

22 JUNE 2000



Aerospace Medicine

REGISTRATION AND CONTROL OF PETS (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>

OPR: 18 SFS/SFOL
(MSgt Darrin W. Nicholson)
Supersedes 18 WGI 48-107, 13 December 1996

Certified by: 18 SFS/CC (Lt Col Hugh D. Bowman)

Pages: 10
Distribution: F

The purpose of the Wing Instruction is to “establish responsibilities for registration, deregistration, controlling, and enforcing pet activities on Kadena Air Base and all other military family housing areas under US Air Force control”. Accordingly, the Wing Instruction provides restrictions for pets and circumstances in which the 18 Wing Form 55 will be completed. Basically, the 18 Wing Form 55 documents pet incidents, owner information and pet information regarding pet incidents. The 18 Wing Form 55 is completed only when pets are left unattended or cause harm to others. In other words, the 18 Wing Form 55 is an animal incident report. The system of records entitled, Complaint/Incident Reports is most appropriate system to maintain the 18 Wing Form 55. The Complaint/Incident Reports system of records covers “persons who become involved in complaints or incidents on Air Force installations or Air Force active duty personnel who become involved in incidents regardless of location”. This instruction implements AFD 48-1, *Aerospace Medical Program*, AFI 48-131, *Veterinary Health Services*, and AFI 48-105, *Control of Communicable Diseases*. This instruction applies to all units assigned, attached, or tenant to Kadena AB.

This Wing Instruction also requires the system of records entitled, *Privately Owned Animal Record Files*, A0040 905 DASG and FO31 AF SP C, *Complaint/Incident Reports*. Per the Wing Instruction, Veterinary Services will complete DD Form 2208, **Rabies Vaccination Certificate**, and give the original to the owner, forward a copy to Karing Kennels and maintain a copy in the Veterinary Services files. See 18 WGI para **3.3**. et.seq. Therefore, Veterinary Services, an Army facility, will maintain in their records the DD Form 2208. The purpose of the recommended system of records notice Privately Owned Animal Record Files is to “record registration vaccination, and/or treatment of animals...” The system of records is an Army system which is appropriate since the agency that maintains the record is also an Army agency. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. Each form that is subject to the provisions of AFI 37-138, *Records Dispositions Procedures and Responsibilities* and required by this publication contains a Privacy Act Statement, either incorporated in the body of the document or in a separate statement accompanying each such document.

SUMMARY OF REVISIONS

Changes to this instruction include animal limits, securing pets, pet abuse, taunting of pets, pets left unattended in vehicles, Base Housing Office responsibilities, dispatching an animal, capture fees. Additions to this instruction include staking out of pets, securing of pets, provoked animal bites, unprovoked animal bites resulting in minor and major injury or death, immediate pet impoundment/protective custody, animal on animal death, quarantine of animals after bites, and barment/re-registration by another base resident. A “|” indicates revised material since the last edition.

1. General Information:

1.1. Intent. To maintain a healthy on-base environment and to prevent annoyance and hazards to base residents, pet owners must control their pets at all times. Stray animals will be captured, impounded and disposed of in accordance with this instruction.

1.2. Unauthorized Areas for Pets. Pets are not allowed inside public buildings, such as offices, Base Exchange facilities, commissaries, clinics, cafeterias, billeting rooms’ etc., nor are they allowed at the Okuma Recreation Area. This does not apply to fish in aquariums, military working dogs, or working dogs for the blind or deaf.

1.3. Animal Limits. Families in US Air Force controlled quarters will be limited to a combined total of three animals. A litter may be kept for seven days after the age of mandatory registration has been reached. Pets other than dogs, cats, caged birds, domestically bred members of the rodent family and aquarium fish may not be kept in government quarters without written approval of the 18th Support Group Commander (18 SPTG/CC). Letters requesting approval will be sent through the requestor's commander then to Housing Office for initial evaluation and recommendation for approval/disapproval. The pet owner will keep letters of approval on hand as long as the pet is kept. The owner will provide a copy of the approval letter to the Housing Office, Kadena AB, Bldg. 217 to be filed in the member's housing folder.

