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SECRETARY OF THE AIR FORCE**



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Security

MILITARY WORKING DOG PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air Force (AF) Instruction (AFI) implements AF Policy Directive (AFPD) 31-1, *Integrated Defense*, and establishes the Military Working Dog (MWD) Program. Compliance with this instruction is mandatory and applies to all military and civilian AF personnel, members of the AF Reserve and Air National Guard, and other individuals or organizations as required by binding agreement or obligation with the Department of the AF. In addition, this instruction is mandatory for all government-owned, contractor-operated (GOCO) and contractor-owned, contractor-operated (COCO) facilities when required by contractual agreement. The terms "must," "shall," and "will" denote mandatory actions in this Instruction. This Instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. 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 Records Disposition Schedule (RDS) maintained in the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This instruction explains employment procedures for the MWD Program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route these forms from the field through the functional chain of command. Major Commands, Direct Reporting Units (DRUs), and Field Operating Agencies (FOAs) (hereby referred to collectively as —"MAJCOM") will send one copy of supplements to Headquarters, AF Security Forces Center (HQ AFSFC), Military Working Dog Program (SFOP), 1517 Billy Mitchell Boulevard, Lackland Air Force Base,

Texas 78236. Affected organizations have 180 days from date of publication to implement this AFI or submit applicable deviations to HQ AFSFC/SFOP.

SUMMARY OF CHANGES

This document is substantially revised with tiering and must be completely reviewed. This revision corrects administrative and typographical errors throughout the text. All reference to Military Working Dogs (MWD) as equipment has been removed. It clarifies delegation of the search granting authority and witnessing of the MWD Certification. Optimal Training Requirement (OTR) as replaced by Optimal Training Plan (OTP) to match the Working Dog Management System (WDMS). MWD Trainer and Kennel Master (KM) requirements have been updated. Guidance update for locally certifying single purpose detector dogs as a dual purpose patrol detector dog. Chapter 8: Drug Training Aids, has been updated to reflect current Drug Training Aid Accountability Guide (DTAAG) dated 01 April 2014. Requirements from AFMAN 31-219 were written into AFI 31-121.

Chapter 1—MWD CONCEPT OF OPERATIONS	6
1.1. MWD Concept:	6
1.2. Overview.	6
Chapter 2—FUNCTIONAL AREA RESPONSIBILITIES	7
2.1. HQ AF/A7S.	7
2.2. HQ AFSFC.	7
2.3. HQ USAF MWD PM.	8
2.4. HQ Air Education and Training Command (AETC).	8
2.5. 341st Training Squadron (TRS).	8
2.6. MAJCOM MWD PMs.	8
2.7. Defense Force Commander (DFC).	8
2.8. Kennel Master.	9
2.9. MWD Trainer.	10
2.10. MWD Handler.	11
Chapter 3—MWD AUTHORIZATIONS, REQUISITIONS, ASSIGNMENTS, AND DISPOSITIONS	12
3.1. Authorizations.	12
3.2. Requisitions.	13
3.3. MWD Assignments.	14
3.4. MWD Dispositions.	14

Chapter 4—MWD PROGRAM AND UTILIZATION 15

4.1. Objective. 15

4.2. MWD Utilization and Employment 16

4.3. Safety Procedures. 18

4.4. MWD Use of Force. 20

Chapter 5—MWD TRAINING 22

5.1. MWD Team General Proficiency Training. 22

5.2. Detection Training. 23

5.3. Training with Additional Substances. 23

Chapter 6—MWD PERFORMANCE STANDARDS AND VALIDATION TESTING 25

6.1. Standards. 25

6.2. Validation and Certification Testing. 27

6.3. Decertification Process. 29

Chapter 7—EXPLOSIVE TRAINING AIDS 31

7.1. Explosive Training Aid Safety Precautions. 31

7.2. Explosive Training Aid Acquisition, Turn-In, and Storage. 32

Chapter 8—DRUG TRAINING AIDS 34

8.1. Introduction. 34

8.2. Physical Security Requirements of Drug Training Aids. 34

8.3. Drug Training Aid Registration. 34

8.4. Drug Training Aid Custodians. 34

8.5. Registration to Procure Drug Training Aids. 34

8.6. Procurement of Drug Training Aids. 35

8.7. Revalidation of Training Aids (Recall). 36

8.8. Disposition & Returning of Drug Training Aids. 36

8.9. Drug Training Aid Inventory. 36

8.10. Control of Drug Training Aids. 38

8.11. Change of Primary Custodian. 39

8.12. Controlled Substance Accountability Folder. 39

Chapter 9—KENNEL FACILITIES AND CARE OF MWDS 40

9.1. Kennel Facilities. 40

9.2. Care of MWDs. 40

AFI31-121 17 OCTOBER 2012	5
Chapter 10—MWD TRANSPORTATION	42
10.1. MWD Vehicles.	42
10.2. Shipping MWDs.	43
Chapter 11—DETECTOR DOG SUPPORT TO CLEA	46
11.1. General:	46
11.2. Detector Dog Operations:	46
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	51
Attachment 2—SAMPLE CIVILIAN SUPPORT RELEASE AND REIMBURSEMENT AGREEMENT	56
Attachment 3—LIST OF EUROPEAN UNION COUNTRIES	58
Attachment 4—FAVORABLE COUNTRIES LISTED IN ANNEX II, PART C	59

Chapter 1

MWD CONCEPT OF OPERATIONS

1.1. MWD Concept: The MWD program is a critical enabler to the capability of Security Forces (SF) to defeat threats inside and outside the base boundary. The AF MWD Team (MWDT) also serves a vital role in offensive and defensive operations with the other Department of Defense (DoD) components. The objective of this instruction is to employ MWD assets more aggressively and effectively to counter threats. This provides the framework for employment and utilization to support Integrated Defense (ID) as outlined in AFI 31-101, *Integrated Defense*. Ensuring our forces can Anticipate, Deter, Detect, Assess, Warn, Defeat, Delay, Defend, and Recover.

1.2. Overview. This instruction prescribes responsibilities, policies, and procedures for the direction, management, and control of the AF MWD Program. It explains how MWDTs are used in non-combat and combat support missions including area security, law enforcement, and antiterrorism, to include narcotics and explosive detection.

Chapter 2

FUNCTIONAL AREA RESPONSIBILITIES

2.1. HQ AF/A7S. In accordance with HAF Mission Directive 1-38, *Deputy Chief of Staff of the Air Force (Logistics, Installations, and Mission Support)*, AF/A7S acts on behalf of the Secretary of the AF (SECAF) who is designated as the DoD Executive Agent (EA) for the MWD Program in DoD Directive (DoDD) 5200.31E, *DoD Military Working Dog Program*; the AF Director of SF will act on the behalf of the SECAF as the EA.

2.1.1. The Director of SF will appoint a DoD MWD Program Manager (PM) who will be located at HQ AFSFC.

2.2. HQ AFSFC. HQ AFSFC will support the DoD MWD PM. HQ AFSFC manages the DoD MWD program, develops policy, and provides guidance to MAJCOMs, service component PMs, and the 341st Training Squadron (341 TRS).

2.2.1. HQ AFSFC shall function as the executive agency for DoD MWD taskings, which support the Office of the Secretary of Defense (OSD), US Secret Service (USSS), Department of State (DOS), US Customs Service (USCS), US Drug Enforcement Administration (DEA), and other civilian law enforcement agencies (CLEA). The DoD MWD PM will:

2.2.1.1. Manage the DoD MWD program for the EA and shall operate independently from the AF MWD Program.

2.2.1.2. In accordance with DoDD 3025.13, *Employment of DoD Capabilities in Support of the U.S. Secret Service (USSS), Department of Homeland Security (DHS)*, coordinate with all program participants on the development of uniform procedures and standards.

2.2.1.3. Provide management oversight to the development of required training programs for MWD, instructors, and handlers.

2.2.1.4. Develop standard MWD operational guidance and make such guidance available to the DoD Components and other Federal Agencies participating in the DoD MWD Program.

2.2.1.5. Obtain current information from the MWD Component PMs regarding MWD authorizations and utilization to ensure the ready availability of MWD assets when needed.

2.2.1.6. Develop servicing agreements with all participants, including Federal Agencies.

2.2.1.7. Chair the Joint Service MWD Committee (JSMWDC).

2.2.1.7.1. The JSMWDC will consist of a representative from each of the DoD Components that use MWDs and the Director, DoD Veterinary Services Program.

2.2.1.7.2. The JSMWDC will meet at least annually or at the call of the Chair.

2.2.1.7.3. The JSMWDC will be codified by charter.

2.2.1.8. Maintain program management of the Working Dog Management System (WDMS) in accordance with AFI 23-126 (I), *DoD Dog Program*.

2.3. HQ USAF MWD PM. The USAF MWD PM is located at HQ AFSFC and will be managed separately from the DoD MWD program. The USAF MWD PM will provide guidance to MAJCOM MWD PMs and AF units to manage MWD assets, and task AF units to support requests from the HQ AFSFC Operations Center for interservice and intragovernmental support. The USAF MWD PM will:

2.3.1. Provide the DoD MWD PM and HQ AFSFC Operations Center the 24-hour contact information of the primary and at least one alternate of every MAJCOM PM and AF Kennels.

2.3.2. Validate MWD authorizations in accordance with AFI 23-126 (I).

2.3.3. Maintain program management of the MWD inventory using WDMS.

2.4. HQ Air Education and Training Command (AETC). HQ AETC will manage the programs and resources needed to meet DoD requirements for procurement, training, and distribution of MWDs and the training of MWD handlers, trainers, and Kennel Masters (KM).

2.5. 341st Training Squadron (TRS). This unit is subordinate to HQ AETC. However, because it directly supports the DoD MWD Program, the unit will receive policy and guidance from HQ AF/A7S and HQ AFSFC. The 341 TRS shall:

2.5.1. Provide trained MWDs to fulfill DoD requirements as determined by HQ AFSFC.

2.5.2. Provide the DoD MWD PM with status reports as needed, with information about MWD requisitions and those remaining unfilled from the Trained Dog Requirements (TDR). The 341 TRS inventory will be managed in WDMS.

2.5.3. Train MWDs, handlers, trainers, and KMs to meet DoD requirements.

2.5.4. Provide technical assistance to MAJCOMs and service components as requested.

2.5.5. Maintain records and accountability regarding the current status of all DoD MWDs.

2.5.6. Maintain oversight of all DoD MWD dispositions, including adoptions and euthanasia.

2.6. MAJCOM MWD PMs. MAJCOM PMs will manage MAJCOM MWD assets, provide guidance to the MAJCOM/A7S and subordinate units, and task units to support interservice and intragovernmental support requests. The MAJCOM shall:

2.6.1. Appoint in writing a primary and at least one alternate PM, and provide a copy to the USAF MWD PM.

2.6.2. Ensure unit MWD authorizations equal handler authorizations.

2.6.3. Maintain oversight of the of the MAJCOM MWD inventory using WDMS.

2.7. Defense Force Commander (DFC). The DFC has ownership of all MWD assets assigned to their unit and will decide on the best employment of MWD resources with guidance from the KM. The DFC implements programs and local policy to properly utilize MWDT patrol and detection capabilities. (T-1)

2.7.1. The DFC will ensure unit MWD authorizations equal handler authorizations and provide these authorizations to the MAJCOM MWD PM in writing. (T-3)

2.8. Kennel Master. The KM is responsible for managing the unit MWD program for the DFC by establishing an effective training and evaluation program to maximize the MWDT's capabilities. The KM must be a graduate of the 341 TRS MWD Trainer/KM Course or complete the course within 90 days of appointment as KM. To be eligible to attend this course, personnel must already have attended the MWD Handler Course, fulfilled duties as MWD Handler for at least 18 months and been awarded the AF Specialty Code (AFSC) 3P051A. The KM will: (T-1)

2.8.1. Manage and monitor all unit MWD training utilizing WDMS to ensure MWDTs are ready for validation and annual certifications, as well as being worldwide deployment capable. Ensure paper copies are maintained within Probable Cause (PC) folders. (T-1)

2.8.2. Advise the commander on the employment of MWDTs.

2.8.3. Maintain MWD Kennel Facility within established USAF policies; refer to AFMAN 31-219, *USAF Military Working Dog Program*, for guidance. (T-2)

2.8.4. Ensure MWDs are properly cared for by coordinating with servicing veterinarian to establish medical, fitness standards, and feeding priorities for each MWD. (T-0)

2.8.5. Report the unit's monthly MWD statistics to the MAJCOM MWD PM no later than the third duty day of the month using WDMS.

2.8.5.1. Report total MWDs authorized and on hand.

2.8.5.2. Report the medical categories and deployment readiness capabilities of each MWDT.

2.8.5.3. Report the validation and certification status of each MWDT.

2.8.6. Maintain the following permanent administrative records:

2.8.6.1. DD Form 1834, *Military Working Dog Service Record*. The 341 TRS initiates this form, which stays with the MWD throughout its lifetime. If the form must be re-accomplished or added to, attach the original to the new form. (T-3)

2.8.6.1.1. The DD Form 1834 will be returned to the 341 TRS within 15 days of an MWD's final disposition. (T-0)

2.8.6.2. AF Form 321, *Military Working Dog Training and Utilization Record*. Provides complete history of patrol training, utilization and performance. Handlers annotate each duty day and sign at the end of each month. The KM will sign as the reviewing official at the end of each month. (T-1)

2.8.6.3. AF Form 323, *Military Working Dog Training and Utilization Record for Drug/Explosive Detector Dogs*. Records training, utilization and performance of detector dogs. It serves as the basis for establishing probable cause. Annotate and sign the same as the AF Form 321. (T-1)

2.8.6.4. AF Form 324, *Military Working Dog Program Status Report*. Report is used to record the number and type of MWDs authorized and assigned to each unit. It also annotates the total kennel capacity, the number of handlers authorized and assigned, the pairing of dog teams and the kennel support staff (i.e., the KM and Trainer(s)). (T-1)

2.8.6.4.1. The AF Form 324 is due to HQ AFSFC quarterly through the MAJCOM MWD PM, which in turn forwards it to the USAF MWD PM NLT the fifth duty day

of the month following each quarter. The AF Form 324 is essential to effectively managing the USAF and DoD MWD program(s). (T-1)

2.8.6.5. AF Form 68, *Munitions Authorization Record*. Used to document approval to procure explosive training aids. Updated every 6 months or whenever changes occur. Keep the form current in order to procure explosive training aids. Refer to local munitions account supply office (MASO) personnel for further information concerning completion of the form. Maintain most current AF Form 68 within the munitions accountability folder. Your local MASO provides guidance on maintaining this folder. (T-1)

2.8.7. Establish a minimum monthly Optimum Training Plan (OTP) for all MWDs assigned to the unit kennels. (T-1)

2.8.7.1. The OTP should differ between MWDTs as every team has differing capabilities. The OTP will be established so that it will enhance and evolve the capabilities of the MWDT. Previous OTP's will be maintained in the MWD's permanent record and current OTP maintained in the PC Folder.

