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MILITARY WORKING DOG PROGRAM

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This publication implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, and establishes the Department of the Air Force (DAF) Military Working Dog (MWD) Program. This instruction prescribes responsibilities and procedures for the direction, management, and control of the DAF MWD Program. It explains how Military Working Dog Teams (MWDTs) are used in non-combat and combat support missions including area security, law enforcement, and antiterrorism, to include narcotics and explosive detection. This instruction is applicable to the entire DAF, including all uniformed members of the Regular Air Force, the United States Space Force, the Air Force Reserve, the Air National Guard, all DAF civilian employees, and those with a contractual obligation to abide by the terms of DAF issuances. In addition, this instruction is mandatory for all government-owned, contractor-operated and contractor-owned, contractor-operated facilities when required by contractual agreement. The authorities to waive wing/Space Force equivalent/unit level requirements in this publication are identified with a Tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Compliance with the attachment in this instruction is not mandatory. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Program*. The applicable System of Records Notice(s) F031 AF SF B, Security Forces Management Information System, is available at:

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SUMMARY OF CHANGES

This document is substantially revised and needs to be completely reviewed. This revision corrects administrative errors and updates the following: functional roles and responsibilities; Military Working Dog Team (MWDT) limitations and utilization procedures; updated guidance on explosive training and additional odors; and field qualifications for patrol and detection. In addition, this revision clarifies MWD variances, kennel maintenance, MWD care, and MWD transportation. Lastly, the revision references the Military Working Dog Management System (WDMS) Library and Air Force Security Forces Center (AFSFC) Security Management & Automated Resource Tracking Network (SMARTNet) as the new location for sample forms and reference material.

Chapter 1—ROLES AND RESPONSIBILITIES	5
1.1. Headquarters United States Air Force (USAF), Deputy Chief of Staff (DCS) for Logistics, Engineering and Force Protection, Director of Security Forces (AF/A4S).	5
1.2. Air Force Security Force Center (AFSFC).	5
1.3. Air Education and Training Command (AETC).	6
1.4. Security Forces Commander.	6
1.5. Kennel Master (KM).	7
1.6. Military Working Dog Trainer.	9
1.7. Military Working Dog Handler.	10
Chapter 2—MILITARY WORKING DOG PROGRAM AND UTILIZATION	11
2.1. Military Working Dog Program.	11
2.2. Military Working Dog Utilization and Employment.	11
2.3. Military Working Dog Searches.	13
2.4. Safety Procedures.	14

2.5.	Use of Force.....	15
2.6.	Military Working Dog Limitations.....	17
2.7.	Working Dog Management System (WDMS) Utilization/Qualification Guidance.....	18
Chapter 3—MILITARY WORKING DOG AUTHORIZATIONS, REQUISITIONS, ASSIGNMENTS AND DISPOSITIONS		19
3.1.	Authorizations.....	19
3.2.	Requisitions.	19
3.3.	Military Working Dog Assignments.....	20
3.4.	Military Working Dog Dispositions.	20
Chapter 4—MILITARY WORKING DOG TRAINING		22
4.1.	Military Working Dog Team General Proficiency Training.....	22
4.2.	Detection Training.	23
4.3.	Training with Additional Substances.....	24
Chapter 5—MILITARY WORKING DOG PERFORMANCE STANDARDS AND VALIDATION TESTING		25
5.1.	Patrol Standards.	25
5.2.	Detection Standards.	27
5.3.	Validation and Certification Testing.....	27
5.4.	Decertification Process.	29
Chapter 6—EXPLOSIVE TRAINING AIDS		31
6.1.	Explosive Training Aid Safety Precautions.....	31
6.2.	Explosive Training Aid Acquisition, Turn-In, and Storage.....	32
Chapter 7—DRUG TRAINING AIDS		34
7.1.	Introduction.....	34
7.2.	Physical Security Requirements of Drug Training Aids.....	34
7.3.	Drug Training Aid Registration.....	34
7.4.	Drug Training Aid Custodians.....	34
7.5.	Registration to Procure Drug Training Aids.....	34
7.6.	Procurement of Drug Training Aids.	35
7.7.	Revalidation of Training Aids (Recall).....	36
7.8.	Disposition and Returning of Drug Training Aids.....	36
7.9.	Drug Training Aid Inventory.	36
7.10.	Control of Drug Training Aids.	38

7.11. Change of Primary Custodian.....	38
7.12. Controlled Substance Accountability Folder.....	39
Chapter 8—KENNEL FACILITIES AND CARE OF MILITARY WORKING DOGS	40
8.1. Kennel Facilities.....	40
8.2. Care of Military Working Dogs.....	41
Chapter 9—MILITARY WORKING DOG TRANSPORTATION	43
9.1. Military Working Dog Vehicles.....	43
9.2. Shipping Military Working Dogs.....	44
Chapter 10—DETECTOR DOG SUPPORT TO CIVILIAN LAW ENFORCEMENT AGENCIES (CLEA)	47
10.1. General.....	47
10.2. Detector Dog Operations.....	47
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	52

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Headquarters United States Air Force (USAF), Deputy Chief of Staff (DCS) for Logistics, Engineering and Force Protection, Director of Security Forces (AF/A4S). AF/A4S will:

- 1.1.1. Establish, develop, and approve guidance related to the DAF MWD program.
- 1.1.2. Support the DoD MWD Program Manager (PM).
- 1.1.3. Validate MWD authorizations and assign MWDs based on DAF needs.
- 1.1.4. Provide official DAF responses to executive office, congressional and J-34 inquiries pertaining to deployment, utilization, training, evaluation and final disposition of MWDs.
- 1.1.5. Notify the DoD MWD PM of approved authorization changes (notification includes the nomenclature, major command (MAJCOM)/ field command (FLDCOM), and unit to which authorization change is applied).
- 1.1.6. Review for approval all MAJCOM/FLDCOM supplements to this publication.
- 1.1.7. Manage waiver authority for this publication.
- 1.1.8. Manage Air Force Specialty Code (AFSC) 3P0X1A, Special Experience Identifier (SEI) 311 and Department of Defense (DoD) civilian equivalent personnel to ensure sufficient numbers of personnel to support the DAF MWD Program.

1.2. Air Force Security Force Center (AFSFC). AFSFC will:

- 1.2.1. Support DoD MWD PM and functions as the receiving agency for DoD MWD taskings supporting the Office of the Secretary of Defense (OSD), US Secret Service (USSS), Department of State (DoS).
- 1.2.2. **Department of the Air Force Military Working Dog Program Manager.** DAF MWD Program Manager will:
 - 1.2.2.1. Retain 24-hour contact information for every DAF kennel.
 - 1.2.2.2. Maintain program management of all DAF MWD inventories using WDMS.
 - 1.2.2.3. Ensure MWD authorizations meet established requirements.
 - 1.2.2.4. Manage DAF explosive detector dog support to the USSS, DoS and other Federal and State Law Enforcement agencies.
 - 1.2.2.5. Provide a quarterly update to Air Force Installation Military Support Center FAM Cell and MAJCOM Security Forces (MAJCOM/SF) offices with the status of the MWD Program. The update will include MWD gains and losses, MWD shipments, on hand MWDs and open authorizations, and USSS support.
 - 1.2.2.6. Provides guidance to the field regarding MWD program concerns.
 - 1.2.2.7. Co-author USAF MWD guidance for DAF units.

1.3. Air Education and Training Command (AETC). AETC will manage the programs and resources needed to meet DoD requirements for procurement, training, and distribution of MWDs and the training of MWD handlers, trainers, and kennel masters (KMs).

1.3.1. 341st Training Squadron (TRS). The 341 TRS directly supports the DoD MWD Program. Therefore, AF/A4S provides guidance directly to the 341 TRS. The 341 TRS will:

1.3.1.1. Provide trained MWDs to fulfill DoD requirements as determined by joint service components through the Executive Agent (EA) via trained dog requirements (TDR). **(T-1)**.

1.3.1.2. Provide the DoD MWD PM with status reports, as needed, with information about MWD requisitions and those remaining unfilled from the TDR. **(T-1)**.

1.3.1.3. Manage MWD inventory in WDMS. **(T-1)**.

1.3.1.4. Train MWDs, handlers, trainers, and kennel masters (KMs) to meet DoD requirements. **(T-1)**.

1.3.1.5. Provide technical assistance to DAF MWD PM and kennels as requested. **(T-1)**.

1.3.1.6. Maintain records and accountability regarding the status of all DoD MWDs for tracking purposes and annual reporting requirements. **(T-1)**.

1.3.1.7. Maintain oversight of all DoD MWD dispositions, including adoptions and euthanasia. **(T-1)**.

1.4. Security Forces Commander. Security Forces Commanders will:

1.4.1. Have ownership of all MWD assets assigned to their unit and will decide on the best employment of MWD resources with guidance from the KM. **(T-1)**.

1.4.2. Implement programs and establish local guidance to properly utilize MWDT patrol and detection capabilities (see **Paragraph 2.6** for MWD limitations). **(T-1)**.

1.4.3. Ensure handler authorizations equal unit MWD authorizations and route MWD variance requests in writing with justification through proper channels. **(T-1)**. See **Paragraph 3.1.1** for MWD variance request staffing.

1.4.4. Establish local procedures for MWD utilization. **(T-1)**.

1.4.4.1. Procedures must conform to all DoD and DAF instructions, state and local laws (when applicable) and Status of Forces Agreement or other host nation agreements. **(T-0)**.

1.4.4.2. Obtain legal review prior to publication. **(T-1)**.

1.4.5. Ensure MWD qualified personnel are assigned to a validated MWD position on the Unit Manning Personnel Roster. **(T-2)**. **Note:** MWD qualified personnel may be assigned to non-MWD positions only after all MWD positions are filled with qualified personnel.

1.4.6. Ensure all coordination with servicing veterinarian is accomplished and an ability to support memorandum is completed prior to requesting an initial MWD authorization, to include increase or decrease. **(T-2)**.

1.4.7. Ensure there is adequate kennel space to support all MWD authorizations. **(T-2)**.

1.4.8. Ensure all personnel involved in the training of explosive detector dogs (EDD) receive annual training on how to safely store, transport, and handle explosive training aids. **(T-1)**.

1.4.9. Ensure training aids are available and procedures are in place for issue. **(T-2)**.

1.4.10. Ensure explosives are stored according to DoDM 5100.76_DAFMAN 31-101v2, *Physical Security of Sensitive Conventional Arms, Ammunition, & Explosives (AA&E)* and DESR 6055.09_AFMAN 91-201, *Explosive Safety Standards*. **(T-1)**.

1.5. Kennel Master (KM). Kennel Masters will:

1.5.1. Manage the unit's MWD program on behalf of the Security Forces commander by establishing an effective training and evaluation program to maximize the MWDT's capabilities. **(T-1)**.

1.5.2. Be a graduate of the 341 TRS MWD Trainer Course and KM Distance Learning (DL) Course or complete the course within 90-days of appointment as KM. **(T-1)**.

1.5.2.1. Completion of MWD Trainer Course is a pre-requisite requirement for KM (DL) Course. **(T-1)**.

1.5.2.2. To be eligible to attend this course, personnel must already have attended the MWD Handler Course, fulfilled duties as MWD Handler for at least 18-months and awarded the Air Force Specialty Code (AFSC) 3P051A. **(T-1)**.

1.5.3. Manage and monitor all unit MWD training utilizing WDMS to ensure MWDTs are ready for validation and annual certifications, as well as being worldwide deployment capable. **(T-2)**. Probable Cause (PC) folders may be electronic or paper copies.

1.5.4. Advise on the employment of MWDTs.

1.5.5. Manage the daily maintenance and upkeep of kennel facilities. **(T-2)**. Refer to Army Techniques Publication 3-39.34, *Military Working Dogs*, for additional guidance.

1.5.6. Properly care for MWDs by coordinating with servicing veterinarian to establish medical, fitness standards, and feeding priorities for each MWD. **(T-2)**.

1.5.7. Update the unit's daily and monthly MWD statistics in WDMS no later than the third duty day of the month. **(T-1)**. The updates will include:

1.5.7.1. Total MWDs on hand. **(T-1)**.

1.5.7.2. Medical categories and deployment readiness capabilities of each MWDT. **(T-1)**.

1.5.7.3. Validation and certification status of each MWDT. **(T-1)**.

1.5.7.4. All additional handler, MWD, and MWDT information requested in WDMS. **(T-1)**.

1.5.8. Maintain the following permanent administrative records:

1.5.8.1. DD Form 1834, *Military Working Dog Service Record*. **(T-1)**. **Note:** The 341 TRS initiates this form, which stays with the MWD throughout its service life. If the form must be re-accomplished or added to, attach the original to the new form. Return the DD Form 1834 to the DAF MWD Program Manager per the MWD disposition checklist.

1.5.8.2. AF Form 321, *Military Working Dog Training and Utilization Record*. (T-1). The AF Form 321 provides a complete history of patrol training, utilization and performance.

1.5.8.2.1. Handler will annotate each duty day and sign at the end of each month. (T-2).

1.5.8.2.2. KM will sign as the reviewing official at the end of each month. (T-2).

1.5.8.3. AF Form 323, *Military Working Dog Training and Utilization Record for Drug/Explosive Detector Dogs*. (T-2). The AF Form 323 records training, utilization and performance of detector dogs and serves as the basis for establishing probable cause.