1.4. Housing Restrictions for Pets. Dogs, cats and rabbits will not be kept in on-base mid-rise or high-rise apartment buildings. Failure to comply will result in action by the 18 SPTG/CC. Exception: Working dogs for the blind or deaf are authorized in these facilities.

1.5. Securing Pets. Pets will not be secured in areas accessible to the general public such as sidewalks, walkways, and other common areas. Pets will not be staked out to where individuals could happen upon them while visiting or conducting business. (Example: Trash collectors prevented from retrieving garbage due to dog being staked out in the area.)

1.5.1. Staking out of Pets. Owners of pets are highly encouraged to install a fence for maintaining positive control over pets while outside the residence. By installing a fence, the owner has reasonably notified the general public to stay clear of the fenced in area. The owner will not be held liable for bites or incidents where the victim breached the barrier of the fence to cause the incident. Owners not wishing to install a fence may stake their pet in their area of responsibility, but must maintain a minimum clearance of 5 feet between the end of the pet’s lead/chain and public areas. The staking out of pets is not considered sufficient warning to passerbys, and the owner will be held responsible in the event that the pet is involved in an incident, even if the pet is within their

area of responsibility. Area of responsibility is considered the area surrounding the owner's residence in which they are obligated to maintain. Owners will be responsible for ensuring pets left outside, staked or fenced, have sufficient water, food, and shelter from the elements. The owner will also be responsible for ensuring the pet is not creating a nuisance to neighbors. Owners failing to meet the above criteria may be issued an 18th Wing Form 55, **Animal Control Form (PA)**. In the event the pet is creating a serious hazard and the owner can not be contacted in a reasonable amount of time, the pet may be impounded as a last resort.

1.5.2. Securing of Pets in Fences/Cages. When owners are not at home the only outside location for pets is in a secured chain link fenced area. If the pet is kept in a fenced in area there must be a locking gate that prevents inadvertent escapes or someone from opening the gate and gaining access to the pet. If the pet is prone to jumping the fence or escaping, the owner must take humane actions to prevent this from happening. An acceptable measure would be totally enclosing the pet area with chain link or staking the pet out within the fenced enclosure. When a pet is secured in a cage it must have a locking device, have adequate ventilation to prevent heat stress/stroke, and be large enough for the animal to stand, turn around in and lie down. When pets are left unattended they must have water and food. Pet will not be left unattended for more than 12 hours at a time. Pets may never be left outside unattended under any circumstance during Tropical Cyclone Condition of Readiness (TCCOR) 1 Caution through 1 Recovery.

1.5.3. Provoked Animal Bite: Provoked animal bites are bites received as a result of an animal being subjected to taunting, unnecessary physical contact, or being harassed. If an animal is taunted or harassed (i.e., individual purposely hits, pokes, takes the animal's food away for spite, gains access to a fenced in area, sticks fingers through fences, etc.,) the owner will not be issued an 18th Wing Form 55, **Animal Control Form (PA)** nor will any other action be taken against the owner. The injury suffered to the provokee is not a factor when they initiated their injury providing the owner had control over the animal as outlined in this instruction.

Exception: If there is probable cause to believe the owner trained the animal to attack upon provocation, the owner can be held equally liable as the individual who provoked the attack. An 18th Wing Form 55, **Animal Control Form (PA)**, may be issued. Both parties in this situation are subject to administrative actions as determined by the 18 SPTG/CC.

1.5.4. Unprovoked Animal Bite. Unprovoked animal bites/attacks are divided into two categories: minor and major. These categories are defined by the injury sustained by the victim. The victim can either be another animal or human. The intent of this instruction is to give the unprovoked animal the benefit of doubt when it bites someone or another animal. When the animal is involved in a second bite, this demonstrates a pattern of anti-social behavior and the owner is subject to administrative action by the 18 SPTG/CC, which can include being ordered to permanently remove the pet from the installation.

