

**BY ORDER OF THE COMMANDER
SPANGDAHLEM AB (USAFE)**

**SPANGDAHLEM AIR BASE
INSTRUCTION 48-102**



28 NOVEMBER 2014

Aerospace Medicine

SPANGDAHLEM VETERINARY SERVICES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 52 MDG/SGVS

Certified by: 52 MSG/CC
(Col Nathan R. Rump)

Supersedes: SPANGDAHLEMABI48-102,
30 JUNE 2010

Pages: 10

This instruction implements Air Force Policy Directive (AFPD) 48-1, *Aerospace Medicine Enterprise*. This instruction establishes procedures for the control of pets on Spangdahlem Air Base (AB) and all government-leased housing areas. This instruction applies to all personnel assigned or attached to the 52d Fighter Wing (52 FW). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363_USAFESUP, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

The Spangdahlem Veterinary Treatment Facility (VTF) requires pet owners to sign an Animal Ownership Contract prior to services rendered. If no documentation of rabies vaccination or ISO-standard microchip is provided, Spangdahlem will vaccinate against rabies and microchip the pet at the first visit. The updated regulation also requires animals traveling in cars to be restrained in accordance with German law. Pet owners will not leave animals unattended in vehicles if temperatures are below 32°F or above 55 °F. Between the temperatures of 32°F and 55 °F pets may still experience distress. If pets left unattended in vehicles are found to be in distress, an attempt will be made to locate the pet's owner to alleviate the animal's distress. If the owner is

not located, 52 SFS may enter the vehicle at their discretion. When 52 SFS enters a vehicle to release a pet, a 52 SFS Management Information System report, with required paperwork, will be generated.

1. General:

1.1. Definitions:

1.1.1. Pets - Allowable pets include domestic dogs or cats, ferrets, aquarium fish, small birds, hamsters, gerbils or rabbits in cages. Any other naturally wild or barnyard animals are not included. Specific exceptions must be coordinated through the 52d Mission Support Group Commander (52 MSG/CC).

1.1.2. On base - The term "on base" applies to Spangdahlem AB, Bitburg AB Annex, and all Government Leased Housing areas.

1.2. Policy:

1.2.1. Pet ownership is a privilege and each pet owner is responsible for compliance with this directive, as well as all host-nation laws. The keeping of wild animals or exotic species is prohibited on-base. Ownership of banned or restricted breeds is prohibited.

1.2.2. This instruction will be enforced by 52 SFS.

1.2.3. Pets may not roam unrestricted on the base. Animals found running loose will be apprehended by 52 CES/CEOIE. In accordance with Air Force Instruction 48-131, *Veterinary Health Services*, the Installation Commander will determine the protocol for impoundment, disposal, or other physical control of privately-owned or stray animals on the installation. Chains or similar devices used to secure pets are discouraged. Host nation law has specific provisions that must be followed if a pet is left outside. If a lead or leash is used, it should be a length that will not allow the pet to have access to common areas (including sidewalks) and preferably will not be fixed to one stationary point. Pet owners must ensure the pet cannot jump over or dig under fences, balconies, or other containment areas.

1.2.4. Pet owners will control pet noises that annoy or offend neighbors. Two or more documented noise complaints against a pet may result in the pet's banishment from base. Failure to comply with this provision of this instruction may result in the pet owner's removal from government quarters.

1.2.5. Pet owners will clean up their pet's feces or vomitus in all areas.

1.2.6. Vicious pets or trained attack dogs will not be kept on base. Pet owners will comply with host nation laws on importation or ownership of specific breeds or species of pets (e.g. dangerous dogs).

1.2.7. Animals involved in an unprovoked bite incident may be banned from base on the first offense. Repeat unprovoked bite incidents will result in mandatory banishment. Provocation will be determined by 52 MSG/CC with input from the installation VCO. Banishment from base will be upon the direction of the 52 MSG/CC as delegated to 52 SFS/CC through coordination with the installation VCO. The responsible VCO will make recommendations based on an animal's temperament and history.

1.2.8. Pet owners will not leave animals unattended in vehicles if temperatures are below 32°F or above 55 °F. Between the temperatures of 32°F and 55 °F pets may still experience distress. Signs of distress include heavy panting, excessive salivation, lethargy, lack of coordination, vomiting, diarrhea, loss of consciousness, and lack of response to verbal cues. If pets left unattended in vehicles are found to be in distress, an attempt will be made to locate the pet's owner to alleviate the animal's distress. If the owner is not located, 52 SFS may enter the vehicle at their discretion. Neither the US Air Force nor 52 SFS will be liable for any damages resulting to a vehicle as a result of actions taken to alleviate the pet's distress. When 52 SFS enters a vehicle to release a pet, a 52 SFS Management Information System report, with required paperwork, will be generated.