1.5.8.3.1. Handler will annotate each duty day and sign at the end of the month. (T-2).

1.5.8.3.2. KM will sign as the reviewing official at the end of each month. (T-2).

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

1.5.8.5. AF Form 68, *Munitions Authorization Record*. (T-2). The AF Form 68 is used to document approval to procure explosive training aids. Refer to local munitions account supply office (MASO) for further information concerning completion of the form. Maintain the most current AF Form 68 within the munitions accountability folder. The local MASO provides guidance on maintaining this folder.

1.5.9. Manage all aspects of explosive and drug training aids, to include procurements, storage, disposal, and record keeping. (T-2).

1.5.10. Establish a minimum monthly Optimum Training Plan (OTP) for all MWDs assigned to the unit's kennel and review monthly, not to exceed 30 calendar days to ensure the MWDTs are enhancing and evolving their capabilities. (T-2). Update the OTP in WDMS. (T-2). The OTP should differ between MWDTs as every team has differing capabilities. Previous OTPs are maintained in the MWD's permanent record and current OTP maintained in the PC folder.

1.5.11. Work with the Unit Deployment Manager to ensure MWD assets are properly postured and accurately reported. (T-2).

1.5.12. Ensure each assigned Detector MWD team meets or exceeds the minimum detection utilization hours per duty day. (T-2). The minimum utilization for an 8-hour shift is two hours of detection. The minimum utilization for a 10-hour shift is two hours and 30 minutes. The minimum utilization for a 12-hour shift is three hours of detection. If unable to meet these minimum detection standards, handlers must document the cause on the AF Form 321. (T-2).

1.5.13. Provide current and updated kennel contact information for the Kennel Master, Trainer Supervisor, and Trainer(s) of respective kennel to DAF MWD PM. (T-2). **Note:** Submit updates when personnel changes occur. Failure to provide updated primary/alternate POC may result in delayed communication and hinder execution of MWD requisitions, dispositions, and USSS mission fulfillment requirements.

1.5.14. Prepare a quarterly summary statement documenting the reliability of each certified detector team. (T-2). The current quarterly summary will be maintained in the MWDT

Probable Cause (PC) folder and file in the MWD's permanent record when no longer current. **(T-2)**. The statement will include the following:

1.5.14.1. The total time of detection in actual and training searches in each area shown on the AF Form 323. **(T-2)**.

1.5.14.2. Accurately reflect other facts in the file and include the validation test percentage of accuracy. **(T-2)**. This record will accompany the MWDT when on temporary duty (TDY). **(T-2)**.

1.5.15. Enforce established procedures within this guidance. **(T-1)**.

1.5.16. Establish and enforce physical control measures to prevent MWDs from getting loose in the kennel facility. **(T-1)**.

1.5.17. Establish a "one-way system" in the kennel. **(T-1)**. This system must be identified by ground or wall signs or both and covered in the local operating instructions. **(T-1)**.

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

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

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

1.5.20.1. An emergency alternate kennel plan will be identified in the emergency evacuation procedures. **(T-1)**.

1.5.20.2. Emergency kennels may be as simple as maintaining MWDs in an MWD transportation trailer until the situation is resolved.

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

1.6. Military Working Dog Trainer. The MWD Trainer is responsible for training the unit's MWDs and handlers using authorized effective training methodology to maximize the MWDT's capabilities. The Trainer must be a graduate of the 341 TRS MWD Trainer course or complete the course within 90 days of appointment as Trainer. **(T-1)**. To be eligible to attend this course, personnel must already have attended the MWD Handler Course, fulfilled duties as MWD Handler for at least 18 months and been awarded the AFSC 3P051A. **(T-1)**. While not mandatory, it is highly encouraged for trainers to complete the MWD Kennel Master (DL) Course upon assuming the role MWD Trainer, as trainers are required to fulfill KM position during KM absence. The Military Working Dog Trainer will:

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

1.6.2. Assist in the supervision of the installation MWD program. **(T-2)**.

1.6.3. Act as the KM when KM is absent. **(T-2)**.

1.6.4. Validate and supervise sustainment training. **(T-2)**.

- 1.6.5. Ensures all MWD training equipment is serviceable, safe, and effective for training. (T-2).
- 1.6.6. Supervise the deployment preparation of MWDTs. (T-2).
- 1.6.7. Develop a pre-deployment training program based upon current threats and enemy Tactics, Techniques, and Procedures (TTP). (T-2).
- 1.6.8. Coordinate with servicing veterinarian to ensure MWDTs receive at a minimum semi-annual medical care and emergency first aid training from qualified veterinary personnel. (T-1).
- 1.6.9. Annotate and sign as the reviewing official on the AF Form 321 and AF Form 323 when the KM is assigned an MWD and when filling in as the acting KM. (T-2).
- 1.6.10. Enforce established procedures within this guidance. (T-2).
- 1.6.11. Verify no obvious hazards pose a threat to MWDTs within a designated training area. (T-1).

1.7. Military Working Dog Handler. MWD handlers provide the daily care and grooming for their assigned MWD. They ensure sustainment skills are maintained for their assigned MWD. Personnel, regardless of rank and status, must complete the MWD Handler Course prior to handling an MWD. (T-1). The handler must enter and complete upgrade training to the 5-skill level before being awarded the 3P051A AFSC. (T-2). The MWD handler must complete all upgrade requirements and all task items for the 5-skill level in the MWD Handler Career Field Education and Training Plan. (T-2). Training done by private businesses or civilian police departments is not a substitute for the DoD MWD Handler Course. The MWD Handler will:

- 1.7.1. Complete monthly OTP. (T-2).
- 1.7.2. Groom and conduct a health check on their assigned MWD daily. (T-1). Notify veterinarian if an abnormality is found during health checks.
- 1.7.3. Maintain MWD kennels daily. (T-1).
- 1.7.4. Ensure physical conditioning training is conducted daily or as determined by the KM. (T-1). Daily performance of the Obstacle course should be included in the physical training.
- 1.7.5. Perform additional kennel duties as assigned. (T-2).
- 1.7.6. Utilize WDMS to complete AF Form 321, AF Form 323, and other required documentation daily when assigned MWD is utilized. (T-2). Utilize paper copies during times of WDMS outages and transcribe records within WDMS once system is back online.
- 1.7.7. Accompany assigned MWD to all veterinary appointments and remain with MWD throughout hospitalization at installation and civilian veterinary clinics. (T-1).
- 1.7.8. Inspect all MWD equipment prior to each use. (T-1).

Chapter 2

MILITARY WORKING DOG PROGRAM AND UTILIZATION

2.1. Military Working Dog Program. The MWD program is an enabler (offensive and defensive operations) to the capability of Security Forces to defeat threats inside and outside the installation boundary to secure protection level resources, enforce military laws and regulations, suppress the use of illegal drugs, detect explosives, and protect installations and resources during peacetime, war, and in support of operations other than war. The objective is to employ military working dog assets aggressively and effectively to counter threats to support Integrated Defense as outlined in DAFI 31-101, *Integrated Defense (ID)*. This will ensure our forces can Deter, Detect, Delay, Deny and Defeat.

2.2. Military Working Dog Utilization and Employment.

2.2.1. MWD handlers should be assigned only one MWD as their responsibility to certify and work. However, handlers may be assigned and certified on a second MWD during times of handler shortages. KM's will not assign handlers to more than two MWDs. **(T-1)**. The additional certification should only be used sparingly with the intent of offsetting deployment and operational home station mission requirements. It is the responsibility of the kennel staff to maintain and care for any MWD not assigned to a handler or while the MWD's handler is on temporary duty (TDY) or leave.

2.2.1.1. The KM or Trainer ensure the MWD is exercised and groomed, and will ensure proficiency training is conducted. **(T-1)**. This will be annotated in the MWD's AF Form 321 and AF Form 323. **(T-1)**.

2.2.1.2. KM and Trainer may be certified with MWDs during times of extended handler shortages. If this occurs, the Trainer conducts the validation for the KM and vice versa.

2.2.1.3. KM, Trainer, and MWDTs ensure MWDs are utilized on a proper/work rest cycle to maintain MWD safety, proficiency and effectiveness. **Note:** Consult with veterinarian to determine the best work/rest cycle for each MWD.

2.2.2. Select posts with first consideration given to the MWD's keen sense of smell. MWDs are most effective during nighttime hours and in areas of minimal activity. Rotate MWDTs through all appropriate posts to meet operational needs and to maintain proficiency of the MWDT.

2.2.2.1. MWDTs should not be placed on static posts unless an MWDT is conducting explosives or narcotics detection, observation or listening post duties or psychological deterrence duties. These duties must be limited to no more than one-hour duration as static posts are limited in scope and MWDTs duties are needed in all areas of Integrated Defense. **(T-2)**.

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

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

2.2.2.4. Drug Suppression. Drug detector dogs (DDD) are trained in drug detection and support a drug-free environment. Their renowned capability to detect illegal drugs deters drug use and possession, and is a valuable adjunct to other commander's tools such as urinalysis and investigation.

2.2.2.5. Explosive Detection. Explosive detector dogs (EDD) are exceptionally valuable in antiterrorism operations. The mission of EDD teams is to detect or locate explosives. They are capable of detecting unexploded ordnance, quickly searching large areas during bomb threats, and are valuable in augmenting Explosive Ordnance Disposal (EOD) capabilities.

2.2.2.5.1. EDDs will not be used to assess, examine or confirm any package deemed suspicious. **(T-1)**. EDD teams may sweep secondary areas, check points and/or conduct a downwind line of patrol from a great distance, subjective to the scenario, to aid in a better assessment of the already deemed suspicious package. At no time will a commander or flight chief direct a MWDT to directly search a suspicious package. **(T-1)**.

2.2.2.5.2. MWDs will not be used to validate the response of another MWD or mechanical device used to detect explosives or narcotics. **(T-1)**. If an EDD alerts during a search, the handler will immediately stop the search and notify appropriate personnel. **(T-1)**. If the handler sees a suspicious package during a search, the handler will terminate the search and notify appropriate personnel. **(T-1)**.

2.2.2.5.3. In a theater of combat when EOD is not available and an object or area needs to be examined, the squadron commander should determine if the search will be conducted with recommendation from the attending KM or MWD handler. When examining such an item, the handler should consider the avenue of approach, local threats and enemy TTP, and using the MWD off leash or on a long leash to maintain standoff distance.

2.2.2.6. Combat Operations. MWDTs provide enhanced patrol and detection capability to perimeter and point defense. In bare base operations, deploy MWDs as an early warning system. Given the range of potential contingencies, drug and explosives detection are also valuable added capabilities in these environments. **Note:** Under no circumstances will an MWD be used in the interrogation or interview of Enemy Prisoner of War or detainee. **(T-1)**.

2.2.2.7. Physical Security. The MWDT can augment detection roles and temporarily replace inoperative sensor systems. MWDs should not be posted on stationary posts longer than one-hour if utilized in this regard. The effectiveness of the teams is reduced greatly after one-hour.

2.2.2.8. MWDT Operations. Patrol and explosive dog teams with current validation can be employed in active patrol duties or as a reliable informant in a probable cause search or while conducting a search for suspects. Explosive detector dog teams are operationally employed after validations with the intent of being certified within 30-days. Explosive certification exceptions include: contingency operations, USSS support, Civilian Law Enforcement Agency (CLEA) support and emergency bomb threat situations as referred to

in [Paragraph 2.3.2](#) Drug detector dog teams must be certified before being operationally employed. **(T-1)**.

2.2.2.9. MWD Competitions and Demonstrations. MWDTs are encouraged to take part in public demonstrations and competitions conducted by civilian or military police agencies. However, EDDs are highly discouraged from participating, as it may generate unintended consequences such as prank bomb threats, identify which MWDTs are EDDs and inform criminals or terrorists (or both) what odors EDDs are capable of detecting.

2.3. Military Working Dog Searches. The installation Staff Judge Advocate (SJA) should provide guidance on conducting searches.

2.3.1. Detector dogs will never be used to search a person. **(T-1)**.

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

2.3.3. Searches of postal facilities should be coordinated with the installation SJA.

2.3.4. A Probable Cause (PC) folder is maintained by the KM on all validated and certified detector dogs. This folder is compiled by the KM to provide assurance and continuity for detector teams. Each MWDT will have a PC folder and each folder will contain the following:

2.3.4.1. A general record of the training and experience of the MWDT (AF Form 321). **(T-2)**.

2.3.4.2. A detailed record showing the number of checks or searches, by date, locations, responses, and finds (AF Form 323). **(T-2)**. Records will be maintained by the KM for a minimum of three months in the PC folder. **(T-2)**. The KM will transfer records older than three months to the permanent folder. **(T-2)**.

2.3.4.3. A record showing when the search granting authority reviewed the PC records. The search-granting authority will review each folder quarterly or after initial certification and document the review by signature and date. **(T-2)**.

2.3.4.4. A memorandum verifying the search-granting authority or delegated authority witnessed a detection certification demonstration in accordance with [Paragraph 5.3](#) of this instruction. The memorandum will contain the date of certifications, the substance(s) used, and the results of the MWDT's effort. **(T-2)**. Certifications may be conducted on or off leash based on the MWDT capability and trainer's recommendation.

2.3.4.5. Current OTP. **(T-2)**.

2.3.5. MWDTs are authorized to provide detection support to CLEAs as long as the support incurs no costs to the government and does not impact unit readiness. See [Chapter 10](#) for guidance on CLEAs and other Federal agency support.

2.3.6. 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:

2.3.6.1. Evacuate the area depending upon the threat received, local guidance, and/or when ordered by installation officials.

2.3.6.2. Do not move or disturb anything. Improvised Explosive Devices can be triggered many ways, including lifting, tilting, pushing, pulling, or by remote detonation.

2.3.6.3. 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.