1.5.4.1. Unprovoked Animal Bite/Minor: If an animal bites/attacks without provocation and the injured party (human or animal) suffers minor injuries that only requires out-patient care, the animal's owner will be issued an 18th Wing Form 55, **Animal Control Form (PA)** and a Security Forces blotter entry will be accomplished. No sworn statements will be taken. The 18th Wing Form 55, **Animal Control Form (PA)** will be the source document for tracking history.

1.5.4.2. Unprovoked Animal Bite/Major: If an animal bites/attacks without provocation and

the injured party (human or animal) suffers major injuries that require in-patient care, the animal's owner will be issued an 18th Wing Form 55, **Animal Control Form (PA)** and a Security Forces blotter entry will be completed. Security may obtain statements as needed. Based upon the injuries sustained, the Base Housing Office and/or the victim can request, in writing to the 18 SPTG/CC that the animal be permanently removed from the installation, or be muzzled at all times while in public areas.

1.5.4.3. Unprovoked Animal Bite/Death: If an animal inflicts major injury on another animal, or causes the death of another animal, or inflicts injury severe enough to cause another animal to be euthanized, and both pets happened upon one another while being walked or similar by chance contact and an animal fight ensues, both owners of the animals involved will be issued an 18th Wing Form 55, **Animal Control Form (PA)**. The owner of the surviving pet will be advised by Security Forces they must now muzzle the animal at all times while in public thereafter. Failure to muzzle the animal will result in a second 18th Wing Form 55, **Animal Control Form (PA)** being issued. If the same animal inflicts major injury on another animal, or causes the death of another animal, or inflicts injury severe enough to cause another animal to be euthanized a second time, the pet will automatically be removed from the installation within 24 hours regardless of an appeal, and never brought on to Kadena Air Base again except for veterinarian treatment. Personnel who fail or refuse to remove their pet from the installation will have their veterinary services revoked indefinitely. Appeals may be submitted, in writing, to the 18 SPTG/CC after being coordinated with US Army Veterinary Treatment Facility and Security Forces for concurrence or non-concurrence and as outlined in Paragraph 6. in this instruction. (Note: If an appeal is granted, the animal may be allowed back on the installation, however, it will always be muzzled when in public). If the owner refuses to remove the animal from the installation the owner may be ordered by the 18 SPTG/CC to vacate their on base quarters. The 18 SPTG/CC will forward a letter to the owner ordering the owner to move off base.

1.5.4.4. Animal Biting a Family Member: Animal bites or injuries received from pets owned by the victim (i.e. the family's son is bitten by the family's dog) will not warrant Security Force's blotter entry, investigation or interviews. An 18th Wing Form 55, **Animal Control Form (PA)**, will not be issued.

1.5.5. Immediate Pet Impoundment/Protective Custody. If the on-scene Security Forces Animal Control Officer or investigating patrolmen determine that an animal is deemed too aggressive and is a menace to the community by its continued aggressive behavior or by the serious injuries suffered to either a human or another animal, the offending animal can be impounded as a last resort if all other attempts to restore calm have failed.

1.5.6. Quarantine of Animals After Bites. Vaccinations are required by agreement with the Government of Japan to allow reduced quarantine of incoming animals. Failure to abide by these requirements will jeopardize every pet owner's quarantine privileges.

1.5.6.1. Rabies vaccine must have been administered within the previous 12 calendar months to be considered current. An animal with current rabies vaccination that bites a person will normally be allowed to be quarantined at the owner's residence for the 10 day period after the bite incident, unless otherwise directed in this operating instruction.

