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This instruction implements AFD 31-2, *Air Provost Operations*, and establishes the Military Working Dog (MWD) Program. It explains employment procedures for the MWD Program. This instruction does not apply to the US Air Force Reserve or to the Air National Guard unless they are participants in the DOD MWD program. Ensure that all records created as a result of processes in this publication are maintained per AFMAN 33-363, *Management of Records*, and disposed of per the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route these forms from the field through the functional chain of command.

(AMC) AFI 31-202, dated 16 May 2009, is supplemented as follows:

This publication supplements AFI 31-202, *Military Working Dog (MWD) Program*, and provides additional and command-unique requirements. This supplement applies to all Security Forces organizations and personnel assigned to Air Mobility Command (AMC) and aligns AMC policies with the Air Force Instruction. This publication does not apply to the US Air Force

Reserve or to the Air National Guard unless they are participants in the DOD MWD program. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to OPR of this publication for coordination prior to certification and approval. The Integrated Base Defense Branch Chief (HQ AMC/A7SO) has overall responsibility for administration of this supplement.

SUMMARY OF CHANGES

This revision clarifies guidance for detector dog support to local, state, and federal law enforcement agencies; authorizes the kennel master/trainer to use another handler’s MWD during emergency situations; clarifies guidance on MWD transportation and cross-training of detector dogs; adds “release bite” as a critical task; authorizes the alternate drug custodian to conduct drug training aid weight checks; and prohibits use of MWDs in the interrogation or interview of Enemy Prisoners of War (EPW) or detainees.

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Chapter 1—FUNCTIONAL AREA RESPONSIBILITIES

| | | |
|------|--|---|
| 1.1. | HQ USAF/A7S. | 6 |
| 1.2. | HQ Air Force Security Forces Center (AFSFC). | 6 |
| 1.3. | HQ Air Education and Training Command (AETC). | 6 |
| 1.4. | 341 Training Squadron (341 TRS). | 6 |
| 1.5. | HQ Air Force MWD Program Manager. | 6 |
| 1.6. | Major Commands (MAJCOM) MWD Action Officers. | 6 |
| 1.7. | Chief of Security Forces (CSF). | 7 |
| 1.8. | Kennel Master. | 7 |

Chapter 2—PROGRAM RESPONSIBILITIES

| | | |
|------|--|---|
| 2.1. | Purpose of MWD Program. | 8 |
| 2.2. | MWD Authorizations, Requisitions, and Dispositions. | 8 |

| | | | |
|---|------|--|-----------|
| Table | 2.1. | Recommended MWD Section Manpower | 8 |
| | 2.3. | Certification of MWD Handlers, Kennel Masters, and Trainers: | 8 |
| | 2.4. | Permanent Administrative Records. | 9 |
| | 2.5. | Safety Procedures. | 9 |
| | 2.6. | Transporting MWDs in Vehicles. | 10 |
| Figure | 2.1. | (Added-AMC) Required Vehicle Markings | 11 |
| Figure | 2.2. | (Added-AMC) Model available for Various Police Sedans. | 12 |
| | 2.7. | Shipping MWDs. | 13 |
| Chapter 3—CONTROLLING AND USING MWDS | | | 15 |
| | 3.1. | Controlling MWDs. | 15 |
| | 3.1. | (AMC) Controlling MWDs. | 15 |
| | 3.2. | Releasing MWDs. | 15 |
| | 3.3. | Using MWDs. | 16 |
| Chapter 4—MWD TEAM TRAINING | | | 17 |
| | 4.1. | MWD Team General Proficiency Training. | 17 |
| | 4.2. | MWD Team Detection Training. | 17 |
| Chapter 5—EXPLOSIVE TRAINING AIDS | | | 18 |
| | 5.1. | Explosive Training Aid Safety Precautions. | 18 |
| | 5.2. | Explosive Training Aid Acquisition, Turn-In, and Storage. | 19 |
| Chapter 6—DRUG TRAINING AIDS | | | 21 |
| | 6.1. | Physical Security Requirements of Drug Training Aids. | 21 |
| | 6.1. | (AMC) Physical Security Requirements of Drug Training Aids. | 21 |
| | 6.2. | Registration to Procure Drug Training Aids | 21 |
| | 6.2. | (AMC) Registration to Procure Drug Training Aids. | 21 |
| | 6.3. | Procurement of Drug Training Aids. | 22 |
| | 6.4. | Analysis of Drug Training Aids. | 23 |
| | 6.4. | (AMC) Analysis Drug Training Aids. | 23 |
| | 6.5. | Revalidation of Training Aids (Recall). | 23 |
| | 6.6. | Returning Drug Training Aids to AFIP/AFMES/FORTOX. | 23 |
| | 6.7. | Drug Training Aid Weight Checks. | 24 |
| | 6.8. | Drug Training Aid Inventories and Audits. | 25 |
| | 6.8. | (AMC) | 25 |

| | | |
|---|--|-----------|
| 6.9. | Control of Drug Training Aids. | 26 |
| 6.10. | Change of Primary Custodian. | 26 |
| 6.11. | Training with Additional Substances | 26 |
| 6.11. | (AMC) Training with Additional Substances. | 27 |
| Chapter 7—MWD PERFORMANCE STANDARDS AND VALIDATION TESTING | | 28 |
| 7.1. | Standards. | 28 |
| 7.2. | Validation Testing and Certification Testing. | 28 |
| 7.3. | Formal Decertification Process. | 29 |
| Chapter 8—MWD EMPLOYMENT | | 31 |
| 8.1. | Law Enforcement. | 31 |
| 8.2. | Drug Suppression. | 31 |
| 8.3. | Explosive Detection. | 31 |
| 8.3. | (AMC) Explosive Detection. | 31 |
| 8.4. | Contingency Operations. | 32 |
| 8.5. | Physical Security. | 32 |
| 8.6. | Employment. | 32 |
| 8.6. | (AMC) Employment. | 32 |
| 8.7. | Competition Outside DOD. | 32 |
| 8.8. | Searches. | 32 |
| Chapter 9—KENNEL FACILITIES AND CARE OF MWDS | | 35 |
| 9.1. | Kennel Facilities | 35 |
| 9.2. | Care of MWDs. | 36 |
| 9.2. | (AMC) Care of MWDs. | 36 |
| Chapter 10—DETECTOR DOG SUPPORT TO CIVILIAN LAW ENFORCEMENT AGENCIES | | 38 |
| 10.1. | General: | 38 |
| 10.2. | Detector Dog Operations: | 38 |
| Chapter 11—MILITARY WORKING DOG FORMS | | 43 |
| 11.1. | AF Form 321, MWD Training and Utilization Record. | 43 |
| 11.2. | AF Form 323, | 43 |
| 11.3. | AF Form 324, MWD Program Status Report. | 43 |
| 11.4. | AF Form 1205, Narcotics Training Aid Accountability Record. | 43 |
| 11.5. | DD Form 1743, Death Certificate of Military Dog. | 43 |

| | | |
|---|--|-----------|
| 11.6. | DD Form 1834, MWD Service Record. | 43 |
| 11.6. | (AMC) DD Form 1834, MWD Service Record. | 43 |
| 11.7. | Prescribed and Adopted Forms. | 43 |
| Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | | 45 |
| Attachment 2—SAMPLE CIVILIAN SUPPORT RELEASE AND REIMBURSEMENT AGREEMENT | | 47 |
| Attachment 3—SAMPLE MWD OBEDIENCE COURSE SET UP | | 49 |
| Attachment 4—LIST OF EUROPEAN UNION COUNTRIES | | 50 |
| Attachment 5—FAVORABLE COUNTRIES LISTED IN ANNEX II, PART C | | 51 |

Chapter 1

FUNCTIONAL AREA RESPONSIBILITIES

1.1. HQ USAF/A7S. The Director of Security Forces directs policy, guidance and oversight as the DOD MWD Program Executive Agent.

1.2. HQ Air Force Security Forces Center (AFSFC). HQ AFSFC manages the Department of Defense MWD Program, develops policy, and provides guidance to major commands (MAJCOM), service component program managers and the 341 TRS. HQ AFSFC functions 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).

1.3. HQ Air Education and Training Command (AETC). AETC programs resources to meet DOD requirements for procurement, training, and distribution of military working dogs and training of handlers, trainers, and kennel masters.

1.4. 341 Training Squadron (341 TRS). This unit is subordinate to HQ AETC. However, because it directly supports the DOD MWD Program, the unit receives policy guidance from HQ USAF/A7S and HQ AFSFC. This squadron:

1.4.1. Provides trained MWDs to fulfill DOD requirements as determined by HQ AFSFC. Provides HQ AFSFC with monthly reports on filled MWD requisitions and those remaining unfilled.

1.4.2. Trains MWDs, handlers, trainers and kennel masters to meet DOD requirements.

1.4.3. Researches methods to improve MWD training and utilization.

1.4.4. Provides technical assistance to MAJCOMs and service components as requested.

1.4.5. Maintains records of the current status of all DOD MWDs.

1.4.6. Administers the disposition of all DOD MWDs, including adoptions and euthanasia.

1.5. HQ Air Force MWD Program Manager. The AF MWD program manager is located at the AFSFC and will provide guidance to AF units, manage MAJCOM MWD assets, and task units to support requests from OSD, USSS, DOS, DEA, CLEA and Department of Homeland Security. AF MWD PM will ensure HQ AFSFC has the names and 24 hour contact phone numbers of a primary and at least one alternate MWD program action officer at each MAJCOM and AF kennel.

1.6. Major Commands (MAJCOM) MWD Action Officers. Action Officers will provide guidance to subordinate units, approve variances to the MWD standard, and task units to support OSD, USSS, DOS, USCS, DEA and CLEA requests

1.7. Chief of Security Forces (CSF). Implements programs to properly use MWD team patrol and detection capabilities.

1.8. Kennel Master. Ensures training, validation testing, and certification is done for each MWD team. Maintains MWD Kennel Facility, ensures MWDs are properly cared for, and handlers are knowledgeable of responsibilities. Responsible for the timely and accurate completion and maintenance of forms and records associated with the MWD program.

Chapter 2

PROGRAM RESPONSIBILITIES

2.1. Purpose of MWD Program. MWDs provide Security Forces the capability to 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.

