

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**JOINT BASE LANGLEY-EUSTIS
INSTRUCTION 31-202**



23 JANUARY 2017

Security

**JOINT BASE LANGLEY-EUSTIS
CONTROL OF PETS AND ANIMALS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 633 SFS/S3OL

Certified by: 633 MSG/CC
(Col Kevin E. Head)

Supersedes: LANGLEYAFBI31-202,
20 July 2010

Pages: 10

This instruction implements AFI 32-6001, *Family Housing Management* and AFI 32-6007, *Privatized Housing Management*. It prescribes and establishes the guidelines governing Control of Pets and Animals on Joint Base Langley-Eustis (JBLE) and The Landings at Langley. These procedures and operations are directive in nature and apply to all personnel assigned to JBLE and their guests on both Langley Air Force Base and Fort Eustis. It is the responsibility of assigned personnel to ensure compliance with these instructions. The provisions of this instruction apply to all personnel assigned, attached or associated to the 633d Air Base Wing, tenant units and all other individuals, whether military or civilian, while upon JBLE or any of its property. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route the AF IMT 847 from the field through the appropriate functional chain of command. The OPR for this instruction is the 633d Security Forces Squadron, Police Services Section, for Langley AFB and the 733d Security Forces Squadron, Plans and Programs Section, for Fort Eustis. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS)

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include addition of clinics at Fort Eustis due to joint basing and Bethel Housing changed to The

Landings at Langley. The numeric designation of the support function of the 1st Fighter Wing (1 FW) has changed to 633d Air Base Wing (633 ABW) and all supporting subsets (MSG, SFS, etc).

Chapter 1

RESPONSIBILITIES

1.1. Overview. The Installation Commander authorizes personnel residing in any base housing to house small domestic animals as pets and authorizes personnel assigned to JBLE to stable horses at the Langley Saddle Club, and has the authority to remove said authorization from any individual.

1.2. Explanation of Abbreviations and Terms.

1.2.1. Pet. Defined as a dog, cat, or other household or domestic animal. Under this instruction, exotic or wild animals are not considered pets and may not be kept on JBLE. Questions concerning what is or is not a pet, under this instruction, is decided by the base Veterinarian. Privatized housing occupants are limited to two household pets provided they are under control at all times. Occupants of Bayview Towers and General Smalls Inn will follow lodging policies regarding pets. Occupants of the dormitories are not allowed to have any pets with the exception of fish. Exotic pets are defined as, but not limited to snakes, alligators, ferrets, wild cats, skunks, and are not authorized.

1.2.2. The appropriate civil agency is York County Animal Control, 757-890-3608, for residents who live in The Landings at Langley; Hampton Animal Control, 757-727-6111, for residents who live on Langley AFB (LAFB); and the Society for the Prevention of Cruelty to Animals (SPCA), 757-595-1392, in Newport News VA, for residents who live on Ft. Eustis.

1.2.3. Animal Owners. The term animal owner applies not only to the legal owner of the animal, but also to any person(s) having permanent or temporary custody or control of animals on JBLE.

1.2.4. Veterinary Treatment Facility (VTF). There are two VTFs located on JBLE. The LAFB VTF is located at 37 Magnolia St, Langley AFB VA, 757-764-5678/4076. The Ft Eustis VTF is located at Bldg 580, Jefferson Ave, Ft Eustis VA, 757-878-5824.

1.3. Base Housing Office. The Base Housing Office will ensure all personnel assigned to, or residing in, housing on base to include Langley Marina, Bethel Recreation Area and FAMCamps, read and understand this instruction. Members assigned to LAFB will obtain this information from the Housing Office located on main base, or the off base welcome center located at the Landings at Langley. Members residing on Ft Eustis will obtain this information from the Balfour-Beatty Office.

1.4. Financial.

1.4.1. Expenses incident to the registration, immunization, impoundment, quarantine, and treatment of animals will be the responsibility of the owner.

1.4.2. The owner of any animal is responsible for any expenses incurred by the USAF Hospital or any other medical facility in the treatment of any person for injury inflicted as the result of the animal owner's failure to control their animals.

1.4.3. An animal owner will assume financial responsibility for all personal/medical injury or property damage resulting from the failure to control their animals.

1.5. Registration.

1.5.1. Those residing in The Landings at Langley will have to register their pet through the York County treasurer's office located at the York County courthouse, Yorktown VA, within 14 days of taking up residence.