1.5.6.2. Rabies vaccine given more than 12 calendar months before the bite incident is not

considered current. A pet without current rabies vaccination that bites a person will be placed in absolute quarantine at Karing Kennels no later than 1030 hours the day following the bite incident. The owner will present the pet to Karing Kennels, and will bear all costs related to this quarantine. If the owner fails to present the pet for quarantine, 18 SFS personnel will impound the pet and issue the owner an 18th Wing Form 55, **Animal Control Form (PA)**. At the discretion of the 18 SPTG/CC, the owner may be required to remove the pet permanently from the installation for failure to comply. The quarantine period will be for a period of 10 days, but may be longer at the discretion of the installation veterinarian. The pet must be examined and cleared from the quarantine by the installation veterinarian at the end of the quarantine period. At this exam, the pet will receive a mandatory rabies vaccine at owner expense.

1.6. Pet Abuse. Cases substantiated by US Army Veterinary Treatment Facility and/or Security Forces as pet abuse will be cause for withdrawing pet registration privileges. Pet abuse includes such things as physical mistreatment, failure to provide adequate food, water, shade and shelter, etc. If the owner cannot be located in a reasonable amount of time (no more than 30 minutes from the time of dispatch for SFS personnel), the animal will be impounded. The unit first sergeant will be notified and respond, or designate a unit representative to respond, to take control of the situation and relieve the on duty SFS patrol. If unit personnel do not respond within 30 minutes, and the animal cannot be impounded, on scene patrolmen will make reasonable attempts to give the animal food, water and shelter if readily available on scene and resume patrol duties. The owner will be issued a Wing Form 55, **Animal Control Form (PA)** and a blotter entry will be accomplished. If the owner is unavailable at the time the patrolmen resumes patrol duties, a Wing Form 55, **Animal Control Form (PA)** will be given to the unit representative or forwarded to the violator through SFOL.

1.7. Taunting Pets. Taunting or teasing of pets is forbidden. Taunting and/or teasing a pet that causes injury to the provoking party will be considered a provoking act and the owner of the animal is not liable.

1.8. Tampering with Animal Traps. Tampering with, moving, baiting, or releasing animals from the live animal traps designed to capture stray animals is strictly forbidden, except by Animal Control personnel, Security Forces and those individuals given explicit written consent from 18 SFS/SFOL.

1.9. Pet Registration Privileges. Pet registration privileges will be withdrawn for failure to comply with requirements in this instruction at the discretion of the 18 SPTG/CC.

2. Pet Registration/Deregistration.

2.1. Pet Registration. All personnel will register their dogs and cats with the US Army Veterinary Treatment Facility within 3 days of arrival on island or within 3 days of acquisition. Offspring born to pets must be registered within 14 days of birth. Registration is mandatory, regardless of where the owner resides or where the animal receives veterinary care. All dogs and cats imported to Japan by SOFA-status personnel are required by the Government of Japan to complete a 14-day quarantine after importation. This quarantine may be performed in the owner's residence, or in an approved kennel. The owner must present the pet to the Veterinary Treatment Facility 15-20 days after arrival for a mandatory examination to clear the pet from quarantine. Air Force Form 55, **Animal Control Form (PA)** will be issued and all veterinary privileges will be revoked indefinitely for failure to comply with this requirement. Formal registration will be completed by the Veterinary Services.

2.2. Deregistration of Pets. All registered pets must be de-registered prior to PCS moves. All SOFA-personnel identified, as owning registered pets must clear their animal's records at the USA Army Veterinary Treatment Facility upon PCS or giving up ownership.

2.3. Mandatory Deregistration by direction of the 18 SPTG/CC:

2.3.1. If directed by the 18 SPTG/CC, the owner will turn the effected pet or pets to the Karing Kennels, on a space available basis, transfer ownership to someone residing off base, or vacate base housing with the pet at no expense to the government within 72 hours. A letter from the Base Housing Office will subsequently be endorsed by the 18 SPTG/CC to show proof that the animal is no longer residing on Kadena AB. The US Army Veterinary Treatment Facility will be notified of changes in ownership or address of the pet.

2.3.2. The letter will be hand carried by the owner to the Base Housing Office and the Animal Control Office to show that all actions have been completed.

