

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 48-103**

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Aerospace Medicine

**REGISTRATION AND CONTROL OF
ANIMALS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Armed Forces Joint Instruction (AFJI) 48-131, *Veterinary Health Services* and Air Force Policy Directive (AFPD) 48-1, *Aerospace Medicine Enterprise*, and establishes responsibilities and procedures for controlling privately owned and stray animals on the United States Air Force Academy (USAFA), to include the establishment and operation of impoundment facilities. Animal owners who violate the provisions of this instruction are subject to the forced removal of their pets from USAFA and may be held financially liable for all costs incurred for failing to maintain control of their pets. This instruction applies to all personnel assigned to or residing on USAFA. Additionally, it is applicable to Air Force Reserve Command (AFRC) and the Air National Guard (ANG). Refer recommended changes and questions about this publication to 10th Aerospace Medicine Squadron, Public Health (10 AMDS/SGPM), 2355 Faculty Drive, Suite 2N276, USAF Academy CO 80840, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3"). Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is 10 MDG/CC. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 3013, Secretary of the Army; Department of Defense (DoD) Directive 6015.5, Joint Use of Military Health and Medical Facilities and Service; Army Regulation 40-905, *Veterinary Health Services*; and E.O. 9397 (Social Security

Number (SSN)). The applicable Privacy Act SORN(s) AA0040-905 DASG is available at <http://privacy.defense.gov/notices/usaf/>.

1. General overview: The health and welfare of the USAFA community requires the establishment of an effective program for identification, disposition, care, and vaccination of privately owned animals kept as pets. This instruction does not apply to the Military Working Dog Program, the Academy's Falconry Program, programs established for the purpose of official education and research, or rodent, pest, wild animal or bird control. Individuals will report incidents of offenses covered by this instruction through the 10th Security Forces Squadron (10 SFS) Base Defense Operations Center (BDOC) for appropriate action.

2. Responsibilities:

2.1. Installation Commander, 10th Air Base Wing (10 ABW/CC) will support and give command emphasis to programs designed to:

2.1.1. Effectively prevent and control diseases and conditions of animals that are common to humans and to wild and domestic animals.

2.1.2. Control and prevent animal diseases and conditions of environmental, community, or economic significance.

2.1.3. Ensure humane care and use of animals.

2.1.4. Promote the concept of responsible animal ownership as an integral element of health and well-being within the command.

2.1.5. Establish policy for the control of privately owned and stray animals at large on USAFA property through capture, impoundment, disposal, or other physical means. If adequate military facilities are not available, the installation commander will arrange for off-installation facilities and animal's owner will be responsible for any costs incurred.

2.2. Commander, 10th Medical Group (10 MDG/CC) will ensure medical personnel assist as needed with any animal bite investigation.

2.2.1. Health Care Providers (HCP) will examine victims of alleged animal bites and report findings on Department of Defense (DD) Form 2341, *Report of Animal Bite – Potential Rabies Exposure*, to Public Health.

2.2.2. Public Health (PH) will report all animal bites for which there was a DD Form 2341 filled out to the Installation Veterinarian. PH will report only animal bites that occurred on base to 10 SFS, BDOC at 333-2000.

2.3. Commander, 10th Mission Support Group (10 MSG/CC) will ensure a contract agreement exists for the removal and handling of stray animals.

2.4. Commander, 10th Security Forces Squadron (10 SFS/CC) will:

2.4.1. Enforce the provisions of this instruction.

2.4.2. Investigate reported incidents where persons or other animals are bitten or attacked by animals on the installation. If the investigation reveals that the animal belongs to a military member, BDOC will report findings to the member's First Sergeant, Commander, and the 10 ABW/CC. If the investigation reveals that the animal belongs

to a service member or civilian who resides in base housing, BDOC will report the incident to Forest City Residential Management.

2.4.3. Contact the member's First Sergeant if the bite victim is a military member. If the bite victim is a civilian, 10 SFS will contact USAFA Judge Advocate (HQ USAFA/JA) for further guidance.