1.5.2. Personnel residing on LAFB premises are not required to register through civil authorities. Note: Personnel residing off-base with pets need to contact the local civil authorities for rules applying in that jurisdiction where a housed pet resides.

1.5.3. Personnel residing at the Balfour-Beatty housing area or on Ft Eustis premises will register their pets through the Balfour-Beatty Housing Office on Ft Eustis.

1.6. Vaccination Requirements .

1.6.1. Dogs and cats will be vaccinated for rabies by no later than 4 months of age and will be re-vaccinated 1 year later. Dogs and cats with current vaccinations will receive a booster shot every 3 years, unless otherwise required. Dogs will be vaccinated annually for distemper and parvovirus; cats will be vaccinated for calicivirus, panleukopenia, and rhinotracheitis.

1.6.2. Dogs and cats kept on LAFB will wear the LAFB Registration Tag and the appropriate rabies immunization tag. These tags are issued by the base VTF at the time of initial registration. Dogs and cats on Ft Eustis will wear the appropriate rabies immunization tags. The Ft Eustis VTF does not issue a registration tag.

1.6.3. Horse owners will adhere to the following vaccination requirements:

1.6.3.1. Equine encephalomyelitis. Horses will be immunized annually with eastern and western equine encephalomyelitis vaccine, usually given in the spring. Unvaccinated horses arriving on base will be vaccinated while under quarantine.

1.6.3.2. Tetanus. Horses over 90 days of age will be immunized annually with tetanus toxoid. Initial immunization consists of two doses of tetanus toxoid given 30 to 50 days apart, followed by an annual booster.

1.6.3.3. Equine Infectious Anemia (EIA). Horses stabled on base will be tested annually for EIA, using the Coggins test.

1.6.3.4. Horses will be vaccinated annually for rabies and influenza.

1.6.4. Animals arriving on base are considered unimmunized unless adequate documentation of current immunization can be provided.

1.6.5. Transient animals. Authorized sponsors of a rodeo, pet show, petting zoo, horse show, or other activity bringing animals on the installation will have animal vaccination certificates (by a licensed veterinarian) verified by VTF. Animals must also be examined for signs of contagious or infectious diseases. Coordination, prior to the arrival of animals, must be made through the Ft Eustis VTF, 757-878-5824.

Chapter 2

GENERAL

2.1. Control of Pets.

2.1.1. Pets must reside in the home.

2.1.2. Owners must maintain control of pets at all times when the pet is located on JBLE. The pets will not disturb the peace or become a nuisance or threat to other animals, persons, or property, e.g., constant barking, running loose, etc. Pets must be secured on a leash or under positive control while outdoors, except in fenced patios and yards. Pets must not be left tied or unattended in exterior appurtenances or unfenced yards, or allowed to run loose outside fenced yards IAW AFI 32-6001, Family Housing Management para. 2.31.4.

2.1.3. Large dogs or other animals that must be kept outside in the yard on a full-time basis are prohibited. Exceptions to this may be granted by the Commander, 633d/733d Mission Support Group, upon written request.

2.1.4. Pet owners will not permit their pets to defecate on lawns of the other housing occupants or in common areas, such as streets or sidewalks. If this is done, pet owners are responsible for cleaning up after their pets. Feces will not be allowed to build up in one's own yard. Animal fecal matter will be removed from the owner's yard as soon as possible or at least on a daily basis.

2.1.5. Female animals in heat will be confined to the premises of the owner's quarters to avoid disturbances and congregation of animals.

2.1.6. Pets are not permitted in any public building or enclosed facility other than the VTF. Service animals such as seeing-eye dogs, handicap assistance dogs, military working dogs, and Red Cross sponsored "Pet Therapy" animals may enter any building if the pet is on a guiding harness or on a leash and is accompanied by or under the control of their masters.

2.1.7. Complaints concerning damage, injury, or nuisance caused by pets or other animals will be reported to the 633d Security Forces Squadron at 764-5091 or the 733d Security Forces Squadron at 878-4555. An AF Form 3545, Incident Report, or DA Form 3975, Military Police Report, will be accomplished on all damages incurred by pets or other animals. Additionally, an AF Form 3545/DA 3975 will be accomplished if an individual, who is not part of the family that owns the pet, is injured. Any minor nuisance will be reported to the housing office on the next duty day. York County Animal Control will be contacted for incidents occurring at The Landings at Langley.

