a budget is in effect on July 1st.

d. The agency's legislative liaison will continue to monitor the budget process as the Governor's proposed budget moves through the legislative process – keeping the Adjutant General & state fiscal administrative manager informed of any significant changes.

e. During the process, the Commandant may provide additional information or proposals to assist the Adjutant General in his decision-making process. Examples of such information or proposals can include, but are not limited to:

(1) changes to the pledged amount to the Public-Private Partnership

(2) recommendations to policies & procedures to reduce costs

(3) additional sources of revenue

f. A final decision regarding the size of the herd will be made verbally or in writing to the Commandants by the Adjutant General or his representative at the conclusion of the budget process.

g. The Commandant may request to meet with the Adjutant General at any time during the biennium to revisit the size of the herd. Such request should be based on a significant change to one or more of the factors listed in paragraph 4-1 of this document.

h. The Adjutant General reserves the right at any time during the biennium to implement changes to the size of the herd.

4-3. Duties & Responsibilities

a. State Fiscal Administrative Manager. The state fiscal administrative manager is the Adjutant General's chief advisor on all fiscal matters. The state fiscal administrative manager is responsible for monitoring the budget of the horse guard on a regular basis and shall keep all parties informed of any significant changes in revenue or expenditure trends.

b. State Administrative & Programs Officer. The state administrative & programs officer is responsible for managing the agricultural care budget on a day to day basis. The state administrative & programs officer will work directly with the SAWs in monitoring the direct costs for each horse as they are incurred.

c. Commandant: The commandant shall act as the liaison between the agency and all other organizations that are providing funding for agricultural support that is not

provided through the biennial state budget. The commandant has the duty to act in good faith that such organizations have ability to make payments in a timely manner.

d. Agency Legislative Liaison: The agency legislative liaison will keep the Adjutant General and key staff informed of any significant changes to the proposed budget as it progresses through the legislative process. The agency legislative liaison is the only individual authorized to represent the agency before the General Assembly unless otherwise authorized by the Adjutant General.

Chapter 5 Documentation

5-1 Horse Records

a. The SAW is the primary custodian of all records and documentation pertaining to demographic information of the horse. This information includes, but is not limited to: name, age, breed, donor information, height, color, etc.

b. The unit horse officer shall maintain a copy of all horse records as a backup to the Unit horse officer.

5-2 Property Records

a. The FAS shall be the primary custodian of all records necessary for the procurement and divestment of each horse. These records shall be maintained in accordance with state property regulations. These records remain readily available for the inevitable retirement or death of the horse.

b. The unit horse officer and SAW will be provided a copy of all state administrative records.

c. Upon divestment of the horse, the FAS and SAW horse files shall be combined and maintained by the custodian of state records.

5-3 Fiscal Documentation

a. The MAPO shall maintain fiscal records for the adoption, care, maintenance and retirement of the horse. Periodically, this information will be used to conduct an analysis of the cost of care for each horse in the herd.

b. The FAS shall maintain all purchase requests, invoices and receiving reports in accordance with state regulations.

c. The SAW shall maintain a copy of all records submitted to the MAPO.

5-4 Inspections

a. The Military Administrative & Programs Officer shall coordinate an annual inspection of the Unit horse officer's records and documentation. Inspections will be announced with a minimum of ninety (90) day notice.

b. The FAS has responsibility for providing all appropriate property and fiscal documentation to the Office of the State Auditor upon request.

CONNECTICUT MILITARY DEPARTMENT



INSTRUCTIONS FOR HORSE ADOPTION QUESTIONNAIRE

PURPOSE: To provide necessary information regarding the horse to be adopted by the Connecticut Military Department (CTMD) in order to determine if it is suitable to be accepted on a trial basis

TIMEFRAME: All horses being considered for acceptance into the herd of the Governor's Horse Guard are subject to a trial period not to exceed 90 days. The trial period begins the date this form is completed and approved by all certifying individuals. If the horse fails the 90 day trial period, the horse will be returned to the original owner

CONDITIONS: Any horse accepted into the herd becomes the property of the State of Connecticut – CTMD for the use of the members of the Governor's Horse Guard. The donating party relinquishes all rights and privileges to the horse for as long as the horse remains under the custody and care of the CTMD. At the point where the horse can no longer perform its mission, the CTMD will begin the process of retiring the horse from state service. The CTMD will offer to return the horse to the original owner (donating party) before exploring any other options in accordance with state regulations, procedures and general orders.

CONSENT: Completing this form authorizes the CTMD to contact the donating party's veterinarian and farrier to discuss the health and soundness of the horse. It also authorizes the donating party's consent to have the horse evaluated, tested and trained in cavalry drill and ceremony by members of the Governor's Guards.

