

**BY ORDER OF THE COMMANDER  
90TH MISSILE WING**

**90TH MISSILE WING INSTRUCTION 32-302**

**9 DECEMBER 2014**

**Civil Engineering**

**CONTROL OF PETS AND STRAY ANIMALS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements provisions stated in Air Force Instruction 32-6001, *Family Housing Management* and Air Force Instruction 32-6007, *Privatized Housing Management* and establishes policy and procedures for the control of pets and how stray animals will be dealt with at Francis E. Warren Air Force Base (FEW), Wyoming. It applies to all persons who live on, work on, or visit FEW. On-base residents must also comply with Balfour Beatty Communities' (BBC), *Pet Addendum* (<http://www.fewwarrenfamilyhousing.com/media/659697/Pet-Addendum.pdf>). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Information Management System (AFRIMS) Records Disposition Schedule (RDS). Comply with AFI 33-332, *The Air Force Privacy And Civil Liberties Program*, for documents containing privacy act information. Comply with AFI 31-401, *Information Security Management* for documents containing For Official Use Only information. Refer recommended changes and questions about this publication to the Office of Primary Responsibilities (OPR) using the AF Form 847, *Recommendations for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. See attachment 1 for Glossary of References and Supporting Information.

**SUMMARY OF CHANGES**

This publication was substantially revised and must be reviewed in its entirety. Changes include the organization from the 90th Space Wing to 90<sup>th</sup> Missile Wing. The publication series changed

from 31 (Security) to 32 (Civil Engineering) due to changes in organizational responsibility. Additional changes include the infraction consequences in section 2.3.2, and the addition of policies from Balfour Beatty Communities (BBC) in base housing.

## **1. Terms Explained.**

1.1. Pet. Any animal kept and cared for by an owner. This includes dogs, cats, horses, and exotic animals not prohibited by this instruction or civilian law, etc. Wild animals, farm animals, livestock (except horses stabled at the base stables), and reptiles are prohibited as pets on FEW.

1.2. Stray Animal. Any uncontrolled domestic animal loose on the base.

1.3. Control. A leash, rope or chain, fenced area, or other positive measures to ensure a pet cannot gain access to other property or public areas.

1.4. Animal Abuse. To physically mistreat; to do physical harm; or fail to properly feed, water, house, or otherwise provide adequate care for an animal.

1.5. Incident. Any case of animal abuse or neglect, any bite or scratch by an aggressive pet, or any occurrence of a pet not being under control.

1.6. Horse Stables. The horse stables are located on the northern part of FEW and are operated by The Outriders of Fort D.A. Russell to board privately owned horses. The horse stables are not a 90th Force Support Squadron (90 FSS) operation.

## **2. General.**

2.1. Delegation of Authority. The 90th Missile Wing Commander (90 MW/CC) may delegate to the 90th Mission Support Group Commander (90 MSG/CC) the responsibility and authority to implement and enforce the policies and procedures set forth in this instruction.

2.2. Pets in Multi-Family Housing (MFH). Housing of domestic animals on a United States Air Force Base is a privilege. The 90 MSG/CC permits housing pets so long as these animals do not impact mission effectiveness, do not become a nuisance to other base residents, and are adequately cared for and controlled.

2.3. Removal of Pets from Installation. The 90 MW/CC, or delegatee, may order a pet removed from the base. In extreme cases, the 90 MW/CC or delegatee may order a family member to move off base due to the misbehavior of the pet. The basic rules are:

2.3.1. Pet owners must keep their pet under control and reasonably quiet at all times. Owners must provide adequate care to include food, water, and shelter for their pets especially during extreme hot and cold weather. Pets cannot be leashed to outside faucets, privacy fences, or any part of the housing unit or existing landscaping.

2.3.1.1. Pets including cats are permitted off leash when inside the owners' residence or within the owners' enclosed yard. Pets, including cats, are NOT permitted to run free outside the owners' enclosed yard. Pets are permitted off leash, if under voice control, in the following three areas of the base.