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

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

2.3.6.6. If the MWD responds during a search, mark the area and immediately notify EOD personnel. MWDTs must not re-enter the area with the MWD for the purpose of pinpointing or to further investigate the object. **(T-1)**. EOD should determine if the package, object, or area is safe. **Note:** It is strictly prohibited to use a second MWD to confirm or deny the legitimacy of the response. This practice adds unnecessary confusion and danger to the situation, especially if one MWD alerts and the other does not.

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

2.4. Safety Procedures. All personnel will adhere to the safety procedures in this instruction to protect MWDs and personnel who encounter MWDs. **(T-1)**. The following safety rules apply to all personnel handling MWDs.

2.4.1. Keep a safe distance between MWDTs at all times. A safe distance is the length of the leash used plus 3-feet.

2.4.2. A short safety leash should be maintained when within six-feet of other personnel or dogs or both. **Note:** There may be times when exigent situations require MWDs to operate in close proximity to others. It should be identified in the records how the MWD reacts to personnel and other dogs within close proximity.

2.4.3. Warn others by loudly announcing their presence when an MWDT could unexpectedly encounter a bystander, such as walking or running around blind corners, using stairs, or passing an open door. **(T-1)**. The handler will use phrases such as, "DOG COMING AROUND" – "DOG COMING BY" – "DOG COMING UP/DOWN". **(T-1)**.

2.4.4. MWD personnel should not allow anyone, regardless of position, rank or experience, to pet the MWD for general safety and liability purposes. **Exception:** When an MWD is in the adoption process or is a puppy in the foster program, the MWD may be exposed or handled by others to ensure the MWD can be safely transferred to potential adopters and foster families.

2.4.4.1. MWDTs may socialize with other Security Forces personnel for joint training to make the MWD and other members comfortable with the possibility of working in close proximity. Handlers should progress their MWDs with the guidance of the KM and Trainer.

2.4.4.2. Shoot, Move, and Communicate drills with stacking formations or building clearing may help unit cohesion and amplify the unit's capability. MWDs should wear a

muzzle when first conducting this training until the MWD is proofed on the habituation of the situation and training.

2.4.5. Use a leather collar, in conjunction with the choke chain and kennel chain to stake an MWD. **(T-1)**. Stake in areas that protect from the elements and ensure adequate water is available.

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

2.4.5.2. Never use a leash to secure an MWD to any object. **(T-1)**.

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

2.4.5.4. Ensure MWDs are protected from harsh environmental conditions when able to do so. **(T-1)**.

2.4.6. Check the MWD frequently, as determined by KM, if unattended in a temporary kennel or shipping crate. **(T-2)**. The leather collar must remain on the MWD when in a temporary kennel or shipping crate. **(T-2)**.

2.4.7. Remove leather collar and choke chain while MWDs are in a permanent kennel run. **(T-2)**. **Exception:** The 341 TRS is permitted to keep leather collars on recently procured MWDs awaiting training as necessary. This exception applies only to recently procured MWDs in training and is based upon safety, identification, and training concerns.

2.4.8. Only relinquish control of the MWD to other trained handlers or qualified veterinary personnel. **(T-1)**. **Note:** In case of an emergency and no trained handlers or veterinary personnel are available, muzzle the MWD and relinquish control to personnel knowledgeable of how to transport and kennel.

2.4.9. Utilize basket muzzle during veterinary visits and while in transport and traveling. **Note:** Nylon muzzle use is authorized in certain situations; however, do not use if MWD is in distress since it will restrict breathing and panting causing the MWD to overheat and asphyxiate.

2.4.10. Veterinary Clinic Safety Procedures:

2.4.10.1. The MWD will be muzzled prior to entering any veterinary clinic. **(T-1)**. **Note:** Nylon muzzle use is prohibited during veterinary visits.

2.4.10.2. Obtain permission from the veterinary staff prior to entering.

2.4.10.3. Ensure MWDs do not jump onto or off the examination table. Handlers should drape the leash around the MWD's neck, place one arm under the MWD's chest and the other arm under the rear of the MWD, and lift the MWD onto and off the table.

2.5. Use of Force. The release of an MWD to bite and hold or allowing it to bite is considered less-lethal force (also known as less than deadly, non-lethal, and less than lethal force). Whenever an MWD is used as a means of force, force is to be used only as a last resort, and the force used, be the minimum necessary to render the subject incapable of continuing the actions that led the handler to use force. The use of less-lethal force, similar to the use of deadly force must be objectively reasonable and will be assessed in light of the totality of circumstances per AFI 31-117, *Arming and Use of Force by Air Force Personnel*. Squadron commander will follow Non-

lethal Weapons discharge procedures in AFI 31-117, regardless of whether or not injuries were sustained. **(T-2)**. For further information regarding use of force, see AFI 31-117.

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

2.5.1.1. Challenging an individual. **(T-1)**.

2.5.1.2. Approaching a suspect. **(T-1)**.

2.5.1.3. Checking an individual's identification. **(T-1)**.

2.5.1.4. Participating in any situation that may require the handler to divert his or her full attention from the MWD. **(T-1)**.

2.5.2. Only MWDTs trained and validated in accordance with this instruction will be used as a means of force. **(T-1)**.

2.5.3. When an MWD is released to apprehend a subject, the handler will:

2.5.3.1. Ensure the MWD has identified the target on which the handler intends to use force. **(T-1)**.

2.5.3.2. When time and circumstances permit give a verbal warning, "Halt or I will release my dog." **(T-1)**. In foreign countries, also give this order in the primary language of the host country. Overseas units must provide training for handlers in the host nation language for all Military Working Dog warnings. **(T-1)**.

2.5.3.3. When able to, warn bystanders to cease all movement before releasing the MWD. **(T-1)**.

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

2.5.4.1. Follow the MWD as closely as possible after the MWD is released to bite and hold. **(T-1)**.

2.5.4.2. Call the MWD off the pursuit if the subject stops, indicates surrender, or is no longer visible. **(T-1)**.

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

2.5.5.1. Use extreme caution when removing an MWD from a suspect as the MWD will be in an agitated state and has a higher potential for an unintended bite on the handler. **(T-1)**.

2.5.5.2. Not call the MWD to release the subject until the handler has physically gained control of the MWD. **(T-1)**.

2.5.5.3. Not jerk or pull the MWD as this may cause unnecessary injury to the subject. **(T-1)**.

2.5.5.4. Use proper physical techniques to remove the MWD from the subject if the MWD fails to release the subject when ordered to "OUT". **(T-1)**.

2.5.5.5. Regain and keep leash control of the MWD until it has become calm enough to obey the commands to "HEEL" and "STAY". **(T-1)**.

2.5.6. Handlers will not release their MWDs if:

2.5.6.1. The suspect is not in sight, except when they must search an unoccupied building. **(T-2)**.

2.5.6.2. There are children present, except as a last resort short of deadly force. **(T-2)**.

2.5.6.3. The subject is in a crowd of people. **(T-2)**.

2.6. Military Working Dog Limitations.

2.6.1. MWDs are trained to respond to the specific commands of a designated MWD handler. If the designated handler is incapacitated, seriously injured or killed, the MWD cannot be quickly or easily transferred to another MWD handler without significant degradation of technical performance.

2.6.2. MWD teams are not often a stand-alone system for conducting search operations; therefore, they should be used in conjunction with other equipment and methods. MWDs may accidentally activate an enemy booby trap or explosive device while conducting a search. MWDs may be reluctant to negotiate terrain or areas that appear physically harmful or unstable (open grates, see-through flooring, elevated heights, etc.).

2.6.3. MWDs may become distracted (e.g., trash, excrement, stray or feral animals) within the search area. MWDs can become injured if they engage in fighting with feral animals, and MWDs can be endangered by vehicle traffic. MWD handlers should always use their best judgment and prioritize MWD welfare and safety to overcome obstacles.

2.6.4. Environmental situations may severely affect or restrict the use of MWDs. The employment of MWDs in an area near petroleum, oil, lubricants must be limited and brief. **(T-1)**. Petroleum, oil, and lubricant residue can damage a MWDs pads and affect their sense of smell.

2.6.5. The use of MWDs in areas that have been contaminated with chemical, biological, radiological, or nuclear material is restricted due to the lack of protective devices or protective wear available for MWDs. MWDs can perform open-area missions where riot control agents have been dispersed, a riot control agent is dispersing, and the wind velocity is at normal conditions. Closely monitor MWDs for signs of distress that would require immediate veterinary care.

2.6.6. The following are additional factors that may affect the performance of MWDs:

2.6.6.1. Environment. Extreme weather conditions may reduce MWD performance.

2.6.6.2. Training. MWDs are trained to identify specific types of odors and require continuous training to maintain proficiency and reliability. A detector MWD cannot be expected to detect an odor unless it has been trained on that particular odor.

2.6.6.3. Isolation. MWDs that are not properly socialized may bite when placed in close proximity to people other than their MWD handlers.

2.6.6.4. Use. MWDs are not typically trained to search people.

2.6.6.5. Noise Discipline. MWDs may bark at inconvenient times.

2.6.6.6. Reactive. MWDs may become protective if their handlers are endangered.

2.6.6.7. Aggression Control. Although some MWDs are not trained to bite and hold, they still have an inherent nature to bite.

2.7. Working Dog Management System (WDMS) Utilization/Qualification Guidance. WDMS is the accepted DoD program management computer system for MWDs at all units. Update records daily via WDMS to ensure reports can be retrieved.

2.7.1. Basic MWD Skills & Patrol – Training/Utilization. Provide detailed comments on the back of AF Form 321 for all tasks performed/deficiencies/corrective actions.

2.7.2. Foot Patrols. Annotate foot patrols on the back side of the AF Form 321, including location and time. This can be included in operational detection utilization if the MWD is actively searching for targeted substances. Foot patrol times are also included in the Security/Law Enforcement Utilization times.

2.7.3. Security/Law Enforcement Utilization. The time recorded represents the amount of time an MWD actively performs one of its trained proficiencies. This time includes foot patrols, facility walk-throughs, fence line checks, and actual searches for a suspect (scout/building search). Utilize the back of the AF Form 321 to document utilization with a detailed description of the event. **Note:** Do not include any training or detection times in the Security/Law Enforcement Utilization times as they are recorded in separate sections. Security/Law Enforcement Utilization time should not reflect an entire shift, i.e., 8- or 12-hours. Do not include time periods when conducting other activities (kennel care, admin duties, etc.) in utilization times.

2.7.4. Detection Utilization Events. Total time when the team is directly employed in a search for targeted substances. **Note:** Times reflect the actual time the MWD searches, not total time assigned to a Random Antiterrorism Measure (RAM) or Vehicle Search Area (VSA). Input time posted at VSA or total RAM time in the note section of the AF Form 323.

2.7.5. Detection Training Events. Time during detection events that are created in WDMS with the specific purpose of training, validation or certification.

Chapter 3

MILITARY WORKING DOG AUTHORIZATIONS, REQUISITIONS, ASSIGNMENTS AND DISPOSITIONS

3.1. Authorizations. As a baseline, six detector dogs are authorized per installation. Exceptions are based on operational requirements, existing manpower/MWD authorizations, base population and geography, or other unit-specific requirements. Route exceptions and changes as variances through the MAJCOM/FLDCOM, AFSFC/S3P for review and to AF/A4SO for final approval or disapproval. Drug detector dogs (DDD) will not exceed one-third of the unit's total MWD authorizations. **(T-1).** Authorizations are posted and tracked in WDMS. Variances to authorizations are determined by using the criteria below.

3.1.1. **Variance Request.** The requesting squadron commander, in writing, will request initial, increase or decrease MWD authorization through the MAJCOM/FLDCOM and AFSFC/S3P and to AF/A4SO for approval or disapproval. **(T-1).** Ensure written request provides justification to adjust MWD authorizations based on a change in installation operational requirements (e.g., additional PL-1 mission resource). **(T-1).** **Note:** AF/A4S will use 100 detection utilization hours per quarter as a benchmark measurement when validating variance requests for operational MWDs assigned to their unit. This standard is considered a benchmark for measuring MWD utilization for "variance requests" only. This is not an operational MWDT utilization requirement levied upon units. The benchmark is in place to gauge whether MWDs are gainfully employed within current operational environment.

3.1.2. Drug detector dogs (DDD) are only authorized upon written approval. Units with existing DDD authorizations may request a replacement DDD. Units requiring a DDD or requesting to change their DDD authorization to an Explosive Detector Dogs (EDD) must submit a variance request (see [Paragraph 3.1.1](#)). **(T-1).**

3.1.3. All Explosive Detector Dogs (EDDs) assigned to a Patrol Explosive Detector Dog (PEDD) authorization should be evaluated for the capability to be trained for possible certification as PEDD. If it is determined the EDD is not suitable for patrol training, annotate the evaluation and reasons for non-suitability in the MWD's records. If an EDD is deemed capable of patrol certification, the EDD will be entered into training for no less than 30-consecutive calendar days. **(T-2).** The EDD team will conduct this training when feasible so as not to interfere with the MWDT's mission requirements. **(T-2).** The KM will conduct initial patrol certification. **(T-2).** Upon successful patrol certification, the KM will submit the Lackland AFB Form 375, *Patrol Dog Qualification*, and National Stock Number (NSN) Change Request signed by the squadron Commander to the DAF MWD PM for approval or disapproval. **(T-2).** Same process will be accomplished for changing DDD to a PDDD. **(T-2).**

3.1.4. Kennel staff manpower requirements are identified in the SF Manpower Determinants and should be reflected in Functional Accountability Code 43S360 on the Unit Manpower Document. Air Force Manpower Standard 43S36X specifies manpower authorizations for the KM, trainer and handler. The wing manpower office validates MWD manpower authorizations.