2.8.8. Work with the Unit Deployment Manager (UDM) to ensure MWD assets are properly postured and accurately reported.

2.8.8.1. DELETED.

2.8.8.2. DELETED.

2.8.9. DELETED.

2.8.9.1. DELETED.

2.8.9.2. DELETED.

2.8.10. DELETED.

2.9. MWD Trainer. The MWD Trainer is responsible for training the unit's MWDs and handlers using authorized effective training methodology to maximize the MWDT's capabilities. The Trainer must be a graduate of the 341 TRS MWD KM Course or complete the course within 90 days of appointment as Trainer. To be eligible to attend this course, personnel must already have attended the MWD Handler Course, fulfilled duties as MWD Handler for at least 18 months and been awarded the AFSC 3P051A. The MWD Trainer will: (T-1)

2.9.1. Develop training plans in accordance with established OTP. Prepare short and long term training outlines and risk assessments based upon garrison force protection needs and deployment requirements. (T-2)

2.9.2. Assist in the supervision of the installation MWD program.

2.9.3. Act as the KM when KM is absent.

2.9.4. Validate and supervise sustainment training.

2.9.5. Supervise the deployment preparation of MWDTs.

2.9.6. Develop a predeployment training program based upon current threats and enemy Tactics, Techniques, and Procedures (TTP).

2.10. MWD Handler. MWD handlers provide the daily care and grooming for their assigned MWD. They ensure sustainment skills are maintained for their assigned MWD. Personnel, regardless of rank and status, must complete the MWD Handler Course prior to handling an MWD. The handler must enter and complete upgrade training to the 5-skill level before being awarded the 3P051A AFSC. (T-3) The MWD handler must complete all upgrade requirements, including the MWD Handler Career Development Course, and all task items for the 5-skill level in the MWD Handler Career Field Education and Training Plan (CFETP). Training done by private businesses or civilian police departments is not a substitute for the DoD MWD Handler Course. The MWD Handler will:

2.10.1. Complete monthly OTP.

2.10.2. Groom their assigned MWD daily.

2.10.3. Maintain MWD kennels daily.

2.10.4. Perform physical conditioning training with assigned MWD as determined by KM.

2.10.5. Perform additional kennel duties as assigned.

2.10.6. Utilize WDMS to complete AF Form 321, AF Form 323, and other required documentation daily when assigned MWD is utilized. (T-1)

Chapter 3

MWD AUTHORIZATIONS, REQUISITIONS, ASSIGNMENTS, AND DISPOSITIONS

3.1. Authorizations. As a baseline, six detector dogs are authorized per installation. Exceptions shall be based upon operational requirements, existing manpower/MWD authorizations, base population and geography, or other unit-specific requirements. Exceptions and changes will be staffed as variances and approved by the MAJCOM/A7S and must be coordinated through HQ AFSFC. Standards will specify the manpower authorizations for KMs, trainers, and handlers. The wing manpower office will validate MWD manpower authorizations. Drug detector dogs (DDD) will not exceed one-third of the unit's total MWD authorizations. Authorizations will be posted and tracked in WDMS.

3.1.1. MWD Authorization Process. It is the responsibility of the USAF MWD PM to validate all authorization increases using the criterion identified in AFI 31-126(IP), *DoD Military Working Dog Program*.

3.1.1.1. Requests for initial, increases, or decreases in existing MWD authorization(s) will be forwarded by the requesting DFC in writing to the USAF MWD PM through the MAJCOM/A7S. Prior to submitting the authorization change request, the DFC will: (T-1)

3.1.1.1.1. Ensure MWD qualified personnel are assigned to validated MWD positions on the Unit Manpower Personnel Roster (UMPR). MWD qualified personnel may be assigned to non-MWD positions only after all MWD positions are filled with qualified personnel. Management decisions to employ MWD qualified personnel in other positions will not normally generate a PCS backfill requirement. Additionally, management decisions to employ MWD qualified personnel in other positions do not relieve the unit of filling MWD Unit Tasking Code (UTC) requirements. (T-1)

3.1.1.1.2. Ensure all coordination with servicing veterinarian has been accomplished and an ability to support memorandum is provided. (T-0)

3.1.1.1.3. Ensure there is adequate kennel space to support all MWD authorizations. (T-1)

3.1.1.2. The USAF MWD PM will notify the DoD MWD PM of changes made once approved by the HQ AFSFC stating nomenclature, MAJCOM, and unit of what authorization changes will be applied.

3.1.2. Kennel staff manpower requirements are identified in the SF Capabilities-based Manpower Standard and should be reflected in FAC 43S360 on the Unit Manpower Document (UMD).

3.1.3. The only types of MWDs authorized for requisition by USAF units are:

3.1.3.1. Patrol Dog (PD), National Stock number (NSN) 8820-00-435-9005.

3.1.3.2. Patrol/Drug Detector Dog (PDDD), NSN 8820-00-243-7542.

3.1.3.3. Patrol/Explosive Detector Dog (PEDD), NSN 8820-00-188-3880.

3.1.3.4. Drug Detector Dog (DDD)/Large, NSN 8820-00-238-8577.

3.1.3.4.1. In order to maintain a total force multiplier in regards to ID, DDDs are only authorized upon written approval by the USAF MWD PM. Units requiring a DDD must submit written justification the need for a DDD through their MAJCOM/A7S. All DDDs currently in the inventory are authorized and will be replaced only upon normal lifecycle attrition.

3.1.3.5. All EDDs assigned to a PEDD authorization will be evaluated for the capability to be trained for possible certification as PEDD. If it is determined the EDD is not suitable for patrol training, annotate the evaluation and reasons for non-suitability in the MWD's records. If an EDD is deemed capable of patrol certification, the EDD will be entered into training for no less than 30-days. The EDD team will conduct this training when feasible so as not to interfere with the MWDT's mission requirements. A 341 TRS MWD evaluator must certify the MWD in patrol, and have the NSN number changed to reflect dual-certified status. A non-341 TRS MWD evaluator may also accomplish the patrol certification and request that the 341 TRS change the NSN number as appropriate. The USAF MWD PM must approve non-341 TRS evaluators and provide criteria for eligibility. Refer to AFI 31-126, *DoD Military Working Dog Program* for further information on non-341 TRS evaluators. (T-1)

3.1.3.5.1. DELETED.

3.2. Requisitions. MWD requisitions are submitted independent of student training quotas. These requisitions are maintained on a backlog listing by the USAF MWD PM and forwarded to the 341 TRS monthly. Requisitions are filled on an authorization-based, equitable distribution basis, with placement priority determined by the greatest needs of the AF. Requisitions will be posted and tracked in WDMS. (T-1)

“NOTE: MWDs are sensitive high value assets with assigned NSNs to identify capabilities; however they are not referred to as equipment since they require continuous training to maintain that capability. The exception to this terminology is use of MWDs in support of civilian law enforcement as defined in DoDI 3025.21, Defense Support of Civilian Law Enforcement Agencies, and 10 USC 372, 374. All MWDs have a tattoo and chip identification number much like military personnel have a social security number; the MWD identification number is used to track and account for MWDs.” Ensure MWDs Expendability, Recoverability Code (ERRC) is changed from NF to XF, refer to AFI 31-126 for MWD Nomenclatures.

3.2.1. A new MWD may be requisitioned based upon the following conditions:

3.2.1.1. Authorized vacancy.

3.2.1.2. New authorization or approved addition as outlined in authorizations.

3.2.1.3. Health of a current MWD assigned to the unit has a sudden and significant degradation of performance in the MWD.

3.2.1.4. Sudden death or euthanasia of an MWD.

3.2.1.5. An MWD recently issued by 341 TRS fails to meet certification standards.

3.2.1.6. Excess MWDs, which are defined as:

3.2.1.6.1. An MWD no longer filling an authorized position and there are no other units, MAJCOMs, or service components which are in need of the MWD.

3.2.1.6.2. A dual purpose MWD which is no longer capable of maintaining certification in both functions.

3.2.1.6.3. An MWD has been identified and approved for adoption.

3.2.2. Requisition requirements must be identified as early as possible. It is not necessary to wait until an MWD dies or becomes incapacitated to requisition a replacement.

3.2.3. Requests for initial requisitions will be approved based upon authorizations which have been validated by the circumstances listed in paragraph 3.2.1.

3.2.4. DELETED.

3.2.5. DELETED.

3.3. MWD Assignments. The objective of the assignment process is to provide the AF with an equal distribution of MWDs and USAF MWD PM will assign MWDs to the MAJCOMs based upon the needs of the AF. Assignments will be posted and tracked in WDMS.

3.4. MWD Dispositions. Dispositions must be submitted by package from the DFC accountable for the MWD. All packages must be completed in accordance with the MWD Disposition and Adoption Procedures Guide. The package must be submitted through the MAJCOM MWD PM to the USAF MWD PM. The USAF MWD PM will review all packages for completeness prior to submission to the 341 TRS. The USAF MWD PM will provide concurrence or non-concurrence via the Disposition Request Memorandum. Dispositions will be posted and tracked in WDMS. (T-0)

3.4.1. There are only three (3) types of dispositions authorized for MWDs.

3.4.1.1. The DFC must consider recommendations from the KM, veterinarian, and bite muzzle video results provided by a trained local/regional veterinarian before making the final disposition decision.

3.4.1.2. Adopt the MWD to a suitable home.

3.4.1.3. Transfer to law enforcement if medically eligible.

3.4.1.4. Euthanasia can only be performed after veterinary consultation with 341 TRS/SGV. However, there are exigent circumstances in which the veterinarian may need to conduct an emergency euthanasia. (T-0)

3.4.2. KMs will not conduct any bite muzzle tests that are not in accordance with the MWD Disposition and Adoption Procedures Guide. (T-0)

3.4.2.1. KMs may return excess MWDs to the 341 TRS only when authorized and approved in writing by USAF MWD PM.

Chapter 4

MWD PROGRAM AND UTILIZATION

4.1. Objective. Provide SF an enhanced capability to secure protection level resources, enforce military laws and regulations, suppress the use of illegal drugs, detect explosives, and protect installations and resources during peacetime, war, and in support of operations other than war. Select posts with first consideration given to the MWD's keen sense of smell. MWDs are most effective during nighttime hours and in areas of minimal activity. Rotate MWDTs through all appropriate posts to meet operational needs and to maintain proficiency of the MWDT.

4.1.1. Unless an MWDT is conducting explosives or narcotics detection, observation or listening post duties, or psychological deterrence duties, MWDTs will not be placed on static posts.

4.1.2. MWDs may be used to, but not limited to, conduct the following duties:

4.1.2.1. Law Enforcement. Controlled aggression certified MWDs seek, detect, bite and hold, and guard suspects on command during patrol. They provide a psychological deterrence and can defend their handlers during threatening situations. They can assist in crowd control and confrontation management, and search for suspects and lost personnel, indoors and outdoors.

4.1.2.2. No MWD will be used to validate the response of another MWD or mechanical device used to detect explosives or narcotics.

4.1.2.3. Drug Suppression. DDD teams are specially trained in drug detection and support the Air Force goal of a drug-free environment. Their renowned capability to detect illegal drugs deters drug use and possession, and is a valuable adjunct to a commander's other tools such as urinalysis and investigation.

4.1.2.4. Explosive Detection. EDD teams are exceptionally valuable in antiterrorism operations. They are capable of detecting unexploded ordnance, searching large areas during bomb threats quickly, and are valuable in augmenting Explosive Ordnance Disposal (EOD) capabilities.

4.1.2.4.1. EDDs will not be used to search suspicious/unattended packages or assess, examine, and clear items already identified as a possible improvised explosive device (IED). However, there may be times in a theater of combat when EOD is not available and an item needs to be cleared. In these cases, only the MWD handler will determine if the search will be conducted. If an MWD handler decides to search such an item, the handler should consider avenue of approach, local threats and enemy TTPs, and use the MWD off leash to maintain standoff.

4.1.2.5. Combat Operations. In war fighting roles, MWDTs provide enhanced patrol and detection capability to perimeter and point defense. In bare base operations, deploy MWDs as an early warning system. Given the range of potential contingencies, drug and explosives detection are also valuable added capabilities in these environments since they are PDs first and detector dogs second.

4.1.2.5.1. Under no circumstances will any type of MWD be used in the interrogation or interview of Enemy Prisoners of War (EPW) or detainees. Refer to AFMAN 31-219 for more guidance on contingency operations.

4.1.2.6. Physical Security. The MWDT can augment detection roles and temporarily replace inoperative sensor systems. MWD's should not be posted in static location longer than 2 hours. The effectiveness of the teams is reduced greatly after this time period.

4.1.3. MWD Competitions and Demonstrations. MWDTs are encouraged to take part in public demonstrations and competitions conducted by civilian or military police agencies.

4.1.3.1. Demonstrations by EDDs are highly discouraged as it may generate prank bomb threats, identify which MWDs are EDDs, and inform criminals and terrorists what odors MWDs are capable of finding.

4.2. MWD Utilization and Employment

4.2.1. The DFC will establish local procedures for MWD utilization. These procedures must conform to all DoD and AF Instructions, state and local laws, when applicable, and local Status of Forces Agreements (SOFA) or other host nation agreements. A legal review should be conducted before implementation.

4.2.2. MWD handlers should only be assigned one MWD as their responsibility to certify and work. However, handlers may be assigned and certified on a second MWD during times of handler shortages. Handlers will not be assigned more than two MWDs. The additional certification should only be used sparingly with the intent of offsetting deployment and operational home station mission requirements. It is the responsibility of the kennel staff to maintain and care for any MWDs not assigned to a handler or while the MWD's handler is on temporary duty (TDY) or leave.

4.2.2.1. The KM or Trainers will ensure the MWD is exercised and groomed, and will ensure proficiency training is conducted. This will be annotated in the MWD's AF Form 321 and 323. (T-3)

4.2.2.2. KMs and Trainers may be certified with MWDs during times of extended handler shortages. If this occurs the Trainer conducts the validation and vice versa.