2.3.1.1.1. Area 1. In the area immediately around and west of North and South Pearson Lakes. The area is bordered on the east by Rogers Road, on the north by

Central Drive, on the west by Central Drive and Wapiti Drive, and on the south by Wapiti and Rogers Road.

2.3.1.1.2. Area 2. The area directly east of the horse stables. The area is bordered on the west by Rogers Road, on the east by the base perimeter fence, on the south by Sampson Road, and no further north than the Army Aviation Support Facility.

2.3.1.1.3. Area 3. The open areas located south and west of Gate 2. This area is bordered on the northeast by Missile Drive, on the northwest by Blackpowder Road, on the northwest by a line drawn from the intersection of Blackpowder Road and Territory Road in a southeasterly direction to the base perimeter fence, and on the southeast by the base perimeter fence.

2.3.1.2. When off leash, in any of these three areas, the pet:

2.3.1.2.1. Must be accompanied by their owner(s), family members of the owner, or someone "sitting" the animal and be under positive verbal command at all times.

2.3.1.2.2. Will not be permitted to become a nuisance or danger to other personnel or animals in the area they are located.

2.3.1.2.3. Must be placed under physical control (on a leash, inside a vehicle, inside a pet carrier, etc.) when departing these areas.

2.3.1.2.4. Are not permitted to enter any base housing areas off leash.

2.3.2. Failure to follow these rules will result in:

2.3.2.1. 1st Offense: Written Warning issued by Wing commander or delegatee; except for bites, which will result in the animal being quarantined and removal from the installation. The pet owner has 10-days to rebut the infraction to the Military Magistrate.

2.3.2.2. 2nd Offense: Final Written Warning issued by the MW/CC or delegatee.

2.3.2.3. 3rd Offense: Animal will be banned from FEW with a written letter from the MW/CC or delegatee.

2.3.2.4. 4th Offense: Pet Owners will be ordered to move off FEW.

**\*NOTE 1:** 1st biting offense will result in animal being quarantined followed by removal from housing on FEW.

**\*NOTE 2:** Upon written notice of any offenses, pet owners will have 10 days to rebut written notice. Address pending circumstances to the 90 MW/CC or delegatee.

2.3.3. Pet owners are liable for damage caused by their pets, including injuries to other animals or people.

2.3.3.1. Pet owners are responsible for cleaning up and disposing of their pets' feces even in off-leash areas. FEW is in a non-compliance area for fecal coliform and all feces picked up will keep the base from contributing to the fecal coliform levels.

2.3.3.2. BBC will be notified by memorandum of all pet complaints or incidents (e.g., biting, scratching, nuisance stray, abuse, et cetera).

2.3.4. Authority to ban pets from the installation rests within the sole discretion of the 90 MW/CC or delegatee. However, BBC housing has the authority to ban pets from BBC housing units when tenants are found in violation of the lease agreement, the pet addendum, or base regulations and/or instructions.

2.3.5. Breeding or raising of animals in BBC housing for commercial purposes is prohibited unless approved by the 90 MW/CC or delegatee. The operation of a commercial-type kennel in government quarters is also prohibited.

2.3.6. Horses may be housed at the Outriders of Fort D.A. Russell Club stables when the stables are operational. Horses must be stabled off base if stables on base are not established and operating. Under no circumstances may horses or other farm animals be stabled or housed in military housing units. The horse stables are under the management of the Outriders Club of Fort D. A. Russell. Horse owners stabling a horse at the stables must comply with the Outriders Club of Fort D. A. Russell operating and horse health requirements.

2.3.6.1. Horses may be ridden on the trails in area 1 but are not permitted to enter the water. Horses may also be ridden in the area around the stables including the open prairie to the north indicated in paragraph 2.3.1.1.2 Area 2. Horses may not be ridden into any housing area or in the FAMCAMP Pavilion area.

2.3.6.2. Family pets of Outriders of Fort D.A. Russell Club members are permitted in the stable area. It is the owner's responsibility to ensure pets do not create safety problems.