2.3.3. Deregistration will be mandatory in all instances where an animal bites without provocation on more than one occasion or where a determination has been made at the 18 SPTG/CC or their designee's discretion, that the animal is a nuisance or danger to the public. When deregistration is dictated by base authorities, the resident will be permanently barred from owning pets while in USAF controlled quarters on Okinawa. The owner does have the option to move out of military family housing or arrange for care of the animal by individuals not residing in USAF controlled quarters.

2.4. Voluntary Deregistration: The owner will turn the animal into Karing Kennels, on a space available basis.

2.5. Deregistration due to Death or Loss. If deregistration of an animal is due to death or loss of the animal, the owner will notify the US Army Veterinary Treatment Facility of disposition of the animal.

2.6. Deregistration due to change of ownership:

2.6.1. The previous owner will notify the US Army Veterinary Treatment Facility of change of ownership within 5 duty days after the transfer. The new owner is also required to register the pet within 5 duty days after the transfer.

2.6.2. If the new owner is authorized treatment for their animal at the US Army Veterinary Treatment Facility, the previous owner must provide a written, signed letter stating the change of ownership before the animal's medical records will be transferred.

2.6.3. If a pet has been barred from the installation, it cannot be re-registered by another on base resident. Once an animal is deemed to be a nuisance or danger to others it will not be allowed back onto the installation.

3. Responsibilities.

3.1. The pet owner will:

3.1.1. Register or de-register pets as outlined in this instruction.

3.1.2. Ensure their pets are confined to quarters or fenced yards.

3.1.3. Maintain pets inside housing units, fenced yards/kennel runs, or cages. Pets must be on a leash when in public areas. Public areas are all areas outside of family housing units, fenced yards,

kennel runs or cages. Public areas also include assigned yards that are not fenced off. Voice command is not considered control over a pet.

3.1.4. A pet will not be staked when the owner or responsible individual is not at home or does not have immediate control over the pet as specified in paragraph 1.5.1. Any injuries sustained to the animal or personnel due to a fence not being available will be the sole responsibility of the pet owner.

3.1.5. Ensure a current rabies tag is affixed to the collar of pet required to be vaccinated, and that the pet wears the collar at all times.

3.1.6. Do not permit the pet to stray onto other residents' property while on leash control.

3.1.7. Ensure fecal matter dropped by pet on owner's yard, sidewalks, other residents' property or any common area is properly and immediately disposed of.

3.1.8. Ensure pets are not a general nuisance to neighbors by excessive barking, howling, et cetera.

3.1.9. Ensure that pets in estrus (in "heat") are sequestered indoors or boarded to prevent nuisance to the neighborhood. Owners of pets that are bred for commercial profit will be denied veterinary privileges for all pets they own until such time as all pets they own are sterilized.

3.1.10. Properly care for all pets by providing adequate food, water, shelter, and shade. All animal houses will be properly secured during typhoon condition 3 (TCCOR 3) or greater.

3.1.11. Animals will not be left unattended in vehicles at any time. If an animal is under duress from the heat, security forces personnel have the authority to make reasonable attempts to gain entry to the vehicle without the owner's permission to rescue the pet.

3.1.12. In all housing units where disputes among pet owners occur over yard space, clean-up responsibilities, etc., lacking clear-cut evidence, restrictive sanctions will normally apply equally to the parties concerned. Complaints of this nature will be referred to the respective unit representatives and the Base Housing Office.

3.1.13. At the direction of the Base Housing Office or 18 SPTG/CC, the owner will take control measures necessary to prevent individuals and other pets from being attacked or bitten. This could include installing a covered animal run in addition to a fenced yard for any animal deemed overly aggressive and a safety hazard to others. This will be done at the expense of the owner.

3.1.14. In bite cases, the animal will be quarantined at the owners' expense at Karing Kennels for a period of 10 days, if required by Veterinary Services. The victim will report to a medical treatment facility for evaluation.