4.2.3. During an emergency bomb threat situation, the KM or Trainers may use another handler's MWD for explosive detection only. The KM will make the decision based upon knowledge of the MWD and of the situation.

4.2.4. Searches. The search granting authority may accept the certification of an MWDT from another installation after review of the MWDT's probable cause folder.

4.2.4.1. The base Staff Judge Advocate (SJA) will provide guidance on conducting searches. Coordinate searches of postal facilities with the base SJA. (T-0)

4.2.4.2. Detector dogs will never be used to search a person.

4.2.5. The official authorizing a search must be confident of the detector dog's ability to successfully detect.

4.2.6. A Probable Cause (PC) folder will be maintained on all detector dogs. This folder is a compilation of information to provide assurance and continuity for detector teams. Each MWDT will have a PC folder and each folder will contain: (T-1)

4.2.6.1. A general record of the training and experience of the MWDT (AF Form 321).

4.2.6.2. A detailed record showing the number of checks or searches, by date, locations, responses, and finds (AF Form 323). This information should be maintained for a minimum of 12 months.

4.2.6.3. A record showing when the search granting authority reviewed the PC records. The search-granting authority or designee will review each folder quarterly or after initial certification and document the results by signature and date.

4.2.6.4. A memorandum verifying the search-granting authority or delegated authority witnessed a detection certification demonstration in accordance with Chapter 6 of this instruction. The memorandum must contain the date of certifications, the substances used, and the results of the MWDT's effort. All certification will be conducted on leash. (T-1)

4.2.7. The KM will prepare a quarterly summary statement confirming the reliability of each detector team. The statement will include the total time of detection in actual and training searches in each area shown on the AF Form 323. The summary must agree with other facts in the file and include the validation test percentage of accuracy. This record will accompany MWDTs when TDY. The current quarterly should be maintained in the teams PC folder and filed in the MWD's permanent record when no longer current. (T-2)

4.2.8. MWDTs are authorized to provide detection support to civilian law enforcement agencies (CLEA) as long as the support incurs no costs to the government and does not impact unit readiness. For further information on support to CLEAs and other non-DoD agencies, refer to Chapter 11.

4.2.9. EDD teams primarily respond to explosive threats or serve as a deterrent through random searches. Use the following guidance when responding to bomb threats or situations where the presence of explosive devices is suspected:

4.2.9.1. Evacuate the area depending upon the threat received, local policy, and/or when ordered by base officials.

4.2.9.2. Do not move or disturb anything. IEDs can be triggered many ways, including lifting, tilting, pushing, pulling, or by remote detonation.

4.2.9.3. If lights or other electrical or mechanical appliances are on, leave them on. If lights are off, leave them off until the search is completed.

4.2.9.4. Note areas where the MWD shows significant interest, but failed to give a response so EOD can conduct follow-up searches.

4.2.9.5. Do not touch or retrieve suspected objects or allow the MWD to scratch, paw, or bite at the object.

4.2.9.6. If the MWD responds during a search, mark the area and immediately notify EOD personnel. Do not re-enter the area with the MWD for the purpose of pinpointing or to further investigate the object.

4.2.9.6.1. It is strictly prohibited to use a second MWD to confirm or deny the legitimacy of the response. This practice adds unnecessary confusion and danger to the situation, especially if one MWD alerts and the other does not.

4.2.9.6.2. EOD will determine if the package, object, or area is safe.

4.2.10. Refer to AFMAN 31-219 for further information on MWD employment.

4.3. Safety Procedures. The safety procedures in this AFI will be adhered to at all times to protect MWDs and all personnel who come in contact with MWDs. The following safety rules apply.

4.3.1. KMs will:

4.3.1.1. Establish and enforce physical control measures to prevent MWDs from getting loose in the MWD Kennel Facility. (T-1)

4.3.1.2. Establish a “one-way system” in the kennel. This system must be identified by ground/wall signs and explained in the kennel operating instructions. (T-1)

4.3.1.3. Provide bilingual safety instructions for local national personnel performing kennel duties where applicable. (T-1)

4.3.1.4. Never allow privately owned or stray animals into the kennel area. (T-1)

4.3.1.5. Establish emergency evacuation procedures for MWDs from the kennels. (T-1)

4.3.1.5.1. An emergency alternate kennel plan will be identified in the emergency evacuation procedures. Emergency kennels can be as simple as maintaining MWDs in an MWD transportation trailer until the situation is resolved. (T-1)

4.3.1.6. Establish emergency medical procedures in coordination with servicing veterinarian. Include 24-hour emergency contact information and exigent care procedures and post in the kennels and at the Base Defense Operations Center (BDOC). (T-1)

4.3.2. MWD Trainers shall:

4.3.2.1. Enforce established procedures.

4.3.2.2. Verify no obvious hazards pose a threat to MWDTs within a designated training area.

4.3.3. All personnel handling MWDs will:

4.3.3.1. Keep a safe distance between MWDTs at all times. A safe distance is the length of the leash being used plus 3-feet. (T-1)

4.3.3.1.1. There may be times when exigent situations require MWDs to operate in close proximity to others. It should be identified in the records how the MWD reacts to personnel and other dogs within close proximity.

4.3.3.1.2. Maintain a short safety leash when within 6-feet of other personnel and/or dogs. (T-1)

4.3.3.2. Warn others by loudly announcing their presence when an MWDT could unexpectedly encounter a bystander, such as walking or running around blind corners,

using stairs, or passing an open door. The handler will use phrases such as, “DOG COMING AROUND” – “DOG COMING BY” – “DOG COMING UP/DOWN”. (T-1)

4.3.3.3. Never allow anyone, regardless of position, rank or experience, to pet the MWD under their control. (T-1)

4.3.3.3.1. Exception: When an MWD is in the adoption process or is a puppy in the foster program, the MWD may be exposed to others to ensure the MWD can be safely handled by potential adopters and foster families.

4.3.3.4. Only use a leather collar and kennel chain to stake an MWD. The choke chain will also be used in conjunction with the leather collar in case the collar breaks. (T-1)

4.3.3.5. Never secure the MWD to any movable object, especially a vehicle. (T-1)

4.3.3.6. Never use a leash to secure an MWD to any object.

4.3.3.7. Never stake the MWD where it could injure itself or others. (T-1)

4.3.3.8. Ensure MWDs are protected from harsh environmental conditions when able to do so. Stake MWD in areas where the MWD will be protected from the elements and ensure adequate water is available. (T-1)

4.3.3.9. Check the MWD frequently, as determined by KM, if left unattended in a temporary kennel or shipping crate.

4.3.3.9.1. Ensure the leather collar remains on the MWD when kenneled in a temporary kennel or shipping crate.

4.3.3.10. Remove leather collar and choke chain while MWDs are in a permanent kennel run. (T-1)

4.3.3.10.1. Exception: The 341 TRS is permitted to keep leather collars on recently procured MWDs awaiting training as necessary. This exception applies only to recently procured MWDs in training and is based upon safety, identification, and training concerns.

4.3.3.11. Only relinquish control of the MWD to other trained handlers or qualified veterinary personnel. (T-1)

4.3.3.11.1. In case of an emergency and no trained handlers or veterinary personnel are available, muzzle the MWD and relinquish control to personnel knowledgeable of how to transport and kennel the MWD. NOTE: Nylon muzzle use is prohibited.

4.3.3.11.2. Exception: When an MWD is in the adoption process or is a puppy in the foster program, the MWD may be handled by others to ensure the MWD can be safely transferred to potential adopters and foster families.

4.3.4. Veterinary Clinic Safety Procedures:

4.3.4.1. The MWD will be muzzled prior to entering any veterinary clinic. NOTE: Nylon muzzle use is prohibited.

4.3.4.2. Obtain permission from the veterinary staff prior to entering the clinic.

4.3.4.3. MWDs will not be allowed to jump onto or off of the examination tables. Handlers will wrap the leash around the MWD's neck, place one arm under the MWD's

chest and the other arm under the rear of the MWD, and lift the MWD onto and off of the table.

4.4. MWD Use of Force.

4.4.1. The release of an MWD to bite and hold or allowing it to bite is considered Less-Lethal Use of Force (UoF). Whenever an MWD is used as a means of force, ensure the MWD's action is only the amount of force necessary to render the subject incapable of continuing the actions which led you to use force. Using an MWD to apply Less-Lethal Force is subject to the same standards of objective reasonableness and totality of circumstances as deadly force. If an MWD is released, follow NLW discharge procedures in AFI 31-117. For further information regarding use of force, refer to AFI 31-117, *Arming and Use of Force by Air Force Personnel*.

4.4.2. During the following situations, handlers will warn people that their MWD may bite with or without command, regardless if the MWD has been trained to attack or not:

4.4.2.1. Challenging an individual.

4.4.2.2. Approaching a suspect.

4.4.2.3. Checking a person's identification.

4.4.2.4. Participating in any situation that requires the handler to divert full attention from the MWD.

4.4.3. Only MWDs trained and validated in accordance with this instruction by the KM will be authorized to be used as a means of use of force. (T-1)

4.4.4. When an MWD is to be released to attack a subject, the handler will:

4.4.4.1. Ensure the MWD has identified the target on which the handler intends to use force.

4.4.4.2. Give the order, "Halt or I will release my dog," if the situation permits time to give the warning.

4.4.4.2.1. In foreign countries, also give this order in the primary language of the host country. Overseas units must provide training for the handlers in the host nation language for all MWD warnings.

4.4.4.3. When able to, warn bystanders to cease all movement before releasing the MWD.

4.4.5. When an MWD is released, the handler will:

4.4.5.1. Follow the MWD as closely as possible after the MWD is released to bite and hold.

4.4.5.2. Call the MWD off the pursuit if the subject stops or indicates surrender.

4.4.6. If the MWD bites the subject, the handler will:

4.4.6.1. Use extreme caution when removing an MWD from a suspect as the MWD will be in an agitated state and has a higher potential for an unintended bite on the handler.

4.4.6.2. Not call the MWD to release the subject until the handler has physically gained control of the MWD.

4.4.6.3. Not jerk or pull the MWD as this may cause unnecessary injury to the subject.

4.4.6.4. Use proper physical techniques to remove the MWD from the subject if the MWD fails to release the subject when ordered to OUT.

4.4.6.5. Regain and keep leash control of the MWD until it has become calm enough to obey the commands to HEEL and STAY.

4.4.7. Handlers will not release their MWDs if:

4.4.7.1. The suspect is not in sight, except when they must search an unoccupied building.

4.4.7.2. There are children present, except as a last resort short of deadly force.

4.4.7.3. The subject is in a crowd of people.

Chapter 5

MWD TRAINING

5.1. MWD Team General Proficiency Training. The most vital part of all MWD operations is training. Without frequent and consistent training, the MWD becomes a liability instead of an asset. This is why it is vital for SF unit leadership to provide ample training required to maintain proficiency. Therefore, the DFC should provide the opportunities necessary for MWDTs to train while on duty.

5.1.1. KMs will develop an OTP for each MWD which will continually improve both the MWD and the handler. OTPs should be reviewed monthly on the MWDT's capabilities to ensure the MWDT is constantly striving for greater success. (T-1)

5.1.2. The OTP is minimum MWDT proficiency training required of each task per month. The OTP will identify if the training task(s) are to be conducted daily, weekly, semi-monthly, or monthly. All MWDs will be required to train in all the tasks below unless specifically identified. In these cases, only MWDs trained and certified in those tasks will conduct training in those areas. Minimum training may change depending upon changes in the MWDT's proficiency level. Each OTP will state, at a minimum, the following:

5.1.2.1. Basic MWD skills, to include off leash requirements. Basic MWD skills are:

5.1.2.1.1. Heeling, Marching, Down from the Heel, Heel/Sit from the Down, Stay, Down at end of leash, Sit at end of leash, and Recall to the Heel.

5.1.2.2. Obedience Course both on and off leash.

5.1.2.3. Gunfire and Pyrotechnics. Gunfire must be fired from both the disinterested person and the handler. No less than six rounds of blank ammunition will be fired by the disinterested person and six rounds of blank ammunition by the handler for the .38 cal and M4/M16 per month. Annotate type of weapon fired by handler and disinterested person on the back of the AF Form 321. (T-1)

5.1.2.3.1. It is highly recommended MWDs be exposed to the firing of live ammunition in designated areas, such as the CATM firing range or any other Air Force approved firing range on a monthly basis.

5.1.2.4. Intruder Detection: Intruder detection is not just for MWDs validated in controlled aggression, it is also for detector only MWDs. The three types of intruder detection are Sight, Sound, and Scent Scouting. All three tasks must be trained and the acceptable response will be determined by the KM based upon the MWD's capabilities. If an MWD is unable to accomplish any of these tasks, it must be annotated in the MWD's records. (T-3)

5.1.2.5. Controlled Aggression trained MWDs only: Field Interview, Pursuit and Attack, Stand Off, Search and Escort, Search and Re-attack, and Building Searches. (T-1)

5.1.2.6. Detection trained MWDs if training aids are available. (T-1)

5.1.2.6.1. DDDs: Cocaine, Methlenedioxymethamphetamine (MDMA), Heroin, Marijuana, and Methamphetamine. (T-1)

5.1.2.6.2. EDDs: Ammonium Nitrate (AN), Ammonia Dynamite, C-4, Detonation Cord, Potassium Chlorate, Semtex, Smokeless Powder, Sodium Chlorate, TNT, and Water Gel. (T-1)

5.1.2.6.3. DELETED.

5.1.2.7. DELETED.

5.2. Detection Training. The 341 TRS will identify and establish the type of response and reward for an MWD during procurement. If an MWD's response or reward needs to be changed after arrival at a unit, notify the 341 TRS through the MAJCOM PM and USAF MWD PM in writing.

5.2.1. At no time will a DDD be trained to detect explosives and an EDD trained to detect drugs. (T-1)

5.2.1.1. Do not train drug and explosive detector dogs in the same areas unless at least 72 hours have elapsed. (T-1)

5.2.2. If a unit has a PD which shows the potential to be certified in detection, the unit may locally train the MWD with approval from the MAJCOM MWD PM. However, the MWD may only be trained on the odor type it was exposed to during training at the 341 TRS. Refer to the MWD's records for further information about its detection training history.