2.2. MWD Authorizations, Requisitions, and Dispositions.

2.2.1. For guidance on requisition and disposition of MWDs, see AFMAN 23-110, Volume 2, Part 2, Chapters 9 and 22, *USAF Supply Manual* and AFJI 23-224 *DOD Military Working Dog (MWD) Program*.

2.2.2. As a baseline, installations are authorized 4 to 6 explosive detector dogs. Drug detector dogs will not exceed one-third of the unit's total MWD authorizations. Exceptions may be based on 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 kennel masters, trainers, and handlers. The wing manpower office will validate MWD manpower authorizations. However, the following matrix is a recommended kennel leadership and support mix based on the number of authorized dogs:

Table 2.1. Recommended MWD Section Manpower

| Number of Dogs | Kennel master | Trainer/Supervisor | Trainer(s) | Kennel Support |
|----------------|---------------|--------------------|------------|----------------|
| 1 – 5 | 1 | 0 | 0 | 0 |
| 6 – 10 | 1 | 0 | 1 | 0 |
| 11 – 20 | 1 | 1 | 1 | 1 |
| > 20 | 1 | 1 | 2 | 2 |

2.3. Certification of MWD Handlers, Kennel Masters, and Trainers:

2.3.1. MWD handlers must be graduates of the 341 TRS MWD Handler Course. Training done by private businesses or civilian police departments is not a substitute for the DOD MWD handler course.

2.3.2. Personnel, regardless of rank, who laterally retrain to become MWD handlers, must complete the MWD Handler Course and enter upgrade training to the –5” skill level. Before being awarded the 3P051A Air Force Specialty Code (AFSC), 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.

2.3.3. Kennel masters and trainers must be graduates of the 341 TRS MWD Trainer/Kennel Masters Course or be scheduled to attend within 90 days of assignment as kennel master or trainer. To be eligible to attend this course, personnel must be awarded the AFSC 3P051A.

2.3.3. (AMC) Personnel selected to fill the kennel master or MWD trainer position will have, at a minimum, 18 months experience working an MWD in the field. If qualified personnel are not available, the SFS unit commander will request a waiver from HQ AMC/A7SOO.

2.4. Permanent Administrative Records. The kennel master maintains the following permanent administrative records on MWDs:

2.4.1. DD Form 1834, Military Working Dog Service Record. The 341 TRS initiates this form, which stays with the dog throughout its lifetime. If the form must be redone, attach the original to the new form.

2.4.2. AF Form 321, Military Working Dog Training and Utilization Record.

2.4.2. (AMC) MWDs will be used every day their assigned handlers are working. Make an entry on the reverse of AF Form 321, *Military Working Dog Training and Utilization Record*, explaining periods of non-use. At a minimum, annotations showing the handler's posting, training locations, type of gunfire training conducted, and reasons why the Optimum Training Requirements (OTR) were not met will be included on the reverse side of the form.

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

2.4.4. AF Form 324, Military Working Dog Program Status Report. This report is due to HQ AFSFC quarterly through the MAJCOM MWD Action Officer. **NOTE:** Refer to the AFMAN 31-219, *USAF Military Working Dog (MWD) Program*, for specific information on these and other program specific forms.

2.4.4. (AMC) Submit AF Form 324, *Military Working Dog Program Status Report*, via e-mail to HQ AMC/A7SOO NLT, 30 March, 30 June, 30 September, and 30 December of each year or as otherwise requested.

2.4.4.1. (Added-AMC) Using established MAJCOM template, provide monthly or as requested TRP program status reports to HQ AMC/A7SOO NLT the 30th of every month.

2.5. Safety Procedures. Safety procedures must be followed to protect MWDs as well as people who come in contact with dogs. Safety rules include:

2.5.1. Establish and enforce controls to prevent MWDs from getting loose in the MWD Kennel Facility.

2.5.2. Keep a safe distance between MWD teams.

2.5.3. Do not use a leash to secure a MWD to any object.

2.5.4. Before entering veterinary clinics, permission will be granted by the clinic staff. Muzzle dog before entering.

2.5.5. Check dog frequently if it is left unattended in a temporary kennel or shipping crate.

- 2.5.6. Use only the leather collar and kennel chain to stake a dog out.
- 2.5.7. Do not secure the dog to any movable object, especially a vehicle.
- 2.5.8. Do not stake the dog out where it could injure itself or others.
- 2.5.9. Put dogs in the shade during hot weather and ensure adequate water is available.
- 2.5.10. Remove leather collar and choke chain while dogs are in kennel run. The leather collar will remain on the MWD when kenneled in a vari-kennels/shipping crates.
- 2.5.11. Use a "one-way system" in the kennel. This system may be shown by ground/wall signs or explained in the kennel operating instructions.
- 2.5.11. (AMC) Each kennel facility must contain a clearly identified "one-way system", and each person associated with the MWD program must adhere to the established system. This system may be designed by ground/wall markings or explained in the kennel operating instruction.
- 2.5.12. Provide bilingual safety instructions for local national personnel performing kennel duties where applicable.
- 2.5.13. Handlers will maintain a short leash when in close proximity (six feet) to other personnel.
- 2.5.14. When an MWD team could unexpectedly encounter a bystander, such as walking or running around blind corners, using stairs, or passing an open door, the handler will warn others by announcing "DOG COMING AROUND" – "DOG COMING BY" – "DOG COMING UP/DOWN".

2.6. Transporting MWDs in Vehicles.

- 2.6.1. Vehicle Markings. Mark MWD vehicles IAW TO 36-1-191/ *Technical and Managerial Reference for Motor Vehicle Maintenance*, Chap 2.84.6.4. In foreign countries, the sign must also be written in the language of the host country. Do not use signs in deployed hostile locations.
- 2.6.1. (AMC) Vehicle Markings. Removable adhesive lettering may be used for MWD vehicles. Place the lettering on the rear passenger windows, rear passenger doors, or rear quarter panels and on the rear of the vehicle. Lettering must be 1 ½" to 2 ½" in height or as approved by your base transportation. The word CAUTION must be in red, and "MILITARY WORKING DOG" or "K-9 UNIT" must be in black, blue, or white. Configuration must be similar to the sample at **Figure 2.1**

Figure 2.1. (Added)(AMC) Required Vehicle Markings

Letters need to be removable adhesive and should present a professional appearance.



2.6.2. Four-door full sized vehicles are best suited for MWD operations. Mobile MWD teams should be assigned a law enforcement full size 4-door sedan or other full size 4-door passenger-type vehicle (Sport/Utility or station wagon). While on patrol, the dog may be off leash in the rear seat area. Never tie the dog to the vehicle. Use a stable platform (with a nonskid surface) to help the dog maintain balance. Commercial canine vehicle inserts are recommended for use in assigned vehicles.

2.6.3. MWDs may be transported in a portable kennel or shipping crate in the bed of a truck without a camper shell for *short* trips on base only. Examples would be to the veterinary clinic or MWD demonstrations, etc. Pickup trucks are not to be used for daily operations with the MWD in the bed. When using a pickup truck to transport a MWD in a portable kennel or shipping crate, they must be secured to the bed of the truck.

2.6.3. (AMC) Portable kennels may be used in the bed of a pickup for transportation purposes, e.g., picking up an MWD from the airport. When used in this manner, the crate must be securely fastened to the bed of the truck, using tie-down straps or similar devices. Law enforcement sedans or passenger-type vehicles (Tahoe, Blazer, Expedition, Explorer, or Jeep Cherokee) that are used solely for MWD support will have a commercial carrier system installed (**Figure 2.2** and **Figure 2.3**). Locally manufactured carriers/platforms that ensure the interior of the vehicle cannot be damaged by the canine are also authorized. Hot climate bases should consider tinting the rear passenger area windows to help reduce the temperature

within the passenger compartment area of the canine; coordination and vehicle modification approval by base transportation is required.

Figure 2.2. (Added)(AMC) Model available for Various Police Sedans.



Note: Common sources for these types of inserts are Ray Allen (1-800-444-0404) and American Aluminum Accessories, Inc. (1-800-277-0869, Web site: www.keylink.net/ezrider).

Figure 2.3. (Added)(AMC) Model Available for Passenger-type Vehicles (SUV).



2.6.4. MWDs may be transported in privately owned vehicles (POV) with prior approval from the CSF. Approval must be in writing and POVs will only be used as a last resort for emergency purposes, not convenience.

2.6.5. Vehicles used to routinely transport MWDs must be air-conditioned.

2.6.6. MWD vehicles used for patrol will be separate and distinct from the kennel support vehicle(s) used for transportation of explosive training aids and other support functions.

2.6.7. Do not transport MWD in any vehicle that has been used to transport stray animals until the vehicle has been thoroughly sanitized according to veterinarian instructions. Do not use MWD handlers or kennel support personnel to capture stray animals or maintain base stray animal shelters or pet boarding facilities.

2.6.7. (AMC) MWD-equipped vehicles will not be used for stray animal transportation.

2.6.8. Do not leave dogs unattended in vehicles. Exceptions: If the mission requires it and there is no other alternative or if directed by competent authority (Kennel Master, Flight Chief, Flight Leader, etc). In these situations, the dog must be left in a marked MWD vehicle. Additionally, the handler must set the parking brake, leave the engine running, set the thermostat for the appropriate climate and ensure the fan is on high, secure the vehicle, and have a means (spare key) to immediately access the vehicle if the dog should become distressed. MWDs should be checked on every 15 minutes should they be left in a vehicle unattended. Leaving an MWD unattended in a vehicle will be a last resort.

2.7. Shipping MWDs.

2.7.1. A veterinary health certificate must accompany the dog when it is shipped across state lines or international borders. Health certificates are valid for 10 days only. If travel is delayed, issue another certificate.

2.7.2. When shipping dogs in crates, mark the top of the crate with the name and tattoo of the dog. Note that the kennel should only be opened by a qualified handler. Include information on how to contact the handler accompanying the dog in case of emergency. Markings should be large enough to read from a safe distance. The top and sides of the crates should be labeled “**Danger – Military Working Dog.**” Bi-lingual warnings should be utilized when shipping MWDs to overseas locations.

2.7.3. Load crates for maximum ventilation and never place baggage on top of or around crate. Never place the crate on top of other baggage or stack crates more than two high. Do not load dogs 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. Make sure there is an adequate supply of fresh water for the dogs. Do not lock shipping crates; however, make sure the crates cannot be opened inadvertently.