APPROVAL: Before the horse is brought on for trial, the Unit Horse Officer, CTMD Agricultural Worker and the CTMD Contract Veterinarian must review this document and acknowledge that the horse is suitable to be brought into the herd on a trial basis. If for any reason, any of the three parties do not approve, the adoption process is terminated.

RECORD RETENTION: This document and all attachments are to be maintained by the CTMD Agricultural Worker for the duration the horse remains as property of the CTMD and is subject to inspection upon request. A copy of this document is to be maintained by the Unit Horse Officer.

CONTACT INFORMATION:

First Company Governor's Horse Guard
Unit Horse Officer
280 Arch Road
Avon, CT 06001
1GHG.CTMD@ct.gov

Second Company Governor's Horse Guard
Unit Horse Officer
4 Wildlife Drive
Newtown, CT 06470
2GHG.CTMD@ct.gov

**CONNECTICUT MILITARY DEPARTMENT
HORSE ADOPTION QUESTIONNAIRE**



OWNER INFORMATION				
Name		Phone Number	E-Mail	
Street Address		City	State	Zip-Code
HORSE INFORMATION				
Registered Name		Barn Name		
Breed <i>(please provide a copy of registration papers)</i>		Age	Height	Color
Markings		Sex		
FEED INFORMATION				
Grain (Brand & Type)		Hay (Type)		
Feed Schedule (In Pounds)				
Grain		Hay		
AM:		AM:		
PM:		PM:		
MEDICAL PROVIDER INFORMATION				
Name of Veterinarian		Phone Number	E-Mail	
Name of Farrier		Phone Number	E-Mail	
Name of Equine Dentist		Phone Number	E-Mail	
Date of Last Deworming	Wormer Used	Date of Last Coggins <i>(please provide test report)</i>	Date of Last Shoeing	
Date of Last Tooth Floating				
VACCINATIONS				
TYPE	YES/NO		DATE (month/year)	
Eastern				
Western				
Potomac Horse Fever				
Rabies <i>(provide copy)</i>				
Strangles				
Rhinopneumonitus				
Tetanus				
Flu				
West Nile Virus				
Other				

**CONNECTICUT MILITARY DEPARTMENT
HORSE ADOPTION QUESTIONNAIRE**



QUESTIONS		
1. Has your horse ever had any lameness problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain
2. Does your horse require any special shoeing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain
3. Has your horse ever suffered from colic?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain
4. Has your horse ever suffered from any other medical problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain
5. Does your horse receive any medication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain
6. Does your horse receive daily turn-out?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain
7. Is your horse with other horses	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many?
8. Does your horse have pasture (grass) turn-out?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how often and for how long?
9. What type of stall does your horse have?	<input type="checkbox"/> Straight <input type="checkbox"/> Box <input type="checkbox"/> Run-In Shed	
10. Has your horse ever been shown or had any special training?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain
11. Will your horse stand comfortably on cross-ties?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Will your horse allow his ears, bridle path, muzzle and legs to be trimmed with electric clippers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain
13. Will your horse allow his sheath to be cleaned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Does your horse have a problem loading onto a trailer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain
15. Do you experience any bridling or saddling problems with your horse?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain
16. In your opinion, what type of rider can work comfortably with your horse?	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
17. Please explain why you are seeking a new home for your horse?		
18. How did you hear about the State of Connecticut Governor's Horse Guards?		
19. Are you willing to provide medical records for this horse?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**CONNECTICUT MILITARY DEPARTMENT
HORSE ADOPTION QUESTIONNAIRE**



I, as the legal owner of the above referenced horse, have read and understand the content herein and grant to the Connecticut Military Department permission to evaluate my horse during the trial period. If at any time during the evaluation period it is determined that the horse is not suitable for use, I will accept the return of the above referenced horse from the Connecticut Military Department.

I authorize the Connecticut Military Department to contact my veterinarian and farrier to discuss the health and soundness of my horse.

I understand that if the above referenced horse passes the evaluation period, the horse becomes the property of the Connecticut Military Department and I relinquish all rights and privileges as owner of the horse. I acknowledge when the horse is no longer able to perform its mission as a member of the herd of the Governor's Horse Guard, the Connecticut Military Department will offer to return ownership of the horse to me before exploring other courses of action to retire the horse from military duty.

Printed Name of Donating Party

Signature of Donating Party

Date

APPROVALS

The following have reviewed all the information contained within this form and approve this horse to be evaluated for a trial period (not to exceed 90 days) in order to determine that the above referenced horse will be suitable for the mission of the Governor's Horse Guard.