5.2.2.1. Explosive detection washouts may never enter into drug detection training and vice versa.

5.2.2.2. Once local training is completed, the MWD must complete initial certification as a detector MWD. Initial certification requirements are more stringent than probable cause certifications. Request guidance from the 341 TRS for specific training protocol and certification requirements. The following are the certifying official's requirements:

5.2.2.2.1. Explosives: PD's trained locally on explosives can only be certified by the 341 TRS. The requesting unit or MAJCOM will pay for the TDY expenses of the 341 TRS certifying official. (T-1)

5.2.2.2.2. Drugs: PDs locally trained on the detection of drugs may only be certified by someone who is at least an E-7 or civilian equivalent (contractors are not authorized to certify MWDs). The certifier must be a graduate of the 341 TRS MWD Trainer/KMs Course and MWD Handler Course. (T-1)

5.2.3. Units which have certified a locally trained detector dog will forward a memorandum from the DFC to the USAF MWD PM through the MAJCOM/A7S requesting a change in NSN. (T-1)

5.2.3.1. The MAJCOM MWD PM will endorse the letter and send it to the USAF MWD PM who will forward a copy to the 341 TRS. After USAF MWD PM approval, the unit will then annotate the new stock number on the DD Form 1834 and send the changed DD Form 1834 electronically to the USAF MWD PM. (T-1)

5.3. Training with Additional Substances. Training with odors or substances, to include synthetic or pseudo scents, other than those listed in this instruction are unauthorized unless approved in writing by the USAF MWD PM.

5.3.1. If additional substances are to be added to the unit's kits, a memorandum must be coordinated through the MAJCOM MWD PM which includes documentation supporting the need for the additional substance. Support documentation can be a memorandum from the local AF Office of Special Investigations (AFOSI), SF Investigations (S2I), or the Wing Antiterrorism Office. If approved, all requirements for the training aid must be adhered to in order to procure the new substance. (T-1)

5.3.2. EDDs are authorized to be trained on the following odors:

5.3.2.1. AN, Ammonia Dynamite, C-4, Detonating Cord, Potassium Chlorate, Semtex, Smokeless Powder, Sodium Chlorate, TNT, and Water Gel.

5.3.3. DDDs are authorized to be trained on the following odors:

5.3.3.1. Cocaine, MDMA, Heroin, Methamphetamine and Marijuana.

Chapter 6

MWD PERFORMANCE STANDARDS AND VALIDATION TESTING

6.1. Standards. MWDs are measured against minimum performance standards. Specific tasks are assigned different degrees of importance: Critical, Semi-Critical, and Non-Critical. The Kennel Master is responsible for establishing an effective training and evaluation program to maximize the dog and handler's proficiency. The post certification standards establish minimum proficiency standards the dog team must maintain. These standards must be met within 90 days of team assignment and validated annually thereafter. Certification standards are a combination of dog training scenarios conducted within the controlled environment of the MWD section's dog training area and within the actual working environment the dog team performs their duties. Certifications are documented on the AF Form 321/Military Working Dog Training and Utilization Record. Should a team fail to meet the minimum proficiency standards; the Kennel Master will immediately initiate remedial training. If, after remedial training, it is determined the poor performance of the team is due to the dog and not its handler contact the 341 TRS Dog Training Section for further guidance. (T-1)

6.1.1. Critical Tasks. Any MWD which fails a critical task on three consecutive training days without reason must enter extensive remedial training. If remedial training is unsuccessful, initiate decertification actions. (T-1)

6.1.2. Semi Critical Tasks. The operational effectiveness of MWDs failing semi-critical tasks will not seriously degrade the MWD's capabilities. These MWDs must, however, receive corrective action to eliminate or reduce the deficiency. (T-1)

6.1.3. Non-Critical Tasks. Failure to meet non-critical task standards may affect the MWD's efficiency but will not degrade their overall performance. (T-1)

6.1.4. Patrol and Obedience.

6.1.4.1. Critical Tasks are: SIT, STAY, DOWN, HEEL, and GUNFIRE TOLERANCE. (T-1)

6.1.4.1.1. Obedience Commands. Dogs must respond to the handler's commands of "SIT," "DOWN," "HEEL," and "STAY" at a distance of 50 feet with no more than one correction per five commands. The dog must on the command of "STAY," remain either in the SIT or DOWN position for 3 minutes.

6.1.4.1.1.1. Aggression includes, but is not limited to, attempting to bite the weapon, the handler, the disinterested person, or other personnel in the area. Barking towards the gunfire is not considered aggression, although it is undesirable and all attempts should be made to correct the behavior.

6.1.4.1.1.2. Fear is when the MWD attempts to flee the area. Barking, slouching, tail-tucking, and other similar behavior is not considered unacceptable fear behavior.

6.1.4.1.2. In order to pass Gunfire Tolerance, an MWD cannot show any signs of aggression or fear of the weapon or person firing the weapon.

6.1.4.1.2.1. Aggression includes, but is not limited to, attempting to bite the weapon, the handler, the disinterested person, or other personnel in the area. Barking towards the gunfire is not considered aggression, although it is undesirable and all attempts should be made to correct the behavior.

6.1.4.1.2.2. Fear is when the MWD attempts to flee the area. Barking, slouching, tail-tucking, and other similar behavior is not considered unacceptable fear behavior.

6.1.4.2. Semi-Critical Tasks are: SIT END OF LEASH, DOWN END OF LEASH, RECALL TO HEEL, and INTRUDER DETECTION.

6.1.4.3. Non-Critical Tasks are: OBEDIENCE COURSE, CIRCLE DOG, STEP OVER DOG, Straddle DOG, and VEHICLE PATROL.

6.1.4.3.1. DELETED.

6.1.5. Controlled Aggression.

6.1.5.1. Critical Tasks are STAY, FALSE RUN, FIELD INTERVIEW, BITE AND HOLD, RELEASE BITE, OUT AND GUARD, STAND-OFF, SEARCH AND REATTACK/ESCORT, and BUILDING SEARCH.

6.1.5.1.1. False Run (Off Leash). Given the command "STAY," when confronted by an individual who approaches no closer than 3 feet, the dog must not break position.

6.1.5.1.2. Stand-off. When commanded to bite and hold the intruder(s), the dog must pursue until commanded "OUT" by the handler. The dog must not bite the intruder regardless of the intruder's actions.

6.1.5.1.3. Bite and Hold. When commanded "GET 'EM," the dog must pursue, bite, and hold an intruder for a minimum of 10 seconds. The dog must not release until commanded "OUT." Dogs must demonstrate proficiency in this task with either an exposed or concealed arm protector.

6.1.5.1.4. Search and Escort. The handler positions the suspect at a distance of 6 to 8 feet from the dog, facing away from the dog and advises the suspect not to move. The handler then moves up and conducts a search of the suspect. Once the search is conducted, the handler positions themselves directly behind the suspect(s) and calls the dog to the heel position. The handler then puts the dog on leash, takes control of the suspect by placing their non-leash hand on the suspect's shoulder and then conducts the escort. Prior to initiating the escort the handler will instruct the suspect to only move when told to do so, and that any sudden movement of the suspect may result in the dog breaking the heel position and biting. The dog may heel on the handler or slightly forward and to the side of the suspect to ensure an effective escort. During training, re-attack scenarios should be conducted periodically to ensure that the dog will perform the task without command.

6.1.5.1.5. Building Search. The dog finds an intruder with or without an arm protector hidden in a building and indicates to the handler the presence/location of the intruder.

6.1.5.1.6. Scouting. The dog finds an intruder hidden in an open area or field by scent at 50 yards downwind, sight at 35 yards upwind of scent, or sound at 35 yards upwind of scent. Consider terrain and weather conditions when evaluating by these standards.

6.1.5.1.7. Gunfire. The MWD successfully performs basic obedience, and controlled aggression tasks, during gunfire. Gunfire during aggression phases of training must be kept to a minimum.

6.1.5.2. DELETED.

6.1.6. Patrol, Obedience, and Controlled Aggression validations will be conducted at least annually or upon initial MWDT certification. If during the validation, any critical task results in a failure, the MWDT will be entered immediately into extensive remedial training. (T-1)

6.1.6.1. If the MWD fails any controlled aggression critical task, the DFC will issue an order in writing for the MWD not to be released in a use of force situation. The memorandum will be posted in the MWD's permanent records until the MWD has completed remedial training and revalidation demonstrating the MWD is capable of being employed in a use of force situation. (T-1)

6.1.6.2. MWDs which have failed in Patrol, Obedience, and Controlled Aggression may continue to be utilized in a detection capacity. If reasonable training efforts are unsuccessful, follow guidance in paragraph 6.3.

6.1.6.2.1. Exception: MWDs which are unable to complete Gunfire Tolerance may not continue to be used and must enter into remedial training. If after 120 days of remedial training the MWD is unable to successfully complete Gunfire Tolerance, initiate disposition procedures.

6.1.7. Detection Standards. Detection tasks are not measured like the Patrol, Obedience, and Controlled Aggression using the three criticality standards. Instead, detection dogs are evaluated on their capability based upon a percentage standard. (T-1)

6.1.7.1. DDDs must maintain a 90% accuracy rate and EDDs must maintain a 95% accuracy rate. (T-1)

6.1.7.2. Accuracy rates are based upon the totality of all training aids the MWD is exposed to during validation or certification. In the event an MWD fails a validation or certification the team should be entered into remedial training for no less than 15 days.

6.1.7.3. If the MWD falls below the minimum accuracy requirement in 6.1.7.1. or below 50% in a single odor during monthly training, the MWDT must immediately enter into remedial training. (T-1)

6.2. Validation and Certification Testing. MWDTs are measured against minimum search standards. Validation and certification testing will be conducted on all MWDTs on Patrol and Obedience tasks. The MWD will not be validated or certified on Controlled Aggression or Detection if it is not qualified in the specific operational area.

6.2.1. Validation testing is a tool to evaluate MWDT proficiency. Since validation testing is intended to verify accuracy of the entries on training and utilization forms, the rating for each training area and odor will reflect GO or NO GO. Validation testing is not a substitute for

training and will not be considered as such. Conduct at least two trials per odor and one negative test (no training aids planted) per validation for both drug and explosive dogs. Drug dogs are also required to conduct 2 residual odor tests. Validation testing must be conducted in at least three of the below areas, but efforts should be made to conduct testing in as many areas possible. (T-1)

6.2.1.1. Vehicles.

6.2.1.2. Aircraft.

6.2.1.3. Luggage.

6.2.1.4. Warehouse.

6.2.1.5. Buildings/Dormitories.

6.2.1.6. Open Areas.

6.2.2. Validation testing will be conducted at least once every 180-days and prior to initial MWDT certification. Conduct out-of-cycle validation trials if there is any reason to suspect a dog's detection capability has significantly diminished. Out-of-cycle validation and certification trials will also be conducted whenever a detector dog has not received detection training with 1.1 munitions or drug training aids for 30 or more consecutive calendar days. Certification will be completed within 30 days or the MWDT must be revalidated. (T-1)

6.2.3. MWDTs must be validated prior to deployment in accordance with United States Central Command requirements. MWDTs which are validated are authorized to be utilized in support of USSS, other CLEA and home station missions. Only exception is identified in paragraph 4.2.3. (T-1)

6.2.4. MWDTs must be validated by the KM or Trainer in the absence of the KM, prior to certification. If the KM is being certified, the Trainer will conduct the validation. PD teams are only validated and will not be certified by the installation search granting authority. (T-1)

6.2.5. Only MWDTs certified by the search granting authority will be used for establishing probable cause for issuance of a search authorization or command authority to search. (T-0)

6.2.6. The MWD certification demonstration includes each substance the MWD is trained to detect. One residual odor test will be included for DDDs only. The residual odor test demonstrates that MWDs are not trained to detect the presence of substance but rather the odor associated with a particular substance. (T-1)

6.2.7. Certification, as required by this paragraph, is valid only on the installation(s) under command authority of the demonstration-witnessing search granting authority. AF wing commanders are normally an AF installation's search granting authority since they exercise overall responsibility and control of an installation's resources and its personnel. Consult with your installation's Staff Judges Advocate (SJA) for clarification of your particular installation's search granting authority to ensure all legal parameters associated with the MWD detection certification process are met. NOTE: Only the witnessing of this demonstration may be delegated to the DFC. Furthermore, the search granting authority or DFC delegated may prepare a memorandum for other search granting authorities at other locations. If the search granting authority of the other installation(s) is confident in the

MWD's ability to detect trained odors, s/he endorses the memorandum indicating concurrence and subsequent search authority. (T-1)

6.2.7.1. The witnessing of the demonstration only may be delegated one time by the installation search granting authority. The DFC is the lowest level to which the witnessing of the demonstration can be delegated. (T-1)

6.2.7.2. DELETED.

6.2.7.3. Conduct a recertification demonstration annually or whenever a handler change occurs. When search granting authority changes, the new search granting authority may uphold the current certifications or require all MWDTs to recertify. (T-1)

6.3. Decertification Process. If the MWD fails to maintain detection standards or is unable to perform any of the critical PD tasks satisfactorily, the KM will direct additional training to correct deficiencies and document the actions taken in detail. If the MWD is not Gunfire Tolerant and all attempts to correct have failed, begin decertification process. (T-1)

6.3.1. The KM is authorized to begin formal decertification to change the MWD's NSN when:

6.3.1.1. Long-term or unacceptable medical problems prevent the MWD from performing critical PD tasks.

6.3.1.1.1. If the MWD is a dual purpose MWD, use the MWD in the roles it can conduct. If the unit does not have a need for the single purpose role, the unit may request disposition of the MWD.

6.3.1.2. Adequate progress is not made within 30 working-days of remedial training or the KM determines the problems are not correctable.

6.3.1.3. A newly assigned MWD from the 341 TRS cannot perform one or more critical tasks within 120-days of assignment.

6.3.1.3.1. Contact the 341 TRS MWD evaluator, through the MAJCOM and USAF MWD PM, prior to starting a decertification package.

6.3.2. If decertification is necessary, the KM will prepare a decertification package. Refer to Chapter 3 of this instruction, AFI 31-126, and the *Military Working Dog (MWD) Disposition and Adoption Procedures* guide for final disposition guidance. (T-0)

6.3.2.1. The DFC will endorse the disposition package and send it to the respective MAJCOM MWD PM and the 341 TRS through the USAF MWD PM. The package will include:

6.3.2.1.1. The apparent cause of the problem.

6.3.2.1.2. A statement from the veterinarian with the veterinarian's opinion if the MWD's physical condition is the cause of the problem.