3.2. Requisitions. Requisitions are filled on an authorization-based, and equitable distribution basis, with placement priority determined by the greatest needs of the DAF. The objective of the

assignment process is to provide the DAF with an efficient and effective MWD capability levied against and in support of home station needs and Memorandum of Agreement/Memorandum of Understanding obligations. **Note:** MWDs are sensitive high value assets with assigned NSNs to identify capabilities; however, they are not referred to as equipment, since they require continuous training to maintain that capability. The exception to this terminology is use of MWDs in support of civilian law enforcement as defined in DoDI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*. MWDs have a tattoo and chip identification number; the identification number tracks and accounts for MWDs. Ensure MWDs Expendability Recoverability Code is changed from NF to XF (see AFI 31-126, *DoD Military Working Dog (MWD) Program* for nomenclature).

3.2.1. New MWD requisitions are based on the following criteria:

3.2.1.1. Authorized vacancy.

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

3.2.1.3. Health of a current MWD assigned to the unit has a sudden and significant degradation of performance leading to the MWD entering the disposition/excess process.

3.2.1.4. Sudden death or euthanasia.

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

3.2.1.6. Excess MWD. Excess MWD is defined as:

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

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

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

3.2.2. Identify requisition requirements as early as possible. **Note:** It is not necessary to wait until an MWD dies or becomes incapacitated to requisition a replacement.

3.2.3. Initial requisitions requests are approved based on validated authorizations listed in **Paragraph 3.2.1** and sub Paragraphs.

3.2.4. The only MWDs authorized for requisition are:

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

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

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

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

3.2.4.5. Explosive Detector Dog (EDD), NSN 8820-00-043-3526.

3.3. Military Working Dog Assignments. The objective of the assignment process is to provide an equal distribution of MWDs across the enterprise. Assignments are posted and tracked in WDMS.

3.4. Military Working Dog Dispositions. Kennel Masters on behalf of squadron commanders may submit all MWD disposition requests to the DAF MWD PM in accordance with AFI 31-126.

The DAF MWD PM reviews all packages for completeness prior to submission to the 341 TRS and provides concurrence or non-concurrence via the Disposition Request Memorandum. Dispositions will be posted and tracked in WDMS. **(T-1)**.

3.4.1. There are three (3) types of dispositions authorized. The squadron commander must consider recommendations from the KM, veterinarian, and bite muzzle video results provided by a trained local/regional veterinarian before making the final disposition recommendation. **(T-1)**.

3.4.1.1. Adopt. When selecting a suitable adoption home for a MWD, former handlers listed on the DD Form 1834 should have first preference if it is determined to be in the best interest of the MWD and before other persons capable of humanely caring for the dog. Personnel who adopt retired MWDs assume all medical responsibility of the MWD per MWD Adoption Application.

3.4.1.2. Transfer. Transfer to another service, 341 TRS (MWD training aid), or another law enforcement agency if medically eligible.

3.4.1.3. Euthanasia. Euthanasia is only be performed after veterinary consultation with DoD MWD Veterinary Service (DoD MWD VS). **(T-0)**. **Exception:** In exigent circumstances in which the veterinarian may need to conduct an emergency euthanasia, notify the DAF MWD PM, DoD MWD VS, and Security Forces MAJCOM/FLDCOM Direct Reporting Units.

3.4.1.3.1. Anytime an MWD is euthanized, the attending military veterinarian must complete and submit a DD Form 1743, *Death Certificate of a Military Animal*, listing the reason for euthanasia, to the DoD MWD VS. **(T-0)**.

3.4.1.3.2. Provide a copy of the DD Form 1743 to the squadron commander to allow requisition of a replacement MWD.

3.4.2. The owning unit is responsible for costs associated with an MWD's life cycle to include those incurred during requisition, assignment, and disposition. Transportation, by law adoption support, or cremation services fall into this category and is paid by the unit. The squadron commander must program for these costs. **(T-2)**.

3.4.3. KMs will not conduct any bite muzzle tests that are not in accordance with the MWD disposition and adoption procedures reference material, located in the WDMS Library/AFSFC SMARTNet. **(T-1)**. Kennels may return excess MWDs to the 341 TRS only when authorized and approved in writing by DAF MWD PM.

Chapter 4

MILITARY WORKING DOG TRAINING

4.1. Military Working Dog Team General Proficiency Training. The most vital part of all MWD operations is training. Without frequent and consistent training, the MWD becomes a liability instead of an asset. Therefore, the squadron commander should provide ample opportunities necessary for MWDTs to maintain proficiency while on duty.

4.1.1. Each MWD's OTP should continually improve both the MWD and the handler. Kennel Masters must review the OTPs monthly, not to exceed 30-calendar days to ensure the MWDT is progressing and steadily challenged. **(T-2)**.

4.1.2. The OTP is minimum MWDT proficiency training required of each task per month. The OTP identifies if the training task(s) are to be conducted daily, weekly, semi-monthly, or monthly. All MWDs are required to train in all the tasks below unless specifically identified. In these cases, only MWDs trained and certified in those tasks will conduct training in those areas. **(T-2)**. Minimum training may change depending upon changes in the MWDT's proficiency level. Each OTP states, at a minimum, the following:

4.1.2.1. Basic MWD skills, to include off leash requirements. Basic MWD skills are Heeling, Marching, Down from the Heel, Heel/Sit from the Down, Stay, Down at end of leash, Sit at end of leash, and Recall to the Heel.

4.1.2.2. Obedience Course both on and off leash.

4.1.2.3. Gunfire and Pyrotechnics. Gunfire must be fired from both a disinterested person (anyone who is not the handler) and the handler. **(T-1)**. No less than six rounds of blank ammunition should be fired by the disinterested person and six rounds of blank ammunition by the handler. MWD trainers should cater gunfire training to each MWDT to ensure teams advance and progress appropriately. Additionally, it is highly recommended MWDs be exposed to the firing of live ammunition in designated areas, such as the Combat Arms firing range or any other DAF approved firing range on a monthly basis. **Note:** The M18 may be used in place of the .38 to fire blank ammunition once blank firing adapter kits are approved.

4.1.2.3.1. Attempt to fire both, primary (M18) and secondary (M4) weapons systems when conducting gunfire training to the maximum extent possible.

4.1.2.3.2. Annotate type of weapon fired by handler and disinterested person on the back of the AF Form 321.

4.1.2.3.3. When deployed, exhaust all options to accomplish blank gunfire training. See SFTRG 7, for gunfire training.

4.1.2.4. Intruder Detection. Intruder detection is not just for MWDs validated in controlled aggression, it is also for detector only MWDs. The three types of intruder detection are Sight, Sound, and Scent Scouting. All three tasks will be trained and the acceptable response will be determined by the KM based upon the MWD's capabilities. **(T-2)**. If an MWD is unable to accomplish any of these tasks, annotate in the MWD's records.

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

4.1.2.6. Detection trained MWDs will train on all explosive or drug training aids, currently validated/certified on every 30-consecutive calendar days. **(T-1)**.

4.1.2.6.1. DDDs are authorized to be trained on the following odors: Cocaine (CO), Methylenedioxymethamphetamine (MDMA), Heroin (HE), Marijuana (MJ), and Methamphetamine (ME).

4.1.2.6.2. EDDs are authorized to be trained on the following odors: Ammonium Nitrate (AN), Ammonia Dynamite (AD), C-4, Detonation Cord (DC), Potassium Chlorate (PC), Semtex (SX), Smokeless Powder (SP), Sodium Chlorate (SC), and Trinitrotoluene (TNT).

4.2. Detection Training. The 341 TRS will identify and establish the type of response and reward for an MWD during procurement. **(T-2)**. If an MWD's response or reward needs to be changed after arrival at a unit, notify the 341 TRS through the DAF MWD PM in writing.

4.2.1. At no time will a DDD be trained to detect explosives or an EDD trained to detect drugs. **(T-0)**. Do not train drug and explosive detector dogs in the same area(s) unless a minimum of 72-hours elapsed. **(T-0)**.

4.2.2. If a unit has a Patrol Dog (PD) which shows the potential to be field qualified in detection, the unit may locally train the MWD after approval from the DAF MWD PM. However, the MWD may only be trained on the odor type it was exposed to during training at the 341 TRS. Consult the DAF MWD PM for MWDs who never entered into substance detection training. Refer to the MWD's records for further information about its detection training history.

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

4.2.2.2. Once local training is completed, the MWD must complete field qualification as a detector MWD. **(T-2)**. Initial certification requirements are more stringent than probable cause certifications. Request guidance from the 341 TRS through the DAF MWD PM for specific training protocol and initial qualification requirements. The following are the field qualifying official's requirements:

4.2.2.2.1. Explosives: PDs locally trained on the detection of explosives may only be field qualified by someone who is at least an E-7 or civilian equivalent (contractors are not authorized to qualify MWDs). The field qualifier must be an unbiased party who is a graduate of the 341 TRS MWD Trainer/KMs Course and MWD Handler Course. **(T-2)**. The KM and the field qualifier will also complete the Lackland AFB Form 375 detailing the detection training. **(T-1)**.

4.2.2.2.2. Drugs: Locally trained PDs on the detection of drugs may only be qualified by someone who is at least an E-7 or civilian equivalent (contractors are not authorized to qualify MWDs). The field qualifier must be an unbiased party who is a graduate of the 341 TRS MWD Trainer/KMs Course and Military Working Dog Handler Course. **(T-2)**. The KM and the field qualifier will also complete the Lackland AFB Form 375 detailing the detection training. **(T-1)**.

4.2.2.3. Units which have field qualified a locally trained detector dog will forward a memorandum from the Squadron Commander to the DAF MWD PM requesting a change in NSN along with the Lackland AFB Form 375. **(T-1)**. The DAF MWD PM will endorse the letter and forward a copy to the 341 TRS. **(T-1)**. After DAF MWD PM approval, the unit will then annotate the new NSN on the DD Form 1834 and send the changed DD Form 1834 electronically to the DAF MWD PM. **(T-1)**.

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

4.3.1. If additional substances are to be added to the unit's kits, a memorandum must be coordinated through the DAF MWD PM that includes documentation supporting the need for the additional substance. **(T-2)**. Support documentation can be a memorandum from the local AF Office of Special Investigations (AFOSI), SF Investigations (S2I), or the Wing Antiterrorism Office. If approved, all requirements for the training aid must be adhered to in order to procure the new substance. **(T-1)**.

4.3.2. True Scent training aids will not be used for validation trials or certification. **(T-1)**.

4.3.2.1. Supplementary training odors should come from a variety of explosive categorized families. Individual Homemade Explosives (HME) odors can include but are not limited to potassium chlorate, sodium chlorate, ammonium nitrate, urea nitrate, triacetone triperoxide (TATP), and royal demolition explosive (RDX).

4.3.2.2. True Scent training aids should supplement training and can be used in a diverse variety of environments due to their stability, minimal transportation and storage requirements.

Chapter 5

MILITARY WORKING DOG PERFORMANCE STANDARDS AND VALIDATION TESTING

5.1. Patrol Standards. MWDTs are measured against minimum performance standards. Specific tasks are assigned different degrees of importance: Critical, Semi-Critical, and Non-Critical. The Kennel Master is responsible for establishing an effective training and evaluation program to maximize the dog and handler's proficiency. The Peace Officer Standards and Training certification standards establish minimum proficiency standards the dog team must maintain. These standards must be met within 90-days of team assignment and validated annually thereafter. **(T-2)**. Certification standards are a combination of dog training scenarios conducted within the controlled environment of the MWD section's dog training area and within the actual working environment where the MWDT performs their duties. Document certifications on the AF Form 321. Should a MWDT fail to meet the minimum proficiency standards; the Kennel Master will immediately initiate remedial training. **(T-2)**. If, after remedial training, it is determined the poor performance of the team is due to the dog and not its handler contact the DAF MWD PM for further guidance. **(T-1)**.

5.1.1. Critical Tasks. Any MWD which fails a critical task on three consecutive training days without reason must enter remedial training. **(T-2)**. If remedial training is unsuccessful, initiate decertification actions.

5.1.2. Semi-Critical Tasks. The operational effectiveness of MWDTs failing Semi-Critical tasks will not seriously degrade the MWDT's capabilities. These MWDTs must, however, receive corrective action to eliminate or reduce the deficiency. **(T-2)**. The KM and Trainer shall decide if the MWDT should enter remedial training. **(T-2)**.

5.1.3. Non-Critical Tasks. Failure to meet non-critical task standards may affect the MWDT's efficiency but will not degrade their overall performance.

5.1.4. Patrol and Obedience.

5.1.4.1. Critical Tasks are: SIT, STAY, DOWN, HEEL, and GUNFIRE TOLERANCE.

5.1.4.1.1. Obedience Commands. Dogs must respond to the handler's commands of "SIT," "DOWN," "HEEL," and "STAY" at a distance of 50 feet with no more than one correction per five commands. **(T-1)**. The dog is required to remain either in the SIT or DOWN position for 3-minutes on the command of "STAY".

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

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

5.1.4.1.2.2. Fear is when the MWD attempts to flee the area. Barking, slouching, tail-tucking, and other similar behaviors are considered acceptable fear behavior, thus not requiring corrective action.

5.1.4.1.3. Gunfire. The MWD successfully performs basic obedience, and controlled aggression tasks, during gunfire. Minimum of six rounds by agitator and six rounds by handler (any combination of authorized weapon systems) for a total of 12-rounds should be used each session. Keep gunfire, during aggression phases of training to a minimum.