Printed Name of Unit Horse Officer

Signature of Unit Horse Officer

Date

Printed Name of CTMD Agricultural Worker

Signature of CTMD Agricultural Worker

Date



STATE OF CONNECTICUT
MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
360 BROAD STREET – ROOM #113
HARTFORD, CONNECTICUT 06105-3706

[DATE]

[NAME]
[STREET]
[CITY], [STATE] [ZIP]

Dear [NAME]

This is to notify you that effective this date [REGISTERED NAME OF HORSE], a horse donated by you to the Connecticut Military Department, is hereby accepted.

On behalf of the Adjutant General and the members of the [UNIT], please accept our sincere appreciation for your very thoughtful gift. [REGISTERED NAME OF HORSE] will receive professional care in a very comfortable and humane environment.

We look forward to a long and happy association. You are welcome to visit our unit stables. Please contact [UNIT HORSE OFFICER] at [PHONE NUMBER] or [E-Mail].

Thank you for donating [REGISTERED NAME OF HORSE] to our unit. He is a fine addition to our stable of horses.

Sincerely,

[SIGNATURE]
[CTMD PROPERTY OFFICER]

cc:
The Adjutant General
Assistant Adjutant General
Commandant
Unit Horse Officer
State Agricultural Worker



STATE OF CONNECTICUT
MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
360 BROAD STREET – ROOM #113
HARTFORD, CONNECTICUT 06105-3706

[DATE]

[NAME]
[STREET]
[CITY], [STATE] [ZIP]

Dear [NAME]

This letter is to notify you that [NAME OF HORSE] has did not pass the evaluation period and will not be accepted into the herd of [NAME OF UNIT].

[NAME OF HORSE] is an excellent animal, but did not meet the standards to come a member of the herd of a military organization.

On behalf of the Adjutant General, the Commandant and the members of [NAME OF UNIT], we appreciate the offer of this generous gift, but unfortunately cannot accept.

The Unit Horse Officer will be contacting you shortly to make arrangements to return [NAME OF HORSE] to your custody. We will also return all original documentation you provided as well as copies of any records we created while [NAME OF HORSE] was in our care.

Point of contact for this memorandum is the undersigned at [PHONE NUMBER & E-MAIL].

[SIGNATURE]
[CTMD PROPERTY OFFICER]

cc:
The Adjutant General
Assistant Adjutant General
Commandant
Unit Horse Officer
State Agricultural Worker



STATE OF CONNECTICUT
MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
360 BROAD STREET – ROOM #113
HARTFORD, CONNECTICUT 06105-3706

[DATE]

[NAME]
[STREET]
[CITY], [STATE] [ZIP]

Dear [NAME]

This letter is to inform you that due to [REASON FOR RETIREMENT] the horse that you generously donated to the [NAME OF UNIT]; [NAME OF HORSE] will need to retire from the unit. He has been a wonderful asset to the program will be greatly missed.

The Connecticut Military Department protocol requires that notice be served to the original owner offering the return of their horse.

If you are either unable or unwilling to accept the return, the Connecticut Military Department will move forward with the next step of adopting out [NAME OF HORSE]. All further actions taken, with the best interest of the horse in mind, will take place in the most humane fashion possible.

Please complete the enclosed Acknowledgement of Acceptance or Rejection and return in the postage paid addressed envelope by [DEADLINE DATE]

If you have any questions regarding this notification, I can be reached at [PHONE NUMBER & E-MAIL].

Sincerely,

[SIGNATURE]
[CTMD PROPERTY OFFICER]

cc:
State Agricultural Worker
Unit Horse Officer



STATE OF CONNECTICUT
MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
360 BROAD STREET – ROOM #113
HARTFORD, CONNECTICUT 06105-3706

[DATE]

I, [NAME OF ORIGINAL OWNER] certify that I am willing to either accept or reject the return of the [TYPE OF HORSE] known as [NAME OF HORSE] upon his retirement from the [NAME OF UNIT].

Acknowledgment of Acceptance:

Acknowledgement of Rejection:

Signature

Signature

Printed Name: _____

Date: _____



STATE OF CONNECTICUT
MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
360 BROAD STREET – ROOM #113
HARTFORD, CONNECTICUT 06105-3706

[DATE]

[NAME]
[STREET]
[CITY], [STATE] [ZIP]

Dear [NAME]

This letter is to confirm that we have received your request to have [NAME OF HORSE] returned to you after his successful service to the [NAME OF UNIT] and the State of Connecticut.