2.4.4. Prepare a blotter entry.

2.5. Commander, 10th Civil Engineer Squadron (10 CES/CC) will contract with an off-base service for the removal and disposal of any dead animals in non-housing areas of the installation. Disposal will be in accordance with applicable USAF, state, and local directives.

2.6. Installation Veterinarian (designated U.S. Army Veterinarian) will:

2.6.1. Provide necessary veterinary services to animals IAW AFJI 48-131. Services will include, but not be limited to: examinations, vaccinations, deworming, health certificates, and microchipping.

2.6.2. Serve as the installation commander's advisor on veterinary preventive medicine.

2.6.3. Examine and treat diseases which may be transmissible to humans and conditions which may be a menace or problem in the military community.

2.6.4. Assist 10 SFS or Forest City Residential Management with investigations where persons or other animals were bitten or attacked by animals on the installation when rabies is suspected.

2.6.5. Investigate cases of alleged animal abuse, and report findings on a sworn statement as an attachment to the official complaint.

2.6.6. Work with PH, 10 SFS, 10 CES, and representatives from Forest City Residential Management to develop an effective animal control program on the installation.

2.6.7. If required, inspect stray animal holding cages to ensure that adequate sanitation is maintained and that captured animals are receiving humane treatment.

2.6.8. Develop a local program for quarantine and observation of animals suspected of being infected with rabies or other diseases that may have detrimental effects on humans. Quarantine and disposition of biting animals will be in accordance with AFJI 48-131 and current public health organization recommendations.

2.6.9. Coordinate with civilian public health officials on all matters pertaining to control of animal rabies and other diseases that are potentially transmissible to humans.

2.6.10. Report to the 10 ABW/CC, 10 SFS/CC, and Forest City Residential Management those animals involved in any vicious bite incident or involved in two unprovoked biting incidents and recommend actions which will preclude the animal from becoming a nuisance in the future.

2.7. Forest City Residential Management will:

2.7.1. Reference their pet policy as stated in the Forest City Residential Management *Community Handbook*, Lease Agreement and Pet Addendum.

2.7.2. Issue the appropriate letters to the owner of the animal. All disciplinary messages will be made through Forest City Residential Management. Ensure courtesy copies of all Pet Eviction notices are sent to the 10 ABW/CC and Installation Veterinarian.

2.7.3. Forward the owner a letter stating when the animal will be removed, if an animal is being banned from the installation.

2.7.4. Contract with an off-base service for the removal and disposal of any dead animals in the privatized housing areas. Disposal will be in accordance with applicable USAF, state, and local directives

2.8. Residents of Privatized Housing with Privately Owned Animals on USAFA will:

2.8.1. Reference the Forest City policies detailed in the *Community Handbook*, Lease Agreement, and Pet Addendum.

2.8.2. Provide adequate food, water, shelter, care, and medical care for privately owned animals.

2.8.3. Caged rodents, non-venomous reptiles, birds, and amphibians will be kept in their cages or under the control of the owner at all times. Any escape of caged rodents, non-venomous reptiles, birds or amphibians beyond the owner's control shall be reported to Forest City Residential Management.

2.8.4. Not house endangered or threatened species, primates, illegal foreign exotic pets, venomous reptiles or insects in privatized quarters.

2.8.5. Not conduct any kennel type or animal breeding operation in privatized housing. The routine breeding or maintaining of pets as a business is not allowed.

2.8.6. Transport their animals involved in bite incidents to the base veterinarian for examination and, if necessary, comply with quarantine procedures mandated by the veterinary services.

2.8.7. Remove animal waste in privatized housing areas as needed to prevent sanitation, odor, and health problems.

2.8.8. Ensure the proper disposal of their deceased animals. Privately owned animals will not be buried within the boundaries of the USAFA. Any animal dying of suspicious or unexplained causes, or suspected of harboring a zoonotic disease, may be subject to necropsy at the Veterinary Facility.