2.7.4. When traveling with MWDs, they should be referred to as “Federal Service Dogs”.

2.7.5. Ship the dog as excess baggage when the team travels on commercial aircraft. Dogs will travel in the cargo hold of commercial aircraft. Handlers will stay with assigned MWD and will make every effort to ensure MWD is being loaded onto the same flight. Ask airline stewards/stewardess prior to departure to check if MWD is loaded into the cargo hold of the aircraft. The only exception is if the airline imposes a heat/cold embargo, or small regional airports that do not accept large kennels. In this case, dogs may travel in the passenger cabin

with the handler, but must be muzzled and on leash, under continuous control of the handler, for the duration of the flight and only as a last resort.

2.7.6. When MWDs are shipped unaccompanied, kennel masters 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.

2.7.7. Handlers will escort and take care of MWDs moved on military aircraft. Contact local passenger service representatives for instructions. If kennel facilities are required during stopovers at other bases, coordinate in advance with the kennel master. Do not route MWDs through Guam, United Kingdom, or other locations with animal quarantine regulations, unless MWD is being assigned to MWD sections in these locations. 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 5) are required to be accompanied by:

2.7.7. (AMC) MWD teams diverted to locations with animal quarantine regulations MUST contact HQ AMC/A7SO personnel immediately via e-mail to: AMC.A7SO@scott.af.mil.

2.7.7.1. 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. You can often get the form mailed or faxed to you from embassy personnel.

2.7.7.2. 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.

2.7.7.3. A copy of the dogs Fluorescent Antibody Virus Neutralization (FAVN) test results.

Chapter 3

CONTROLLING AND USING MWDS

3.1. Controlling MWDS. Handlers will maintain positive control of their MWD at all times. When applicable, handlers will ensure persons are warned of the potential dangers associated with an MWD. Do not allow people to pet MWDS.

3.1. (AMC) Controlling MWDS. Only qualified MWD personnel are authorized to handle MWDS. The one-handler/one-dog concept must be strictly adhered to. The exception is during personnel shortages, and in this case, a qualified handler may work more than one dog with written authorization by the SFS commander. This letter will be posted in the MWD's permanent records.

3.1.1. Keep MWDS on leash except when they must chase and/or bite and hold a suspect or search an unoccupied building. Always maintain positive control of dogs when off leash. Before releasing the dog to search a suspected building, give a verbal warning stating the dog is about to be released.

3.1.2. During the following situations, handlers must warn people that their dog is trained to bite with or without command:

3.1.2.1. Challenging an individual.

3.1.2.2. Approaching a suspect.

3.1.2.3. Checking a person's identification.

3.1.2.4. Participating in any situation that requires the handler to divert attention from control of the dog.

3.1.3. Relinquish control of the dog only to other trained handlers or veterinary personnel who are competent to handle the animal. Should no other qualified handler or vet be available, muzzle the MWD and relinquish control to any Security Forces personnel so the MWD can be transported back to the kennel facility.

3.2. Releasing MWDS. Release of an MWD to bite or allowing it to bite is considered use of force, although is not considered use of deadly force. Use the reasonable amount of force necessary to accomplish the task. (For further information on how and where the MWD fits into the overall use of force spectrum, refer to AFI 31-207, *Arming and Use of Force by Air Force Personnel*.)

3.2.1. MWD teams will be validated through training that the dog will ~~stand-off~~ upon command and obey the command ~~OUT~~". If a MWD performs unsatisfactorily in either of these tasks, the unit Operations Officer or higher must issue a ~~no~~ "release" order to the handler, specifically outlining the dog will not be released to affect an apprehension under any circumstances. Post this order in the MWD's permanent records until the dog has been properly trained and reevaluated satisfactorily at which time the ~~no~~ "release" order may be rescinded. The dog may remain operational during the remedial training only after being issued the ~~no~~ "release order". (See para 7.1.4.)

3.2.2. Before releasing an MWD, make sure the dog has identified the same target that the handler intends for it to bite and hold. Give the warning order, "Halt or I will release my dog." In foreign countries, also give this order in the primary language of the host country. Overseas units must include training in the host nation language warning order in their MWD handler certification program. Also, warn bystanders to cease all movement before releasing the dog.

3.2.3. The handler must follow the dog as closely as possible when the MWD is released to bite and hold. Once the suspect stops or indicates surrender, call the dog off pursuit. If the dog fails to come OUT and assume the GUARD or HEEL position, regain immediate control of the dog. Use extreme caution when removing an MWD from a suspect. If necessary, choke the MWD off the individual. Do not jerk or pull the dog. Regain and keep leash control of the dog until it has become calm enough to obey the commands to HEEL and STAY.

3.2.4. Handlers will not release their dogs if the suspect is not in sight, except as specified in paragraph 3.1.1. Handlers will not release MWDs in areas where children are present, except as a last resort short of the use of deadly force. Do not release MWDs into a crowd of people.

3.3. Using MWDs. Each CSF will establish local procedures on using MWDs. These procedures must conform to this instruction, applicable Status of Forces Agreements, or other country-to-country agreements.

3.3.1. The "one-handler, one-dog" rule is the norm when assigning and matching dog teams. However, there are exceptions to this rule. When a handler is on temporary duty (TDY) or on leave, it is the kennel master's responsibility to ensure the dog is regularly exercised and groomed and that proficiency training is conducted. Also, during an emergency situation (bomb threat, etc), the kennel master or trainer may use another handler's dog (explosive detector dog only), if a certified handler is not immediately available. The decision to do so rests with the kennel master based upon knowledge of the dog and of the situation. Also, during personnel shortages, a qualified handler may work more than one dog only after ALL assigned handlers and kennel personnel have been assigned to dogs.

Chapter 4

MWD TEAM TRAINING

4.1. MWD Team General Proficiency Training. As an Air Force standard, each duty cycle should include the training needed to maintain team proficiency. When possible, conduct training on post. Kennel masters will develop an Optimum Training Schedule (OTS) for each dog. Each OTS will state the minimum proficiency training required per dog, per month, for each required task based on MWD team's proficiency level. Minimum training may change depending on changes in the team's proficiency level.

4.1.1. Kennel masters and trainers will conduct patrol and explosives/narcotics detection training. Patrol training includes training on the obstacle course, unless the local veterinarian waives the requirement for medical reasons. See AFMAN 31-219 for training procedures on gunfire, obedience, and aggression.

4.2. MWD Team Detection Training. The 341 TRS establishes the type of response and reward for each initially certified dog. Notify the 341 TRS Dog Training Section of any change to the response or reward. Drug detector dogs (DDD) will not be trained to detect explosives and explosive detector dogs (EDD) will not be trained to detect drugs. Do not train drug and explosive detector dogs in the same areas unless at least 72 hours have elapsed.

4.2.1. With MAJCOM MWD Action Officer approval, field units may locally train a patrol dog that shows potential as a narcotic or explosive detector dog. However, explosive detector dog washouts may never enter into drug detector training and vice versa. Once local training is completed, the dog must complete initial certification as a detector dog. Initial certification requirements are more stringent than probable cause certifications. Only the 341 TRS can certify locally-trained explosive detector dogs. The requesting unit or MAJCOM will pay for the TDY expenses. Locally-trained DDDs may be certified by a Technical Sergeant or above, knowledgeable of the MWD Program and who is a graduate of the 341 TRS MWD Handler Course or previous equivalent course. Request guidance from the 341 TRS, Dog Training Section, for specific training protocol and certification requirements.

4.2.2. After locally-trained detector dog teams are certified, the unit will forward a letter to the responsible MAJCOM MWD Action Officer requesting a change in National Stock Number (NSN). The MAJCOM MWD Action Officer will forward an endorsed copy of the letter to the 341 TRS and return the original to the unit. Following MAJCOM MWD Action Officer endorsement, the unit will process the request through base supply channels. Base supply will assign the appropriate NSN and provide the information to the unit. The unit will then annotate the new stock number on the DD Form 1834.

Chapter 5

EXPLOSIVE TRAINING AIDS

5.1. Explosive Training Aid Safety Precautions. Handling explosives is dangerous. Follow mandatory safety requirements when training EDDs. Do not conduct training unless detailed operating instructions that include safety procedures are developed. Explosives safety and handling instructions must be coordinated through the installation safety office.

5.1.1. The CSF will ensure involved personnel receive annual training in safely storing, transporting, and handling explosive training aids. Explosive ordnance disposal (EOD) or munitions safety personnel will conduct the training. If these personnel are unavailable, the kennel master will develop an annual safety briefing (with wing safety office assistance) and document training on all personnel involved in EDD training. Briefings will address requirements in AFI 31-101, *The Air Force Installation Security Program*, AFMAN 91-201, *Explosive Safety Standards*, and Technical Order (TO) 11A20-16-7, *Canine Explosive Scent Kit*. Take the following actions before removing explosive training aids and setting up training exercises:

5.1.1. (AMC) This training is required annually for MWD personnel responsible for the handling or storing of explosives. The training will be documented in the member's OJT records by the kennel master/MWD trainer.

5.1.1.1. Coordinate in advance with the training location facility owners to minimize disruption of operations.

5.1.1.2. Contact the base weather office before each training session. Do not conduct training when an electrical storm is within 5 miles of the training area.

5.1.1.3. Notify the fire department, safety office, and the SF control center of the training location and the amount and type of explosives to be used.

5.1.1.4. Post proper fire symbols and explosive operations signs around the training site so they are clearly visible from approach roads.

5.1.1.5. Post warning signs stating "Danger--Explosive Dog Training in Progress--Keep Out." Signs will be locally made and measure approximately 3 by 3 feet, with red letters on a white background. In foreign countries, ensure the sign also shows this warning in the primary language of the host nation.

5.1.1.6. When conducting explosives detector dog training in facilities or buildings, move all persons who are not actively involved in the training at least 100 feet from the explosives per AFMAN 91-201, para 12.79.

5.1.2. Transport and handle explosive training aids per AFMAN 91-201.

5.1.3. 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.

5.1.4. Do not exceed the net explosive weight (NEW) of 15 pounds (total quantity) in any one training exercise site. The 15 pound NEW does not apply when transporting munitions

to and from training locations. Chlorates are not included in the total quantity limitation. When using multiple training aids, place them at least ten feet apart and on some type of barrier material to avoid surface or aid contamination.