2.3.7. The Base Entomology personnel will attempt to contact the owner of any stray animal/pet they capture. Owners may collect their pets through the Cheyenne Animal Shelter. The pet owner is responsible for all costs associated with sheltering the pet at the animal shelter.

2.3.8. Cheyenne Animal Shelter will handle pets as directed by the base veterinarian and/or representative if a person has been bitten or scratched and the owner cannot be found. When the owner is identified, they will be directed to contact the base veterinarian.

2.3.9. Birds of any type must be securely caged if kept in BBC housing. Fish, reptiles and other animals are not permitted in the dormitories, unaccompanied officer's quarters, unaccompanied noncommissioned officer's quarters, guest's quarters and other public buildings without written approval of the 90 MW/CC or delegatee. Case-by case exceptions may be made for military working dogs and assistance-type dogs. BBC Housing prohibits poisonous reptiles of any type.

2.3.10. Any incident of a pet inflicting injury, even if properly fenced and/or under control, that represents a verifiable danger to the community, will be evaluated on a case-by-case basis. Pet owners are responsible for the actions of their animals even if the pet is provoked.

### **3. Responsibilities.**

### 3.1. 90th Security Forces Squadron:

3.1.1. Will respond to resident complaints of animal abuse or animal bites.

3.1.2. Will conduct a preliminary investigation in all cases of suspected animal abuse and will forward the findings to the Base Veterinary Clinic for further investigation, if needed.

3.1.3. Will include an entry on AF Form 53, Security Forces Desk Blotter. For every animal complaint, a Security Forces Management Information System (SF MIS) incident report will be accomplished on all incidents as defined by paragraph 1.5

3.1.3.1. A copy of each report (DD Form 1408) will be sent to the commander of the military member (if known) who owns the pet. The Housing Office, BBC, and 90 MW/CC or delegatee will be notified of any incidents involving violations of the governing rules, animal bites or animal abuse problems in BBC housing or other areas on base.

3.1.3.2. If an animal bites or scratches an individual, Security Forces will advise the victim to seek medical treatment. If they refuse treatment, annotate the refusal in the blotter and SF MIS report, if completed.

### 3.2. Base Residents/Pet Owners will:

3.2.1. Register all Pets. Present records of all pets, including horses, to the Veterinary Clinic, Bldg 288, within 5 days after arrival on base in order to validate and ensure its health and immunization status. The Veterinary Clinic will review the records and return them to the pet owner. The base vet will maintain a copy of the animal's health record in accordance with AFIJI 48-131, Veterinary Health Services.

3.2.1.1. The pet's health records must be completed as necessary by the owner. It is the owners' responsibility to make sure health records are kept up to date and to provide the base veterinarians' office with a copy of examinations and vaccinations received from off-base veterinarians. Owners must also inform the Base Veterinary Clinic, Bldg. 288,

Phone: (307)773-3354, of any change of address and phone numbers and to physically sign out your pet records upon Permanent Change of Station (PCS) or Expiration Term of Service (ETS).

3.2.1.2. The health records of all horses housed at the base stables must also be presented to the Outriders Club of Fort D. A. Russell board members. A copy of the vaccination record and negative Coggins Test will be forwarded to the base veterinarian.

3.2.1.2.1. Ensure domestic pets and horses have current rabies vaccination with certificate signed by military or civilian veterinarian.

3.2.1.2.2. Ensure that, in addition to the rabies vaccination, horses stabled at the Outriders of Fort D.A. Russell Club stables comply with the vaccination requirements established by the USAF, USA Veterinary Services, base regulations, and the Outriders Club of Fort D. A. Russell.

3.2.2. Keep pets under control at all times. The pet must wear a collar or harness with a current rabies vaccination tag and the owners name tag. Unless within the confines of the

owners' home or fenced yard, pets will be on a leash with the exception of the areas identified in paragraph 2.3.1.1. above.

3.2.3. Keep all pets from creating a nuisance, i.e., barking loudly, digging, chasing wildlife, or other actions which may damage government property.