2.8.9. Immediately claim their animals at any civilian impoundment facility upon notification of the detainment.

2.8.10. Understand that failure to register their animals, stray impoundment of their animal, exceeding the maximum number of animals per quarters rule, participating in animal abuse or neglect, or any animal bite incidents may result in disciplinary actions from Forest City Residential Management appropriate to the situation.

2.8.11. Pick up their animal's medical record from the Veterinary Treatment Facility during out-processing.

2.9. Animals in other Base Areas (Non-Privatized Housing):

2.9.1. Personnel residing in the Enlisted Dorms will reference the rules outlined in United States Air Force Academy Instruction (USAFAI) 32-6005, *Unaccompanied Dormitory Policies/Instructions*.

2.9.2. Cadet Candidates residing in the Prep School Dorms and the Cadets residing in the dorms will reference their internal policies and regulations concerning animals.

2.9.3. Personnel residing at Rampart Lodge and in the extended-stay facilities (Temporary Living Facilities) will reference the rules in Air Force Instruction (AFI) 34-246, *Air Force Lodging Program* and AFI 32-6001, *Family Housing Management*.

2.10. General Rules for Animals on base (this applies to all personnel assigned to base and those residing in Privatized Housing):

2.10.1. No one is allowed to bring animals into public facilities or 10th Medical Group. This does not include Military Working Dogs or service dogs used by handicapped individuals. If asked the individual must be able to show documentation stating the animal is a service dog.

2.10.2. Animals are not allowed to run at large in the base housing area or other areas used by base personnel, including Falcon Trail, Santa Fe Trail and wooded areas. When exercising animals in these areas, the animals must be leashed at all times. Voice control is not considered an adequate form of restraint.

2.10.3. Dogs are allowed in the water of public lakes/streams on USAFA, but they must not interfere with fishermen or disturb wildlife, especially waterfowl.

2.10.4. Animal owners will not allow their dogs to harass wildlife.

2.10.5. Animal owners will be responsible for damages and/or injuries caused by their animals IAW Colorado State Law. Pet owners are responsible for all appropriated costs incurred by the AF as a result of damage or cost incurred while dealing with offending animals.

3. Stray Animal Control Program:

3.1. Domesticated stray animals that have been captured on base through a contracting service will be transported to the Humane Society for holding. The Humane Society will attempt to contact the owner if known. If the animal is suspected of being infected with rabies or other diseases communicable to humans, identified as inflicting injury to a human or otherwise requires quarantine, disposition will be according to the instructions of the installation veterinarian or other qualified medical personnel.

4. Nuisance Pets:

4.1. Depending on the severity, when an animal on USAFA is: involved in a vicious bite incident which required the bite victim to seek (documented) medical attention, involved in unprovoked biting incidents, or allowed to roam the base, Forest City Residential Management may require the owner to remove the animal from the installation.

4.2. Requests for permission to return the animals to the installation will be submitted, in writing, to Forest City Residential Management and include actions to preclude the animal from becoming a nuisance in the future.

4.3. The pet owner assumes full responsibility and liability for personal injuries or damages.

4.4. Residents will report nuisance pets to Forest City Residential Management.

5. Abandonment:

5.1. Animal owners will not abandon their animals. In the event that a privately owned animal is no longer desired as a pet, the owner will attempt to place the animal for adoption at local shelters or animal rescue organizations.

6. Penalties: To ensure proper animal control and care, the following penalties may be imposed:

6.1. For all animals in privatized house, Forest City Residential Management *Community Handbook*, Lease Agreement, and Pet Addendum describes penalties for failure to register or comply with veterinary requirements, stray impoundment, animal bite incidents, exceeding the number of pets per family and animal abuse or neglect.

6.2. Harassment of Wildlife: In accordance with Colorado Department of Wildlife statute 33-6-128, subsections 2 and 3, any harassment of wildlife may result in the owner of the animal being charged with a misdemeanor and a fine. Also, the animal involved may be captured or killed by the wildlife manager if it is determined that the animal is harassing wildlife.