When [NAME OF HORSE] is returned to your custody, the State of Connecticut will be free of all liability, responsibility and cost for the future care of the horse.

A representative from the [NAME OF UNIT] will be in contact with you to coordinate the transfer of your horse to your custody and care.

Point of contact for this memorandum is the undersigned at [PHONE NUMBER & E-MAIL].

Sincerely,

[SIGNATURE]
[CTMD PROPERTY OFFICER]

cc:
The Adjutant General
Assistant Adjutant General
Commandant
Unit Horse Officer
State Agricultural Worker

The [NAME OF UNIT] is auctioning [NUMBER OF HORSES] horses that are no longer capable of performing their military ceremonial mission. Interested bidders can find out more information on each horse and how to submit a bid at our website [\[UNIT WEBSITE\]](#) or call [NAME OF CTMD PROPERTY OFFICER] at [PHONE NUMBER]. All bids MUST be received by [DATE & TIME OF AUCTION CLOSING]. Bids received after that time will not be entertained.

All proceeds from the auction are for the benefit of the herd of the [NAME OF UNIT].

The [NAME OF UNIT] are auctioning [NUMBER OF HORSES] horses that are no longer capable of performing their military ceremonial mission.

Interested bidders **MUST** attend a walkthrough to view the horses on **[DATE OF WALKTHROUGH]** at **[TIME OF WALKTHROUGH]** at the [NAME OF UNIT] facility located at:

[ADDRESS OF UNIT FACILITY]

Bidders who do not attend the walkthrough will not be accepted.

All bids **MUST** be received by **[CLOSING DATE OF AUCTION]** at **[CLOSING TIME OF AUCTION]**. Bids received after that time will not be entertained.

Interested bidders must include the following information on their offer:

- 1) Name
- 2) Address
- 3) Phone Number and/or E-Mail
- 4) Name of the horse(s) being bid on
- 5) Dollar amount of the bid
- 6) Brief description of your ability and experience to care for the horse

Bids must be addressed to:

**Connecticut Military Department
Governor William A. O'Neill Armory
360 Broad Street - Room #223
Hartford, Connecticut 06105
Attention: Heather Jones
Control #: 2GHG-2015-001**

All proceeds from the auction are for the benefit of the herd of the [NAME OF UNIT].

Horses for Auction: (click on the name for more information)

1) Horse Name: **[[NAME OF HORSE]]** In service to the state since [[DATE]]

2) Horse Name: **[[NAME OF HORSE]]** In service to the state since [[DATE]]

Each of these horses have served the [[NAME OF UNIT]] and the State of Connecticut with honor and distinction. It is our intent to find these horses a home where they can enjoy the retirement they deserve.

If you have any questions about the horse, you may contact the unit horse officer, [[UNIT HORSE OFFICER]] at [[E-MAIL OF HORSE OFFICER]]

If you have any questions on the bid process, you may contact the CTMD property officer, [[NAME OF CTMD PROPERTY OFFICER]] at [[E-MAIL OF CTMD PROPERTY OFFICER]]



STATE OF CONNECTICUT
MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
360 BROAD STREET – ROOM #113
HARTFORD, CONNECTICUT 06105-3706

[DATE]

[NAME]
[STREET]
[CITY], [STATE] [ZIP]

Dear [NAME]

Congratulations on being the winning bidder for [NAME OF HORSE]. Please send a check made payable to **Treasurer – State of Connecticut** to the following address:

Connecticut Military Department
Governor William A. O'Neill Armory
360 Broad Street – Room #223
Hartford, CT 06105
Attn: [NAME OF CTMD PROPERTY OFFICER]

You have 30 days from the date of this letter to make arrangements to take [NAME OF HORSE] into your custody. Please contact the unit horse officer, [UNIT HORSE OFFICER] and the state agricultural worker, [NAME OF AGRICULTURAL WORKER] to coordinate.

Again, congratulations and thank you for caring for this wonderful animal that has served the state military with dignity and honor.

Sincerely,

[SIGNATURE]
[CTMD PROPERTY OFFICER]

cc:
The Adjutant General
Assistant Adjutant General
Commandant
Unit Horse Officer
State Agricultural Worker



STATE OF CONNECTICUT
MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
360 BROAD STREET – ROOM #113
HARTFORD, CONNECTICUT 06105-3706

[DATE]

[NAME]
[STREET]
[CITY], [STATE] [ZIP]

Dear [NAME]

Thank you for your offer but you were not the winning bidder on [NAME OF HORSE].
Please continue to monitor our website and the local papers for future horse auctions.

Sincerely,

[SIGNATURE]
[CTMD PROPERTY OFFICER]