3.2.4. Keep pets from interfering with the work of civilian or military personnel.

3.2.5. Keep the pet housed, fed, and safeguarded in accordance with BBC's Pet Addendum. This includes providing proper shelter from the weather when housed outdoors.

3.2.6. Ensure fenced-in yards or area around quarters used by pets are policed daily. When pets are walked, clean up any droppings deposited by animals.

3.2.7. Keep unsprayed female animals in isolation while in heat.

3.2.8. Contact the Base Veterinary Clinic if a pet dies, is sold, or is given away.

3.2.9. Contact the Law Enforcement Desk when a pet escapes from control.

### 3.3. Base Veterinary Clinic:

3.3.1. Provide animal vaccinations and examinations as necessary in accordance with Army Regulation 40-905.

3.3.2. Maintain pet registration and health records on file for all pets kept or maintained on FEW in accordance with Army Regulation 40-905.

3.3.3. Attending veterinarian will serve as the base Animal Abuse Officer and will assist with or be consulted by security forces in potential cases of animal abuse, as identified by security forces or by other base residents.

3.3.4. Provide the owner the original copy of DD Form 2208, Rabies Vaccination Certificate and issues a numbered FEW "rabies tag" to the owner.

3.3.4.1. Forward a log of rabies vaccinations record to Cheyenne Animal Control.

3.3.5. Coordinate with Military Public Health on all animal bite cases and rabies quarantine.

3.3.6. Provide guidance to pet owners about procedures for veterinary evaluations and quarantine of pets following a biting incident.

3.3.7. Ensure all animals involved in a bite incident receive appropriate veterinary evaluation and quarantine as required. The owner of the animal will sign DD Form 2623, Animal Home Quarantine, and comply with Army Regulation 40-905.

3.4. The 90th Civil Engineer Squadron Entomology Shop (90 CES/CEOIE) is responsible for picking up and disposing of dead domestic animals (i.e. dogs, cats.) found along the roadside on FEW, other than the housing areas. This does not include dead wild animals such as geese, ducks, etc. Base Entomology will trap stray cats and dogs when requested. The Entomology Shop can be contacted through 90 CES Customer Service at (307)773-3175.

3.5. BBC is responsible for stray cats and dogs in the housing area. They are also responsible for dead animals in the housing area. If stray cats and dogs or dead animals are discovered in the housing area, contact BBC at (307)637-6102.

3.6. BBC will notify the Base Public Health Office (307)773-3040 and Civil Engineers (307) 773-3175 of any infestations that may impact the health of the community.

#### **4. Vaccinations, Rabies Control, and Animal Bites:**

4.1. General Requirements. Dogs and cats, 4 months of age and older, (horses 6 months of age and older) must be vaccinated as required by Wyoming state law including vaccination against rabies. Dogs, cats and horses are required to be vaccinated against rabies in accordance with manufacturer's label directions and veterinary guidance. USDA licensed three year vaccines are accepted. A military or civilian veterinarian may complete this. Horses must be vaccinated as required by either the Wyoming state law or the Outriders Club of Fort D. A. Russell, whichever is more stringent.

4.1.1. As a minimum, dogs and cats are required to be immunized with those vaccines that are considered to be "core" vaccines, as determined by the U.S. Army Veterinary Services in the Small Animal Vaccination Guidelines. These vaccinations will be accomplished at the discretion of the veterinarian and in accordance with the vaccine manufacturer's instructions. USDA licensed three year vaccines are accepted. In the event of a valid medical reason that contraindicates the use of a particular vaccine in a given pet, this reason shall be annotated in the medical record.

4.1.2. As a minimum, horses will be vaccinated and or tested for the following: eastern and western encephalomyelitis, rabies, tetanus toxoid, and equine rhinopneumonitis. A Coggins test must be completed no more than 12 months prior to entry to the base with negative results. Once the horse is placed in the stables, another Coggins test must be conducted within 12 months of the last test and annually thereafter.

4.1.2.1. Foals will be immunized between 3 and 4 months of age, receive boosters 1-2 months later, and then follow normal immunization schedules.