5.1.4.1. Kennel master should work closely with local EOD to routinely conduct mass odor training with EDD teams.

5.1.5. Leave aids in place only for the time necessary for odor dispersion, search, and recovery. Keep aids under constant watch at all times. Collect and account for all aids immediately after training.

5.1.5. (AMC) Conduct explosive training with the maximum amount of explosive detector dogs during each training exercise to limit the amount of times that explosive training aides must be removed from storage.

5.1.6. Personnel must wear protective gloves when handling any explosive training aids.

5.1.6. (AMC) Disposable gloves, similar to food handling gloves, will be used when handling the explosive training aids to limit aid contamination (Latex gloves will be used when handling nitro dynamite).

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

5.1.7. (AMC) Coordinate use of electric heaters and dehumidifiers with your munitions storage personnel and the wing explosive safety officer. If their use is not feasible, ensure proper rotation of the canine scent kit is being done to maximize the shelf life of the explosive training aids. Heat-producing devices (space heaters) WILL NOT be used where exposed explosives (smokeless powder being broken down) are present.

5.1.8. Contact EOD or munitions personnel if there is any doubt about the safe condition of any training aid.

5.2. Explosive Training Aid Acquisition, Turn-In, and Storage. Units with EDDs will conduct proficiency training using sodium and potassium chlorates and explosives in the Canine Explosives Scent Kit (CESK) described in TO 11A20-16-7. NOTE: Training with odors or substances other than those in the CESK must be approved by HQ AFSFC. All explosives operations must be conducted in accordance with AFMAN 91-201, 7.28./*Military Working Dog Explosives* and section 7B - *Locally Written Instructions*.

5.2.1. Obtain chlorates through medical supply channels or local procurement. Three pounds of each chlorate per kennel is authorized. Units may repackage chlorates as necessary. Package training aids in moisture proof containers.

5.2.2. Store chlorates per the Material Safety Data Sheets and information provided on the packaging. Chlorates may be stored at the kennel facility. Do not mix chlorates with other substances as they can form an explosive or spontaneously combustible mixture.

5.2.3. The CSF will ensure:

5.2.3.1. Training aids are available and procedures are in place for issue.

5.2.3.2. Turn-in and storage are coordinated with the installation munitions supply officer.

5.2.3.3. Explosives are stored according to AFI 31-101 and AFMAN 91-201.

5.2.3.4. MAJCOMs complete arrangements for explosives' supply, support, and storage before EDDs are assigned.

5.2.4. Security Forces personnel are prohibited from cutting or dividing explosives training aids except detonator cord, smokeless powder, and chlorates, which may be repackaged as necessary. Contact EOD for guidance.

5.2.4. (AMC) Units are authorized to remove one-pound can of smokeless powder from the canine explosive scent kit and repackage it into moisture-proof containers (4-6 ounces each) to be used for reinforcement training aids. Heat-producing devices (space heaters) WILL NOT be used where exposed explosives (smokeless powder being broken down) are present. **Proper authorization to store this training aid at the kennels or armory facility must be coordinated with the base explosive safety officer and the fire department before this repackaging occurs.** Training aids must be secured in a lockable file cabinet or safe. These aids will not be stored in the same container as the chlorates to avoid cross-contamination. Ammunition cans are ideal for this containment. When using ammunition cans, clean them with mild soap and warm water, followed by rinsing with alcohol. Allow the cans to air dry. Do not paint or mark the inside of the container with materials that would cause odor contamination. Remove ammunition markings on containers prior to use when used for a purpose other than ammunition storage/transport.

5.2.5. Replace training aids as needed. Order all training aids according to AFCAT 21-209, Vol. 1, *Ground Munitions*. Contact EOD immediately to dispose of damaged or unsafe explosives. Consider chlorates contaminated and possibly hazardous if spilled or exposed to moisture. Comply with local environmental requirements for disposal of chlorates.

5.2.5. (AMC) Explosive training aids in the Explosive Scent Kit will be replaced every 24 months or sooner if they are damaged, destroyed, or odor contaminated. Order each item individually for replacement through your munitions storage personnel rather than ordering a complete *Canine Explosive Scent Kit (CESK)*. The kennel master will ensure that training aids are forecasted annually under Category –A”. This is necessary to ensure assets are available to replace required training. The kennel master will also ensure CESK is forecasted annually under Category –E”. This allocation is necessary to ensure CESK is not removed from your munitions supply account.

Chapter 6

DRUG TRAINING AIDS

6.1. 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 Compounders for Narcotic Treatment Programs; Storage Areas*. Apply those physical protection and control procedures to prevent misuse or theft of controlled substances used as training aids.

6.1. (AMC) Physical Security Requirements of Drug Training Aids. The combination on the narcotic storage safe(s) will be changed whenever there is a change in the primary or alternate drug custodian. The SF Form 700, *Security Container Information Form*, MUST be annotated to show the date of the combination change.

6.1.1. Each unit 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: www.gpoaccess.gov/cfr/index.html or www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfCFR/CFRSearch.cfm.

6.1.2. The CSF will appoint primary and alternate drug custodians in writing to the Armed Forces Institute of Pathology, Armed Forces Medical Examiners System, Division of Forensics Toxicology (AFIP/AFMES/FORTOX). Drug custodians must be graduates of the 341 TRS MWD Trainer/Kennel Masters Course.

6.2. Registration to Procure Drug Training Aids . To receive drug training aids, all SF units must be registered with the Armed Forces Institute of Pathology (AFIP). Send registration requests through the respective MAJCOM MWD Action Officer to AFIP/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 if available.

6.2. (AMC) Registration to Procure Drug Training Aids. Coordinate registration requests with HQ AMC/A7SOO.

6.2.1. 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".) Registration can be done via the DEA website at www.deadiversion.usdoj.gov. (Upon request, DEA will send a protocol letter to the primary custodian with detailed instructions on how to register.) 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*. Upon receiving DEA Form 223 from DEA, send a copy to AFIP/AFMES/FORTOX. A current DEA Form 223 must be kept on file at AFIP/AFMES/FORTOX.

6.2.2. All units may routinely order marijuana, cocaine and heroin. Units with a documented need for methamphetamine, hashish and ecstasy will submit a separate request through the MWD Program Manager justifying a need for the substance. The MAJCOM MWD Action

Officer will indorse the request and forward it to AFIP/AFMES/FORTOX for processing. US-based units will also need to register with DEA for these substances.

6.2.2. (AMC) Units with a documented need for methamphetamine, hashish, and ecstasy will submit a separate request through HQ AMC/A7SOO. HQ AMC/A7SOO will endorse the request and forward it to AFIP/AFMES/FORTOX for processing. Units must register with DEA for these substances.

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

6.3. Procurement of Drug Training Aids. The Armed Forces Institute of Pathology 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.

6.3.1. For US-based units, after registering with DEA, the primary drug custodian orders training aids by forwarding DEA Form 222, *Controlled Substance Order Form*, and letter of request for drug training aids to AFIP/AFMES/FORTOX. These DEA forms are controlled items, and may be obtained from the DEA website (www.deadiversion.usdoj.gov) or from DEA Headquarters, 700 Army Navy Drive, Arlington VA 22202-0002, 1-800-882-9539. Contact AFIP/AFMES/FORTOX for guidance on the letter of request

6.3.2. Overseas SF units order drug training aids by sending a letter of request to AFIP/AFMES/FORTOX, with approval of the MAJCOM MWD Action Officer.

6.3.3. Address correspondence to:

Armed Forces Institute of Pathology
Attn: Division of Forensic Toxicology/MWD Program
Building 54, 6825 16th Street, NW
Washington, DC 20306-6000

6.3.4. Training aids transferred between units and AFIP/AFMES/FORTOX must be sent registered mail.

6.3.5. Training aids are issued in pre-packaged, tamper-resistant containers.

6.3.6. AFIP/AFMES/FORTOX will ship training aids to the primary drug custodian, accompanied by a *Construction/Receipt of Training Aids* form.

6.3.7. Only the primary or alternate drug custodians will open the training aid package. A checklist will be affixed to the outer wrapper. Follow these procedures when opening the inner wrapper:

6.3.7.1. Examine inner wrapper. If tampering is suspected, report it immediately to the CSF and proceed no further. Open package if no discrepancies are observed.

6.3.7.2. Inventory total contents. Compare serial numbers listed on the *Construction/Receipt of Training Aids* form with the numbers on each training aid container. Report discrepancies to the CSF and AFIP/AFMES/FORTOX immediately.

6.3.7.2. (AMC) Inventory total contents. A scribe may be used to etch the size and substance on the metal cans, e.g., CO 2g. A No. 2 pencil may be used on the marijuana bags. Under no circumstance will an ink marker or pen be used on training aids. Annotate changes in aid weight due to etching on the AF Form 1205, *Tamper Resistant and Bulk Narcotic Training Accountability Record*.

6.3.7.3. Weigh each container to verify the weight listed on the receipt form.

6.3.7.4. Record all data on AF Form 1205, *Narcotic Training Aids Accountability Record*. Do not repackage a training aid from its original container or break seals.

6.3.7.5. US-based units annotate DEA Form 222 (copy 3) with the date received and number of containers of each substance.

6.3.7.6. Sign and return one completed copy of the *Construction/Receipt of Training Aids* form to AFIP/AFMES/FORTOX.

6.3.7.7. Keep a Controlled Substance Training Aid Accountability Folder for each separate narcotic substance received. Each folder will contain copies of DEA Form 222, *Controlled Substance Order Form* (US-based units only), AF Form 1205, *Narcotics Training Aid Accountability Record*, AFIP *Construction/Receipt of Training Aids* form, and a copy of AFIP/AFMES/FORTOX Training Aid Recall Letter when training aids have been recalled for replacement.

6.4. Analysis of Drug Training Aids. Only AFIP/AFMES/FORTOX will conduct an analysis of training aids. If a training aid becomes damaged, leaks or becomes suspect due to repeated failure by dogs to respond during training, separate the aid(s) from others. Report the damaged or suspect training aid to the CSF. If deemed necessary, the CSF will initiate an investigation. Send a message or letter to AFIP/AFMES/FORTOX with a copy to the MAJCOM MWD Action Officer. The message will include the type, weight, and serial number of the training aid. Include circumstances surrounding the situation as well as both a commercial and DSN phone number for the primary custodian. Do not return the training aid to AFIP/AFMES/FORTOX until directed to do so. Follow the procedures in Para 6.6. when returning training aids to AFIP/AFMES/FORTOX.