1.2.9. Upon the notification of a complaint or recognition of supposed inhumane conditions by 52 SFS or 52 CES/CEOIE, the installation VCO will be notified and upon review of circumstances and conditions, advise the 52 MSG/CC on disposition of the animal. 52 SFS may assist 52 CES/CEOIE in locating the animal for impoundment.

1.2.10. Commercial breeding or raising of pets on government property is prohibited. Pet owners will be denied services from all Army Veterinary Treatment Facilities worldwide should their pets sire or become pregnant.

1.2.11. Pets are not permitted in public buildings except for facilities designated for their use. An exception will be made for service animals trained in the assistance of people with a disability, pets utilized in approved pet-facilitated therapy programs, and pets kept in Department of Defense Dependent School (DoDDS) classrooms, Child Development Centers (CDC), Youth Centers (YC), and Teen Centers (TC). The school, CDC, YC, and TC will inform the installation VCO of any pets maintained in the vicinity of children and will maintain the proper Health Certificates.

1.2.12. German law imposes absolute liability on animal owners, including damage to property or injury to persons caused by a pet, whether the pet is in the owner's possession, lost or abandoned. Liability insurance is recommended for all pet owners.

1.2.13. Pet abandonment is a crime in Germany and a violation of this regulation. Personnel responsible for pet abandonment are subject to disciplinary actions by civil or military authorities. Pet owners will sign the Animal Ownership Contract upon registering their pets.

1.2.14. Animals traveling in vehicles must be secured per German law, whether through a harness/seatbelt, a secure kennel, or an area in the back of a vehicle separated from the front of a vehicle by a metal partition.

2. Responsibilities:

2.1. The 52 SFS/CC will:

2.1.1. Enforce the provisions of this instruction.

2.1.2. Investigate all animal bites reported to the military or civilian emergency room or 52 SFS.

2.1.3. Notify the installation VCO, housing, and the Base Command of any animal that has been banished from base.

2.2. The 52d Medical Group Commander will:

- 2.2.1. Notify the Law Enforcement Desk of all bite or scratch incidents involving pets or stray animals resulting in medical treatment of an individual.
- 2.2.2. Initiate DD Form 2341, *Report of Animal Bite-Potential Rabies Exposure*, on all military and dependent personnel seeking medical treatment for animal bites or scratches.
- 2.2.3. Assist in the investigation of animal bite incidents when necessary.

2.3. The Installation VCO will:

- 2.3.1. Provide complete medical and surgical support for military working dogs.
- 2.3.2. Provide outpatient care, immunizations, health certificates, and elective surgical procedures on a space-available basis for privately-owned animals of military members and other DoD ID card holders.
- 2.3.3. Maintain records to ensure the necessary immunizations on all pets of personnel assigned or attached to the 52 FW. Upon registration of a pet, Department of Defense Form 2208, *Rabies Vaccination Certificate*, or an approved electronic generated form, and a Department of Defense Form 2344, *Veterinary Treatment Record*, with appropriate medical forms, will be initiated. The Veterinary Treatment Record will include a DD Form 2343, *Veterinary Health Record*, with all required information and the Animal Ownership Contract and signed by owner of pet.
- 2.3.4. Permanently identify all pets registered to personnel assigned to Spangdahlem AB with an ISO-standard microchip. This identification includes pets living off base.
- 2.3.5. Issue rabies tags to vaccinated pets and maintain records of those pets.
- 2.3.6. Maintain a list of local German veterinarians that provide veterinary services, and kennel facilities offering housing of pets.
- 2.3.7. Monitor the quarantine of all animal rabies suspects. DD Form 2623, *Animal Home Quarantine*, will be used to authorize home confinement of a privately-owned rabies suspect. Wild or unowned dogs, cats, or ferrets involved in a bite or scratch incident will be euthanized immediately by the installation VCO and specimens submitted for rabies testing.
- 2.3.8. Conduct facility sanitation and general health inspections of all CDC- or DoDDS-owned pets on a frequency not less than as outlined by Air Force Joint Instruction 48-131, *Veterinary Health Services* Ch. 4-1 para (3). The VCO may be called upon to perform a sanitation inspection of base housing related to a pet ownership situation.

2.4. 52 CES/CEOIE will:

- 2.4.1. Apprehend uncontrolled or stray pets on the base and transfer them to the Spangdahlem Vet Clinic for Scan of ID or Speicher Vet if animal is identified to have no owner. Pets may not be held at the Pest Management Facility Building 777.
- 2.4.2. Apprehend any stray, wild or loose animal that has been involved in a bite incident. Wild or un-owned dogs, cats, or ferrets involved in a bite or scratch incident will be euthanized immediately by the installation VCO and specimens submitted for rabies testing. At no time will an animal be shot by a firearm unless it is a life-

threatening situation. If such action is deemed necessary, care will be taken not to destroy or injure the head, and the carcass will be immediately delivered to the VCO for laboratory testing.