7. Equine Program:

7.1. Prior to entering the installation, all horses must be vaccinated, tested, and treated for intestinal parasites in accordance with Attachment 2 of this instruction. Owners must present documents verifying compliance with these requirements to the Stable Manager within 10 days of arrival on the installation. Owners can maintain a relationship with civilian veterinarian(s) for care of their horses as long as documentation can be provided showing compliance with Attachment 2 of this instruction.

7.2. Any horse brought into the USAFA Riding Stable will be confined to the quarantine area. Horses will remain in quarantine until such time as they comply with the requirements in Attachment 2. If they are in compliance on entry, they are to be quarantined for a minimum of 10 days.

7.3. Horses participating in events such as rodeos, trail rides, or other equestrian events will comply with the requirements in Attachment 2.

8. Reports:

8.1. PH reports all animal bite incidents, including the number of patients treated with Human Rabies Immune Globulin (HRIG) monthly to the Aerospace Medicine Council (AMC).

8.2. Annually, PH will prepare a report for the Population Health Function including animal bite incidence and the number of individuals who required rabies post-exposure prophylaxis.

9. Information Collection/Records:

9.1. Information Collection. The Installation Veterinarian in conjunction with Forest City Residential will construct a database of all privately and DoD-owned animals on USAFA.

TIMOTHY D. BALLARD, Col, USAF
Commander

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

AFI 32-6001, *Family Housing Management*, 21 August 2006
AFMAN 33-363, *Management of Records*, 1 March 2008
AFI 34-246, *Air Force Lodging Program*, 11 November 2007
AFPD 48-1, *Aerospace Medicine Enterprise*, 23 August 2011
AFI 48-101, *Aerospace Medicine Enterprise*, 19 October 2011
AFJI 48-131, *Veterinary Health Services*, 29 August 2006
USAFAI 32-6005, *Unaccompanied Dormitory Policies/Instructions*, 26 November 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
DD Form 2341, *Report of Animal Bite—Potential Rabies Exposure*

Abbreviations and Acronyms

ABW—Air Base Wing
AF—Air Force
AFI—Air Force Instruction
AFPD—Air Force Policy Directive
AFMAN—Air Force Manual
AFJI—Armed Forces Joint Instruction
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AMC—Aerospace Medicine Council
ANG—Air National Guard
BDOC—Base Defense Operations Center
CC—Commander
CES—Civil Engineering Squadron
CO—Colorado
DD—Department of Defense
DoD—Department of Defense
HCP—Health Care Providers
HRIG—Human Rabies Immune Globulin

HQ—Headquarters

HQ USAFA/JA—USAFA Judge Advocate

IAW—In Accordance With

MDG—Medical Group

MSG—Mission Support Group

PH—Public Health

RDS—Records Disposition Schedule

SFS—Security Forces Squadron

SSN—Social Security Number

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice

USAF—United States Air Force

USAFA—United States Air Force Academy

USAFAI—United States Air Force Academy Instruction

Terms

Abuse and Cruelty—The failure to provide proper food, water, shelter, medical care and protection for an animal, or to willfully cause pain or distress to an animal.

Disposition—Final actions taken with an animal (for example, returned to owner, released from home quarantine, made available for adoption, animal removed from installation, or release to proper authority for euthanasia.)

Exotic Pet—Any wild or domesticated animal or bird, which is not normally identified as a household pet. Examples include but are not limited to: wolves, wolf hybrids, falcons, ferrets, pot-bellied pigs, monkeys, raccoons, and skunks.

Impoundment—Confinement or release to a designated impoundment facility so that positive control is maintained.

Nuisance Pet—Any animal whose actions (biting, running loose, excessive barking, digging, harassing wildlife, or urinating and defecating within public or living areas) are offensive to the community.

Privately Owned Animal—Any domesticated animal as defined by US Army/Civilian Veterinary Services and the American Veterinary Medical Association which is maintained by a household as a household pet or maintained at the USAFA Riding Stable.

Proper Control—Restraint of the animal either by leash, pen, cage, or fenced enclosure.