6.4. (AMC) Analysis Drug Training Aids. Send electronic copy of letter via e-mail to: AMC.A7SO@scott.af.mil.

6.5. Revalidation of Training Aids (Recall). AFIP/AFMES/FORTOX will begin revalidation of drug training aids through a Training Aid Recall Letter. This revalidation will be done at least every two years. Training aids used by the 341 TRS will be recalled every six months. AFIP/AFMES/FORTOX will generally only recall half of a unit's training aids at one time, thus leaving some training aids on hand for continued training.

6.6. Returning Drug Training Aids to AFIP/AFMES/FORTOX. Local destruction of training aids received from AFIP/AFMES/FORTOX is not authorized. Units will return drug training aids to AFIP/AFMES/FORTOX for a variety of reasons, including the circumstances in Paras 6.4. and 6.5. After receiving authority/request from AFIP/AFMES/FORTOX to return an aid, units will do the following:

6.6.1. DEA-registered units must complete and send DEA Form 222 (copies 1 & 2), plus the AFIP/AFMES/FORTOX Training Aid Examination Disposition Request, to

AFIP/AFMES/FORTOX. File copy one of DEA form 222 in training aid accountability folder and forward copy two to the DEA Diversions Office – if applicable. Overseas units need not fill out the DEA form 222.

6.6.2. Log out the training aid(s) in the daily issue/turn-in book and note that the aids were sent back to AFIP/AFMES/FORTOX.

6.6.3. Return aid(s) to AFIP/AFMES/FORTOX via registered mail.

6.6.4. To receive replacement drug training aids, the following instructions apply:

6.6.4.1. Complete new DEA form 222

6.6.4.2. Send copies one and two to AFIP/AFMES/FORTOX.

6.6.4.3. File copy three in the proper accountability folder

6.6.4.4. Overseas units will complete the Request for Replacement Training Aids Form and forward to AFIP/AFMES/FORTOX. Forms can be obtained on the DOD MWD Program Management Branch HQ AFSFC website at <https://afsfmil.lackland.af.mil> or directly from AFIP/AFMES via email at MWD@afip.osd.mil. (Overseas units do not use the DEA Fm 222.)

6.6.4.5. AFIP/AFMES/FORTOX will send replacement aid(s) via registered mail.

6.6.4.6. Upon receipt, log replacement aid(s) as if they were an initial shipment.

6.6.4.7. Returned signed copy of AFIP CONSTRUCTION/RECEIPT OF DRUG TRAINING AIDS form to AFIP.

6.6.5. For final disposition of drug training aids, units registered with the DEA will send copy one of DEA Form 222 to AFIP/AFMES/FORTOX, copy two to the closest DEA Division Office and copy three will be filed in the Controlled Substance Training Aid Accountability Folders. (US-based units only)

6.7. Drug Training Aid Weight Checks. The primary or alternate drug custodian and a disinterested person, E-5 or above or civil service equivalent (excluding contractors) appointed by the CSF in writing, will weigh training aids monthly. Conduct the weight check using a calibrated scale. The disinterested person may be assigned to the unit, but must be a different person each month. Record the weights of the training aids in grams, in a bound (book type) notebook. The disinterested person verifies the exact weight of each training aid and compares it to the weight recorded on the AF Form 1205. The disinterested person also reviews the training aid issue/turn-in log.

6.7.1. The CSF directs an inquiry according to AFI 31-206, *Security Forces Investigations Program*, if there is evidence of tampering or an unexplained loss/gain of more than:

6.7.1. (AMC) Drug training aides must be visually checked for physical signs of tampering or leaks when checked out and checked in.

6.7.1.1. 0.5 gram of methamphetamine, heroin, cocaine, MDMA or hashish training aids of all sizes.

6.7.1.2. Two grams of marijuana from an individual training aid weighing 20 grams, one gram from aids weighing 10 grams, 0.5 grams from aids weighing five grams, and 0.2 grams from aids weighing three grams.

6.7.1.3. Send a copy of the final report (including actions taken) to the installation commander, MAJCOM MWD Action Officer and AFIP/AFMES/FORTOX. To get a replacement aid, follow the procedures above, and provide AFIP/AFMES/FORTOX a copy of the final report.

6.7.1.4. Maintain a copy of all investigations conducted and associated paperwork in the Controlled Substance Training Aid Accountability Folders.

6.7.1.4. (AMC) Send an electronic copy of the final report (including actions taken) via e-mail to: AMC.A7SO@scott.af.mil.

6.8. Drug Training Aid Inventories and Audits. As a minimum, conduct a drug training aid no-notice inventory annually or when custodians change. The installation commander or designee appoints a disinterested person (master sergeant or above or civil service equivalent) to inventory all drug training aids and to conduct an audit of the Controlled Substance Training Aid Accountability Folders. The appointee cannot be any person who has conducted the audit in previous years. Forward the results of the inventory/audit to the installation commander (through the installation CSF) or designee for review. The primary custodian will maintain the results of each audit/inventory for 1 year after training aids have been recalled by AFIP/AFMES/FORTOX and are no longer accountable by the unit.

6.8. (AMC)

6.8.1. (Added-AMC) Extreme care must be used when handling drug training aids to prevent cross-substance or foreign matter contamination. Glue, masking tape, scotch tape, labels, or any other foreign matter must not be placed on, in, or near the drug training aids. The only exception is described in paragraph 6.3.7.2. of this supplement. Disposable gloves, similar to those used in food services, must be used when handling drug training aids to prevent human odor contamination.

6.8.2. (Added-AMC) When a two-drawer container is used, the heroin and cocaine must be stored in the top drawer with the marijuana and hashish in the bottom drawer.

6.8.3. (Added-AMC) When a four-drawer container is used, the aids must be stored from top to bottom as follows: heroin, cocaine, hashish, and marijuana.

6.8.4. (Added-AMC) Units with methamphetamine training aids will, if possible, obtain a five-drawer container and store aids from top to bottom as follows: heroin, cocaine, methamphetamine, hashish, and marijuana. If a four-drawer container is used, the aids must be stored from top to bottom as follows: heroin, cocaine, methamphetamine, hashish, and marijuana (together, in the bottom drawer).

6.8.5. (Added-AMC) Each substance must be stored in a separate container. Ammunition cans are ideal for this containment. When using ammunition cans, clean them with mild soap and warm water, followed by rinsing with alcohol. Allow the cans to air dry. Do not paint or mark the inside of the container with materials that would cause odor contamination. A paper tag may be affixed to the container, designating it as marijuana, hashish, cocaine,

heroin, or methamphetamine. Remove ammunition markings on ammunition containers prior to use when used for a purpose other than ammunition storage/transport.

6.9. Control of Drug Training Aids. The CSF identifies, in writing, personnel authorized to sign out, possess, and use drug training aids. The custodian keeps a log of all training aids issued and returned using a hard bound book with numbered pages or a book with pre-numbered pages. If a new book is started, keep the old drug training aid log in the safe for no less than 2 years. The log will include each drug training aid number; date; time; signature of issuing person; signature of person receiving the training aid; signature of person returning the aid; and signature of person verifying the return of the training aid. The person who receives the training aid is the only one who can return it, unless a bonafide emergency directly involves the person who signed the training aid out. The primary/alternate custodian will review the log weekly.

6.9.1. The primary custodian will ensure training aids are returned the same duty tour they were signed out unless the CSF, operations officer, or other competent authority grants a special authorization in advance.

6.9.2. 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 the individual's OJT records. Positively control training aids at all times.

6.9.3. Authorize, if necessary, MWD handlers to transport and use training aids when TDY. Record the authorization to possess drug training aids, including specific types, quantities, and training aid numbers on the handler's TDY orders.

6.9.4. Send drug training aids to the TDY destination after the DOD handler arrives, or hand-carry as appropriate.

6.9.5. If travelling to 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.

6.10. Change of Primary Custodian. When a US-based unit's primary drug custodian is departing, the unit will prepare a legal power of attorney for the purpose of enabling the alternate custodian or other named person to order DEA forms and to send and receive drug training aids. It is not necessary to immediately apply for a new DEA registration certificate. This can be done by including the new custodian's name when processing the next application to renew DEA registration.

6.10.1. File the certified power of attorney with the drug custodian appointment letter until the primary custodian returns, or a new custodian is appointed and the new DEA registration is received. Send copies of the power of attorney or new DEA registration to AFIP/AFMES/FORTOX.

6.10.2. Overseas units send AFIP/AFMES/FORTOX Form, *Transfer of MWD Team DEA Registrant*, to AFIP/AFMES/FORTOX. Form may be obtained on the DOD MWD Program Management Branch HQ AFSFC website at <https://afsfmil.lackland.af.mil> or directly from AFIP/AFMES via email at MWD@afip.osd.mil.

6.11. Training with Additional Substances . Training with odors or substances other than those listed in paragraph 6.2.2 must be approved by the Air Force MWD Program Office. The request package must be coordinated through the MAJCOM MWD Action Officer and include

documentation supporting the need for the additional substance (OSI Threat Analysis, etc). If approved, all requirements of this chapter must be adhered to procure the new substance from AFIP/AFMES/FORTOX.

6.11. (AMC) Training with Additional Substances. If units require training with odors or substances other than those listed in paragraph 6.2.2., the kennel master must receive approval by the Air Force MWD Program Office. The written request must be endorsed by HQ AMC/A7SOO and include all supporting documentation.

Chapter 7

MWD PERFORMANCE STANDARDS AND VALIDATION TESTING

7.1. Standards. MWD teams are measured against minimum performance standards. Specific tasks are assigned different degrees of importance: Critical, Semi-Critical, and Non-Critical.

7.1.1. Critical tasks are STAY, FALSE RUN, FIELD INTERVIEW, BITE AND HOLD, RELEASE BITE, OUT AND GUARD, STAND-OFF, SEARCH AND REATTACK, SEARCH AND CALL BY, BUILDING SEARCH, SCOUTING AND PATROLING, VEHICLE PATROL AND SMALL ARMS FIRE. The operational effectiveness of teams failing critical tasks will be degraded. MWDs not meeting minimum standards on three consecutive training days without reason must enter extensive remedial training. If remedial training is unsuccessful, take the action outlined in paragraph 7.3.

