

**BY ORDER OF THE COMMANDER
TRAVIS AIR FORCE BASE (AMC)**

**TRAVIS AIR FORCE BASE
INSTRUCTION**



31-102

21 AUGUST 2024

Security

**CONTROL OF ANIMALS ON TRAVIS
AFB**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction DAFI 31-103, *Law Enforcement Program*. It establishes procedures, sets forth policies, outlines responsibilities, and prescribes enforcement procedures for the control of animals within the confines of Travis Air Force Base (AFB). The provisions of this instruction apply to all personnel who visit, live or work on Travis AFB. For purposes of this instruction, the confines of Travis AFB include the entire geographical area, including all real property and buildings, under the authority of the installation commander. This publication also applies to Air Force Reserve Command (AFRC) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created because of processes prescribed in this publication are maintained in accordance with DAFI 90-160, *Publications and Forms Management*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) maintained in the Air Force Records Information Management System (AFRIMS). Failure to observe the prohibitions and mandatory provisions of this instruction by military personnel is a violation of the Uniform Code of Military Justice (UCMJ), Article 92(3), Dereliction of Duty. Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Violations by contractor personnel will be handled according to applicable laws and the terms of the contract. Article 92(3) of the UCMJ does not apply to the Air National Guard (ANG) while in Title 32

status; however, violations by Title 32 ANG military personnel may subject members to prosecution under their respective State Military Code or result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. The terms “must”, “shall”, and “will” denote mandatory actions in this instruction.

This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974, in accordance with System of Records Notice (FO3 AF SP B). The PA Systems Notices are available at: <http://www.defenselink.mil/privacy/notices/usaf>. The authorities to collect and/or maintain the records prescribed in this instruction are Title 10 U.S.C., Section 8013; Department of Defense (DoD) directive (DoDD) 7730.47, Defense Incident-Based Reporting System (DIBRS); and Department of Defense Instruction (DoDI) 5505.17, Collection, Maintenance, Use and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities.

SUMMARY OF CHANGES

1. General.

1. 1. Wild animals on Travis AFB will be allowed to live and roam free without harm or harassment unless they pose a threat to people or hamper mission accomplishment. 60 CES Pest management personnel shall remove feral or wild animals in accordance with Armed Forces Pest Management Board Technical Guide 3, Feral Animal Risk Mitigation and AFI 48-131, Veterinary Health Services. The Travis AFB Installation Pest Management Plan clearly outlines the responsibilities of pest management, security forces, and veterinary or public health personnel.

1.2. This instruction does not apply to Military Working Dogs or the Base Equestrian Center.

1.2.1. Service animals as defined by the Americans with Disabilities Act (ADA) is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting, and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

1.2.1.1. The miniature horse is not included in the definition of service animal, which is limited to dogs. However, ADA regulations contain a specific provision which covers miniature horses. Businesses must make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Factors to assist in determining whether miniature horses can be accommodated are whether:

1.2.1.1.1. The miniature horse is housebroken.

1.2.1.1.2. The miniature horse is under the owner's control.

1.2.1.1.3. The facility can accommodate the miniature horse's type, size, and weight.

1.2.1.1.4. The miniature horse's presence will not compromise legitimate safety requirements necessary for the safe operation of the facility.

1.2.1.2. Other species of animals, whether wild or domestic, trained, or untrained, are not considered service animals.

1.3. **The term "pet owner" includes any person owning, keeping, or harboring an animal.** As such, the service member residing within base housing or dormitories is deemed the pet owner of any pet owned, kept, or harbored within their residence.

1.4. **Abandonment of pets is prohibited.** Unwanted pets should be placed up for adoption with a local animal shelter.

2. Pet policy.

2.1. **Service animals cannot be excluded from any facilities.**

2.2. **Dormitories.** 60 CES/CEIHD manages all dormitories. For information regarding pets which are permitted or restricted refer to TRAVISAFBI 32-6000, *Dormitory Management Policy*.

2.3. **Privatized Housing.** Balfour Beatty Communities manages family housing, approves pets within housing and ensures all required documents are on file. For additional information, refer to Balfour Beatty Communities Community Guidelines.

2.4. **FAM Camp RV Park.** 60th Force Support Squadron manages FAM Camp RV Park and approves pets at the RV Park and ensures all required documents are on file. Service animals do not require prior approval. For additional information, refer to 60 FSS, FAM Camp RV Park Guide.