2.2. Uncontrolled Animals .

2.2.1. LAFB - When an animal is reported to be NOT under control as defined in this regulation, the York County Animal Control will be contacted by the Base Defense Operations Center (BDOC) for situations regarding the Landings at Langley. For main base situations, complaints will be made to the BDOC who in turn will contact Air Force Animal Control personnel. Unrestrained pets that have not caused damage or injury to persons or property will not require Security Forces response. If a complaint is received, Security Forces will assist in coordinating with the appropriate animal control agencies for removal.

2.2.2. Ft Eustis - When an animal is reported to be NOT under control as defined in this regulation, 733d Security Forces Squadron will be contacted at 757-878-4555, and the animal will be removed and transported to the Society for the Prevention of Cruelty to Animals (SPCA), 757-595-1392, in Newport News VA.

2.2.3. As per [paragraph 2.3.3](#) of this instruction, a blotter entry will be accomplished on an initial violation of an uncontrolled pet or animal that has been picked up by the responding animal control agency and an AF Form 3545/DA Form 3975 will be accomplished on any further violations.

2.2.4. Animals caught on LAFB should be turned over to Hampton Animal Control and animals caught at The Landings at Langley should be turned over to York County Animal Control.

2.2.5. **(LAFB)** Whenever Security Forces respond to an animal complaint, the patrol unit will watch the animal and ensure it causes no damage or injury until Hampton Animal Control or York County Animal Control arrives on scene.

2.2.6. Any animal, domestic or otherwise, found in the Airfield Environment will be handled by 1 FW/SEF and USDA/WS, United States Department of Agriculture/Wildlife Services, IAW Joint Base Langley-Eustis Bird/Wildlife Aircraft Strike Hazard Plan.

2.3. Injuries Caused by Animals.

2.3.1. Any person or animal bitten or injured by a household pet, stray, or any other animal will report to the base hospital/local off-base veterinarian, as applicable, for treatment. A DD Form 2341, Report of Animal Bite - Potential Rabies Exposure, will be accomplished by hospital personnel and forwarded to the VTF via public health as soon as possible, but no later than the next duty day. Copies of the report, for incidents that occur on JBLE, will be forwarded to Security Forces, legal office, and the base housing office by the VTF. Emergency room personnel will notify BDOC immediately, at 757-764-5091, on all cases of animal bites occurring on LAFB, or 757-878-4555 for cases of animal bites occurring on Ft Eustis.

2.3.2. If an animal is suspected of being rabid or of having bitten any person or any other animal, Security Forces will attempt to identify and notify the owner. If notified their animal has been involved in a bite, the owner will immediately comply with the quarantine provisions in paragraph 2.4 of this instruction. If the owner cannot be identified or located, the animal will be removed by the responding animal control agency and turned over to the appropriate civil authority (see [paragraph 1.2.2](#)).

2.3.3. All animal-induced injuries will be investigated by Security Forces. A blotter entry will be accomplished on all incidents and an AF Form 3545/DA Form 3975 will be accomplished, unless it was the victim's family pet that caused the injury. The report will contain the following information:

2.3.3.1. Victim's statement (if possible), AF Form 1168, Statement of Suspect/Witness/DA Form 2823, Sworn Statement.

2.3.3.2. Pet owner's AF Form 1168/DA Form 3881 (rights advisement if suspected of failure to control pet).

2.3.3.3. Whether or not the animal had received its rabies vaccination.

2.3.3.4. Number of photos taken (if applicable).

2.3.4. After reviewing the case, the 633 ABW/JA will forward their recommendation of appropriate action to the 633 MSG/CC or 733 MSG/CC.

2.3.5. Stray or wild animals suspected of biting a person or another animal will be destroyed and examined. Coordination must be done through the Ft Eustis VTF.

2.4. Quarantine .

2.4.1. In all cases where an animal on JBLE is suspected of having bitten a person or another animal or when an animal is suspected of having rabies, Security Forces must be notified and the animal placed under quarantine by appropriate agencies. The animal owner must contact the Ft Eustis VTF, at 757-878-5824, within 24 hours or the next duty day for an examination appointment and subsequent quarantine.

2.4.2. The Ft Eustis veterinarian is the OPR for all quarantined animals and will advise the owners on quarantine procedures. Normal quarantine will be for a minimum of 10 days. If the animal is required to be quarantined in a local veterinary hospital, the owner is responsible for all fees incurred.

2.4.3. If the existence of rabies is reasonably established by clinical signs, the animal owner will comply with the direction of the VTF concerning the destruction of the animal.