7.1.2. Semi-critical tasks are SIT, DOWN, HEEL, and ESCORT. The operational effectiveness of teams failing semi-critical tasks will not be seriously degraded. These teams must, however, receive corrective action to eliminate or reduce the deficiency.

7.1.3. The OBSTACLE COURSE is the only non-critical task. Failure to meet non-critical task standards may affect the team's efficiency, but will not degrade their overall performance.

7.1.4. Conduct patrol dog task evaluations at least annually. Refer to the AFMAN 31-219 for guidance on initial and follow-on performance standards. If evaluation results in failure of any critical task, the team will be entered immediately into extensive remedial training. If the MWD has performed unsatisfactorily in the ~~stand-off~~ or ~~out~~ command, a ~~no release~~ order will be issued by unit Operations Officer or higher to the handler and posted in the MWD's permanent records until MWD has been properly trained and reevaluated satisfactorily. MWD may remain operational during the remedial training when order has been issued. If reasonable training efforts are unsuccessful, follow guidance in paragraph 7.3.

7.1.5. **(Added-AMC)** Patrol dog handlers/kennel staff will conduct monthly gunfire training with canine currently certified as patrol dogs. Each canine team will receive at a minimum 10 rounds of 5.56mm blank gunfire and 15 rounds of .38 caliber blank gunfire training. The type and number of rounds expended will be included on the rear side of AF Form 321. The kennel master will also annotate these round requirements on each patrol dog's OTR located in the canine's permanent folder. Training with blank ammunition will comply with AFMAN 91-201, *Explosives Safety Standards*, paragraph 7.2.5., requirements.

7.2. Validation Testing and Certification Testing. MWD teams are measured against minimum search standards. Validation and certification testing will be conducted on all MWD teams when applicable.

7.2.1. Validation testing is a tool to evaluate detector dog team proficiency. Do not use validation tests as additional training exercises. Dog teams must be validated prior to operational use, deployment or TDY in support of USSS or DOS. Validation testing will be done annually or whenever a new dog team is established. Refer to AFMAN 31-219 for guidance on conducting validation trials.

7.2.2. Certification testing is used *only* as basis for establishing probable cause for issuance of a search warrant at home station. MWD teams must be validated by the kennel master prior to certification. MWD teams do not have to be certified to deploy or go TDY in support of USSS or DOS. Refer to AFMAN 31-219 for guidance on conducting certification.

7.3. Formal Decertification Process. If a dog fails to maintain detection standards or is unable to perform any of the critical patrol dog tasks satisfactorily, the kennel master conducts additional training to correct deficiencies and documents the actions taken.

7.3.1. The kennel master begins formal decertification to change the dog's National Stock Number to show its actual capability when:

7.3.1.1. Long-term or unacceptable medical problems prevent the dog from performing critical patrol dog tasks. If the dog is a patrol/detector, use the dog as long as the medical problem does not interfere with the detection role.

7.3.1.2. If little progress is made within 30 days, or the kennel master determines the problems are not correctable.

7.3.1.3. Upon receiving a newly assigned dog from the 341 TRS which cannot perform one or more critical tasks within 120 days of assignment. Contact a 341 TRS MWD evaluator before starting a decertification package.

7.3.2. If decertification is necessary, the kennel master will prepare a decertification package. Refer to AFI 23-224(I) for final disposition guidance. The CSF will indorse the package and send it to the respective MAJCOM MWD Action Officer and the 341 TRS. The package will include:

7.3.2. (AMC) After the Chief of Security Forces (CSF) has endorsed the decertification package, the kennel master will forward a copy to HQ AMC/A7SOO for endorsement. After HQ AMC/A7SOO endorses the decertification package, the entire package will be returned to the kennel master, who in-turn forwards the entire package to 341 TRS.

7.3.2.1. The apparent cause of the problem.

7.3.2.2. A statement from the veterinarian if the dog's physical condition is the cause of the problem.

7.3.2.3. A summary of retraining efforts.

7.3.2.4. Copies of AF Forms 321 and 323 and DD Form 1834.

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

7.3.2.6. Past and current reward schedules.

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

7.3.3. The MAJCOM MWD Action Officer ensures the decertification package is properly justified and every effort has been made to correct the problem locally. Exceptions may be made for a dog's failure to upgrade during follow-on training based on all available facts. In

these cases, the package is annotated and returned to the unit. If an exception is not granted, the package is forwarded to the 341 TRS for review.

7.3.3. **(AMC)** Forward all decertification packages to HQ AMC/A7SOO for review and evaluation.

7.3.4. The 341 TRS helps field units correct training problems and recommends additional training as necessary. The 341 TRS reviews decertification actions to determine if the dog should be returned to the 341 TRS for evaluation. If the dog is returned, the 341 TRS may recommend de-certification, further training, or assign the dog to serve as a training aid at the school. If additional training corrects the problem, the dog will be recertified and with HQ Air Force MWD Program Management Office approval, returned to the original unit, or reassigned to another unit. DD Form 1834 will be annotated to reflect the reason for removal or decertification and the NSN is changed.

Chapter 8

MWD EMPLOYMENT

8.1. Law Enforcement. Patrol-certified MWDs seek, detect, bite and hold, and guard suspects on command during patrol. They deter attack of and defend their handlers during threatening situations. They can assist in crowd control and confrontation management, and search for suspects and lost personnel, both indoors and outdoors.

8.2. Drug Suppression. Drug Detector Dog MWD 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.

8.3. Explosive Detection. Explosive Detector Dog MWD teams are exceptionally valuable in antiterrorism operations. They can detect unexploded ordnance, search areas during bomb threats, and augment the EOD capability. Explosives detector dog teams are appropriate for searching buildings, vehicles, baggage, packages, aircraft, etc. during threats, protection details, or other routine or general sweeps. EDDs are not to be used to search suspicious unattended packages or assess, examine, or clear items already identified as a suspected explosive item or possible improvised device (IED). EDDs should not be used to validate the response of another EDD or mechanical devices used to detect explosives. Searching refers to conducting a systematic examination of an area, vehicle or other non-suspect items with EDD teams.

8.3. (AMC) Explosive Detection. Refrain from using Explosive Detector Dog (EDDs) to confirm or clear suspicious objects or packages. If an item is suspicious, initiate the proper cordon and await Explosive Ordinance Disposal (EOD) response. EOD is the only AFSC trained and equipped to safely determine if a suspected package or object is non-explosive. EDD may be used to sweep non-suspect items. A non-suspect item is something that is not out of the ordinary. A briefcase or backpack left at the post office, library, or exchange should not in itself be considered suspicious. Other circumstances such as the current threat situation, location, and condition of the item all factor into determining whether an item is non-suspicious or suspicious. For example, if an item has visible wires, grease, or oil stains; or has excessive postage, it could be considered suspicious. Of course, not all circumstances that would indicate an item is suspicious can be listed. The on-scene commander will determine if an item is suspicious. In all cases of doubt, request EOD response. Other sources of information concerning this issue are AFMAN 91-201; Training Manual (TM) 60A-1-1-31, *EOD Disposal Procedures*; and *National Guidance for Bomb Technicians*.

8.3.1. **(Added-AMC)** Use extreme care and caution when conducting sweeps of POL or other hazardous material-laden vehicles. MWD teams should sweep these vehicles from the downwind side and use a “general” search pattern rather than a detailed search pattern. The handler needs to ensure the canine does not come in contact with any of these hazardous chemicals. Studies by AFSFC have shown that a combination search of these types of vehicles yields the greatest results of detecting explosive devices/substances. The combination sweep consists of the MWD team conducting a general sweep and an security forces (SF) member with inspection mirrors and/or an undercarriage viewing system (cameras) searching the vehicle.

8.4. Contingency Operations. In war fighting roles, MWD teams provide enhanced patrol and detection ability to perimeter and point defense. In 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 patrol dogs first and detector dogs second. Likewise, EDDs have become indispensable in the deployed unit's force protection plan. MWD teams can be used in flash (sudden or instantaneous) aerial traffic control point operations, dismounted combat patrols, show of force, and cordon and search operations. Under no circumstances will MWDs 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.

8.5. Physical Security. The MWD team can augment in detection roles, temporarily replace inoperative sensor systems, patrol difficult terrain, and deter would-be aggressors. For further information on the use of MWD teams in physical security operations, refer to AFI 31-101.

8.6. Employment. Select posts with first consideration given to the dog's keen sense of smell. Dogs are most effective during nighttime hours and in areas of minimal activity. Rotate MWD teams through all appropriate posts to meet operational needs and to maintain proficiency of the MWD team. Refer to AFMAN 31-219 for further information on MWD employment.

8.6. (AMC) Employment. Refrain from posting MWD teams in Installation Entry Control Points. MWD is better utilized performing Installation Entry Point Checks (IEPC) or conducting short relief breaks (e.g., restroom relief) for the entry controller. SF operations are encouraged to make use of these teams in patrolling flightline/priority resource associated areas. Regardless of the posting, the handler will be posted with his/her assigned canine unless the base veterinarian places the canine on quarters. To maintain our deterrence capabilities, detector (narcotic or explosive) qualified canine teams will conduct at least 1 hour of random or base-directed checks during their shift, with the canine utilizing their detection capabilities. These checks will be annotated on the front/rear of AF Form 323, *MWD Training and Utilization Record for Drug/Explosive Detection*, and the front of AF Form 321, *MWD Training and Utilization Record*, for actual search time utilization. If the team is unable to conduct the 1 hour of actual search time, they will annotate the reason(s) why it could not be accomplished on the rear of AF Form 321.

8.7. Competition Outside DOD. MWD teams are encouraged to take part in public demonstrations and competitions conducted by civil or military police agencies. Demonstrations by explosive detector dogs are highly discouraged as it may generate prank bomb threats and identify which dogs are EDDs. When competing in civilian competitions, handlers will not allow their dogs to negotiate obstacles higher than those they have been trained on.

8.8. Searches. The person having command authority over all areas on the installation may authorize detector dogs to search for drugs or explosives on the installation. The base staff judge advocate (SJA) will provide guidance on conducting searches. Coordinate searches of postal facilities with the base SJA. DO NOT use detector dogs to search a person.