4.2. Vaccination documentation. Vaccinations will be properly documented.

4.2.1. When pets are vaccinated by the base veterinary clinic, pet owners will be issued a numbered and dated FEW "rabies tag" and a DD Form 2208, Rabies Vaccination Certificate, for each animal properly vaccinated against rabies. The tag is to be permanently affixed to the animals' collar and worn continually. Cheyenne Animal Control will be provided copies of rabies vaccination records and tag numbers. In accordance with Cheyenne Municipal Codes, a rabies tag must be issued annually. Issuance and reporting of annual rabies tag numbers is required for City registration.

4.2.2. When pets are vaccinated by off-base veterinarians, the owner will ensure the off-base veterinarian provides them with an accurate record of the vaccinations and will maintain these records. Proof of the vaccination will be taken to the base veterinarian's office where a base rabies tag will be issued. In accordance with Cheyenne Municipal Codes, a rabies tag must be issued annually. Issuance and reporting of annual rabies tag numbers is required for City registration.

- 4.2.2.1. Pet owners will provide the base veterinarian's office with a copy of the pet's current vaccination record within 5 days of bringing the animal onto the installation, and update the veterinary office's copy of the vaccination record after each vaccination. Horse owners will also provide the base veterinarians' office with a copy of the horses' current Coggins test and deworming procedure.
- 4.2.2.2. Pet/animal owners will make the animals' health records available, upon request, to the base veterinarian or security forces personnel any time their pet is involved in an incident to include animal bites, attacks, or if the pet is picked up as a stray. The health records must be presented to the requesting agency within 24 hours of the request, but not later than 72 hours from the time of the incident.
- 4.3. Animal Bite/Scratch Incidents. Anyone bitten or scratched by an animal should seek medical treatment at either the base hospital or civilian medical facility. All biting incidents will be reported to the 90th Medical Group (90 MDG). If the bite occurred when the owner did not properly control the animal, security forces will be contacted.
- 4.3.1. The 90 MDG will initiate DD Form 2341, Report of Animal Bite - Potential Rabies Exposure, with all available information on the biting incident. The original report will be provided to the base veterinary clinic. The individual's medical record will be annotated if they refuse medical treatment.
- 4.3.2. When notified of an animal bite/scratch which occurred off base, the base veterinary clinic will notify the Cheyenne Animal Control. The DD Form 2341 will be annotated to reflect the veterinary evaluation and disposition/status quarantine of the biting animal.
- 4.3.3. Within 24 hours of on-base biting/scratching incident, the owner will have the animal evaluated by a local veterinarian and quarantined for a 10-day period. In accordance with Army Regulation 40-905, the base veterinary clinic reserves the right to order the animal to be quarantined off base at the owners' expense. The veterinarian must reevaluate the animal before it is released from quarantine. Proof of current rabies vaccination, the veterinary evaluation, and the quarantine status will be provided to the base veterinarian. Also notify BBC by memorandum of all pet complaints or incidents, i.e., (biting, scratching, nuisance, stray, abuse, non-control, etc.).

TRACEY L. HAYES, Colonel, USAF  
Commander, 90th Missile Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 31-401, *Information Security Program Management*, 01 November 2005  
AFI 32-6001, *Family Housing Management*, 21 August 2006  
AFI 32-6007, *Privatized Housing Management*, 19 September 2012  
AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 05 June 2013  
AFI 34-223, *Private Organization (PO) Program*, 8 March 2007  
AFMAN 33-363, *Management of Records*, 01 March 2008  
Army Regulation 40-905, *Veterinary Health Services*, 26 August 2006

***Prescribed and Adopted Forms***

**Prescribed Forms:** There are no forms prescribed by this publication.

**Adopted Forms:**

AF Form 53, *Security Forces Desk Blotter*  
AF Form 847, *Recommendation for Change of Publication*, 22 September 2009  
DD Form 2208, *Rabies Vaccination Certificate*, May 2008  
DD Form 2341, *Animal Bite – Potential Rabies Exposure, Report of*, October 2007  
DD Form 2623, *Animal Home Quarantine*, June 1992