2.5. Removal of Animals from JBLE .

2.5.1. A warning letter will be issued to the pet owner after the first bite or first violation of this instruction.

2.5.2. Immediate removal will occur if:

2.5.2.1. A second bite occurs.

2.5.2.2. The first bite is severe.

2.5.2.3. There is a second violation of this instruction.

2.6. Disposal of Dead or Unwanted Animals.

2.6.1. Owners are responsible for disposing of any animal when directed by the VTF or other authority.

2.6.2. When an animal is no longer desired as a pet, the owner is responsible for legally disposing of it or finding a new home for it. The appropriate civil agency will be contacted for advice on the disposal of animals. No animals will be released or disposed of on JBLE.

2.6.3. The 633d Civil Engineer Squadron (633 CES)/733d Civil Engineer Division (733 MSG/CED) is responsible for the pickup and disposal of dead animals found on JBLE. Reports of dead animals should be made to Security Forces who will contact 633 CES/733 MSG/CED personnel.

2.6.4. If a wild animal is found and is a danger to others, contact Security Forces. Security Forces will contact York County Animal Control for wild animals in The Landings at Langley. Security Forces will contact 633 CES or 733 MSG/CED Customer Service for any other location on LAFB or Ft Eustis.

2.7. Animal Abuse and Public Health Violations .

2.7.1. With the assistance of the VTF, all cases of alleged animal abuse or neglect must be reported to the Security Forces and/or York County and thoroughly investigated.

2.7.2. The accumulation of animal waste or defecation may create a public health hazard or violation and will not be tolerated.

2.8. Equine Zoonotic Disease Control Program .

2.8.1. Before stabling a horse at the JBLE riding stables owners must present documentation of a negative EIA test, less than 6 months old, from a certified veterinary laboratory. Otherwise, the animal will be serologically tested for EIA while in quarantine.

2.8.2. Documentation will be provided to the VTF, as defined in **paragraph 1.6.3**, certifying the vaccination requirements have been fulfilled.

2.8.3. Prior to arrival, owners moving their horses into JBLE riding stables must contact the Ft Eustis VTF. Vaccinations and Coggins Test results will be reviewed and medical records will be initiated on the horses; coordination for quarantine will be completed at this time. A health certificate stating the animal is free from communicable diseases will be required when the animal is admitted into quarantine at the JBLE riding stables.

2.8.4. Quarantined animals will remain in quarantine at least 10 days. During the quarantine period, there will be no contact with other horses unless horses arrive together and are quarantined as a group. All equipment used in the quarantine area will be kept separate. Horses may only be released from quarantine by the base veterinarian or their representative.

2.8.5. The Langley Saddle Club will provide the following information to the Ft Eustis VTF on a monthly basis:

2.8.5.1. List of horses quarantined.

2.8.5.2. Copy of the Coggins test results.

2.8.5.3. List of horses given immunizations and a copy of documentation for record (vet printout, etc.)

2.8.6. Provision for veterinary medical care for each horse stabled on JBLE is the responsibility of the owner.

CAROLINE M. MILLER, Colonel, USAF
Commander, 633d Air Base Wing

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

AFMAN 33-363, Management of Records, 01 March 2008

AFI 32-6001, Family Housing Management, 21 Aug 2006

AFI 32-6007, Privatized Housing Management, 19 Sep 2012

Adopted Forms

AF IMT 847, Recommendation for Change of Publication

AF IMT 1168, Statement of Suspect/Witness

AF Form 3545, Incident Report

DA Form 2823, Sworn Statement

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

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

BDOC—Base Defense Operations Center

CES—Civil Engineering Squadron

DD—Department of Defense

ECC—Emergency Communications Center

EIA—Equine Infectious Anemia

FAMCamp—Family Camping Area

JBLE—Joint Base Langley-Eustis

LAFB—Langley Air Force Base

OPR—Office of Primary Responsibility

PARA—Paragraph

SPCA—Society for Prevention of Cruelty to Animals

USAF—United States Air Force

USDA/WS—United States Department of Agriculture/Wildlife Services

VTF—Veterinary Treatment Facility

1 FW/SEF—1st Fighter Wing Safety

633 ABW/JA—633d Air Base Wing Staff Judge Advocate

633 CES—633d Civil Engineer Squadron

633 MSG/CC—633d Mission Support Group Commander

633 SFS—633d Security Forces Squadron

733 MSG/CED—733d Civil Engineer Division

733 MSG/CC—733d Mission Support Group Commander

733 SFS—733d Security Forces Squadron