8.8.1. The official authorizing the search must be confident of the detector dog's ability to successfully detect the odor of drugs in the case of DDDs and explosives in the case of EDDs.

8.8.1.1. To provide that assurance, maintain the following information for each detector dog in a probable cause folder:

8.8.1.2. A general record of the training and experience of the team (AF Form 321).

8.8.1.3. A detailed record showing the number of checks or searches, by date, locations, responses, and finds (AF Form 323).

8.8.1.4. A record showing when the search authorizing authority reviewed these records. The search-granting authority or designee should review each folder annually and document the results by signature and date.

8.8.1.5. Prepare a memorandum verifying the search-granting authority or delegated authority witnessed a detection demonstration. Include the date, the substance used, and results of the team's effort. The demonstration includes each substance the dog is trained to detect and one residual odor test (DDD only). The residual odor test demonstrates that dogs are not trained to detect the presence of substance but rather the odor associated with a particular substance. Certification, as required by this paragraph, is valid only on the installation(s) under command authority of the demonstration-witnessing search granting authority. NOTE: The witnessing of this demonstration may be delegated to the CSF. Furthermore, when there are multiple installations in the vicinity or other geographically separated areas, the search granting authority or CSF delegate may prepare a memorandum to the installation search granting authority for the neighboring installations. If the search granting authority is confident in the dog's ability to detect trained odors, he/she indorses the memorandum indicating concurrence and subsequent search authority.

8.8.1.6. The kennel master will prepare a quarterly summary statement confirming the reliability of each detector team. Include the total time spent by the team in actual and training searches in each area shown on the AF Form 323, and for each type of drug or explosive used. The summary must agree with other facts in the file and include the validation test percentage of accuracy. This record also accompanies MWD teams when on TDY.

8.8.2. In the CONUS, use dogs to inspect or search military aircraft, cargo, household goods, and baggage. At special foreign clearance bases where customs inspections are conducted, use dogs to search the luggage of DOD and DOD-sponsored personnel and the luggage of other passengers and crew carried aboard DOD aircraft.

8.8.3. DOD teams are authorized to provide detection support to civilian law enforcement agencies (CLEA) as long as the support incurs no cost to the government and does not impact on unit readiness. For further information on support to CLEAs and other non-DOD agencies, refer to Chapter 10.

8.8.4. 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.

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

8.8.4.2. Do not move or disturb anything unless it can positively be ruled out as an explosive device. Improvised explosive devices can be triggered many ways, including lifting, tilting, pushing, pulling, or by remote detonation devices.

8.8.4.3. 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.

8.8.4.4. Visually survey the entire area before starting a systematic search.

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

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

8.8.4.7. When the dog responds during an actual search, immediately mark the area and notify EOD personnel. Do not move, open, or tamper with any objects. Do not re-enter the area with the dog for the purpose of pinpointing or to further investigate the object. The use of a second dog to confirm or deny the response was legitimate should not be used as it will add unnecessary confusion and danger to the situation, especially if one MWD alerts and the other does not. EOD must be utilized to determine if the package or object is safe. If EOD personnel are not immediately available and you must neutralize a suspected explosive device (or limit the effects of a possible explosion), erect barricades of sandbags, mattresses, or other non-fragmenting material around the device. CAUTION: Do this only in cases of extreme necessity.

Chapter 9

KENNEL FACILITIES AND CARE OF MWDS

9.1. Kennel Facilities . A suitable MWD Kennel Facility, support equipment, and explosives storage facilities (if EDDs are assigned) must be available before MWDS may be shipped to an installation. Kennel facilities require:

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 Facility 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. Areas without infestations 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 frequent inspection and correction of discrepancies. Kennel masters, trainers, and handlers must maintain the MWD Kennel Facility according to AFMAN 31-219.

9.1.5.1. **(Added-AMC)** The kennel master must ensure:

9.1.5.1.1. **(Added-AMC)** Kennels are carefully inspected daily.

9.1.5.1.2. **(Added-AMC)** Immediately correct any item that has the potential to cause injury or disease.

9.1.5.1.3. **(Added-AMC)** Kennel runs are cleaned once per shift or whenever stool and urine is present. Drainage troughs will be washed down at least once during the handler's shift.

9.1.5.1.4. **(Added-AMC)** Remove the dog from the kennel run prior to sanitizing the kennel run. Once the dog has been removed, sanitize the kennel run using hot water and detergent approved by the veterinarian or steam clean the run once per duty cycle with potable water. All areas must be thoroughly rinsed with potable water after cleansing with detergent. A chemical disinfectant approved by the veterinarian may be applied to control infectious bacteria and offensive odors.

9.1.6. A secure training area is required for patrol and patrol/detector MWDS 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

9.1.6. **(AMC)** All gates leading to the training area will have "self-latching" devices.

9.1.7. Post all sides of the kennel and training areas with warning signs. Use the AFVA 125-21, *Warning Military Working Dog Area Do Not Enter*, or locally produced signs. In foreign countries, also translate signs into the host country language.

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

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

9.2. (AMC) Care of MWDs. Kennel masters and SF Operations Section will establish a requirement for handlers to be given adequate time during their duty shift to allow the MWD handler to sanitize the kennel runs, feed the canines, sanitize the MWD patrol vehicle, and for records maintenance prior to shift relief.

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:

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

9.2.1.1.1. **(Added-AMC)** Provide procedures for obtaining non-duty hour medical care in the kennel support instruction. For unmanned kennel facilities, ensure written procedures are available to the Base Defense Operations Center (BDOC) Controller or the on-call handler.

9.2.1.2. Lock the kennel facility. Keep the keys at a specific location, such as the law enforcement desk, for emergency purposes. Secure kennel runs to prevent opening of the kennel run gate by the MWD.

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.

9.2.1.4. Provide 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. The veterinarian and kennel master will establish sanitation standards and train handlers on first aid. Units must plan for veterinary care when supporting TDY commitments.

9.2.3. Medical records kept by the veterinarian are permanent records. If the veterinarian does not have an office, the kennel master may store the records. Copies of all correspondence related to euthanasia are kept as part of the medical records. All medical records on deceased MWDs are sent to the 341 TRS. Veterinarians will also complete DD Form 1743, Death Certificate of Military Dog. The original 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 Action Officer if a replacement MWD is requested.

9.2.3. **(AMC)** Forward two copies of DD Form 1743, *Death Certificate of Military Working Dog*, to HQ AMC/A7SOO.

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

9.2.4. (AMC) Handlers must groom and inspect their assigned dogs each tour of duty.

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

9.2.5. (AMC) The veterinarian will prescribe the time of day each dog is to be fed. This depends on the dog's duty schedule and the schedule of other kennel activities. After the prescribed feeding period, leftover food must be disposed of within 2 hours, and feeding pans must be cleaned and put away.

Chapter 10

DETECTOR DOG SUPPORT TO CIVILIAN LAW ENFORCEMENT AGENCIES

10.1. General: Executive Orders and public law permit, and in some cases may mandate, the Department of Defense to provide explosive and narcotic detector dog support to civilian law enforcement agencies for dignitary protection and drug interdiction. As the DOD Executive Agency for military working dog program management, Headquarters Air Force Security Forces Center, through delegated authority from HQ AF/A7S, receives and processes requests for detector dog support from the United States Secret Service, Department of State, United States Marshal Service (USMS), United States Customs Service (USCS), Drug Enforcement Administration (DEA), Federal Bureau of Investigation and other non-DOD law enforcement agencies (LEA). This chapter provides guidance on deployment of detector dog teams in support of these requests. Unless otherwise noted, references in this chapter apply to both Explosive Detector Dogs (EDD) and Drug Detector Dogs (DDD).

10.2. Detector Dog Operations: Per title 10 U.S.C. § 372, *Use of military equipment and facilities*, the Secretary of Defense may make equipment available to any federal, state, or local LEA for law enforcement purposes. Upon request, an MWD (viewed by DOD as a piece of equipment) may be loaned to law enforcement officials. If a 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.

10.2.1. 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 Action Officer to HQ AFSFC for resolution. Before providing non-emergency detector dog support to local government police, fires, 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.

10.2.2. 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 USCS 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 Action Officer. 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. Fiscal issues are generally not grounds to excuse a unit from providing support.

10.2.2. (AMC) When HQ AFSFC/Operations Center requests United States Secret Service (USSS) support, HQ AMC/A7SOO will normally task the closest installation for support. Units with ONLY one available EDD on station will not be tasked in order to eliminate degradation of mission readiness. Units with at least two available EDDs are subject to support the aforementioned tasking.

10.2.3. Non-routine Requests: Requests for EDD support which do not meet the criteria as *Non Direct Routine* support (for example, 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 Action Officer for the DOD unit closest to the mission support location. Team rotations for extended support will be done on a "fair-share" basis.

10.2.3. (AMC) Non-routine Requests: When HQ AFSFC/Operations Center requests Office of the Secretary of Defense (OSD) support, HQ AMC/A7SOO will normally task the closest installation for support. Units with ONLY one available EDD on station will not be tasked in order to eliminate degradation of mission readiness. Units with at least two available EDDs are subject to support the aforementioned tasking.

10.2.4. When detector dog teams support non-DOD agencies, the following procedures **must** be followed:

10.2.4.1. The dog and handler must be used together.

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

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

10.2.4.4. Only the team's drug or explosives detection capabilities will be used. Teams 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.

10.2.4.5. Teams will not be used to search persons.

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

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

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

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

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

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

10.2.5. 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 kennel master 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.

10.2.6. Immediately upon notification of an MWD support request, the kennel master will select a qualified team. The kennel master 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. 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.

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

10.2.7. (AMC) For units who do not have 24-hour Army Veterinarian Support, they must arrange procedures to obtain a Health Certificate for each deployable EDD, valid for the periods between the veterinarian's base visits. If the veterinarian's visits exceed the 10-day limit, arrange procedures through the base veterinarian services to obtain Health Certificates from a civilian veterinarian facility.

10.2.7.1. 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".

10.2.7.2. 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.

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

10.2.7.3. (AMC) Immediately after a unit is tasked to support an EDD support mission, the handler or kennel staff will complete the HQ AFSFC/Operations Center MWD Team Information Sheet and return directly to the HQ AFSFC/Operations Center.