2.5. **Other base facilities.**

2.5.1. Pets are allowed in the following facilities with prior approval from respective officials (service animals do not require prior approval):

2.5.1.1. Child Development Centers.

2.5.1.2. Youth Centers.

2.5.1.3. Schools.

2.5.1.4. Pet friendly Temporary Lodging Facility units.

2.5.2. Pets, except for fish and service animals, are not allowed in the following facilities:

2.5.2.1. Offices.

2.5.2.2. Chapels.

2.5.2.3. Theater.

2.5.2.4. Base Exchange.

2.5.2.5. Commissary.

2.5.2.6. Club.

2.5.2.7. Not Used

2.5.2.8. Other buildings used for public gatherings, food preparation or storage.

3. Responsibilities.

3.1. The 60th Security Forces Squadron (SFS) will:

3.1.1. Respond to reports of stray animals or incidents which threaten public safety.

3.1.2. Investigate animal attacks, bites and scratch incidents reported to the Emergency Communications Center (ECC) or David Grant Medical Center (DGMC).

3.1.3. Record violations of this instruction in the 60th SFS Blotters and complete a police report.

3.1.4. Provide police reports to 60 CES/CEIH and the Travis Disciplinary Action Program (TDAP) presiding authority to determine the disposition of the animal.

3.1.5. Contact HAS to pick up stray dogs which have been captured.

3.2. Base Veterinarian will:

3.2.1. Provide immunizations, issue rabies certificates, and maintain records of issuance. Records will include, but is not limited to, names, and addresses of registered owners, type of animal, rabies tag numbers and expiration of immunizations.

3.2.1.1. Provide to the 60 SFS, Police Services and Balfour Beatty Communities (upon request and when appropriate).

3.2.2. Respond to and determine disposition of injured or diseased animals.

3.2.3. Respond to and determine disposition of pets which have been treated inhumanely.

3.2.4. Coordinate with the animal owner and local authorities to have the involved animal appropriately quarantined and will record observations and disposition of the animal on DD Form 2341, *Report of an Animal Bite–Potential Exposure to Rabies*. The form will then be forwarded to DGMC Public Health for further processing.

3.3. The Commander, 60th Civil Engineering Squadron will:

3.3.1. Maintain the Installation Pest Management Plan.

3.3.2. Maintain a Complaint Program to monitor reports of nuisance pets.

3.3.3. Liaison with Chair, Travis Disciplinary Action Board (60th Mission Support Group (MSG)/CC or CD) to report any nuisance pets which should be considered for removal.

3.3.4. Liaison with HAS to respond to reports of wild animals posing a threat to public safety.

3.4. DGMC Emergency Room will:

3.4.1. Notify the ECC of all on-base incidents which involve persons seeking medical treatment for an animal attack, bite, or scratch.

3.5. Unit Commanders will:

3.5.1. Ensure subordinates with dangerous pets comply with TDAP disposition instructions.

3.6. Pet owners will:

3.6.1. Register pets with the Base Veterinary Services. A microchip is the means to which animals are registered. Notify the Base Veterinary Services when pet ownership is transferred.

3.6.2. Keep pets current with vaccinations, testing and/or treatments.

3.6.3. Ensure pets are wearing a current rabies vaccination tag on their collar or harness.

3.6.4. Provide food, shelter and water through proper care and treatment.

3.6.5. Ensure pets are not a nuisance. Nuisance complaints will be registered with Balfour Beatty Communities. Should a pet become a habitual nuisance, the owner may be prohibited from bringing their pet onto the installation. Pet owners who fail to resolve nuisance complaints or control of dangerous pets may be evicted from base housing.

3.6.6. Keep pets enclosed or penned. No person shall tether, fasten, chain, tie or restrain a dog to a doghouse, tree, fence, or any other stationary object unless:

3.6.6.1. The pet owner is completing a temporary task, not to exceed three hours.

3.6.6.2. The dog is on a running line, pulley, or trolley system within the pet owner's yard. If these devices are used, a choke or pinch collar is not permitted.

3.6.7. Keep pets on leash when not enclosed or penned. Leashes will not exceed 8 feet in length or 10 feet when tethered, fastened, chained, or tied on a running line, pulley, or trolley system.