2.5. Pet Owners will:

2.5.1. Register their pets with the Spangdahlem VTF and provide documentation of current rabies vaccination within 14 days of arrival. If no documentation is provided, Spangdahlem VTF will vaccinate against rabies at the owner's expense at the first visit.

2.5.2. Allow Spangdahlem VTF to microchip pets upon the first examination performed at the Spangdahlem VTF (if the pet is not already microchipped).

2.5.3. Notify the Spangdahlem VTF when the pet has been, or will be, permanently removed from the base. Owners will out-process with Spangdahlem VTF and transfer their pet's records to their gaining base.

2.5.4. Transfer medical records maintained at the Spangdahlem VTF upon change of ownership of a pet with a Transfer of Ownership Form.

2.5.5. Maintain cleanliness of the grounds where pets are kept. Clean up all feces or vomitus from pets.

2.5.6. Keep pets under control and from being a nuisance. Pets will be considered a nuisance for such acts as running loose, chasing persons or vehicles, incessant barking, or littering grounds for which others have maintenance responsibilities.

2.5.7. Follow all host-nation laws with regards to animal and pet ownership.

3. Procedures:

3.1. Registration:

3.1.1. Pet owners must register their pets with the Spangdahlem VTF within 14 days upon arrival for duty at the 52 FW or when an animal reaches 14 weeks of age. Owners must also sign an Animal Ownership Contract. Personnel who own pets are required to out-process through the Spangdahlem VTF prior to final departure from the installation. The owner will sign out the necessary health certificates and records regarding the animal at that time.

3.1.2. If pet ownership is transferred, it is the responsibility of the original owner to report the change of ownership to the Spangdahlem VTF.

3.2. Immunizations. Animals will be immunized in accordance with the following requirements:

3.2.1. All dogs, cats and ferrets over 14 weeks of age will be immunized against rabies initially and subsequently in accordance with applicable host-nation laws and policies established by the VCO.

3.2.2. Dogs: Other canine immunizations (e.g. canine distemper, hepatitis, parvovirus, parainfluenza virus and leptospirosis) will be given in accordance with applicable host-nation laws (if any) and policies established by the VCO.

3.2.3. Cats: Other feline immunizations (e.g. feline rhinotracheitis, calicivirus and panleukopenia virus) will be given in accordance with applicable host-nation laws (if any) and policies established by the VCO. Proof of a negative Feline Leukemia Virus/Feline Immunodeficiency Virus test is strongly recommended.

3.2.4. All animals arriving to Spangdahlem AB will be considered unimmunized unless a written certificate of current immunization, issued by a licensed veterinarian, can be shown as documentation.

3.3. Animal Control:

3.3.1. Pet owners will ensure their pet is accompanied by a responsible person capable of controlling the animal.

3.3.2. Cats and dogs will wear a collar or harness with the rabies immunization tag attached when they are outdoors. Additionally, dogs with aggressive tendencies will be further restricted by a muzzle or short leash. This applies to all dogs of breeds recognized as dangerous according to applicable host nation laws.

3.3.3. 52 CES/CEOIE will be responsible for stray animal control. Strays caught will be brought to Spangdahlem Vet Clinic for Scan of ID or Spiecher Vet Clinic if animal is identified to have no owner. Dogs that are ID'd as pets and off the leash roaming base after Spangdahlem Vet Clinic hours will be brought to the Dog Park adjacent to building 410 after duty hours. In accordance with AFI 48-131, the installation commander will determine the protocol for impoundment, disposal, or other physical control of privately-owned and stray animals on the installation. The Spangdahlem VTF will be available during weekly business hours to assist in identification of stray pets and their registered owners.

3.3.4. Fees may be levied against owners of impounded pets to defray the costs of impoundment. Fees will be assessed in an amount sufficient to defray costs of confinement, necessary medical treatment and immunizations, if required. No pet will be released without being registered and meeting the VCO's requirements for immunizations. Emergency veterinary care and consultation services for stray animals will be provided in accordance with AFI 48-131. Off-base pet owners can obtain information about stray animals picked up on base by contacting 52 CES/CEOIE.

3.4. Rabies Suspects:

3.4.1. Military personnel involved in an animal bite or scratch incidents will seek documented medical consultation or treatment within one duty day. Dependents involved in an animal bite or scratch incident are strongly encouraged to seek prompt medical treatment.