10.2.7.4. 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). See Para 2.7 for more guidance on shipping MWDs.

10.2.7.5. A minivan or midsize sport utility vehicle are the standard for use by EDD and DDD teams. Use a government vehicle only with the approval of the requesting agency representative.

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

10.2.8. Once at the mission location, detector dog teams will fall under the operational control of the supported agency but still responsible for direction issued by HQ AFSFC.

10.2.8.1. 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. Any identification designed at home station for the sole purpose of identifying the team as a DOD MWD team 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.

10.2.8.2. 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.

10.2.8.3. 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.

10.2.9. 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. At no time will handlers wear jeans, shorts, tennis shoes, shirts with offensive language or logos while performing official duties. Military dress and appearance standards will be maintained throughout the duration of the TDY. The tasking message will identify clothing requirements. EDD handlers are authorized a civilian clothing allowance. Refer to DOD 7000.14R, Vol 7A, *Military Pay Policy and Procedures Active Duty and Reserve Duty* on the publications website.

10.2.10. Handlers currently assigned and validated with an MWD will have an Official Passport and a current Defense Travel System account. Taskings to support 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 MPF for guidance.

10.2.10. (AMC) All personnel assigned to the MWD program will have official passports. These passports are needed to support EDD duties and contingency actions (Mobility positions such as the QFEBR and QFEBP).

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

10.2.12. The use of Government Sponsored Travel Credit Card (GTCC) is mandatory IAW DOD Financial Management Regulation (FMR) Vol 9, 030301. Each handler must possess a government Sponsored Travel Card, unless exempted as prescribed by DOD FMR Vol 9, 030302. The DTS system does allow for electronic fund transfer advances to be made to travelers who do not possess GTCC's, but is not always practical due to time restraints.

10.2.13. 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 MWD team will proceed as directed, unless the safety of the team would be compromised. Accomplish a detailed after action report of the incident and forward it through the MAJCOM MWD Action Officer to HQ AFSFC as soon as possible. If a similar conflict arises with a DDD team, the senior handler/supervisor will attempt to reach a resolution with the supported agency. If no resolution can be reached, contact HQ AFSFC and file an after action report and forward it to the HQ Air Force MWD Program Manager.

10.2.13. (AMC) After action reports may be sent via e-mail to: AMC.A7SO@scott.af.mil.

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

10.2.14.1. 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.

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

10.2.14.3. 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 to a hotel room to the supported agency representative and the MAJCOM MWD Action Officer immediately.

10.2.14.3. (AMC) If your hotel room has been damaged, notify HQ AMC/A7SOO in writing within 24-hours or the next duty day. Reports may be sent via e-mail to: AMC.A7SO@scott.af.mil.

10.2.15. 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 HQ AFSFC/SFOC.

Chapter 11

MILITARY WORKING DOG FORMS

11.1. AF Form 321, MWD 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 Kennel Master will sign as the reviewing official at the end of each month.

11.2. AF Form 323, MWD Training and Utilization Record for Drug/Explosive Detection. Record of 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.

11.3. AF Form 324, MWD Program Status Report. Prepared by units and used by USAF Program Manager and HQ AFSFC/DOD MWD Program Management Office to effectively manage the USAF and DOD MWD program(s). Units provide original copy of report to USAF Program Manager quarterly, which in turns forwards reports to HQ AFSC/DOD MWD Program Management Office. MWD Status Reports are due to the USAF MWD Program Management Office NLT the 5th of the month following the quarter.

11.4. 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.

11.5. DD Form 1743, Death Certificate of Military Dog. Required for the death of all MWDs. Includes a brief statement identifying the cause of death and used to close out accountability for a MWD through the base supply system.

11.6. DD Form 1834, MWD Service Record. Initiated when MWD is first procured and entered into the DoD MWD Inventory and kept current by Kennel Masters throughout the MWD's service life. Annotate unit of assignment as well as assignment of new handlers on the reverse side of the form. Do not change information pertaining to MWD's national stock number without prior coordination with the MAJCOM, and the 341 TRS.

11.6. (AMC) DD Form 1834, MWD Service Record. Coordinate changes to MWD's national stock number via e-mail with AMC.A7SO@scott.af.mil, including 341 TRS as info copy. Maintain concurrence with MWDs files.

11.7. Prescribed and Adopted Forms.

11.7.1. Prescribed Forms

AF Form 321, *MWD Training and Utilization Record.*

AF Form 323, *MWD Training and Utilization Record for Drug/Explosive Detection*

AF Form 324, *MWD Program Status Report*

AF Form 1205, *Narcotics Training Aid Accountability Record*

DD Form 1743, *Death Certificate of Military Dog*

DD Form 1834, *MWD Service Record*

11.7.2. **Adopted Forms**

DEA Form 222, *Controlled Substance Order Form (Type B)*.

DEA Form 223, *Controlled Substances Registration Certificate*.

DEA Form 225, *Application for Registration*.

LOREN M. RENO, Lt Gen, USAF
DCS/Logistics, Installations & Mission Support

(AMC)

ROBERT J. DUTTERER, Colonel, USAF
Deputy Division Chief, Security Forces
Directorate of Installations & Mission Support

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

AFCAT 21-209, Vol. 1, *Ground Munitions*, 9 Nov 2007
AFI 31-101, *The Air Force Installation Security Program*, 1 March 2003
AFI 31-206, *Security Forces Investigations Program*, 1 August 2001
AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 29 January 2009
AFJI 23-224/ *DOD Military Working Dog (MWD) Program*, 1 December 1990
AFJI 48-131/AR 40-905, *Veterinary Health Services*, 29 August 2006
AFMAN 23-110, *USAF Supply Manual*, 1 April 2009
AFMAN 31-219, *USAF Military Working Dog Program*, 1 October 1996
AFMAN 33-363, *Management of Records*, 1 March 2008
AFMAN 91-201, *Explosive Safety Standards*, 17 November 2008
AFPD 31-2, *Air Provost Operations*, 10 April 2009

Abbreviations and Acronyms

AETC—Air Education and Training Command
AFIP—Armed Forces Institute of Pathology
AFSC—Air Force Specialty Code
AFSFC—Air Force Security Forces Center
CESK—Canine Explosive Scent Kit
CFR—Code of Federal Regulations
CLEA—Civilian Law Enforcement Agency
CONUS—Continental United States
CSF—Chief of Security Forces
DDD—Drug Detector Dog
DEA—Drug Enforcement Agency
DOD—Department of Defense
DOS—Department of State
EDD—Explosives Detector Dog
EOD—Explosive Ordnance Disposal
EPW—Enemy Prisoner of War
EU—European Union

FAVN—Fluorescent Antibody Virus Neutralization
IED—Improvised Explosive Device
MAJCOM—Major Command
MILSTRIP—Military Standard Requisitioning and Issue Procedures
MWD—Military Working Dog
NEW—Net Explosive Weight
NSN—National Stock Number
OJT—On-the-Job Training
OSD—Office of the Secretary of Defense
OTS—Optimum Training Schedule
POV—Privately Owned Vehicle
SEI—Special Experience Identifier
SJA—Staff Judge Advocate
TDY—Temporary Duty
TO—Technical Order
TRS—Training Squadron
USCS—US Customs Service
USSS—US Secret Service

Attachment 2

SAMPLE CIVILIAN SUPPORT RELEASE AND REIMBURSEMENT AGREEMENT

Figure A2.1. 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 Chief, Security Forces, Base 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 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 area 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 must not help in uncovering, disarming, or moving any explosive device.
 - (7) The US Air Force will neither 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

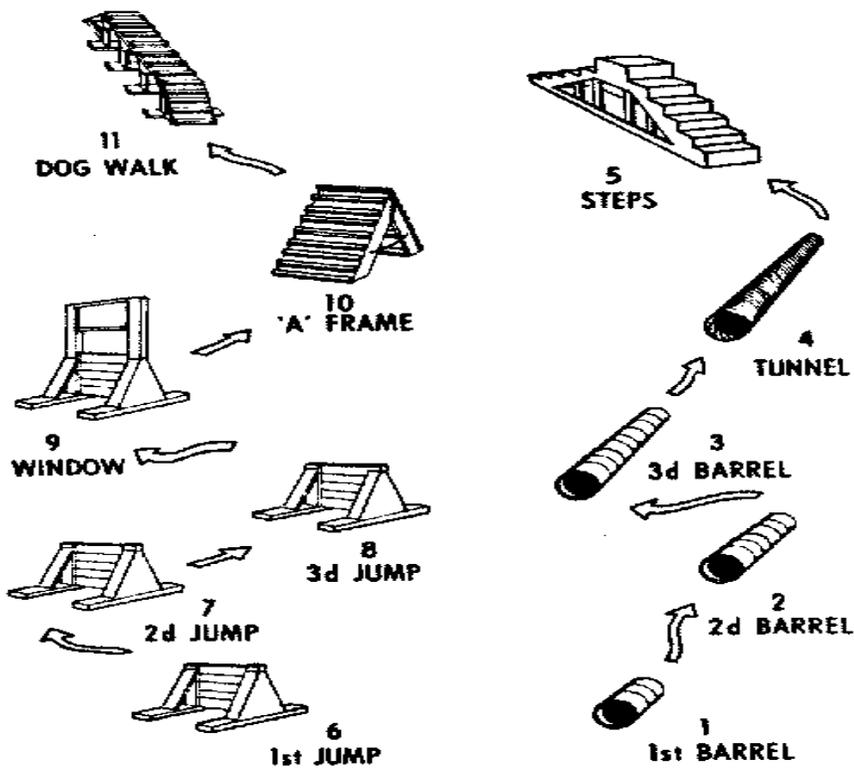
REVIEWED BY:

Base Judge Advocate on _____20XX.

Attachment 3

SAMPLE MWD OBEDIENCE COURSE SET UP

Figure A3.1. Sample MWD Obedience Course Set Up.



**EACH OBSTACLE IS 15 TO 20 FEET FROM PREVIOUS OBSTACLE
AND COURSE RUNS IN SEQUENCE**

Attachment 4

LIST OF EUROPEAN UNION COUNTRIES

Table A4.1. 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 5

FAVORABLE COUNTRIES LISTED IN ANNEX II, PART C

Table A5.1. 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 | |