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

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

5.1.5. Controlled Aggression.

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

5.1.5.1.1. False Run (Off Leash). Given the command "STAY," when confronted by an individual who approaches no closer than three feet, the dog must not break position. **(T-1)**.

5.1.5.1.2. Stand-off. When commanded to bite and hold the intruder(s), the dog must pursue until commanded "OUT" by the handler. **(T-1)**. The dog must not bite the intruder regardless of the intruder's actions. **(T-1)**.

5.1.5.1.3. Bite and Hold. When commanded "GET 'EM," the dog must pursue, bite, and hold an intruder for a minimum of 10-seconds. **(T-1)**. The dog must not release until commanded "OUT." **(T-1)**. Dogs must demonstrate proficiency in this task with either an exposed or concealed arm protector. **(T-1)**.

5.1.5.1.4. Search and Escort. The handler positions the suspect at a distance of six to eight feet from the dog, facing away from the dog and advises the suspect not to move. The handler then moves up and conducts a search of the suspect. Once the search is complete, the handler gives the "STAY" command and returns to the heel position where the dog is located. The handler then puts leash on MWD, and remains within 8-10 feet of the suspect ensuring the MWD is focused on the individual. Prior to initiating the escort, the handler instructs the suspect to only move when told to do so, and that any sudden movement of the suspect may result in the dog breaking the heel position and biting. The dog may heel on the handler or slightly forward and to the side of the suspect to ensure an effective escort. During training, re-attack scenarios should be conducted periodically to ensure that the dog performs the task without command.

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

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

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

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

5.1.6.2. MWDs which have failed in Patrol, Obedience, and Controlled Aggression may continue to be utilized in a detection capacity. If reasonable training efforts are unsuccessful, follow guidance in [Paragraph 5.4](#). **Exception:** MWDs which are unable to complete Gunfire Tolerance may not continue to be used and must enter into remedial training. **(T-1)**. If after 120-consecutive days of remedial training the MWD is unable to successfully complete Gunfire Tolerance, initiate disposition procedures.

5.2. Detection Standards. Detection tasks are not measured like the Patrol, Obedience, and Controlled Aggression using the three criticality standards. Detection dogs are evaluated on their capability based upon a percentage standard. Detection percentage standards are divided into two components: Validation/Certification Accuracy Rates (VCAR) and Training Accuracy Rates (TAR). VCARs are percentages designed to quantify minimum MWDT detection standards during validation and certification trials. TARs are percentages used to quantify minimum MWDT detection training standards on a monthly basis per odor. These standards must be met within 90-consecutive calendar days of team assignment and validated semi-annually thereafter. **(T-2)**.

5.2.1. DDDs must maintain a VCAR accuracy rate of 90% and EDDs must maintain a VCAR accuracy rate of 95%. **(T-1)**. Additionally, all detector dog teams must maintain a TAR of 50% per odor during training. **(T-1)**. **Note:** This change provides flexibility for MWDTs to conduct advanced proficiency training without affecting their VCAR percentage.

5.2.2. If the MWD falls below the minimum accuracy requirement in [Paragraph 5.2.1](#) for validations and certification or below 50% TAR in a single odor during training within 30-consecutive calendar days, the MWDT must immediately enter remedial training. **(T-1)**. At a minimum, remedial training must consist of 15-consecutive calendar days. **(T-1)**. Upon completion of remedial training, the MWDT will be revalidated and recertified. **(T-1)**.

5.2.3. MWDs must receive training on every certified substance within 30-consecutive calendar days. **(T-1)**. Not receiving training on every certified odor within 30-consecutive calendar days shall result in remedial training and revoked validation/certification. **(T-1)**.

5.3. Validation and Certification Testing. MWDTs are measured against minimum search standards. Validation and certification testing will be conducted on all MWDTs on patrol and obedience tasks. **(T-2)**. The MWD will not be validated or certified on controlled aggression or detection if it is not qualified in the specific operational area. **(T-2)**.

5.3.1. Validation testing is a tool to evaluate MWDT proficiency. Since validation testing is intended to verify accuracy of the entries on training and utilization forms, the rating for each training area and odor will reflect a GO or NO GO. **(T-2)**. Validation testing is not a substitute for training and will not be considered as such. **(T-2)**. Conduct at least two trials per odor and one negative test (no training aids planted) per validation for both drug and explosive dogs. Drug dogs are also required to conduct two residual odor tests. All available odors must be used during validation testing. **(T-1)**. The KM must endorse the Validation report. **(T-2)**. Any training aid/odor not used during validation testing must be reflected in the Validation report

with a general statement explaining why they were not used. **(T-1)**. The Squadron Commander will endorse the Validation report only if all aids/odors are not utilized. **(T-2)**. Validation testing must be conducted in at least three of the below areas, but efforts should be made to conduct testing in as many areas possible. **(T-1)**.

5.3.1.1. Vehicles.

5.3.1.2. Aircraft.

5.3.1.3. Luggage.

5.3.1.4. Warehouse.

5.3.1.5. Buildings/Dormitories.

5.3.1.6. Open Areas.

5.3.2. Validation testing will be conducted prior to the initial MWDT certification and at least once every 180-days thereafter. **(T-2)**. Conduct out-of-cycle validation trials if there is any reason to suspect a dog's detection capability has significantly diminished. Out-of-cycle validation and certification trials will also be conducted whenever a detector dog has not received detection training with all explosive or drug training aids, currently validated/certified on, for 30 or more consecutive calendar days. **(T-2)**.

5.3.3. EDD and PEDD MWDTs must be validated prior to deployment in accordance with Combatant Command requirements. **(T-1)**. Every effort should be made to conduct the validation as close to the MWDT's deployment departure date. Validated MWDTs are authorized to be utilized in support of USSS or support to other CLEA. Only exception is identified in [Paragraph 2.2.2.6](#) PDDD and DDD MWDTs must be certified by search granting authority prior to operational employment. **(T-1)**. Contact local SJA office for legal inquiries.

5.3.4. MWDTs must be validated by the KM or Trainer (in the absence of the KM), prior to certification. **(T-1)**. If the KM is being certified, the Trainer will conduct the validation. **(T-2)**. PD teams are only validated and will not be certified by the installation search granting authority. **(T-1)**. Certification must be completed within 30 days of validation or the MWDT must be revalidated. **(T-2)**.

5.3.5. Certification. Certification of an MWDT is valid on the installation(s) under command authority of the search granting authority. AF installation commanders are normally an AF installation's search granting authority since they exercise overall responsibility and control of an installation's resources and personnel. Consult with your installation's SJA for clarification of your particular installation's search granting authority to ensure all legal parameters associated with the MWDT's detection certification process are met. **Note:** MWDT certification exemptions include all Security Forces Contingency Operating Squadrons (COS). All MWDTs assigned within a COS will not be required to conduct certifications due to organizational construct and operational requirements levied upon the unit. **(T-1)**.

5.3.5.1. The witnessing of the demonstration only, may be delegated one time by the installation search granting authority. The Squadron Commander or civilian director is the lowest level to which the witnessing of the demonstration can be delegated.

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

granting authority or approved designee prepares a memorandum and if the search granting authority of the other installation(s) is confident in the MWDT's ability to detect trained odors, they endorse the memorandum indicating concurrence and subsequent search authority.

5.3.5.3. Only MWDTs certified in writing by the search granting authority will be used for establishing probable cause for issuance of a search authorization or command authority to search. **(T-1)**.

5.3.5.4. The Military Working Dog certification demonstration includes each substance the MWD is trained to detect. One residual odor test must be included for DDDs only. **(T-2)**. The residual odor test demonstrates that MWDs are not trained to detect the presence of substance but rather the odor associated with a particular substance.

5.3.5.5. Conduct a recertification demonstration annually or whenever a handler change occurs. When search granting authority changes, the new search granting authority may uphold the current certifications or require all MWDTs to recertify. If a MWDT is changed, the previous MWDT certification remains valid for 30-calendar days from the date that the MWDT last performed training on detection. The previous MWDT may be utilized to support USSS, DoD, and CLEA tasking's as necessary during this timeframe. **Exception:** If the MWDT did not meet minimum detection standards on last detection problem prior to the change, the 30-days will no longer be valid. **(T-2)**.

5.4. Decertification Process. If the MWD fails to maintain detection standards or is unable to perform any of the critical PD tasks satisfactorily, the KM will direct additional training to correct deficiencies and document the actions taken in detail. **(T-2)**.

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

5.4.1.1. Long-term or unacceptable medical problems prevent the MWD from performing critical PD tasks. If the MWD is a dual purpose MWD, use the MWD in the roles it can conduct. If the unit does not have a need for the single purpose role, the unit may request disposition of the MWD.

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

5.4.1.3. A newly assigned MWD from the 341 TRS cannot perform one or more critical tasks within 120-days of assignment. Contact the 341 TRS MWD evaluator, through the DAF MWD PM, prior to starting a decertification package.

5.4.2. If decertification is necessary, the KM will prepare a decertification package. **(T-1)**. Refer to **Chapter 3** of this instruction, AFI 31-126, and the WDMS Library/AFSFC SmartNet for final disposition guidance.

5.4.2.1. The Squadron Commander will endorse the disposition package and send it to the DAF MWD PM. **(T-1)**. The following is included in the package:

5.4.2.1.1. The apparent cause of the problem.

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

5.4.2.1.3. A detailed summary of retraining efforts.

- 5.4.2.1.4. Copies of all AF Forms 321 and 323, and DD Form 1834.
 - 5.4.2.1.5. The MWD's minimum, maximum, current, and estimated weight range (from medical records).
 - 5.4.2.1.6. Past and current reward schedules.
 - 5.4.2.1.7. Other information relating to the problem. Include the MWD's response and percentage of efficiency on each trained odor for detector dogs.
- 5.4.3. The DAF MWD PM ensures the decertification package is properly justified and every effort has been made to correct the problem locally.
- 5.4.4. During the decertification process, the 341 TRS will:
- 5.4.4.1. Assist units to correct training problems and recommend additional training as necessary. **(T-2)**.
 - 5.4.4.2. Review decertification actions to determine if the MWD should be returned to the 341 TRS for evaluation. **(T-2)**.
 - 5.4.4.3. Recommend decertification if remedial training has been completed, but the MWD was unable to meet standards. **(T-2)**. If additional training corrects the problem, the MWD will be recertified and, with DAF MWD PM approval, returned to the original unit or reassigned to another unit. **(T-2)**. The DD Form 1834 will be annotated to reflect changes. **(T-2)**.

Chapter 6

EXPLOSIVE TRAINING AIDS

6.1. Explosive Training Aid Safety Precautions. Failure to adhere to the safety precautions within this instruction and the references in this chapter could result in serious bodily harm or death. Follow all mandatory safety requirements when training EDDs. Training with explosives is not authorized without detailed local operating instructions (OI), which include safety procedures. **(T-2).** Explosives safety and handling instructions is coordinated through the installation safety office.

6.1.1. Local OIs will identify the following explosives safety precautions:

6.1.1.1. Local OIs will direct a post-training inventory of explosives prior to leaving training area to ensure no explosives are inadvertently left at the training site or discarded. **(T-1).**

6.1.1.2. Safety training must include, at a minimum: storage, transportation, and handling of explosive training aids. **(T-1).**

6.1.1.3. EOD or munitions safety personnel will conduct the annual explosive safety training. **(T-2).** However, if EOD or munitions safety personnel are unavailable, it is authorized for the KM to develop and conduct explosives safety training as long as all training materials are reviewed and approved prior to use by the installation safety office. Document training of all personnel involved in EDD training utilizing the AF Form 1098, *Special Task Certification and Recurring Training* in the individuals' training records.

6.1.1.4. Safety training will address the requirements in DoDM 5100.76_DAFMAN 31-101v2, DESR 6055.09_AFMAN 91-201, and Technical Order (TO) 11A20-16-7, *Canine Explosive Scent Kit*. **(T-1).**

6.1.2. Take the following actions for preparing and setting up explosive training exercises:

6.1.2.1. Preclude exposure of personnel not related to the training through prudent scheduling and selection of training sites. Coordinate in advance with the training location facility owners. When conducting explosives training in facilities or buildings, minimize exposure of persons not actively involved in the training by keeping them at least 100 feet from all explosives.

6.1.2.2. Contact the installation weather office before each training session. Do not conduct training when lightning is within five miles of the training area.

6.1.2.3. Notify the fire department, installation safety office, and the BDOC of the training location, time, and the amount and type of explosives to be used.

6.1.2.4. Post proper fire symbols and explosive operations signs around the training site so they are clearly visible from all avenues of approach.

6.1.2.5. Post warning signs which state, "Danger--Explosive Dog Training in Progress--Keep Out" and explosive safety signs.

6.1.2.5.1. Signs will be locally made and measure no less than three feet by three feet, with red letters on a white background. **(T-2).**

- 6.1.2.5.2. In foreign countries, signs will include primary language of the host nation. **(T-2)**.
- 6.1.2.6. Transport and handle explosive training aids in accordance with DESR 6055.09_AFMAN 91-201.
- 6.1.2.7. Do not place explosive training aids near heat or spark producing items, such as electrical wiring, radiators, electric heaters, heating vents, engine blocks, or exhaust systems. Avoid placing chlorates near water sources.
- 6.1.2.8. The KM and Trainer should work closely with local EOD to routinely conduct mass odor training with EDD teams.
- 6.1.2.9. All training aids must be kept under control at all times. **(T-1)**. If at any point explosive training aids are lost or suspected stolen, immediately notify local MASO and begin notifications through proper chain of command. All possible measures must be taken to recoup any lost or stolen explosive aid. **(T-1)**.
- 6.1.2.10. Personnel must wear protective gloves when handling any explosive training aid. **(T-1)**. Change gloves for each training aid handled.
- 6.1.2.11. Use dehumidifiers, desiccant packs, and/or safety-approved electric heaters in storage facilities to control temperature and reduce humidity.
- 6.1.2.12. Contact EOD or munitions personnel if there are any doubts about the safe condition of any training aid.