3.6.8. Comply with quarantine rules and instructions issued by the Base Veterinary Services.

3.6.9. Comply with TDAP board directives, as applicable.

3.6.9.1. Pet owners have full responsibility and liability for conduct of their pets. This includes full restitution for any damages to yards, homes, personal or government property and hospital or veterinary bills incurred because of injuries inflicted.

3.6.10. Comply with 60 MSG/CC control measures when a pet is determined to be dangerous and is allowed to remain on the installation. Control measures include, but are not limited to:

3.6.10.1. Confining the pet at the owner's residence in a locked enclosure from which the animal cannot escape or children cannot trespass. Such a kennel or structure will:

3.6.10.1.1. Have secure sides, bottom and top.

3.6.10.1.2. Have adequate lighting and ventilation.

3.6.10.1.3. Be locked by key or combination.

3.6.10.1.4. Be kept clean and sanitary.

3.6.10.2. Keeping the animal muzzled and restrained on a leash, not to exceed 8 feet in length. When on a leash, the person in control of the animal must be 18 or older and physically capable of restraining the animal.

3.6.10.3. Display visible signs with “Beware of Dog” or “Beware of Animal” in letters at least three inches high.

3.6.10.4. Notifying anyone that comes on the property of the dangerous animal’s presence.

3.6.11. Deceased pets will be transported to an animal shelter or other facility for proper disposition.

3.7. Base housing residents will:

3.7.1. Report nuisance pets and violations of pet policies mandated in this instruction to Balfour Beatty Communities.

3.7.2. Report all animal bite or scratch incidents to the 60 SFS ECC.

3.7.2.1. Persons bitten or scratched by pets or other animal will present to the 60th MDG/DGMC for treatment and rabies prophylaxis assessment.

3.8. Facility managers will:

3.8.1. Identify stray pets roaming or living within the surrounding area of their facility.

3.8.1.1. Notify the 60 SFS ECC for stray dogs.

3.8.1.2. Notify 60 CES/CEOIE stray cats and other wildlife.

4. Pet Registration and Immunizations.

4.1. Registration.

4.1.1. Dogs and cats four months or older will be registered with the Base Veterinary Office Bldg. 543 within 10 days after receipt of contract housing or acquisition. All pets must be registered via microchip registration service.

4.1.2. Pets that cannot be identified will be taken to a local animal shelter.

4.2. Immunizations.

4.2.1. Pet owners must have their pets immunized or show proof of current rabies vaccination to the Base Veterinary Office.

4.2.2. Rabies vaccinations can be obtained at the Base Veterinary Office or another veterinary office. When using another veterinary office, pet owners must provide the original rabies certificate for verification to the Base Veterinary Office to be maintained in the pet’s record and a DD Form 2208, Rabies Vaccination Certificate, will be issued for the pet owner’s record.

4.2.2.1. According to the Centers Disease Control, a rabies certificate MUST include: Name and address of owner.

4.2.2.1.1. Dog’s breed, sex, date of birth (approximate age if date of birth unknown), color, and markings.

- 4.2.2.1.2. Dog's ISO-compatible microchip number.
- 4.2.2.1.3. Vaccine product name, manufacturer, lot number, and product expiration date.
- 4.2.2.1.4. Date of rabies vaccination.
- 4.2.2.1.5. Date the vaccination expires (date the next vaccination is due).
- 4.2.2.1.6. Name, license number or official seal, address, telephone or email address, date, and signature of veterinarian who administered the vaccine.

5. Quarantine Procedures.

5.1. **IAW AFI 48-131, *Veterinary Health Services*, any animal residing on base involved in an incident resulting in someone needing medical treatment will be investigated by the 60 SFS and the Base Veterinarian.**

5.2. **The Base Veterinarian will determine a designated confinement area after examination of the animal.**

5.2.1. Privately owned dogs and cats will be confined under observation by order of the Chief, Travis Branch, Veterinary Services until definite signs of rabies develop or the animal has been in confinement for 10 days after the incident.

5.2.1.1. Animals which do not show signs of rabies may be released when the quarantine period expires, and the animal has been cleared by the base veterinarian.

5.2.1.2. Animals which do show signs of rabies will be euthanized and appropriate specimens submitted for laboratory examination to Fort Sam Houston, Defense Food and Animal Diagnostic Laboratory, by the base Veterinarian.

6. Removal of Pets.

6.1. **The 60 MSG/CC or 60 MSG/CD may direct the Travis Disciplinary Action Program (TDAP) convene to review cases involving animals that may be dangerous or a nuisance.** Further, they may also direct removal from the installation when warranted.

