



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

NGKS-TAG

10 May 2010

MEMORANDUM FOR KSNG Unit Commanders

SUBJECT: TAG Policy Letter #29, Official Policy for the Adjutant General's Mounted Color Guard (MCG)

1. This is the official policy letter that was verbally approved on 16 September 2004 based upon recommendations of JAG, HRO, Chief of Staff and TAG MCG Commander

2. **MISSION STATEMENT:** The Adjutant General's Mounted Color Guard and Cavalry Troop demonstrate the Horse Soldier heritage and traditions of the Kansas National Guard. The unit participates in military and civic events that enhance recruiting, retention and good public relations by demonstrating the history and pageantry of the mounted Kansas National Guard Soldier.

3. The unit is made up of volunteer members, FTM (TECH/AGR) and M-day officer, enlisted, civilian and retired members of the Kansas Army and Air National Guard. Family members of volunteers may participate in certain supervised events based upon the approval of the unit commander. There is certain risk involved in all equine events and the Kansas National Guard assumes no liability. Volunteer Troopers provide their own mounts, horse maintenance and transportation. Periodic uniforms and horse equipment will be provided by the agency as accountable station property.

4. Troopers and mounts are trained in basic cavalry mounted drills. Equine units require extensive and frequent training. SAFETY is paramount in all unit activities. Composite Risk Management will be conducted and applies to all missions at all times. The health of the mounts is the responsibility of the owner. Yearly veterinary health certificates and Coggins test is required on each animal.

5. The MCG Commander will maintain a roster of active MCG members that will be updated quarterly and ensure distribution of that roster to KSNG organizations. The Commander will appoint the MCG Staff consisting of members of the unit. The Staff and responsibilities shall consist of:

* **Commander:** The MCG Commander is the primary trainer and coordinator of unit events. He/She will chair all unit meetings or designate someone to do so. The Commander will represent the unit at all event meetings and official functions.

* **First Sergeant:** The 1SG will assist the Commander in the execution of his duties. He/She will have primary responsibility for instructing the unit in drill. He/She will inspect both troopers and the camp to see that they present a proper military appearance.

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- * Adjutant: The Adjutant will assist the unit Commander in the execution of his duties. He/She will be responsible for maintaining all unit personnel records and the minutes of unit meetings. He/She will develop and maintain a unit "alert roster", be responsible for handling incoming and outgoing unit correspondence, and edit the unit newsletter.
- * Quartermaster Sergeant: The Quartermaster will be responsible for maintaining all unit financial and equipment records. He/She will be prepared to give an accounting of same when required.
- * Add'l Leadership Roles: As it becomes necessary, the unit Commander and his Staff (the other elected leaders) may appoint officer/noncommissioned officers to other necessary roles. In addition, the elected leaders may appoint a unit member as chairman of a special or temporary committee. The Commander may, at his discretion, appoint another unit member to function in a leadership capacity, in particular situations.

6. MCG members that are full-time employees of the Kansas National Guard will reference HRO Policy Letter #14 for proper leave policies and procedures.

7. All official event participation by the MCG will be in some form of legally authorized military status, i.e. State Active Duty, IDT, AT, ADSW, No-Pay IDT (points only) to ensure liability protection for both the individual and organization.


TOD M. BUNTING, Major General, KSNG
The Adjutant General

Distribution:
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