6.2. Explosive Training Aid Acquisition, Turn-In, and Storage. KMs will maintain a full complement of authorized training aids to maximize proficiency and operational capability. **(T-2)**. In order to do so, follow the instructions below for the acquisition, turn-in, and storage of explosive training aids.

- 6.2.1. Sodium and potassium chlorates are not considered an explosive in their original manufactured state. However, they are an oxidizer and still require the utmost care when handling.
 - 6.2.1.1. Obtain required chlorates through local procurement. No less than three pounds of each chlorate will be maintained. **(T-2)**. It is suggested units maintain five to ten pounds of each chlorate in order to provide realistic Homemade Explosives (HME) training. Potassium chlorate (NSN 6810-00-200-2897) and Sodium chlorate (NSN 6810-00-262-8587).
 - 6.2.1.2. Units may repackage chlorates as necessary to help facilitate training problems. Store and repackage chlorate training aids in moisture proof containers.
 - 6.2.1.3. Store chlorates per the Material Safety Data Sheets (MSDS) and information provided on the package.
 - 6.2.1.4. Chlorates may be stored at the kennel facility. The storage area must be secured to prevent unauthorized access. **(T-2)**. Also, store in a manner to prevent cross contamination from the other types of chlorate and Ammonium Nitrate (AN).
 - 6.2.1.5. Do not mix chlorates with any other substances. The combination of chlorates with other substances could form an explosive or spontaneously combustible mixture.

6.2.1.6. Ensure facilities where oxidizers are stored are properly marked in accordance with local requirements.

6.2.2. Ammonium Nitrate (AN) is also an oxidizer and must be treated with care.

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

6.2.2.2. Store AN similarly to chlorates and ensure it is stored as required by the MSDS and local requirements. Keep original manufacturer's container and training aid bags in tightly closed containers (M19A1 metal container/ammo can/plastic 5-gallon bucket with lid), and store in a locked, cool, dry, and ventilated space.

6.2.3. The DAF MWD PM will complete all arrangements for the supply, support, and storage of explosives at an installation before EDDs are assigned to a unit. **(T-2)**.

6.2.4. SF personnel are prohibited from cutting or dividing explosives training aids. Exceptions to this are detonation cord, smokeless powder, AN, and chlorates. These aids may be repackaged as necessary. Contact local munitions inspection section for guidance.

6.2.5. Replace all training aids as necessary. Order explosive training aids in accordance with AFMAN 21-209, Volume 2, *Demolition Munitions*.

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

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

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

6.2.7. If temperatures are too extreme for storage of munitions in a properly cited, unit owned security container, a courtesy storage agreement should be created with munitions to ensure Military Working Dogs continue to receive training on all required odors.

Chapter 7

DRUG TRAINING AIDS

7.1. Introduction. All drug training aid standards and requirements adhere to the *Military Working Dog Narcotic Training Aid Program, Drug Training Aid Accountability Guide (DTAAG)*, managed by the Armed Forces Medical Examiners System, Division of Forensics Toxicology (AFMES/FORTOX). The rules and regulations in this instruction are established by the DAF MWD program for issuance and storage of drug training aids. Access the WDMS Library/AFSFC SMARTNet for an updated copy of the DTAAG.

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

7.1.2. The squadron commander will provide written requests for waivers or exceptions to the directives outlined in this chapter to the DAF MWD PM who will forward to the applicable waiver authority. **(T-2)**.

7.2. Physical Security Requirements of Drug Training Aids. Physical security requirements for drug training aids are set in Title 21, Code of Federal Regulations (21 CFR), Section 1301.72, *Physical Security Controls for Non-Practitioners; Narcotic Treatment Programs and Compounders for Narcotic Treatment Programs; Mobile Narcotic Treatment Programs; Storage Areas*. Secure storage facilities are required before proceeding with initial procurement.

7.3. Drug Training Aid Registration. Units with drug training aids will keep a current copy of 21 CFR, Chapter II, *Drug Enforcement, Administration, and Department of Justice*. 21 CFR can be found at the following website: <https://www.ecfr.gov/current/title-21/chapter-II>. **(T-2)**.

7.4. Drug Training Aid Custodians. The Squadron Commander will appoint primary and no more than two alternate drug custodians in writing. **(T-2)**. All appointment letters will be forwarded to the AFMES/FORTOX at usarmy.dover.medcom-afmes.mbx.mwd@mail.mil. **(T-2)**. Drug custodians must be graduates of the 341 TRS MWD Trainer Course. **(T-2)**. Alternate drug custodians must be a graduate of the 341 TRS MWD Trainer Course or scheduled to attend the course within 90-days of appointment. **(T-2)**.

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

7.5.1. Route registration requests to the Armed Forces Institute of Pathology (AFIP) and AFMES, be sure to courtesy copy DAF MWD PM for situational awareness. Include the installation location (country), number of DDDs authorized, rank/pay grade, and full name of the primary and alternate drug custodians. The registration request also includes a complete unit address, telephone number, fax number, and e-mail address.

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

7.5.2.1. Registration can be completed at the DEA website: www.deadiversion.usdoj.gov. Upon request, the DEA will send a protocol letter to the

primary custodian with detailed instructions on how to register. Locations not at a US-based unit are not required to register with the DEA.

7.5.2.2. The custodian will then forward the protocol letter and DEA Form 225, *New Application for Registration*, to the DEA to obtain DEA Form 223, *Controlled Substances Registration Certificate*. **(T-0)**.

7.5.2.3. Upon receiving the DEA Form 223 from DEA, immediately fax or email to AFMES/MWD lab at usarmy.dover.medcom- afmes.mbx.mwd@mail.mil. **(T-1)**. A current DEA Form 223 is kept on file at AFMES/FORTOX.

7.5.3. The following storage procedures are necessary to minimize odor contamination:

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

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

7.5.3.3. Two Drawer Safe: Store aids from top to bottom with marijuana in the top drawer, and cocaine, heroin, methamphetamine and MDMA together in the bottom drawer. A two drawer safe should only be used when all other safes are unavailable.

7.5.4. Training Aid Kit Description. The training aids are issued as one standard training aid kit. All requests for additional kits/aids are submitted to AFMES via the DAF MWD PM. Standard kit includes marijuana, cocaine, heroin, methamphetamine, MDMA and a blank training aid canister. DEA controlled substance codes are as follows: marijuana (code 7360), cocaine (code 9041), MDMA (7405), heroin (code 9200), and methamphetamine (code 1105). US-based units use only these codes in correspondence with the DEA.

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

7.6.1. Mail all direct correspondence to AFMES at the address listed in the DTAAG via registered mail.

7.6.2. Only the primary or alternate drug custodians may open any correspondence from AFMES.

7.6.3. Follow these procedures when opening any training aid packages from AFMES. If at any time tampering is suspected, stop immediately and report it immediately to the Squadron Commander.

7.6.4. Examine the exterior of the package for signs of tampering. Open package if no discrepancies are observed.

7.6.5. Examine the inner wrapper for tampering. Open package if no discrepancies are observed. If at any time tampering is suspected, stop immediately and report it to the Squadron Commander.

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

7.6.5.2. The following procedures are followed when opening the inner package:

7.6.5.2.1. Carefully remove the outer layer of wrapping.

7.6.5.2.2. Remove the checklist and follow the step-by-step instructions provided on the checklist. Complete the incoming gross weight and acknowledgement of receipt portion of the Construction/Receipt of Training Aids. Immediately contact AFMES if no checklist is included.

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

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

7.7.1. Drug training aids are recalled at least every 2 years.

7.7.2. Drug Training aids used by the 341 TRS are recalled every 12-months.

7.7.3. Drug training aids are replaced one-half at a time in order to leave some aids on station for continuing training.

7.8. Disposition and Returning of Drug Training Aids. Local destruction of training aids received from AFMES is not authorized.

7.8.1. When units need to return drug training aids, the unit will first request authority from AFMES and use the DTAAG for return instructions. **(T-0).**

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

7.9. Drug Training Aid Inventory. Adhere to the following procedures for the weighing and conducting monthly inventory of drug training aids.

7.9.1. Weigh drug training aids no later than 30 calendar days after the previous month inventory. **(T-1)**

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

7.9.2.1. The disinterested person must be at least an E-5 or civil service equivalent. **(T-1).** Contractors will not be used as they are not authorized to conduct weight checks. **(T-1).** The disinterested person must not be in the chain of command of the drug custodians. **(T-1).** All persons authorized to be a disinterested observer should be appointed by the Squadron Commander or their designee in writing. An individual should not be the disinterested observer twice in a 365-day period.

7.9.2.2. The disinterested person verifies the exact weight of each training aid and compares it to the weight recorded on the AF Form 1205, *Tamper Resistant and Bulk Narcotic Training and Accountability Record* and accounts for all DEA Forms 222, *Controlled Substance Order Form (Type B)* (Continental United States (CONUS) only).

7.9.2.3. The disinterested person also reviews the training aid issue/turn-in log.

7.9.3. Conduct the weight check using a calibrated scale.

7.9.3.1. All scales used for this purpose are certified annually, at a minimum, by a certified technician.

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

7.9.4. Record the weights of the training aids in grams to the nearest hundredth of a gram (0.00), in ink, in a bound (book type) notebook with numbered pages. When documenting monthly drug inventories, this information should be listed in official memorandum for record (MFR) format and stored within the drug accountability binder. The logbook should account for weekly checks and sign in/out only.

7.9.5. If any discrepancies or any signs of tampering are found, report immediately to the local AFOSI and AFMES/FORTOX, DAF Military Working Dog Program Manager, and the squadron commander, who will direct an inquiry. **(T-0)**.

7.9.5.1. Although the training aids are packaged to prevent loss of their contents, it is recognized that there will be a slight variation in weight due to handling and the conditions under which the aids are stored and used. DTAAG established tolerances to be used when weighing training aids for daily issue and periodic inventories. An investigation will be directed by the Squadron Commander if there is a loss or gain in weight greater than tolerance amounts listed in the DTAAG, "X. Training Aid Tolerances." **(T-2)**.

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

7.9.6. The installation search granting authority or approved designee will appoint a disinterested person in writing to conduct an annual inventory of all drug training aids, DEA Form 222s, and to conduct an audit of the Controlled Substance Training Aid Accountability Folders no later than 365 days from the previous annual inventory. **(T-1)**.

7.9.6.1. In addition to the annual inventory, the installation search granting authority or approved designee will appoint a disinterested person to conduct a change of custodian inventory every time primary or alternate, or both custodians change. **(T-1)**. **Note:** Change of custodian inventory does not constitute as the annual inventory and it does not change the annual inventory date.

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

7.9.6.3. The appointee may not be any person who has conducted an inventory/audit in previous years. **(T-1)**.

7.9.6.4. Forward the results of the inventory/audit to the search granting authority or approved designee, through local chain of command, for review.

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

7.10. Control of Drug Training Aids. All personnel who have a need to sign out, be in possession of, and use drug training aids must be identified by the Squadron Commander in writing. **(T-2)**.

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

7.10.1.1. If a new book is started, the old drug training aid log must be kept in the safe for no less than 2-years. **(T-1)**.

7.10.1.2. The log includes the date/time of aid sign-out; aid type; training aid number; narcotic amount (3gm, 5gm, 10gm, etc.); gross weight during sign out; person signing out training aid; witness verifying sign-out aid numbers and weights; date/time of aid return; gross weight upon return; person returning; witness verifying return aid numbers and weights; and remarks. **Note:** The person who receives the training aid is the only one who can return it, unless an emergency directly involves the person who signed for the training aid. If this occurs, complete a memorandum and keep with the log until the log is destroyed.

7.10.2. The primary or alternate custodian will conduct an inventory of all training aids, and review and sign the log weekly, not to exceed seven calendar days from previous inventory. **(T-1)**.

7.10.3. Training aids are returned during the same tour of duty they were signed out unless the Squadron Commander or designee grants a special authorization in advance.

7.10.4. The primary custodian will ensure personnel authorized to use drug training aids are trained on the protection requirements for controlled substances. **(T-2)**. Annotate the training on an AF Form 1098 and save in individual's training records. Disposable gloves are used when handling drug training aids to prevent human odor contamination.

7.10.5. When necessary, the Squadron Commander may authorize MWD handlers to transport and use training aids while TDY.

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

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

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

7.11. Change of Primary Custodian. When a US-based unit's primary drug custodian is departing temporarily or can no longer fill their role as primary custodian, the unit will prepare a legal power of attorney enabling the alternate custodian to conduct all duties of the primary drug custodian or conduct a changeover audit, appointing an entirely new primary custodian. **(T-2)**.

This can be done by including the new custodian's name when processing the next application to renew the DEA registration. File the notarized power of attorney with the drug custodian appointment letter. The power of attorney should be maintained on file until the primary custodian returns or a new custodian is appointed and the new DEA registration is received. Send a copy of the Power of Attorney to AFMES and the DAF MWD PM.

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

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

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

7.12.3. DEA Form 223. Valid for 1 year, unless withdrawn sooner by DEA. DEA Form 223 is only needed for CONUS, Alaska, Hawaii, Guam, and Puerto Rico SF units.