6.3.2.1.3. A detailed summary of retraining efforts.

6.3.2.1.4. Copies of all AF Forms 321 and 323, and DD Form 1834.

6.3.2.1.5. The MWD's minimum, maximum, current, and estimated weight range (from medical records).

6.3.2.1.6. Past and current reward schedules.

6.3.2.1.7. Other information relating to the problem. Include the MWD's response and percentage of efficiency on each trained odor for detector dogs.

6.3.3. The MAJCOM MWD PM will ensure the decertification package is properly justified and every effort has been made to correct the problem locally.

6.3.4. During the decertification process, the 341 TRS will:

6.3.4.1. Assist units to correct training problems and recommend additional training as necessary.

6.3.4.2. Review decertification actions to determine if the MWD should be returned to the 341 TRS for evaluation.

6.3.4.3. Recommend decertification if remedial training has been completed, but the MWD was unable to meet standards.

6.3.4.3.1. If additional training corrects the problem, the MWD will be recertified and, with USAF MWD PM approval, returned to the original unit or reassigned to another unit. The DD Form 1834 will be annotated to reflect changes.

Chapter 7

EXPLOSIVE TRAINING AIDS

7.1. Explosive Training Aid Safety Precautions. Failure to adhere to the safety precautions within this instruction and the references in this chapter could result in serious bodily harm or death. Follow all mandatory safety requirements when training EDDs. Training with explosives is not authorized without detailed Operating Instructions (OI), which include safety procedures. Explosives safety and handling instructions must be coordinated through the installation safety office. (T-1)

7.1.1. The DFC will ensure all personnel involved in the training of EDDs receive annual training on how to safely store, transport, and handle explosive training aids. Kennel OIs will identify explosives safety precautions. (T-1)

7.1.1.1. OIs will direct a post-training inventory of explosives to ensure no explosives are inadvertently left at the training site or discarded. (T-1)

7.1.1.2. Safety training will include at a minimum: storage, transportation, and handling of explosive training aids.

7.1.1.3. EOD or munitions safety personnel will conduct the annual explosive safety training. However, if EOD or munitions safety personnel are unavailable, it is authorized for the KM to develop and conduct explosives safety training as long as all training materials are reviewed and approved prior to use by the wing safety office. Document training of all personnel involved in EDD training utilizing the AF Form 1098, within Electronic Training Record (ETR). (T-1)

7.1.1.4. Safety training will address the requirements in AFI 31-101, AFMAN 91-201, *Explosive Safety Standards*, and Technical Order (TO) 11A20-16-7, *Canine Explosive Scent Kit*.

7.1.2. Take the following actions before removing explosive training aids and setting up training exercises: (T-1)

7.1.2.1. Preclude exposure of personnel not related to the training through prudent scheduling and selection of training sites. Coordinate in advance with the training location facility owners. (T-1)

7.1.2.1.1. When conducting explosives training in facilities or buildings, minimize all persons who are not actively involved in the training at least 100-feet from the explosives. (T-1)

7.1.2.2. Contact the base weather office before each training session. Do not conduct training when lightning is within 5 miles of the training area. (T-1)

7.1.2.3. Notify the fire department, safety office, and the Base Defense Operations Center (BDOC) of the training location and the amount and type of explosives to be used. (T-1)

7.1.2.4. Post proper fire symbols and explosive operations signs around the training site so they are clearly visible from all avenues of approach. (T-1)

7.1.2.5. Post warning signs which state, "Danger--Explosive Dog Training in Progress--Keep Out" and explosive safety signs. (T-1)

7.1.2.5.1. Signs will be locally made and measure no less than 3x3 feet, with red letters on a white background. (T-1)

7.1.2.5.2. In foreign countries, signs will display this warning in the primary language of the host nation. (T-1)

7.1.2.6. Transport and handle explosive training aids in accordance with AFMAN 91-201. (T-1)

7.1.2.7. Do not place explosive training aids near heat or spark producing items, such as electrical wiring, radiators, electric heaters, heating vents, engine blocks, or exhaust systems. Avoid placing chlorates near water sources. (T-1)

7.1.2.8. The KM should work closely with local EOD to routinely conduct mass odor training with EDD teams. (T-1)

7.1.2.9. Keep all training aids under control at all times. (T-1)

7.1.2.10. Personnel must wear protective gloves when handling any explosive training aid. Change gloves for each training aid handled which is used during validation or certification. (T-1)

7.1.2.11. Use dehumidifiers, desiccant packs, and/or safety-approved electric heaters in storage facilities to control temperature and reduce humidity.

7.1.2.12. Contact EOD or munitions personnel if there are any doubts about the safe condition of any training aid. (T-1)

7.2. Explosive Training Aid Acquisition, Turn-In, and Storage. KMs will maintain a full complement of authorized training aids to maximize proficiency and operational capability. In order to do so, follow the instructions below for the acquisition, turn-in, and storage of explosive training aids. (T-1)

7.2.1. Sodium and Potassium Chlorates are not considered an explosive in their original manufactured state. However, they are an oxidizer and still require the utmost care when handling.

7.2.1.1. Obtain chlorates through local procurement. No less than three pounds of each chlorate will be maintained. It is suggested units maintain five to ten pounds of each chlorate in order to provide realistic Homemade Explosives (HME) training. Potassium chlorate (NSN 6810-00-200-2897) and Sodium chlorate (NSN 6810-00-262-8587). (T-1)

7.2.1.2. Units may repackage chlorates as necessary to help facilitate training problems. Store and repackage chlorate training aids in moisture proof containers. (T-1)

7.2.1.3. Store chlorates per the Material Safety Data Sheets (MSDS) and information provided on the package. (T-1)

7.2.1.4. Chlorates may be stored at the kennel facility. The storage area must be secured to prevent unauthorized access. Also, store in a manner to prevent cross contamination from the other types of chlorate and Ammonium Nitrate (AN). (T-1)

7.2.1.5. Do not mix chlorates with any other substances. The combination of chlorates with other substances could form an explosive or spontaneously combustible mixture.

7.2.1.6. Ensure facilities where oxidizers are stored are properly marked in accordance with local requirements. (T-1)

7.2.2. AN is also an oxidizer and must be treated with care.

7.2.2.1. Obtain AN through local supply channels or by local procurement. No less than three pounds of AN should be maintained. It is suggested ten pounds be maintained to provide realistic HME training. No more than forty pounds of AN will be kept by any unit. AN strength should be 34-0-0. (T-1)

7.2.2.2. Store AN similarly to chlorates and ensure it is stored as required by the MSDS and local requirements. Keep original manufacturer's container and training aid bags in tightly closed containers (M19A1 metal container/ammo can/plastic 5-gallon bucket with lid), store in a locked, cool, dry, and ventilated space. (T-1)

7.2.3. The DFC will ensure:

7.2.3.1. Training aids are available and procedures are in place for issue. (T-1)

7.2.3.2. Turn-in and storage are coordinated with the installation munitions supply officer. (T-1)

7.2.3.3. Explosives are stored according to AFI 31-101 and AFMAN 91-201. (T-1)

7.2.4. MAJCOMs will complete all arrangements for the supply, support, and storage of explosives at an installation before EDDs are assigned to a unit.

7.2.5. SF personnel are prohibited from cutting or dividing explosives training aids except detonation cord, smokeless powder, AN, and chlorates. These aids may be repackaged as necessary. Contact EOD for guidance.

7.2.6. Replace all training aids as necessary. Order explosive training aids in accordance with AFCAT 21-209, Volume 2, *Ground Munitions*.

7.2.7. Contact EOD immediately to dispose of damaged or unsafe explosives. (T-1)

7.2.7.1. Consider chlorates contaminated and possibly hazardous if spilled or exposed to moisture. Comply with local environmental requirements for disposal of chlorates. (T-1)

7.2.7.2. Consider AN contaminated and possibly hazardous if exposed to any chemicals or solvents, especially fuels and oils.

Chapter 8

DRUG TRAINING AIDS

8.1. Introduction. All drug training aid standards and requirements adhere to the *Military Working Dog Narcotic Training Aid Program, Drug Training Aid Accountability Guide (DTAAG)*, which is managed by the Armed Forces Medical Examiners System, Division of Forensics Toxicology (AFMES/FORTOX). The rules and regulations in this instruction are established by the USAF MWD program for issuance and storage of drug training aids. The updated DTAAG can be found in the library of WDMS.

8.1.1. The requirements in this instruction may exceed the requirements outlined in the DTAAG. In any case in which there is a contradiction between this instruction and the DTAAG, this instruction takes precedence for USAF requirements.

8.1.2. Requests for waiver or exception to the policies outlined herein require a written request from the DFC with concurrence from the MAJCOM/A7S and final approval by the USAF MWD PM. (T-0)

8.2. Physical Security Requirements of Drug Training Aids. Physical security requirements for drug training aids are set in Title 21, Code of Federal Regulations (CFR), Section 1301.72, *Physical Security Controls for Non-Practitioners; Narcotic Treatment Programs and Compounds for Narcotic Treatment Programs; Storage Areas.* (T-0)

8.2.1. Before proceeding with initial procurement, secure storage facilities must be in place.

8.3. Drug Training Aid Registration. Units with drug training aids will keep a current copy of CFR 21, part 1300 to End. CFR 21 can be found at the following internet address: http://www.access.gpo.gov/nara/cfr/waisidx_08/21cfrv9_08.html. (T-0)

8.4. Drug Training Aid Custodians. The DFC will appoint primary and no more than two alternate drug custodians in writing. All appointment letters will be forwarded to the AFMES/FORTOX. (T-0)

8.4.1. Drug custodians must be graduates of the 341 TRS MWD Trainer/KMs Course. Alternate drug custodians must be a graduate of the 341 TRS MWD Trainer/KMs Course or scheduled to attend the course within 90 days of appointment.

8.5. Registration to Procure Drug Training Aids. To receive drug training aids, all units must follow the guidance in the DTAAG. (T-0)

8.5.1. Registration requests through the respective MAJCOM MWD PM to the Armed Forces Institute of Pathology (AFIP) and AFMES/FORTOX. Include the installation location (country), number of DDDs authorized, rank/pay grade, name, and social security numbers of the primary and alternate drug custodians. The registration request must also include a complete unit address, telephone number, fax number, and e-mail address.

8.5.2. SF units in the US, including Hawaii, Alaska, Guam, and Puerto Rico, must also register with the DEA prior to requesting drug training aids. (In this chapter, all SF units in these locations are referred to as "US-based units"). (T-0)

8.5.2.1. Registration can be done at the DEA website: www.deadiversion.usdoj.gov. Upon request, the DEA will send a protocol letter to the primary custodian with detailed instructions on how to register. Locations not at a US-based unit are not required to register with the DEA.

8.5.2.2. The custodian will then forward the protocol letter and DEA Form 225, *New Application for Registration*, to the DEA to obtain DEA Form 223, *Controlled Substances Registration Certificate*.

8.5.2.3. Upon receiving the DEA Form 223 from DEA, a copy must be immediately faxed or emailed to AFMES/MWD lab at usarmy.dover.medcom-afmes.mbx.mwd@mail.mil. A current DEA Form 223 must be kept on file at AFMES/FORTOX. (T-0)

8.5.3. The following storage procedures are required to minimize odor contamination:

8.5.3.1. Five Drawer Safe: Store Aids from top to bottom with marijuana in the top drawer, cocaine in the second, heroin in the third, MDMA in the fourth, and methamphetamine in the fifth.

8.5.3.1.1. DELETED.

8.5.3.2. Four Drawer Safe: Store aids from top to bottom with marijuana in the top drawer, cocaine in the second, heroin in the third and methamphetamine and MDMA together in the bottom drawer

8.5.3.3. Two Drawer Safe: Store aids from top to bottom with marijuana in the top drawer, and cocaine, heroin, methamphetamine and MDMA together in the bottom drawer.

8.5.3.3.1. A two drawer safe should only be used when all other safes are unavailable.

8.5.4. Training Aid Kit Description. The training aids will be issued as one standard training aid kit. All requests for additional kits/aids must be summited to AFMES via the USAF MWD PM. Standard kit includes marijuana, cocaine, heroin, methamphetamine, MDMA and a blank training aid canister.

8.5.4.1. DEA controlled substance codes are as follows: marijuana (code 7360), cocaine (code 9041), MDMA (7405), heroin (code 9200), and methamphetamine (code 1105). US-based units use only these codes in correspondence with the DEA.

8.6. Procurement of Drug Training Aids. The AFMES/FORTOX is the sole provider of drug training aids to the DoD MWD Program, and has sole responsibility for issue and final disposition of drug training aids. Follow the DTAAG for all procurement requirements.

8.6.1. Mail all direct correspondence to AFMES/FORTOX at the address listed in the DTAAG via registered mail. (T-0)

8.6.2. Only the primary or alternate drug custodians will open any correspondence from AFMES/FORTOX. (T-0)

8.6.3. Follow these procedures when opening any training aid packages from AFMES/FORTOX. If at any time tampering is suspected, stop immediately and report it immediately to the DFC. (T-0)

8.6.4. Examine the exterior of the package for signs of tampering. Open package if no discrepancies are observed. (T-0)

8.6.5. Examine the inner wrapper for tampering. Open package if no discrepancies are observed. (T-0)

8.6.5.1. Each box is sealed twice with packaging materials (brown paper, newspaper, bubble wrap). The shipping documents can be found between the two layers of packaging material. (T-0)

8.6.5.2. The following procedures will be followed when opening the inner package: (T-0)

8.6.5.2.1. Carefully remove the outer layer of wrapping. (T-0)

8.6.5.2.2. Remove the checklist and follow the step-by-step instructions provided on the checklist. Complete the incoming gross weight and acknowledgement of receipt portion of the Construction/Receipt of Training Aids. (T-0)

8.6.5.2.3. Email or fax Receipt of Training Aids (AFMES/FORTOX MWD Form 04) to AFMES after gross weights are measured and acknowledgement section is completed. The MWD Form 04 is used to verify receipt of training aids by the unit and annotate their condition. If it is not returned to AFIP, future orders to this unit will be placed on hold and the unit may have their aids recalled. (T-0)

8.7. Revalidation of Training Aids (Recall). AFMES/FORTOX will recall drug training aids in writing to the unit.

8.7.1. Drug training aids will be recalled at least every 2 years. (T-0)

8.7.2. Drug Training aids used by the 341 TRS will be recalled every 6 months.

8.7.3. Drug training aids will only be replaced one half at a time in order to leave some aids on station for continuing training.