Quarantine—Enforced isolation or restriction of free movement imposed to prevent the spread of contagious disease. Quarantine consists of a 10-day observation period with examination of the animal at the beginning and at the end of quarantine.

Rabies Suspect—Any warm-blooded animal that has bitten a person is considered a rabies suspect.

Small Caged Reptiles or Amphibians—Any turtles/tortoises, frogs, snakes, or lizards that are of sufficiently small size to fit in an enclosed glass cage.

Stray—Any animal that is unattended and free roaming is considered a stray animal. Animals that are not on a leash but under positive voice control of its owner and are not posing a threat of becoming a nuisance will not be considered as being a stray.

Unprovoked Bite—An animal bite wound inflicted by an animal upon a human, or another animal, for which there was no apparent inciting or stimulating action toward the animal on the part of the person bitten.

Venomous Reptile or Insect—Any reptile or insect capable of producing and delivering a toxic substance to a human or other animal.

Vicious Bite—Any provoked or unprovoked animal bite resulting in serious injury to a human or another animal.

Attachment 2

PREVENTIVE MEDICINE AND ANIMAL HEALTH REQUIREMENTS

A2.1. Minimum Veterinary Public Health Requirements. The following requirements will be reviewed periodically by the installation veterinarian and may be modified in accordance with his or her professional judgment.

A2.2. Dogs:

A2.2.1. Rabies vaccination between 3 and 4 months of age. Subsequent boosters given as recommended by the vaccine manufacturer (annually or triennially).

A2.2.2. Canine distemper vaccination series as puppies and based on vaccine manufacturer recommendations thereafter.

A2.2.3. Canine parvovirus vaccination series as puppies and based on vaccine manufacturer recommendations thereafter.

A2.2.4. Canine Adenovirus Type 2 vaccination series as puppies and based on vaccine manufacturer recommendations thereafter.

A2.2.5. Examination and (or) treatment for intestinal parasites annually.

A2.2.6. Qualification for the vaccinations series will be as follows: first vaccine to be given every 3-4 weeks between the ages of 6-16 weeks with the last dose being given between 14-16 weeks. Dogs over 16 weeks of age should receive a single dose. Annual booster after initial puppy series complete, then triennially thereafter.

A2.3. Cats:

A2.3.1. Rabies vaccination between 3 and 4 months of age. Subsequent boosters given as recommended by the vaccine manufacturer (annually or triennially).

A2.3.2. Feline Herpesvirus-1 (feline viral rhinotracheitis) vaccination series as kittens and based on vaccine manufacturer recommendations thereafter.

A2.3.3. Feline calicivirus vaccination series as kittens and based on vaccine manufacturer recommendations thereafter.

A2.3.4. Feline Parvovirus (feline panleukopenia) vaccination series as kittens and based on vaccine manufacturer recommendations thereafter.

A2.3.5. Examination and/or treatment for intestinal parasites annually.

A2.3.6. Qualification for the vaccinations series will be as follows: initial vaccination can be given as early as 6 weeks of age with booster every 3-4 weeks until 16 weeks. Cats over 12 weeks of age should initially receive 2 doses 3-4 weeks apart. Annual booster after initial kitten series complete, then triennially thereafter.

A2.4. Horses:

A2.4.1. West Nile, Rabies, Eastern and Western equine encephalomyelitis vaccinations annually.

A2.4.2. Equine rhinopneumonitis vaccination semiannually.

A2.4.3. Equine influenza vaccination semiannually.

A2.4.4. Tetanus toxoid annually.

A2.4.5. Treatment for intestinal parasites at 6-month intervals.

A2.4.6. Negative Coggins test within 6 months prior to arrival and annually thereafter.

A2.4.7. Quarantine upon arrival at USAFA for a minimum of 10 days in a designated area if proper vaccination, deworming and Coggins requirements are met, or until such time that the horse is in compliance with health requirements and still within a minimum of 10 days.

A2.4.8. Foals will be immunized between 3 and 4 months of age, then receive a booster 1 to 2 months later, and then follow the immunization protocol above.