7.12.4. DEA Form 222. Accountable forms used to order drug training aids from the drug distribution center. To place an order for the newly implemented DEA Order Forms, please use the following link to complete the request: <https://apps.deadiversion.usdoj.gov/webforms2/spring/orderFormsLogin.DEA> Form 222 is only needed for CONUS, Alaska, Hawaii, Guam, and Puerto Rico SF units.

7.12.5. AF Form 1205. All SF units possessing narcotic training aids will record and account for these items using this form regardless whether they are registered with DEA or not. **(T-0)**. One AF Form 1205 will be maintained per aid type. **(T-0)**.

Chapter 8

KENNEL FACILITIES AND CARE OF MILITARY WORKING DOGS

8.1. Kennel Facilities. A suitable Military Working Dog Kennel Facility, support equipment, and explosives storage facilities must be available before MWDs may be shipped to an installation.

(T-1). Kennel facilities require:

8.1.1. 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 within the recommended range of 45 degrees Fahrenheit to 85 degrees Fahrenheit.

8.1.2. Minimal noise levels. MWD Kennel Facilities should not be located 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.

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

8.1.4. Must coordinate new construction planning documents and renovation actions with the supporting veterinarian, local installation civil engineer, and Antiterrorism/Force Protection office. **(T-1).** *AF Military Working Dog Facility Standard Design* guide and blue prints are located at <https://www.wbdg.org/ffc/af-afcec/prototypes-standard-designs/military-working-dog-kennel.In> addition, these documents can be located on the SF SMARTNet (https://cs2.eis.af.mil/sites/10139/SitePages/S3L_USAF_MWD.aspx#x) and WDMS Library. Programmers and designers for MWD facilities must use this standard design to ensure the specific functional, spatial, and special requirements are met, meet the local requirements established by the Installation Facilities Standards, and the overall Air Force requirements set forth in the Air Force Corporate Facilities Standards. **(T-1).** The information in this standard design applies to the design of all new construction projects, to include additions, alterations, and renovation projects worldwide. **(T-1).**

8.1.5. Proper kennel maintenance requires daily inspection and corrective actions for discrepancies. All personnel assigned to the MWD section must maintain the MWD Kennel Facility in accordance with DAF and Army guidance outlined in Army Techniques Publication (ATP) 3-39.34. **(T-1).**

8.1.6. A secure and enclosed training area is required for advanced obedience and off-leash control training. The area should be close to the MWD Kennel Facility and meet the standards outlined in the Standard Design for Air Force Military Working Dog Facility.

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

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

8.1.9. Kennel facilities will not be used to house or care for any animals other than DoD procured MWDs unless coordinated and approved by servicing veterinarian and DAF MWD PM. **(T-1)**.

8.2. Care of Military Working Dogs. Arrange duty schedules of handlers and support personnel so the MWD Kennel Facilities are continuously staffed or so that at least one qualified handler is immediately available. If a qualified handler is unavailable, the KM or Trainer will train other personnel to assist with facility checks and kennel support. **(T-2)**. Ensure training is documented in the individual's training records.

8.2.1. If units have less than five MWDs or do not have dedicated kennel support on duty 24/7, the KM will do the following when the MWD kennel facility is unattended:

8.2.1.1. Keep a qualified MWD handler or trained kennel attendant on call. Use on-duty handlers for this purpose. **(T-2)**.

8.2.1.2. Lock all kennel facility entry and exits to include but not limited to: kennel compound gates, kennel run area, kennel offices, and obedience yard. **(T-2)**. Keep the keys at a specific location, such as the BDOC, for emergency purposes. **(T-2)**. If a combination lock is used, change the combo quarterly and log combination changes on a record kept by the KM. **(T-2)**.

8.2.1.3. For security purposes, a kennel building or kennel run area not physically attached to kennel administrative buildings will be locked at all times, despite personnel on duty in the administrative or support building. **(T-2)**

8.2.1.4. Check the kennel facility and each MWD at a minimum of every 4 hours or more frequently according to local procedures. **(T-2)**. Checks are annotated in a log and will be maintained at the kennels. **(T-2)**. MWDs confined to a vari-kennel or transport kennel will require checks every 1 hour. **(T-2)**.

8.2.1.5. Provide MWDs fresh water at each shift change. **(T-2)**.

8.2.2. In specific medical cases, MWDs may require at-home care by a qualified handler. These situations should be handled on a case by case basis and require adequate justification and approval through servicing veterinarian, Squadron Commander and DAF Program Manager. Draft an MFR clarifying the MWDs needs and route through the local chain of command to the DAF MWD Program Manager to obtain approval. Be sure to consider all associated risks and variables involved when making this determination (i.e., MWD temperament, degradation of capabilities, children in home, other animals in home).

8.2.3. The US Army provides veterinary service for MWDs as prescribed by support agreements and AFI 48-131/AR 40-905, *Veterinary Health Services*. Refer to AFI 48-131/AR 40-905 for veterinary support and emergency veterinary care details. SFTRG 7 has additional information.

8.2.3.1. The veterinarian and KM will establish sanitation standards and train handlers quarterly on first aid in accordance with Technical Bulletin, Medical (TB MED) 298, *Veterinary Care and Management of the Military Working*. **(T-1)**. This training should be annotated in the handlers' training records.

8.2.3.2. Units must plan for veterinary care when supporting TDY commitments. **(T-1)**. Handlers must have contact information for a veterinarian in the local area of the TDY which is capable of administering emergency care. **(T-1)**.

8.2.3.3. All MWDs returning from deployments or areas with potential to spread zoonotic/communicable diseases or viruses should be isolated and quarantined immediately upon return and for a minimum of 10 consecutive calendar days. Coordination with local Veterinary Control Officer should be pre-coordinated.

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

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

8.2.4.2. All medical records on deceased MWDs are sent to the 341 TRS. Veterinarians will also complete DD Form 1743. **(T-1)**. The original DD Form 1743 will be scanned and sent to the 341 TRS through the DAF MWD PM as the source document for removing the MWD from WDMS. **(T-1)**. A copy is filed in the MWD administrative record and a copy is also filed in the MWD medical records.

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

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

8.2.7. Abuse of a public animal is a punishable offense under Article 134, Uniform Code of Military Justice (UCMJ). The article defines a public animal as any animal owned or used by the United States; any animal owned or used by a local or state government in the United States, its territories or possessions; this would include for example, drug detector dogs used by the government. If there is an allegation of animal abuse, the responsible commander must initiate a preliminary inquiry to ascertain the magnitude of the problem. **(T-1)**.

Chapter 9

MILITARY WORKING DOG TRANSPORTATION

9.1. Military Working Dog Vehicles. MWD vehicles should be a 4-door vehicle which facilitates the MWDT to access all areas of the installation. When selecting vehicles, keep the most austere terrain the MWDT will encounter in mind. In order to conserve the MWDs energy, it is vitally important MWDs are transported as close as possible to their search locations to ensure the MWD is provided maximum potential to succeed at the mission.

9.1.1. Dedicated MWD vehicles require a stable platform with a non-skid surface in the rear seat area. Use commercial canine vehicle inserts in these vehicles. **Note:** Work with local logistics readiness squadron to ensure proper procurement using GSA FEDSLEVES program.

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

9.1.3. MWD vehicles will never be used to transport any animals other than MWDs. **(T-2).**

9.1.3.1. MWD handlers and kennel support personnel should not be used to capture stray animals. This is to reduce the risk of transmitting disease to the MWDs.

9.1.3.2. MWDs will not to be transported in any vehicle that has been used to transport stray animals until the vehicle has been thoroughly sanitized according to veterinarian instructions. **(T-2).**

9.1.4. Vehicles routinely used to transport MWDs require climate control (heating and cooling). **(T-1).**

9.1.5. MWD vehicles used for patrol will be separate and distinct from the kennel support vehicle(s). **(T-1).**

9.1.6. MWDs should not to be transported in the same compartment of vehicles which are simultaneously used for the transportation of explosive or drug training aids, unless in an emergency.

9.1.7. Mark MWD vehicles in accordance with TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*.

9.1.7.1. In foreign countries, the vehicle markings are also written in the language of the host nation.

9.1.7.2. MWD vehicles should not identified by any markings in deployed hostile locations.

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

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

9.1.10. MWDs may be transported in privately owned vehicles (POVs) with approval from the Squadron Commander in writing and as long as conditions are met in **Paragraph 9.1.3.2** of this instruction. POVs are only used as a last resort, not convenience.

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

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

9.1.11.1.1. Set the parking brake. **(T-1)**.

9.1.11.1.2. Leave the engine running. **(T-1)**.

9.1.11.1.3. Set the thermostat for the appropriate climate and ensure fan is on high. **(T-1)**.

9.1.11.1.4. Secure the vehicle and have a means (spare key, remote entry) to immediately access the vehicle if the MWD should become distressed. **(T-1)**.

9.1.11.1.5. MWDs are checked every 15 minutes should they be left in a vehicle unattended. **(T-1)**.

9.2. Shipping Military Working Dogs. A veterinary health certificate accompanies the MWD when it is shipped across state lines or international borders. Health certificates are only valid for 30-days and are required to be accomplished no earlier than 10 days prior to departure for travel. If travel is delayed, another health certificate may be required. Coordinate with servicing veterinarian for more information as airline and country requirements may differ.

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

9.2.1.1. Be clearly marked and the markings large enough to read from a safe distance (6-10 ft) on the top and sides of the crate with "Caution – Military Working Dog." **(T-1)**. Bilingual warnings are used for the country to which the MWD is being shipped.

9.2.1.2. Be marked on the top of the crate with the name and tattoo of the MWD. Also include 24-hour contact information and how to contact the handler accompanying the MWD in case of emergency. **(T-2)**.

9.2.1.3. Follow commercial airline guidelines prior to shipment. Ensure to check with each airline company as they may have different requirements.

9.2.2. When loading shipping crates:

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

9.2.2.2. Never stack crates more than two high.

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

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

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

9.2.3. When traveling with MWDs, refer to the MWD as a “Military Working Dog.” Do not refer to the MWD as a service animal or law enforcement animal. Present military ID, orders, and credentials (if issued) where necessary. For example, Transportation Safety Administration (TSA) airport screening checkpoints.

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

9.2.3.2. MWDs travel in the cargo hold and ship as excess baggage when traveling on commercial aircraft.

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

9.2.3.2.2. When the MWD travels in the passenger cabin with the handler, the handler must ensure the MWD is muzzled and on leash. **(T-1)**. The MWD must be under continuous control of the handler. **(T-1)**. The handler will keep the MWD on a short safety leash when moving through the cabin of the aircraft. **(T-1)**.

9.2.3.2.2.1. The Defense Travel System (DTS) Approving Official may authorize or approve reimbursement for the transportation cost of a military working dog, with the handler in the cabin or as cargo, whether included in the handler’s fare or when billed separately. In practice, many airlines restrict MWDs as cargo. Joint Travel Regulations (JTR) Table 2-24, Rule 12 provides the ability to purchase an additional seat when traveling in the cabin for the MWD.

9.2.3.2.2.2. The seat is a transportation cost and not a pet fee or other animal cost, which most airlines waive. The aircraft type, seat configuration, flight(s) duration, and mission readiness requirements need consideration when making this determination.

9.2.3.2.3. Handlers will stay with assigned MWD, as much as possible, and will make every effort to ensure the MWD is being loaded onto the same flight. **(T-1)**. Handlers should ask airline attendants prior to departure to check if the MWD is loaded into the cargo hold of the aircraft.

9.2.4. When MWDs are shipped unaccompanied, KMs will check with the installation transportation office and complete all required forms. **(T-2)**. The shipper will attach detailed instructions to the crate on how to feed and water MWDs. **(T-2)**. The MWD must be attended until it is loaded onboard the aircraft. **(T-1)**.

9.2.5. Handlers will escort and take care of MWDs moved on military aircraft. (T-2). Contact local passenger service representatives for instructions.

9.2.6. If kennel facilities are required during stopovers at other bases, coordinate in advance with the local KM. DAF MWDs can be housed in any kennel facility belonging to a service component of DoD or federal law enforcement agency. MWDs are never housed in a commercial or stray animal facility.

9.2.7. MWDs cannot travel through Guam, United Kingdom, or other locations with animal quarantine regulations, unless the MWD is being assigned to those locations. Contact veterinarian for country specific requirements before travel.

9.2.8. MWDs entering the European Union (EU) 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 576/2013 require:

9.2.8.1. 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.

9.2.8.2. 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.

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

9.2.8.4. Consult the WDMS Library/AFSFC SMARTNet for a list countries included in the EU.

Chapter 10

DETECTOR DOG SUPPORT TO CIVILIAN LAW ENFORCEMENT AGENCIES (CLEA)

10.1. General. Executive Orders and public law permit, and in some cases may mandate, the DoD to provide explosive and narcotic detector dog support to CLEA and within sister services of the DOD for dignitary protection and drug interdiction. The Military Working Dog Scheduling Cell receives and processes requests for detector dog support from the USSS, DoS, United States Marshal Service, United States Customs and Border Protection, DEA, Federal Bureau of Investigations, and other non-DoD civilian law enforcement agencies. This chapter provides guidance on deployment of detector dog teams in support of those requests. Unless otherwise noted, references in this chapter apply to both EDDs and DDDs.

10.2. Detector Dog Operations. Upon request, an MWD Team may provide support to a CLEA in accordance with DoDD 3025.13, *Employment of DoD Capabilities in Support of the U.S. Secret Service (USSS), Department of Homeland Security (DHS)*; DoDD 3025.18, *Defense Support of Civil Authorities (DSCA)*; DoDI 3025.19, *Procedures for Sharing Information with and Providing Support to the U.S. Secret Service (USSS), Department of Homeland Security (DHS)*; DoDI 3025.21 and AFI 10-801, *Defense Support of Civil Authorities*, as applicable. If an MWD supports a CLEA, its military handler must be provided to work the MWD as they always work as a team. **(T-0)**. Depending upon the type of support, CLEAs may submit a request for EDD/DDD support in multiple ways.