3.4.2. Personnel who observe an animal on base showing unusual or threatening behavior will notify 52 CES/CEOIE, who will take immediate steps to capture the animal. Off-base personnel should contact appropriate local national agencies.

3.4.3. If a pet bites or scratches, the injured person (or guardian, if the individual is a juvenile) should obtain as much information about the biting animal as possible (while avoiding further injury). Ownership, location, type of animal, color, and vaccination history are all vital facts that must be obtained. If the animal is wild or appears to be a

stray animal, 52 CES/CEOIE should be notified to attempt to apprehend the animal. Medical personnel treating a bite or scratch incident should reference Medical Group Instruction 48-103, *Management and Treatment of Animal Related Incidents*.

3.4.4. Pets which have bitten or scratched a person which are owned by military personnel will be examined by Spangdahlem VTF personnel and then quarantined at home or at a civilian veterinary clinic at the owner's expense. After the 10-day quarantine period, if deemed healthy under examination by a veterinarian, and after all requirements of relevant instructions are met, the pet will be released to the owner. Off base veterinarians must provide documentation to the installation VCO when they perform a post-quarantine examination of an animal. Should an owner refuse to follow this provision, 52 SFS may be requested to assist the Spangdahlem VTF.

3.5. Disposition of Dead Animals:

3.5.1. Owners are responsible for disposal of dead pets. Pets that die at home may be delivered to the Spangdahlem VTF for disposal by the VTF at the owner's expense. Pet owners will comply with host-nation laws regarding the disposition of deceased pets. Cremation service information is available through the Spangdahlem VTF.

3.5.2. Animals which die on Spangdahlem AB are subject to necropsy examinations by the VCO when the VCO deems it necessary. Dead animals will be reported to the Spangdahlem VTF by 52 SFS, or the 52 Civil Engineer Squadron (52 CES).

3.5.3. Dead stray or wild animals will be removed from base areas by 52 CES personnel.

3.6. Veterinary Services:

3.6.1. Veterinary service provided to pets owned by military personnel and their dependents is subject to availability of veterinary personnel and other resources. Hours of operation will be established by the installation veterinarian. Veterinary care for privately owned pets will be provided only during regular clinic hours on a space-available basis. Emergency care is not offered at the Spangdahlem VTF. Personnel may use any of the civilian veterinarians in the area. A list of off base veterinarians will be available at the Spangdahlem VTF.

3.6.2. The VTF is operated as an outpatient clinic for the purpose of administering required immunizations, diagnostic services, and treatment of those diseases which are real or potential threats to the health of the community or its animal population. Limited in-patient care is provided as unit staffing permits. Proof of ownership will be required, as veterinary care is limited to bona fide pets of military members or other DoD ID card holders authorized military medical privileges.

3.6.3. All biologicals and medications used for disease control of privately-owned pets will be furnished at the owner's expense.

3.6.4. A \$2.00 surcharge will be assessed per cash register transaction when services or supplies are received at the VTF.

3.6.5. All dogs and cats registered with and receiving services from the VTF, whether residing on or off base, will be permanently identified with an ISO-standard microchip.

NATHAN R. RUMP, Colonel, USAF
52d Mission Support Group Commander

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

AFI 48-131/ AR 40-905, *Veterinary Health Services*, 29 Aug 2006

AFMAN 33-363, *Management Of Records*, 1 Mar 2008 and USAFESUP, 25 March 2008

AFPD 48-1, *Aerospace Medicine Enterprise*, 22 Aug 2011

Medical Group Instruction 48-103, *Management and Treatment of Animal Related Incidents*, 1 Nov 2008

MEMORANDUM OF UNDERSTANDING BETWEEN THE SURGEON GENERAL, UNITED STATES AIR FORCE AND THE SURGEON GENERAL, UNITED STATES ARMY, U.S. Army Veterinary Service Support for United States Air Force , August 2003

Forms Adopted

AF Form 53, *Security Force Desk Blotter*

DD Form 2208, *Rabies Vaccination Certificate*

DD Form 2341, *Report of Animal Bite-Potential Rabies Exposure*

DD Form 2343, *Veterinary Health Record*

DD Form 2344, *Veterinary Treatment Record*

DD Form 2623, *Animal Home Quarantine*;

AF 847, *Recommendation for Change of Publication*

Abbreviations and Acronym

AB—Air Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CC—Commander

CDC—Child Development Centers

CES—Civil Engineer Squadron

CES/CEOIE—Civil Engineering Squadron/Pest Management

DoD—Department of Defense

DoDDS—Department of Defense Dependent School

FW—Fighter Wing

MSG—Mission Support Group

SFS—Security Forces Squadron

TC—Teen Center

RDS—Records Disposition Schedule

YC—Youth Center

VCO—Veterinary Corps Officer

VTF—Veterinary Treatment Facility