6.1.1. If a TDAP review is directed, administrative hearings and appeals will be managed IAW TRAVISAFBI 31-106, *Travis Disciplinary Action Program*.

6.1.1.1. The TDAP presiding authority will consider the following to determine if a pet is dangerous:

6.1.1.1.1. Any previous history of the animal attacking, biting, or causing injury to a human being or domestic animal.

6.1.1.1.2. Nature or extent of injuries inflicted, and the number of victims involved.

6.1.1.1.3. Place where the bite, attack or injury occurred.

6.1.1.1.4. The presence or absence of any provocation for the bite, attack, or injury.

6.1.1.1.5. The extent to which property has been damaged.

6.1.1.1.6. Whether the animal exhibits aggressive characteristics or unpredictable temperament in the presence of people or domestic animals.

6.1.1.1.7. Whether the animal can be effectively trained or retrained to change its temperament.

6.1.1.1.8. Any other relevant evidence regarding the ability of the owner to protect public safety in the future if the animal is permitted to remain on the installation.

6.1.1.2. The TDAP presiding authority will consider the following to determine if a pet is a nuisance:

6.1.1.2.1. The nature of the alleged behavior.

6.1.1.2.2. The number of previous complaints of nuisance behavior. Pets, which have been deemed a nuisance, will normally be removed from the installation after two substantiated incidents.

6.2. Based upon facts, the TDAP will decide whether the pet is dangerous or a nuisance and provide a recommendation for removal from the installation. The 60 MSG/CC will consider the recommendation and render a determination of the animal's disposition.

6.2.1. Should the pet be allowed to remain on the installation, owners will comply with any directives provided.

6.2.2. Should the pet owner be directed to remove their pet, a deadline for removal will be provided.

7. Transfer of dangerous animals.

7.1. Pet owners will not sell, or transfer ownership of an animal deemed dangerous pursuant to this instruction to any person residing on the installation.

DEREK M. SALMI, Brig Gen, USAF
Commander, 60th Air Mobility Wing

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

AFI 31-115, *Law and Order Operations*, 29 October 2023

AFI 48-131, *Veterinary Health Services*, 29 August 2006

AFMAN 31-101V1, *Integrated Defense Planning*, 11 March 2020

DAFI 90-160, *Publications and Forms Management*, 13 April 2022

TRAVISAFBI 31-106, *Travis Disciplinary Action Program*, 26 January 2023

TRAVISAFBI 32-6000, *Dormitory Management Policy*, 17 February 2017

DoDD 7730.47-M, *Defense Incident-Based Reporting System (DIBRS)*, 7 December 2010

DoDI 5505.17, *Collection, Maintenance, Use and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities*, 19 December 2012

Prescribed Forms

AF Form 847, *Recommendation for Change of Publication*

Adopted Forms

DD Form 2208, *Rabies Vaccination Certificate*

DD Form 2341, *Report of an Animal Bite—Potential Exposure to Rabies*

Abbreviations and Acronyms

60 CES/CEIH—60th Civil Engineering Squadron Military Housing Office (MHO)

60 CES/CEOIE—Pest Management

60 MSG/CC—60th Mission Support Group Commander

60 MSG/CD—60th Mission Support Group Deputy Commander

60 SFS—60th Security Forces Squadron

60 SFS/CC—60th Security Forces Squadron Commander

AFB—Air Force Base

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

AVID—Avid Identification Systems

DGMC—David Grant Medical Center

DOD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Directive Instruction

ECC—Emergency Communications Center

HAS—Human Animal Services

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PA—Privacy Act

RDS—Records Disposition Schedule

TDAP—Travis Disciplinary Action Program

UMCJ—Uniform Code of Military Justice

Terms

Abused Animal—Any animal which is mistreated, beaten, tormented, teased, deprived of water, food, shelter, kept in unsanitary conditions or abandoned.

Dangerous Animal—Any animal, when unprovoked, engages in aggressive behavior, or inflicts injury on a person or domestic animal, or is trained for fighting or attacking a person or animal.

Nuisance Animal—Any animal which is found running loose; habitually or repeatedly barks, howls, yelps; damages government or personal property; disrupts the comfort or quiet of nearby residents; or interferes or obstructs persons engaging in exercise or physical activity.