8.8. Disposition & Returning of Drug Training Aids. Local destruction of training aids received from AFMES/FORTOX is not authorized.

8.8.1. Units will return drug training aids to AFMES/FORTOX for a variety of reasons. Prior to returning drug training aids, the unit will request authority from AFMES/FORTOX to return an aid. Units will refer to the DTAAG for return instructions.

8.8.2. Units will record the issue and turn in of all training aids from the storage safe in the daily issue/turn-in book and note that the aids were sent back to AFMES/FORTOX. (T-0)

8.9. Drug Training Aid Inventory. The following procedures will be adhered to for the weighing and conducting inventory of drug training aids.

8.9.1. Drug training aids will be weighed no later than 30-days after the previous month. (T-1)

8.9.2. The primary or alternate drug custodian will conduct the inventory and the gross weight will be verified by a disinterested person appointed by the DFC in writing. (T-1)

8.9.2.1. The disinterested person must be at least an E-5 or civil service equivalent. Contractors are not authorized to conduct weight checks. The disinterested person must not be in the chain of command of the drug custodians. All persons authorized to be a disinterested observer must be appointed by the DFC in writing. An individual will not be the disinterested observers twice in a 365 day period. (T-1)

8.9.2.2. The disinterested person verifies the exact weight of each training aid and compares it to the weight recorded on the AF Form 1205, *Tamper Resistant Narcotic Training and Accountability Record* and accounts for all DEA 222s (CONUS only).

8.9.2.3. The disinterested person also reviews the training aid issue/turn-in log. (T-0)

8.9.3. Conduct the weight check using a calibrated scale. (T-0)

8.9.3.1. All scales used for this purpose must be certified annually, at a minimum, by a certified technician. (T-0)

8.9.3.2. The KM should contact the installation Precision Management Equipment Laboratory (PMEL) to attempt to be included in the installation contracts for calibration.

8.9.4. Record the weights of the training aids in grams to the nearest hundredth of a gram (0.00), in a bound (book type) notebook with numbered pages. (T-0)

8.9.5. If any discrepancies or any signs of tampering are found, report immediately to the DEA (CONUS)/, AFMES (OCONUS), AF MWD Program Manager, and the DFC, who will direct an inquiry according to AFI 31-206, *Security Forces Investigations Program*. (T-0)

8.9.5.1. Although the training aids are packaged to prevent loss of their contents, it is recognized that there will be a slight variation in weight due to handling and the conditions under which the aids are stored and used. DTAAG established tolerances to be used when weighing training aids for daily issue and periodic inventories. An investigation will be directed by the DFC if there is a loss or gain in weight greater than tolerance amounts listed in the DTAAG, "X. TRAINING AID TOLERANCES." (T-0)

8.9.5.1.1. Climate control devices are authorized for use in order to maintain training aids within the tolerances outlined in the DTAAG.

8.9.6. The installation commander or designee will appoint a disinterested person to conduct an annual inventory of all drug training aids, DEA 222s, and to conduct an audit of the Controlled Substance Training Aid Accountability Folders. (T-1)

8.9.6.1. In addition to the annual inventory, as a minimum, the installation commander or designee will appoint a disinterested person to conduct a no-notice drug training aid inventory once a calendar year or when custodians change.

8.9.6.2. The disinterested person must be at least an E-7 or civil service equivalent. Contractors are not authorized to conduct inventories. The disinterested person must not be in the chain of command of drug custodians. (T-1)

8.9.6.3. The appointee cannot be any person who has conducted the audit in previous years.

8.9.6.4. Forward the results of the inventory/audit to the installation commander, through the installation DFC or designee, for review. (T-1)

8.9.6.5. The primary custodian will maintain the results of each audit/inventory for 1 year after training aids are no longer accountable by the unit. (T-1)

8.10. Control of Drug Training Aids. All personnel who have a need to sign out, be in possession of, and use drug training aids must be identified by the DFC in writing. (T-0)

8.10.1. The primary drug custodian will keep a log of all training aids issued and returned using a hard bound book with numbered pages. (T-0)

8.10.1.1. If a new book is started, keep the old drug training aid log in the safe for no less than 2 years. (T-1)

8.10.1.2. The log will include the date/time of aid sign-out; aid type; training aid number; narcotic amount (3gm, 5gm, 10gm, etc.); gross weight during sign out; person signing out training aid; witness verifying sign-out aid numbers and weights; date/time of aid return; gross weight upon return; person returning; witness verifying return aid numbers and weights; and remarks.

8.10.1.2.1. The person who receives the training aid is the only one who can return it, unless an emergency directly involves the person who signed for the training aid. If this occurs, complete a memorandum and keep with the log until the log is destroyed.

8.10.2. The primary or alternate custodian will conduct an inventory of all training aids, and review and sign the log weekly. (T-1)

8.10.3. Training aids will be returned during the same tour of duty they were signed out unless the DFC or designee grants a special authorization in advance. (T-1)

8.10.4. The primary custodian will ensure personnel authorized to use drug training aids are trained on the protection requirements for controlled substances. Annotate the training in ETR. Disposable gloves will be used when handling drug training aids to prevent human odor contamination. (T-1)

8.10.5. When necessary, the DFC may authorize MWD handlers to transport and use training aids while TDY.

8.10.5.1. Record the authorization to possess drug training aids, including specific types, quantities, and training aid numbers on the handler's TDY orders.

8.10.5.2. It is preferred drug training aids are mailed via certified mail to the handler at his/her TDY location after they arrive. However, it is authorized for the handler to hand carry the training aids when appropriate.

8.10.5.3. If travelling to the destination requires interrupted travel, coordinate in advance with the nearest military installation or civilian police agency to secure training aids. Use the AF Form 1297, *Temporary Issue Receipt*, as documentation.

8.11. Change of Primary Custodian. When a US-based unit's primary drug custodian is departing temporarily or will no longer be filling the role as custodian, the unit will prepare a legal power of attorney for the purpose of enabling an alternate custodian or other named person to conduct all duties as the primary custodian. This can be done by including the new custodian's name when processing the next application to renew the DEA registration. (T-0)

8.11.1. File the notarized power of attorney with the drug custodian appointment letter. The power of attorney will be maintained on file until the primary custodian returns or a new custodian is appointed and the new DEA registration is received. A copy of the Power of Attorney must be sent to AFMES and the USAF MWD PM. (T-1)

8.12. Controlled Substance Accountability Folder. Used to provide a record of accountability for controlled substances. A separate folder is established for each substance and kept active until all controlled substances from that shipment are returned for final disposition. Once all substances from that shipment are returned, the folders are placed in an inactive file and retained for 1 year. The controlled substance accountability folder consists of the following documentation: (T-0)

8.12.1. DEA Form 225, *Application for Registration*. The person assigned direct responsibility for control and safekeeping of narcotic training aids signs as the applicant. Refer to Title 21, Code of Federal Regulations (CFR), Part 1300, for specific details. DEA Form 225 is only needed for CONUS, Hawaii, Guam, and Puerto Rico SF units. (T-0)

8.12.2. DEA Form 225a, *Application for Registration Renewal (Type B)*. Required to maintain DEA registration. The form is mailed directly to the unit approximately 60 days prior to expiration of current registration. DEA Form 225a is only needed for CONUS, Hawaii, Guam, and Puerto Rico SF units. (T-0)

8.12.3. DEA Form 223, *Controlled Substances Registration Certificate*. Valid for 1 year, unless withdrawn sooner by DEA. DEA Form 223 is only needed for CONUS, Hawaii, Guam, and Puerto Rico SF units. (T-0)

8.12.4. DEA Form 222, *Controlled Substance Order Form (Type B)*. Accountable forms used to order drug training aids from the drug distribution center. Forward copies one and two to the drug distribution center; the unit maintains copy three. Upon receipt of the drug training aids annotate the number of training aids and date received. DEA Form 222 is only needed for CONUS, Hawaii, Guam, and Puerto Rico SF units. (T-0)

8.12.5. AF Form 1205, *Narcotics Training Aid Accountability Record*. All SF units possessing narcotic training aids will record and account for these items using this form regardless whether they are registered with DEA or not. (T-0)

Chapter 9

KENNEL FACILITIES AND CARE OF MWDS

9.1. Kennel Facilities. A suitable MWD Kennel Facility, support equipment, and explosives storage facilities must be available before MWDs may be shipped to an installation. Kennel facilities require: (T-1)

9.1.1. Adequate ventilation, cooling, and heating. Kennel temperature should range from 45 degrees Fahrenheit to 85 degrees Fahrenheit with humidity in the range of 40% to 70%. NOTE: MWDs work more effectively and are more alert when the kennel temperature is close to the temperature of their working environment. Strive to maintain a kennel temperature within 10 degrees of the exterior temperature.

9.1.2. Minimal noise levels. Do not locate MWD Kennel Facilities near runways, taxiways, engine test cells, small arms ranges, or other areas where the time-weighted overall average sound pressure level for any 24-hour period exceeds 75 adjusted decibels.

9.1.3. Take measures to prevent the infestation of mosquitoes, ticks, and rodents.

9.1.4. Coordinate new construction planning documents and renovation actions with the supporting veterinarian, local base civil engineer, and Antiterrorism/Force Protection office.

9.1.5. Proper kennel maintenance requires daily inspection and corrective actions for discrepancies. All personnel assigned to the MWD section must maintain the MWD Kennel Facility in accordance with AF and Army policies outlined in Field Manual (FM) 3-19.17, *Military Working Dogs*. (T-1)

9.1.6. A secure and enclosed training area is required for advanced obedience and off leash control training. The area should be close to the MWD Kennel Facility and meet the standards outlined in AFMAN 31-219. (T-1)

9.1.7. Post all sides of the kennel and training areas with warning signs no further than 50 feet apart. Use the Air Force Visual Aid (AFVA) 31-234, *Warning Military Working Dog Area Do Not Enter*. In foreign countries, also post signs in the primary language of the host country. (T-1)

9.1.8. Do not allow pets, stray animals, or unit mascots into the MWD facility or training area. Do not collocate stray animal facilities with, or operate as part of, the MWD facility.

9.1.9. Kennel facilities will not be used to house or care for any animals other than DoD procured MWDs unless coordinated and approved by servicing veterinarian and MAJCOM PM.

9.2. Care of MWDs. Arrange duty schedules of handlers and support personnel so the MWD Kennel Facilities are continuously staffed or so that at least one qualified handler is immediately available. If a qualified handler is unavailable, the KM or Trainer will train other personnel to assist with facility checks and kennel support.

9.2.1. If units have less than five MWDs or do not earn kennel support personnel, do the following when the MWD Kennel Facility is unattended: (T-1)

9.2.1.1. Keep a qualified MWD handler or trained kennel attendant on call. Use on-duty handlers for this purpose.

9.2.1.2. Lock the kennel facility. Keep the keys at a specific location, such as the BDOC, for emergency purposes.

9.2.1.3. Check the kennel facility and each MWD at a minimum of every 4 hours or more frequently according to local procedures. Checks will be annotated in a log which is maintained at the kennels.

9.2.1.4. Provide MWDs fresh water at each shift change.

9.2.2. The US Army provides veterinary service for MWDs as prescribed by support agreements and AFJI 48-131/AR 40-905, *Veterinary Health Services*. Refer to AFJI 48-131/AR 40-905 for veterinary support and emergency veterinary care details. AFMAN 31-219 has additional information.

9.2.2.1. The veterinarian and KM will establish sanitation standards and train handlers on first aid. This training should be annotated in the handlers ETR. (T-1)

9.2.2.2. Units must plan for veterinary care when supporting TDY commitments. Handlers must have contact information for a veterinarian in the local area of the TDY which is capable of administering emergency care if needed.

9.2.3. Medical records kept by the veterinarian are permanent records. If the veterinarian does not have an office, the KM may store the records.

9.2.3.1. Copies of all correspondence related to euthanasia are kept as part of the medical records.

9.2.3.2. All medical records on deceased MWDs are sent to the 341 TRS. Veterinarians will also complete DD Form 1743, *Death Certificate of Military Dog*. (T-0)

9.2.3.2.1. The original DD Form 1743 is sent to the unit supply officer as the source document for removing the MWD from the unit property record. The first copy is filed in the MWD administrative record. A copy is also filed in the MWD medical records and sent to the MAJCOM MWD PM if a replacement MWD is requested.

9.2.4. Handlers will be familiar with the MWD's normal body functions, such as appetite, stools, and normal attitude. Report any changes to the veterinarian and KM immediately.

9.2.5. The US Army Veterinary Command prescribes the type and brand of ration fed to MWDs. Procure food through official supply or General Services Administration (GSA) channels unless the attending veterinarian approves a different ration.

Chapter 10

MWD TRANSPORTATION

10.1. MWD Vehicles.

10.1.1. MWD vehicles should be a 4-door vehicle which facilitates the MWDT to access all areas of the installation. When selecting vehicles, keep the most austere terrain the MWDT will encounter in mind. It is vitally important MWDs are able to be driven as close as possible to their search locations to ensure the MWD is provided maximum potential to succeed at the mission.

10.1.1.1. Dedicated MWD vehicles will have a stable platform with a nonskid surface in the rear seat area. Use commercial canine vehicle inserts in these vehicles. (T-1)

10.1.1.2. While on patrol, the MWD should be off leash in the rear seat area.

10.1.1.3. MWD vehicles will never be used to transport any animals other than MWDs. (T-1)

10.1.1.3.1. MWD handlers and kennel support personnel will not be used to capture stray animals. This is to reduce the risk of transmitting disease to the MWDs. (T-1)

10.1.1.3.2. MWDs will not be transported in any vehicle that has been used to transport stray animals until the vehicle has been thoroughly sanitized according to veterinarian instructions. (T-1)

10.1.1.4. Vehicles used to routinely transport MWDs must be climate controlled, to include air-conditioning. (T-1)

10.1.1.5. MWD vehicles used for patrol will be separate and distinct from the kennel support vehicle(s). (T-3)

10.1.1.6. MWDs will not be transported in the same compartment of vehicles which are simultaneously used for the transportation of explosive or drug training aids, unless in an emergency. (T-1)

10.1.2. Vehicle Markings. Mark MWD vehicles IAW TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, Chapter 2.91.2. (T-3)

10.1.2.1. In foreign countries, the vehicle markings must also be written in the language of the host country.

10.1.2.2. MWD vehicles will not be identified by any markings in deployed hostile locations.

10.1.3. MWDs may be transported in a portable kennel or shipping crate in the bed of a truck without a camper shell for short trips when properly strapped down. For example: transporting from the kennel area to a training location and back to the kennel.

