

**BY ORDER OF THE COMMANDER
11TH WING**

**JOINT BASE ANDREWS INSTRUCTION
31-103**



12 APRIL 2017

Security

PET CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Ernest J. Teichert, III)

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This instruction establishes the requirements and procedures for the control, care and immunization of animals/pets on Joint Base Andrews. **Failure to adhere to the prohibitions and mandatory provisions within this instruction is a violation of Article 92, Uniform Code of Military Justice (UCMJ).** Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847 (Recommendation for Change of Publication); route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. This publication applies to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units on Joint Base Andrews. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Operations Security (OPSEC) has been considered in the preparation and development of this OI. All organizations tasked by this plan will ensure necessary action is taken to safeguard any operational and communications information that might fall within the scope of the OPSEC program.

SUMMARY OF CHANGES

Summerfield housing area has been completely removed from this publication as it no longer applies. All pets must be microchipped as part of the JBA registration process. All references to the 316th Wing and subordinate units have been changed to the current 11th Wing designators.

1. 1. Terms Explained:

1.1.1. The definition of a pet is any domesticated or tamed pet that is kept as a companion and cared for affectionately such as a dog or cat. Dogs and Cats must be registered IAW para 1.4. of this instruction.

1.1.2. The following are not authorized on Joint Base Andrews:

1.1.2.1. Pit Bulls.

1.1.2.2. Poisonous snakes and pythons.

1.1.2.3. Farm, ranch, or wild animals.

1.1.2.4. Breeding or raising of animals for shows or commercial purposes, unless approved by the 11th Mission Support Group Commander (11 MSG/CC).

1.1.2.5. Operating a commercial kennel.

1.2. Control:

1.2.1. A pet is considered to be under proper control when it is penned, caged, fenced in or chained. Pets must be leashed with an adult present when outside of the home or fenced area. Invisible fences/shock collars do not qualify as under proper control.

1.2.1.1. There are two exceptions to the leash rule:

1.2.1.2. Dogs may be off leash when within the confines of the Liberty Park "Dog Park" IAW with posted rules/instructions.

1.2.1.3. Dogs may be allowed off-leash with the owner in the immediate vicinity to facilitate pet relief, pet training, play, etc., provided the owner can sufficiently control their pet's behavior. Owners are ultimately responsible for knowing and recognizing if their pet is under control and should take immediate actions to secure/leash their pet in the event the pet is at risk of becoming a nuisance (i.e. another animal or pet comes in to view).

1.2.2. The pet cannot be chained if:

1.2.2.1. It unreasonably limits the movement of the pet.

1.2.2.2. The pet has a collar made primarily of metal.

1.2.2.3. The pet's access to "suitable and sufficient clean water or appropriate shelter" is restricted (appropriate shelter means it is covered and has 3 sides to protect from sunlight, rain, snow, etc).

1.2.2.4. The dog is left in an unsafe or unsanitary conditions

1.2.2.5. The tethering causes injury to the pet. The pet's collar must be at least as large as the circumference of the dog's neck plus 1 inch.

1.3. Nuisance:

1.3.1. Anytime a pet unreasonably causes injury to, discomfort to, or inconveniences an individual other than the pet's owner.

1.4. Registration :

1.4.1. Owners who bring and/or live with their pets on the installation must register each pet (dogs/cats) with the base veterinary clinic within 14 days of arriving on the installation. Additionally, all owners must microchip their pets. Registration entails calling the veterinary clinic and providing the clinic with all applicable pet information. For those susceptible, pets must be immunized against rabies within 30 days of arrival by a veterinarian. Registration is required annually after initial registration. All pets must wear tags while on Joint Base Andrews or while outside of the home if not inside a cage or carrier used for transport.

2.1. Responsibilities:

2.1.1. Owners will:

2.1.1.1. Make an appointment within 14 days and have pets registered within 30 days of in processing the base.

2.1.1.2. Maintain current immunizations.

2.1.1.3. Schedule appointments with the base vet as necessary.

2.1.1.4. Accomplish transfer (or other proper disposal) and de-registration of pets prior to permanent change of station (PCS).

2.1.1.5. Not take animals inside dormitories, visiting quarters, transient quarters, base exchange facilities, snack bars, dining halls, open messes, post office, base swimming pools, or any other public facility. Exceptions are:

2.1.1.5.1. Fish (tropical and domestic).

2.1.1.5.2. Service animals used to assist blind, deaf, and disabled person(s).

2.1.1.5.3. Military working dog teams.

2.1.1.6. Not leave pets in vehicles parked on the installation.

2.1.1.7. Pay all animal costs including damages, destruction, and injury caused by animals, and for the care, billeting, euthanasia, or removal of household pets.

2.1.1.8. Not abuse, neglect, abandon their animals or permit an animal to be treated in a cruel manner and will provide it with proper food, drink, shelter and veterinary care, as defined by Maryland State Law.