10.2.1. Routine Requests: In accordance with DoDD 3025.13, and DoDI 3025.19, EDD teams extensively support the USSS protection of the President, Vice President, First Lady, and foreign heads-of-state. EDD teams also routinely support the DoS protection of the Secretary of State and foreign dignitaries. DDD teams support the DHS and DEA in the detection and monitoring of the air, land, and sea transit of illegal drugs. 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 DAF MWD PM. Units that would suffer degradation of mission readiness through temporary loss of a detector dog will be excused from providing support and another unit will be tasked. **(T-2)**. Lack of unit funds is not grounds to excuse a unit from providing support.

10.2.2. Non-routine Requests: Requests for EDD support which do not meet the criteria as Routine support (i.e., National Special Security Events) are submitted to the Office of the Secretary of Defense, Executive Secretariat (OSD/ES), in accordance with DoDD 3025.13 and DoDI 3025.19. The requesting agency will submit a letter to OSD/ES explaining the reason for support and how they will reimburse the tasked unit. **(T-2)**. Once approved, OSD/ES notifies the AFSFC who will in-turn contact the responsible Service component or DAF MWD PM for the DoD unit closest to the mission support location. **(T-2)**. MWDT rotations for extended support will be done on a “fairshare” basis. **(T-2)**.

10.2.3. In other situations, requests for support by CLEA are to be managed in accordance with applicable law and policy, in particular DoDD 3025.18, DoDI 3025.21 and AFI 10-801, which outline the procedures and authority for providing support, whether in emergency or non-emergency situations. For example, DoD officials and local military commanders may

exercise immediate response authority to save lives and mitigate great property damage under imminently serious conditions. Before providing non-emergency detector dog support to local government police, fire, or disaster officials, accomplish a Civilian Support Release and Reimbursement Agreement. Coordinate the agreement and requests for assistance with the local SJA. Consult the WDMS Library/AFSFC SMARTNet for a sample MWD Civilian Support Release and Reimbursement Agreement.

10.2.4. When detector dog teams support Federal Agencies, the following procedures will be followed:

10.2.4.1. The Military Working Dog and handler must be used together. **(T-0)**.

10.2.4.2. The handler must have exclusive control over the detection support effort and complete access to the search area (EDD only). **(T-1)**.

10.2.4.3. Handlers perform the sole task of working their MWDs and will not take part in any other activity intended to support civil authorities unless specifically authorized by AFSFC. **(T-1)**.

10.2.4.4. Only the MWDT's drug or explosives detection capabilities will be used. **(T-1)**. MWDTs will not track suspects, seize evidence, search buildings or areas for personnel, or be used to pursue, bite and hold, or in any way assist in apprehending, arresting, or detaining persons. **(T-1)**.

10.2.4.5. MWDTs shall not be used to search persons. **(T-0)**.

10.2.4.6. A representative of the requesting agency or civil jurisdiction must escort the MWDT at all times while working. **(T-0)**.

10.2.4.7. If the MWD responds positively, the handler will advise the agency representative and withdraw or continue other disassociated detection support. **(T-0)**.

10.2.4.8. An EDD handler will not disarm or move any actual or suspected explosive device. **(T-1)**.

10.2.4.9. During communication with the requesting agency, advise the requesting agency that the DoD will not accept responsibility for damages resulting from the use of detector dog teams. **(T-1)**.

10.2.4.10. Handlers will not seize or retrieve evidence, assist in setting up, or maintaining chain of custody, nor engage in any other activities which could be considered as enforcing the law in connection with this support. **(T-0)**.

10.2.4.11. The handler may, if necessary, testify in civilian criminal court. Any requests to give testimony will be coordinated with the local Staff Judge Advocate. Testimony will be limited to explaining the training received, the past success rates of the MWD, the events leading to employment in this particular detection support, and the results of that detection support. **(T-2)**.

10.2.4.12. MWDTs may assist CLEA in searching for persons when it is considered an emergency or immediately necessary to protect life or prevent significant damages to civil property, for example, a lost child or elderly person.

10.2.5. On all detector dog requests, once the DoD Military Working Dog Scheduling Cell 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. **(T-2)**. The squadron commander and/or KM will ensure the handler(s) are thoroughly briefed on the message and provided a personal copy. **(T-2)**. 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 KM will notify squadron commander and seek approval for mission request. **(T-1)**. After approval, the KM will select a qualified MWDT. **(T-2)**. The KM should immediately notify the selected handler and provide the name and phone number of the requesting agency representative to contact. The handler should 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) 406- 9531, and pass their name, travel information, and 24-hour contact number. **(T-2)**.

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

10.2.7.1. Prepare TDY travel orders as determined by 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. **(T-2)**.

10.2.7.3. Make travel arrangements for the handler and MWD. The MWDT will drive to the support area if within driving distance. **(T-2)**. The unit providing support will coordinate with AFSFC as to whether the MWDT should drive or fly. **(T-2)**.

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.

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

10.2.7.6. Ensure handlers take sufficient dog food, an extra leash, choke chain, reward food, and medication (as applicable) for the duration of the TDY. All MWD handlers will ensure they have a muzzle available at all times throughout the mission. **(T-2)**.

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

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

10.2.8.1.1. If confusion or a disagreement on how to search an area occurs, the senior handler will meet with the supported agency representative and attempt to resolve the issue. **(T-2)**.

10.2.8.1.2. If a resolution cannot be reached, the MWDT should proceed as directed, unless the safety of the MWDT would be compromised. In cases of a breach in safety, the MWD handler must contact the DAF MWD PM immediately. **(T-2)**.

10.2.8.2. Any identification designed at home station for the sole purpose of identifying the MWDT as a DoD MWDT is not to be used when supporting these missions. Orders will reflect the handler is traveling with a federal service animal and official credentials will be issued upon arrival at TDY location if necessary. **(T-2)**.

10.2.8.3. Ensure the presence of a support agency representative or EOD technician at all times when the DDD or EDD team is searching. If an EDD responds, the handler will terminate the search and stand-by outside the affected area. **(T-1)**. Handlers will not handle or maintain custody of any explosive devices or drugs discovered. **(T-1)**.

10.2.8.4. The EDD teams will only search for explosive devices and will not perform duties that may conflict with requirements established under the 18 U.S.C. § 1385 Posse Comitatus Act. **(T-0)**. DDD teams can only search for drug contraband.

10.2.9. Male EDD handlers should wear conservative dark colored business suits. Female EDD handlers should 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.

10.2.9.1. At no time will handlers wear jeans, shorts, tennis shoes, or shirts with offensive language or logos while performing official duties. **(T-2)**. Maintain military dress and appearance standards in accordance with DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Personnel*, throughout the duration of the TDY.

10.2.9.2. The tasking message will identify clothing requirements. **(T-2)**. EDD handlers are authorized a civilian clothing allowance. Refer to DoD Financial Management Regulation (FMR) 7000.14R, Volume 7A, *Military Pay Policy Active Duty and Reserve Pay*, Paragraph 290403 Standard Cash Clothing Replacement Allowance. Civilian clothing allowance can be initiated upon certification of a handler as an EDD team and first tasking. All recurring civilian clothing allowances will adhere to appropriate regulations. **(T-1)**. A copy of orders are required by Finance to process the allowance.

10.2.10. Handlers currently assigned and validated with a PEDD or EDD will have an Official Government Passport in accordance with Department of State mandates, a Defense Travel System (DTS) account, and a current Government Travel Card. **(T-1)**. Taskings to support all mission types are common and rarely have sufficient advance notice to process a passport

application. Complete and process an official passport application for handlers immediately upon successful validation on a PEDD or EDD. Contact DAF MWD PM for issuance of passport waiver and control number MFR. Once these documents are received, contact local Military Personnel Flight passport office for guidance.

10.2.11. Weapons of any type, including privately owned weapons, are prohibited while performing duties with any non-DoD agency unless directed otherwise by AFSFC. **(T-2)**.

10.2.12. Each MWD handler must use Government Sponsored Travel Card, unless exempted as prescribed in *Defense Travel Management Office Department of Defense Government Travel Charge Card Regulation*, section 0406. **(T-0)**.

10.2.13. Both EDD and DDD handlers will adhere to all safety practices at all times. **(T-1)**.

10.2.13.1. MWDs shall not be left unattended in vehicles, except in an emergency. **(T-1)**. 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 along with appropriate climate control measures to avoid heat or cold injury.

10.2.13.2. MWDs will remain on leash at all times while searching. **(T-2)**. MWDs will be muzzled while traveling to and from search areas. **(T-2)**. Handlers will make every attempt to ensure areas they will search are cleared of non-essential personnel. **(T-2)**.

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

10.2.14. After-action reports are only required when significant events occur during the mission (see AFI 31-118, *Security Forces Standards and Procedures*). Send a detailed after action report to the DAF MWD PM and AFSFC Operation Center as soon as possible after an incident occurs. Handlers can submit optional reports to recognize positive or negative aspects of the mission. When prepared, send a copy of after-action reports to the DAF MWD PM and the AFSFC Operation Center.

WARREN D. BERRY, Lieutenant General, USAF
DCS/Logistics, Engineering & Force Protection

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

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21 CFR, Chapter II, *Drug Enforcement, Administration and Department of Justice AF Military Working Dog Facility Standard Design* Uniform Code of Military Justice (10 U.S.C. § 934 – Article 134. General article)

TSA, *Aviation Security Specialized Screening Standard Operating Procedures*

18 USC § 1385 Regulation 576/2013 of the European Parliament and of the Council

Prescribed Forms

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

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

AF Form 324, *Military Working Dog Program Status Report*

AF Form 1205, *Tamper Resistant and Bulk Narcotic Training and Accountability Record*

Adopted Forms

AF Form 68, *Munitions Authorization Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1098, *Special Task Certification and Recurring*

AF Form 1297, *Temporary Issue Receipt*

AFMES MWD Form 04, *Receipt of Training Aids*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 1743, *Death Certificate of a Military Animal*

DD Form 1834, *Military Working Dog Service Record*

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

DEA Form 223, *Controlled Substances Registration Certificate*

DEA Form 225, *New Application for Registration*

DEA Form 225a, *Application for Registration Renewal (Type B)*

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

Lackland AFB Form 375, *Patrol Dog Qualification* MWD Adoption Application

Abbreviations and Acronyms

AD—Ammonia Dynamite

AETC—Air Education and Training Command

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFIP—Armed Forces Institute of Pathology

AFMAN—Air Force Manual

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

AFOSI—Air Force Office of Special Investigations

AFSC—Air Force Specialty Code

AFSFC—Air Force Security Forces Center

AFVA—Air Force Visual Aid

AN—Ammonium Nitrate

BDOC—Base Defense Operations Center

CFR—Code of Federal Regulations

CLEA—Civilian Law Enforcement Agency

CO—Cocaine

CONUS—Continental United States

COS—Contingency Operating Squadron

DAF—Department of the Air Force

DAFMAN—Department of the Air Force Manual

DC—Detonation Cord

DDD—Drug Detector Dog

DEA—Drug Enforcement Administration

DHS—Department of Homeland Security

DL—Distance Learning

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DoS—Department of State
DRU—Direct Reporting Unit
DTAAG—Drug Training Aid Accountability Guide
DTS—Defense Travel System
EA—Executive Agent
EDD—Explosives Detector Dog
EOD—Explosive Ordnance Disposal
EU—European Union Regulation
FAVN—Fluorescent Antibody Virus Neutralization
FLDCOM—Field Command
FMR—Financial Management
GSA—General Services Administration
HE—Heroin
HME—Homemade Explosives
ID—Integrated Defense
KM—Kennel Master
MAJCOM—Major Command
MASO—Munitions Account Supply Office
MDMA—Methylenedioxymethamphetamine
ME—Methamphetamine
MFR—Memorandum For Record
MJ—Marijuana
MSDS—Material Safety Data Sheets
MWD—Military Working Dog
MWDT—Military Working Dog Team
NSN—National Stock Number
OI—Operating Instruction
OPR—Office of Primary Responsibility
OSD/ES—Office of the Secretary of Defense, Executive Secretariat
OTP—Optimum Training Plan
PC—Probable Cause
PC—Potassium Chlorate

PD—Patrol Dog
PDDD—Patrol/Drug Detector Dog
PEDD—Patrol/Explosive Detector Dog
PM—Program Manager
PMEL—Precision Management Equipment Laboratory
POV—Privately Owned Vehicle
RAM—Random Antiterrorism Measure
RDX—Royal Demolition Explosive
S2I—Security Forces Investigations
SC—Sodium Chlorate
SF—Security Forces
SJA—Staff Judge Advocate
SMARTNet—Security Management & Automated Resource Tracking Network
SP—Smokeless Powder
SX—Semtex
TAR—Training Accuracy Rate
TATP—Triacetone Triperoxide
TDR—Trained Dog Requirement
TDY—Temporary Duty
TNT—Trinitrotoluene
TO—Technical Order
TRS—Training Squadron
TSA—Transportation Security Administration
TTP—Tactics, Techniques, and Procedures
UFAN—Unique Federal Agency Number
UMD—Unit Manpower Document
USAF—United States Air Force
USSS—US Secret Service
VCAR—Validation/Certification Accuracy Rate
VS—Veterinary Service
VSA—Vehicle Search Area
WDMS—Working Dog Management System