10.1.3.1. Pickup trucks are not to be used for daily operations with the MWD in the bed. When using a pickup truck to transport an MWD in a portable kennel or shipping crate, the crate must be secured to the bed of the truck. (T-1)

10.1.4. MWDs may be transported in privately owned vehicles (POV) with approval from the DFC in writing and IAW paragraph 10.1.1.3.2. of this instruction. POVs will only be used as a last resort, not convenience.

10.1.5. Do not leave MWDs unattended in vehicles unless the mission requires it and there is no other alternative or if directed by competent authority (KM, Flight Chief, DFC, etc.). (T-1)

10.1.5.1. In these situations, the MWD can only be left in a marked MWD vehicle and the handler must do the following to maximize the MWD's safety:

10.1.5.1.1. Set the parking brake.

10.1.5.1.2. Leave the engine running.

10.1.5.1.3. Set the thermostat for the appropriate climate and ensure fan is on high.

10.1.5.1.4. Secure the vehicle and have a means (spare key, remote entry) to immediately access the vehicle if the MWD should become distressed.

10.1.5.1.5. MWDs will be checked every 15 minutes should they be left in a vehicle unattended.

10.2. Shipping MWDs.

10.2.1. A veterinary health certificate must accompany the MWD when it is shipped across state lines or international borders. Health certificates are valid for 10-days only and 30 days for international health certificates. If travel is delayed, another certificate must be issued. (T-0)

10.2.2. When transporting MWDs in shipping crates, the shipping crates will:

10.2.2.1. Be clearly marked and the markings large enough to read from a safe distance on the top and sides of the crate with **“Danger – Military Working Dog.”** (T-1)

10.2.2.1.1. Bilingual warnings will be used for the country to which the MWD is being shipped.

10.2.2.2. Be marked on the top of the crate with the name and tattoo of the MWD. Also include 24-hour contact information and how to contact the handler accompanying the MWD in case of emergency.

10.2.3. When loading shipping crates:

10.2.3.1. Load crates for maximum ventilation and never place baggage on top of or around crate. Never place the crate on top of other baggage.

10.2.3.2. Never stack crates more than two high.

10.2.3.3. Do not load MWDs into crates which have been standing in the sun. When transporting MWDs in shipping crates during hot weather, use air-conditioned or well-ventilated vehicles.

10.2.3.4. Make sure there is an adequate supply of fresh water for the MWDs.

10.2.3.5. Do not lock shipping crates; however, make sure the crates cannot be opened inadvertently. If requested to secure the kennel crate for travel on military or civilian airlines, use plastic “zip ties” on the four corners of the gate to the crate.

10.2.4. When traveling with MWDs, refer to the MWDs as a “Federal Service Dogs” to avoid confusion with federal law enforcement authorities (i.e., Transportation Safety Administration (TSA) airport screening checkpoints).

10.2.4.1. When passing through a TSA screening checkpoint, if you are asked for a Unique Federal Agency Number (UFAN), professionally ask the TSA personnel to refer to the Aviation Security, Specialized Screening, Standard Operating Procedures, section 2.3.1. (Armed or Unarmed LEOs entering the sterile area), paragraph A, subparagraph 6, page 2.5. It states, "An unarmed U.S. military member, accompanied by a canine, may be cleared into the sterile area after inspection of his or her Military Identification Card (DD Form 2XX), Request and Authorization for Temporary Duty travel of DoD Personnel (DD Form 1610), another form of Government-issued photo ID, and if flying, his or her travel document. A UFAN is not required."

10.2.4.2. MWDs will travel in the cargo hold and shipped as excess baggage when traveling on commercial aircraft.

10.2.4.2.1. Exceptions: There are times when an MWD will not be able to travel in the cargo hold of an aircraft. In these cases, the MWD may travel in the passenger cabin with the handler. Some of these exceptions are when a heat/cold embargo has been established or when airports cannot accept the size of kennel crate being used.

10.2.4.2.2. When the MWD travels in the passenger cabin with the handler, the handler must ensure the MWD is muzzled and on leash. The MWD must be under continuous control of the handler. The handler will keep the MWD on a short safety leash when moving through the cabin of the aircraft.

10.2.4.2.3. Handlers will stay with assigned MWD, as much as possible, and will make every effort to ensure the MWD is being loaded onto the same flight. Ask airline attendants prior to departure to check if the MWD is loaded into the cargo hold of the aircraft.

10.2.4.2.4. Notify the MAJCOM MWD PM when the MWD must ride in the cabin of an aircraft.

10.2.5. When MWDs are shipped unaccompanied, KMs will check with the base transportation office and complete all required forms. The shipper will attach detailed instructions to the crate on how to feed and water MWDs. The MWD must be attended until it is loaded onboard the aircraft.

10.2.6. Handlers will escort and take care of MWDs moved on military aircraft. Contact local passenger service representatives for instructions.

10.2.7. If kennel facilities are required during stopovers at other bases, coordinate in advance with the local KM. USAF MWDs can be housed in any kennel facility belonging to a service component of DoD or federal law enforcement agency.

10.2.7.1. MWDs will never be housed in a commercial or stray animal facility.

10.2.8. MWDs will not travel through Guam, United Kingdom, or other locations with animal quarantine regulations, unless the MWD is being assigned to those locations.

10.2.9. MWDs entering the European Union (EU) (see attachment 4) from countries not listed in the Regulation of the European Parliament and the Council of European Union, Annex II part C of Regulation (EC) No 998/2003 (attachment 4) are required to be accompanied by:

10.2.9.1. EU Form 998 – *Veterinary Certificate for domestic dogs, cats and ferrets entering the European Community for non-commercial movements*. Ask your veterinarian for a copy of the form for the specific country to which you are traveling. You can also contact the US State Department or the embassy of the country to which you are traveling and request an EU Form 998.

10.2.9.2. Proof of a rabies neutralizing anti-body vaccination or revaccination if applicable per the recommendation of the manufacturing lab, with an inactivated vaccine of at least one antigenic unit per dose.

10.2.9.3. A copy of the MWD's Fluorescent Antibody Virus Neutralization (FAVN) test results.

Chapter 11

DETECTOR DOG SUPPORT TO CLEA

11.1. General: Executive Orders and public law permit, and in some cases may mandate, the DoD to provide explosive and narcotic detector dog support to CLEA for dignitary protection and drug interdiction. As the DoD Executive Agency for MWD program management, HQ AFSFC, through delegated authority from HQ AF/A7S, receives and processes requests for detector dog support from the USSS, DOS, United States Marshal Service (USMS), USCS, DEA, Federal Bureau of Investigations (FBI), and other non-DoD law enforcement agencies (LEA). This chapter provides guidance on deployment of detector dog teams in support of those requests. Unless otherwise noted, references in this chapter apply to both EDDs and DDDs.

11.2. Detector Dog Operations: Upon request, an MWD Team may be loaned to a CLEA in accordance with DoDI 3025.21, *Defense support of Civilian Law Enforcement Agencies*. If an MWD is loaned to a LEA, its military handler must be provided to work the MWD as they always work as a team. Depending upon the type of support, LEAs may submit a request for EDD/DDD support in several ways. (T-0)

11.2.1. Direct Routine Requests: For short-term support (less than 30 days), a LEA may submit a request directly to the Installation Commander. The Installation Commander may approve requests that do not require funding, or for which the LEA will provide reimbursement, if the support does not negatively affect the installation's operational requirements for military readiness. If the LEA requests DoD funding, or if the installation does not have the capability to provide the requested support, the request will be forwarded through that MAJCOM's MWD PM to HQ AFSFC for resolution. Before providing non-emergency detector dog support to local government police, fire, or disaster officials; accomplish a Civilian Support Release and Reimbursement Agreement. Coordinate the agreement and requests for assistance with the local SJA. See Attachment 2 for a sample MWD Civilian Support Release and Reimbursement Agreement. (T-0)

11.2.2. Non-direct Routine Requests: EDD teams extensively support the USSS protection of the President, Vice President, First Lady, and foreign heads-of-state. EDD teams also routinely support the DOS protection of the Secretary of State and foreign dignitaries. DDD teams support the DHS and DEA in the detection and monitoring of the air, land, and sea transit of illegal drugs. HQ AFSFC receives requests for support, validates these requests, and sources support from the military installation nearest the support area with detector dog capability, regardless of Service component. All initial sourcing is done through the Service component or MAJCOM MWD PM. Units that would suffer degradation of mission readiness through temporary loss of a detector dog will be excused from providing support and another unit will be tasked.

11.2.2.1. Financial issues are not grounds to excuse a unit from providing support.

11.2.3. Non-routine Requests: Requests for EDD support which do not meet the criteria as *Non Direct Routine* support (i.e., National Special Security Events) are submitted to the Office of the Secretary of Defense, Executive Secretariat (OSD/ES). The requesting agency will submit a letter to OSD/ES explaining the reason for support and how they will reimburse the tasked unit. Once approved, OSD/ES notifies HQ AFSFC who will in-turn contact the

responsible Service component or MAJCOM MWD PM for the DoD unit closest to the mission support location. MWDT rotations for extended support will be done on a “fair-share” basis.

11.2.4. When detector dog teams support non-DoD agencies, the following procedures will be followed: (T-0)

11.2.4.1. The MWD and handler must be used together.

11.2.4.2. The handler must have exclusive control over the detection support effort and complete access to the search area (EDD only).

11.2.4.3. Handlers perform the sole task of working their MWDs and will not take part in any other activity intended to support civil authorities unless specifically authorized by HQ AFSFC.

11.2.4.4. Only the MWDT's drug or explosives detection capabilities will be used. MWDTs will not track suspects, seize evidence, search buildings or areas for personnel, or be used to pursue, bite and hold, or in any way assist in apprehending, arresting, or detaining persons.

11.2.4.5. MWDTs will not be used to search persons.

11.2.4.6. A representative of the requesting agency or civil jurisdiction must escort the MWDT at all times while working.

11.2.4.7. If the MWD responds positively, the handler will advise the agency representative and withdraw or continue other disassociated detection support.

11.2.4.8. An EDD handler will not disarm or move any actual or suspected explosive device.

11.2.4.9. Advise the requesting agency that the DoD will not accept responsibility for damages resulting from the use of detector dog teams.

11.2.4.10. Handlers will not seize or retrieve evidence, assist in setting up, or maintaining chain of custody, nor engage in any other activities which could be considered as enforcing the law in connection with this support.

11.2.4.11. The handler may, if necessary, testify in civil court. Testimony will be limited to explaining the training received, the past success rates of the MWD, the events leading to employment in this particular detection support, and the results of that detection support.

11.2.4.12. MWDTs may assist CLEA in searching for persons when it is considered humanitarian in nature, for example, a lost child or elderly person.

11.2.5. On all detector dog requests, once HQ AFSFC determines a tasked unit has sufficient resources to provide support, a tasking message is prepared and transmitted to the responsible unit. The message will contain all information required to prepare TDY orders and brief handler(s) on requirements and responsibilities. The Commander and/or KM will ensure the handler(s) are thoroughly briefed on the message and provided a personal copy. Whenever possible, begin pre-departure preparations such as orders, canine physical and health certificate, etc., immediately upon notification of a tasking. Do not wait for receipt of the

tasking message as this could create logistics problems since most requests for support have a very short response time.

11.2.6. Immediately upon notification of an MWD support request, the KM will select a qualified MWDT. The KM will immediately notify the selected handler and provide the name and phone number of the requesting agency representative to contact. The handler will make immediate contact with the representative. If direct contact cannot be made, give a commercial 24-hour contact number so the representative can return the handler's call.

11.2.6.1. For USSS support, if voice contact is not made with the representative within four hours, the handler will contact the USSS Duty Desk, Washington D.C., (202) 395-4004, and pass their name, travel information, and 24-hour contact number.

11.2.7. The tasked unit will also ensure the following is done as quickly as possible:

11.2.7.1. Prepare TDY travel orders as determined by HQ AFSFC. Use of blanket or similar type TDY orders is not authorized when traveling in support of the President or Vice President of the United States. EDD handlers may be diverted or assigned another mission immediately after completing the initial mission. Ensure orders reflect "Variations Authorized."

11.2.7.2. If travel requires crossing any state line or country boundary, arrange for immediate veterinary physical and health certificate for the MWD tasked to support the mission. The MWD's health records and current health certificate will accompany the handler while away from home station.

11.2.7.3. Make travel arrangements for the handler and MWD. The MWDT will drive to the support area if within driving distance. The MAJCOM providing support will coordinate with HQ AFSFC as to whether the MWDT should drive or fly.

11.2.7.4. Contact the requesting agency representative and pass all information concerning travel arrangements and arrival time. Do not use the large metal mobility type crate for these type deployments.

11.2.7.5. A minivan or sport utility vehicle is the standard for use by EDD and DDD teams. Government vehicles are only to be used with the approval of the requesting agency representative.

11.2.7.6. Ensure handlers take sufficient dog food, an extra leash, choke chain, reward food, and medication (as applicable) for the duration of the TDY. All MWD handlers will ensure they have a muzzle available at all times throughout the mission.

11.2.8. Once at the mission location, detector dog teams will fall under the operational control of the supported agency.

11.2.8.1. The senior MWD handler will act as the military supervisor and assist the supported agency supervisor(s) as needed. During the security operation briefing (EDD) or mission orientation briefing (DDD), appropriate agencies will distribute identification media and equipment. Handlers will ensure OPSEC and security of the equipment at all times.

11.2.8.1.1. If confusion or a disagreement on how to search an area occurs, the senior handler will meet with the supported agency representative and attempt to resolve the

issue. If a resolution cannot be reached, the MWDT will proceed as directed, unless the safety of the MWDT would be compromised. In cases of a breach in safety, contact the USAF MWD PM immediately.

11.2.8.2. Any identification designed at home station for the sole purpose of identifying the MWDT as a DoD MWDT will not be used when supporting these missions. Orders will reflect the handler is traveling with a federal service animal and official credentials will be issued upon arrival at TDY location if necessary. (T-1)

11.2.8.3. Ensure the presence of a support agency representative or EOD technician at all times when the DDD or EDD team is searching. If an EDD responds, the handler will terminate the search and stand-by outside the affected area. Handlers will not handle or maintain custody of any explosive devices or drugs discovered.