2.1.1.9. Provide adequate supervision at all times to prevent pets from becoming a nuisance.

2.1.1.10. Report information to the director, base veterinary services if animal is placed in the Prince George's County Animal Control Facility (PGCACF), or animal shelter for quarantine.

2.1.1.11. **REQUIRED:** Attach rabies tag(s) provided by a veterinarian to the pet's collar. The pet's collar and tag(s) (which displays immunization and proper identification such as name, phone number, address, etc.) must be worn by the pet at all times when outside the residence if not in a cage or carrier used for transport.

2.1.1.12. Dispose of pet waste both inside and outside their yards.

2.1.1.13. Take corrective action for pets that whine or bark to a level that disturbs neighbors.

2.1.1.14. Take necessary actions during an emergency evacuation (hurricane, tornado, etc.) to ensure their pets are cared for. All pets are the responsibility of their owner; the base security forces and fire department have higher priorities during emergency situations and will not be responsible for pets.

2.2. Veterinarian services personnel will:

2.2.1. Grant on- and off-base quarantine. If animal is registered on base, quarantine will be done at the clinic. If animal is not registered on base, the respective county health department will be notified to quarantine and follow up until it is complete.

2.2.2. Provide written instructions to the Security Forces when quarantine enforcement is required, including length, method, and place of quarantine.

2.2.3. Assist the Security Forces in determining the need for removal of any animal believed to be a threat to the public.

2.2.4. Maintain a copy of warning letters signed by the 11 MSG/CC in pet's medical record. This will be used in assisting the 11 MSG/CC in determining if the pet should be removed from the installation.

2.2.5. Provide registration tags to all animals registered on base.

2.3. 11th Civil Engineer Squadron (CES) will:

2.3.1. Capture/trap wild animals.

2.3.2. Properly dispose of animal carcasses when owner cannot be identified.

2.3.3. 11 CES Housing Asset Management Compliance Section will monitor all cases provided to them by 11th Security Forces Squadron. 11 CES Housing Asset Management Compliance Section will notify residents and their chain of command of disposition.

2.4. 11th Security Forces Squadron (SFS) will:

2.4.1. For Joint Base Andrews, Security Forces will respond, take complaints, accomplish all necessary paperwork, in certain cases, arrests may be made. Depending on the severity of the incident, all paperwork may not be able to be accomplished on scene. All paperwork will be forwarded to 11th Security Support Squadron/Reports and Analysis (11 SSPTS/S5A) section.

2.4.2. Attempt to capture loose domestic animals, take them into custody and notify or return them to their owner. Animals not registered/tagged will be taken to animal control off base.

2.4.3. Respond to all reports for pets involving injury to other pets or individuals, mistreatment or abuse, and mutilation or destruction of government property.

2.4.4. Respond to reports of uncontrolled pets (when manning permits).

2.4.5. Notify the base veterinary staff who will direct animals into quarantine.

2.4.6. Maintain administrative records of all animal incidents/complaints.

2.4.7. If animals are involved in bite cases or are sick and owners are known, instruct the owner to either:

2.4.7.1. Place the animal in home quarantine.

2.4.7.2. Put the animal in quarantine at the PGCACF.

2.4.8. Document only responses involving pets which cause injury to another pet or person on the following forms:

2.4.8.1. SFMIS Report.

2.4.8.2. AF Form 1168, *Statement of Suspect/Witness/Complainant*.

2.4.8.3. When pet owner is responsible, the title will be as applicable (failure to control pet, pet bite, etc).

2.4.8.4. If complainant is at fault, the title will be as applicable (failure to control dependents).

3.1. Removal of Pets from the Installation: The 11 MSG/CC may direct removal of pets from Joint Base Andrews Housing for any of the following reasons:

3.1.1. Pets involved in an unprovoked bite case.

3.1.2. Failure to control pets.

3.1.3. Two visible abuse or mistreatment complaints.

3.1.4. Mutilation or destruction of government property.

3.1.5. Pet injures another pet.

3.1.6. Owner fails to keep the pet properly immunized and registered.

3.1.7. Unsanitary grounds or quarters resulting from the pet.

3.1.8. When three warning letters are received within a one-year time frame.

ERNEST J. TEICHERT III, Colonel, USAF
Commander, 11th Wing

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

SFGOI 31-201, *Flight Line Operations*, 26 May 2016

Prescribed Forms

None

Adopted Forms

AF IMT 1168, *Statement of Suspect/Witness/Complainant*

Abbreviations and Acronyms

11 CES—11th Civil Engineer Squadron

11 SFS—11th Security Forces Squadron

11 SSPTS—11th Security Support Squadron

11 MSG/CC—11th Mission Support Group Commander

BDOC—Base Defense Operations Center

CE—Civil Engineering

IAW—In Accordance With

JBA—Joint Base Andrews

OI—Operating Instruction

OPSEC—Operations Security

PCS—Permanent Change of Station

PGCACF—Prince George's County Animal Control Facility