11.2.8.4. The EDD teams will only search for explosive devices and will not perform duties that may conflict with requirements established under the Posse Comitatus Act. DDD teams can only search for drug contraband. (T-0)

11.2.9. Male EDD handlers will wear conservative dark colored business suits. Female EDD handlers will wear conservative business suits with slacks in lieu of skirts. Certain missions require casual clothing or coveralls. Casual clothing is defined as dress slacks/khakis and long/short sleeve collared shirts.

11.2.9.1. At no time will handlers wear jeans, shorts, tennis shoes, or shirts with offensive language or logos while performing official duties. Military dress and appearance standards will be maintained throughout the duration of the TDY.

11.2.9.2. The tasking message will identify clothing requirements. EDD handlers are authorized a civilian clothing allowance. Refer to DoD Financial Management Regulation (FMR) 7000.14R, *Military Pay Policy and Procedures Active Duty and Reserve Duty*, Volume 7A, *Clothing Monetary Allowances*, paragraph 290403 on the publications website.

11.2.9.2.1. Civilian clothing allowance can be initiated upon certification of a handler as an EDD team and first tasking. All recurring civilian clothing allowances will adhere to appropriate regulations. A copy of orders will be required by Finance to process the allowance.

11.2.10. Handlers currently assigned and validated with an MWD will have an Official Passport and a current Defense Travel System (DTS) account. Taskings to support Outside the Continental United States (OCONUS) missions are common and rarely have sufficient advance notice to process a passport application. Complete and process an official passport application for handlers immediately upon their assignment to the unit. Contact local Military Personnel Flight (MPF) for guidance. (T-1)

11.2.11. Weapons of any type, including privately owned weapons, are prohibited while performing duties with any non-DoD agency unless directed otherwise by HQ AFSFC.

11.2.12. IAW DoD FMR 7000.14.R, Volume 9, Chapter 3, Department of Defense Government Travel Charge Card (GTCC), paragraph 0301, each MWD Handler must possess a Government Sponsored Travel Card, unless exempted as prescribed by DoD FMR Volume 9, paragraph 030601.

11.2.13. Accomplish a detailed after action report of the incident and forward it through the MAJCOM MWD PM to USAF MWD PM as soon as possible.

11.2.14. Both EDD and DDD handlers will adhere to all safety practices at all times.

11.2.14.1. Do not leave MWDs unattended in vehicles, except in an emergency. If a rare situation arises when you must leave an MWD unattended in a vehicle, ensure the MWD remains in view at all times and that adequate ventilation is provided.

11.2.14.2. MWDs will remain on leash at all times while searching. MWDs will be muzzled while traveling to and from search areas. Handlers will make every attempt to ensure areas they will search are cleared of non-essential personnel.

11.2.14.3. If you must leave an MWD unattended in a hotel room, secure it in the travel crate, and post the hotel "Do Not Disturb" sign on the door exterior to deter anyone from entering the room. Report damage caused by the MWD to a hotel room to the supported agency representative and the MAJCOM MWD PM immediately.

11.2.15. After-action reports are only required when significant events occur during the mission. Handlers can submit optional reports to recognize positive or negative aspects of the mission. When prepared, send a copy of after-action reports to the USAF MWD PM through the MAJCOM MWD PM.

JUDITH A. FEDDER, Lt Gen, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- 10 U.S.C. § 372, Use of military equipment and facilities
- 21 CFR § 1301.72, Physical Security Controls for Non-Practitioners; Narcotic Treatment Programs and Compounders for Narcotic Treatment Programs; Storage Areas
- AFCAT 21-209, Vol. 2, Ground Munitions, 02 Jun 2011
- AFI 23-126 (I), DoD Dog Program, 13 Dec 2011
- AFI 31-101, Integrated Defense, 8 Oct 2009
- AFI 31-117, Arming and Use of Force by Air Force Personnel, 29 Jun 2012
- AFI 31-206, Security Forces Investigations Program, 16 Sep 2009
- AFI 31-207, Arming and Use of Force by Air Force Personnel, 29 Jan 2009
- AFJI 48-131/AR 40-905, Veterinary Health Services, 29 Aug 2006
- AFMAN 23-110, USAF Supply Manual, 1 Apr 2009
- AFMAN 31-219, USAF Military Working Dog Program, 30 Jun 2009
- AFMAN 33-363, Management of Records, 1 Mar 2008
- AFMAN 91-201, Explosive Safety Standards, 12 Jan 2011
- AFPD 31-1, Integrated Defense, 28 Oct 2011
- DoD FMR 7000.14R, Vol 7A, Military Pay Policy and Procedures Active Duty and Reserve Duty, June 2014
- DoD FMR 7000.14R, Vol 9, Travel Policy and Procedure, June 2013
- DoDD 3025.13, Employment of DoD Capabilities in Support of the U.S. Secret Service (USSS), Department of Homeland Security (DHS), 8 Oct 2010
- DoDD 5200.31E, DoD Military Working Dog (MWD) Program, 10 Aug 2011
- DoD FMR 7000.14R, Vol 7A, Military Pay Policy and Procedures Active Duty and Reserve Duty, Jan 2012
- DoD FMR 7000.14R, Vol 9, Travel Policy and Procedure, Aug 2011
- DoDI 3025.21 Defense Support of Civilian Law Enforcement Agencies
- FM 3-19.17, Military Working Dogs, Jul 2005
- TO 11A20-16-7, Canine Explosive Scent Kit, 29 Jun 2009
- TO 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance, 20 Jul 2007

Prescribed Forms

- AF Form 321, Military Working Dog Training and Utilization Record

AF Form 323, Military Working Dog Training and Utilization Record for Drug/Explosive Detector Dogs

AF Form 324, Military Working Dog Program Status Report

AF Form 1205, Tamper Resistant Narcotic Training and Accountability Record

Adopted Forms

AF Form 601, Equipment Action Request

AF Form 847, Recommendation for Change of Publication

AF Form 1297, Temporary Issue Receipt

AFMES/FORTOX MWD Form 04, Receipt of Training Aids

DD Form 1743, Death Certificate of Military Dog

DD Form 1834, Military Working Dog Service Record

DEA Form 223, Controlled Substances Registration Certificate

DEA form 225, New Application for Registration

EU Form 998 – Veterinary Certificate for domestic dogs, cats and ferrets entering the European Community for non-commercial movements

Military Working Dog (MWD) Disposition and Adoption Procedures guide

Abbreviations and Acronyms

AETC—Air Education and Training Command

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFIP—Armed Forces Institute of Pathology

AFMAN—Air Force Manual

AFMES/FORTOX—Armed Forces Medical Examiners Systems/Forensic Toxicology

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFOSI—Air Force Office of Special Investigations

AFVA—Air Force Visual Aid

AN—Ammonium Nitrate

BDOC—Base Defense Operations Center

CESK—Canine Explosive Scent Kit

CFETP—Career Field Education and Training Plan

CFR—Code of Federal Regulations

CLEA—Civilian Law Enforcement Agency
COCO—Contractor-owned, contractor-operated
CONUS—Continental United States
CSA—Controlled Spending Account
DFC—Defense Force Commander
DDD—Drug Detector Dog
DEA—Drug Enforcement Agency
DHS—Department of Homeland Security
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DOS—Department of State
DRU—Direct Reporting Unit
DTAAG—Drug Training Aid Accountability Guide
DTS—Defense Travel System
EA—Executive Agent
EDD—Explosives Detector Dog
ELO—Equipment Liaison Office
EOD—Explosive Ordnance Disposal
EPW—Enemy Prisoner of War
ETR—Electronic Training Record
EU—European Union
FMR—Financial Management Regulation
FAVN—Fluorescent Antibody Virus Neutralization
GOCO—Government-owned, contractor-operated
GSA—General Services Administration
HQ AFSFC—Headquarters Air Force Security Forces Center
HME—Homemade Explosives
ID—Integrated Defense
IED—Improvised Explosive Device
JSMWDC—Joint Service Military Working Dog Committee
KM—Kennel Master

LRS—Logistics Readiness Squadron
MAJCOM—Major Command
MILSTRIP—Military Standard Requisitioning and Issue Procedures
MSDS—Material Safety Data Sheets
MWD—Military Working Dog
MWDT—Military Working Dog Team
NEW—Net Explosive Weight
NSN—National Stock Number
OCONUS—Outside the Continental United States
OI—Operating Instruction
OJT—On-the-Job Training
OPR—Office of Primary Responsibility
OSD/ES—Office of the Secretary of Defense, Executive Secretariat
OTR—Optimum Training Requirement
OTS—Optimum Training Schedule
PC—Probable Cause
PD—Patrol Dog
PDDD—Patrol/Drug Detector Dog
PEDD—Patrol/Explosive Detector Dog
PM—Program manager
PMEL—Precision Management Equipment Laboratory
POV—Privately Owned Vehicle
RDS—Records Disposition Schedule
TDR—Total Dog Requirement
TDY—Temporary Duty
TO—Technical Order
TRS—Training Squadron
S2I—Security Forces Investigations
SECAF—Secretary of the Air Force
SEI—Special Experience Identifier
SF—Security Forces
SJA—Staff Judge Advocate

SOFA—Status of Forces Agreement
TDY—Temporary Duty
TO—Technical Order
TTP—Tactics, Techniques, and Procedures
UDM—Unit Deployment Manager
UFAN—Unique Federal Agency Number
UMD—Unit Manpower Document
UMPR—Unit Manpower Personnel Roster
UoF—Use of Force
USAF—United States Air Force
USCS—United States Customs Service
USSS—US Secret Service
UTC—Unit Tasking Code
WDMS—Working Dog Management System

Attachment 2

SAMPLE CIVILIAN SUPPORT RELEASE AND REIMBURSEMENT AGREEMENT
MILITARY WORKING DOG EXPLOSIVE DETECTION
CIVILIAN SUPPORT RELEASE AND REIMBURSEMENT AGREEMENT
AGREEMENT BETWEEN

_____ **AIR FORCE BASE AND THE** _____ **DEPARTMENT**

This agreement, entered into on this the _____ day of _____, between the Secretary of the Air Force, pursuant to the authority of 10 U.S.C. (376) and the _____ Department is for securing explosive detection support for the protection of life and property only. It is agreed that:

- a. On request to a representative of _____ Air Force Base by a representative of _____ Department, and with coordination of the Defense Force Commander, Installation Staff Judge Advocate, and approval of the Installation Commander, or his/her designated representative, an Explosive Detector Dog (EDD) Team and "spotter" will be dispatched to any point within the jurisdiction for which the _____ Department normally exercises jurisdiction. Authorities at _____ Air Force Base may deny requests for EDD Teams when the installation EDD Team resources are insufficient or granting the request would otherwise interfere with the effective conduct of official Air Force operations or business.
- b. Any dispatch pursuant to this agreement is subject to the following conditions:
 - (1) The EDD and handler must be used together.
 - (2) The handler must have exclusive control over the search effort and complete access to the search area.
 - (3) The handler will perform the sole task of working their dog and will not take part in any other activities to aid civilian authorities unless specifically authorized by Headquarters, Air Force Security Forces Center (HQ AFSFC).
 - (4) Only the team's explosive search capabilities will be used. Teams will not be used to track persons, search buildings or areas for personnel, or to pursue, attack, hold, or in any way help in apprehending or arresting persons.
 - (5) Teams are not to be used to search persons.
 - (6) A representative of the requesting agency must stay with the team at all times when it is working. If the dog responds positively, the handler will advise the representative and withdraw or continue the search in a disassociated area. The handler is prohibited from helping with uncovering, disarming, or moving any explosive device.
 - (7) The US Air Force will not accept responsibility for any damages, assist in setting up a chain of custody, nor engage in any other activities to enforce the law in connection with this service. The handler may, if necessary, testify in civil court, but the testimony must be limited to explaining the training received, the past success rates of the EDD, the events leading to employment in this particular search, and the results of that search.
- c. The US Air Force may claim reimbursement for the direct expenses of services provided.

d. Each party waives all claims against every other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this agreement. This provision does not waive any right of reimbursement pursuant to paragraph c above.

Installation Commander Signature Block :

Requesting Dept Signature Block

Installation CC Signature

Requesting representative Signature

REVIEWED BY:

Base Judge Advocate

on _____20XX.

Attachment 3

LIST OF EUROPEAN UNION COUNTRIES

Flag	Common Name	Official Name
	Austria	Republic of Austria
	Belgium	Kingdom of Belgium
	Bulgaria	Republic of Bulgaria
	Cyprus	Republic of Cyprus
	Czech Republic	Czech Republic
	Denmark	Kingdom of Denmark
	Estonia	Republic of Estonia
	Finland	Republic of Finland
	France	French Republic
	Germany	Federal Republic of Germany
	Greece	Hellenic Republic
	Hungary	Republic of Hungary
	Ireland	Ireland
	Italy	Italian Republic
	Latvia	Republic of Latvia
	Lithuania	Republic of Lithuania
	Luxembourg	Grand Duchy of Luxembourg
	Malta	Republic of Malta
	Netherlands	Kingdom of the Netherlands
	Poland	Republic of Poland
	Portugal	Portuguese Republic
	Romania	Romania
	Slovakia	Slovak Republic
	Slovenia	Republic of Slovenia
	Spain	Kingdom of Spain
	Sweden	Kingdom of Sweden
	United Kingdom	United Kingdom of Great Britain and Northern Ireland

Attachment 4**FAVORABLE COUNTRIES LISTED IN ANNEX II, PART C**

AC Ascension Island	KY Cayman Islands
AE United Arab Emirates	MS Montserrat
AG Antigua and Barbuda	MU Mauritius
AN Netherlands Antilles	MX Mexico
AR Argentina	MY Malaysia
AU Australia	NC New Caledonia
AW Aruba	NZ New Zealand
BA Bosnia and Herzegovina	PF French Polynesia
BB Barbados	PM Saint Pierre and Miquelon
BH Bahrain	RU Russian Federation
BM Bermuda	SG Singapore
BY Belarus	SH Saint Helena
CA Canada	TT Trinidad and Tobago
CL Chile	TW Taiwan
FJ Fiji	US United States of America (including GU Guam)
FK Falkland Islands	VC Saint Vincent and the Grenadines
HK Hong Kong	VG British Virgin Islands
HR Croatia	VU Vanuatu
JM Jamaica	WF Wallis and Futuna
JP Japan	YT Mayotte
KN Saint Kitts and Nevis	