3.2. Security Forces will:

3.2.1. When necessary, respond to serious incidents where animals or humans have been injured, assess the situation IAW this instruction, and take the appropriate actions. If the incident is minor in nature (i.e., dog barking and reported after the fact or a pet dispute between residents) the complainants will be directed to file a formal complaint with the Base Housing Office. Security forces will only respond to real-time nuisance calls. No statement or blotter entry will be done for after the fact/incidents when there was no real-time call or response.

3.2.2. Use whatever humane means necessary to control stray animals. Tranquilizer/dart guns to include Nicotine guns are not considered humane. Contact Veterinary Services in any case where all other means have failed, and the use of a tranquilizer may be necessary. However, if the delay in contacting the Veterinary Services could lead to life threatening injury or death to a human, on duty Security Forces have the authorization to destroy the animal on-scene. The determination to destroy the animal will be made by the Element Leader under this unique circumstance.

3.2.3. Turn all captured animals over to the Karing Kennels for appropriate disposition and when ownership can be determined, notify the owner of the impoundment action.

3.2.4. Interview victims of animal bites as outlined in this instruction that occur in USAF controlled areas. Contact Veterinary Services to have a check of the animals' shot records conducted. If the records are outdated the animal must be impounded for 10 days, from the time of the bite, at the owner's expense. If records have been lost or are unable to be accessed the animal will be impounded at the owner's expense until the situation is rectified.

3.2.5. Respond to complaints of animal abuse as needed, and coordinate with the violator's unit or agency representatives to take appropriate action to ensure health and safety of animals in question.

3.3. US Army Veterinary Treatment Facility will:

3.3.1. Complete DD Form 2208, **Rabies Vaccination Certificate**. Copies will be distributed as follows:

3.3.1.1. Original given to the owner.

3.3.1.2. One copy will be forwarded to Karing Kennels.

3.3.1.3. One copy will be maintained in Veterinary Service files.

3.3.2. Issue appropriate rabies tag to the owner with the owner's copy of a DD Form 2208 upon vaccination of animal or arrival on island, as appropriate.

3.3.2.1. US Army Veterinary Treatment Facility determines the need to quarantine an animal, to include impoundment at Karing Kennels. US Army Veterinary Treatment Facility personnel will determine how long quarantine will be maintained.

3.3.2.2. US Army Veterinary Treat Facility personnel will examine quarantined animals on initiation and termination of the quarantine period, as they deem necessary.

3.4. The 18th Services Squadron Karing Kennels Facility will:

3.4.1. Provide space to house live stray animals.

3.4.2. Provide space for voluntarily turned in animals on a space available basis.

3.4.3. Provide space for the storage of live animal traps at the Karing Kennels.

3.4.4. Provide the necessary equipment to repair live animal traps.

3.4.5. Provide, as needed, bait for use in live animal traps.

3.4.6. The Karing Kennels will accept pets that are no longer desired by SOFA status personnel. Personnel will pay all fees required to cover boarding or disposition expenses. Deregistration of pets will be accomplished as outlined in paragraph 2.4., of this instruction.

3.4.7. Provide the above services at no expense to the 18 SFS.

4. Base Housing Office will:

4.1. When repeated offenses occur, or at the discretion of the 18 SPTG/CC, the Base Housing Office will inform the owner by letter signed by the 18 SPTG/CC that registration privileges have been withdrawn and that the pet must be disposed of within 72 hours. Disposition may be accomplished by releasing the animal to the Karing Kennels, on a space available basis, for appropriate disposition, by transfer of ownership to someone not residing in USAF controlled facilities, or by vacating base quarters. Within 72 hours from receipt of letter, deregistration will be accomplished as outlined in this instruction.

4.2. Make random checks of housing areas to ensure animals are registered as outlined in accordance with this regulation. Owners of pets not properly registered will be issued an 18 Wing Form 55 and be required to complete registration within 10 days or the pets will be impounded.

5. Impound of Pets.

5.1. General. Whenever a pet is captured or impounded as a result of the owner's failure to maintain control, the owner must comply with certain procedures and bear all associated costs.

5.2. Reclaiming Procedures. To reclaim an animal, the owner must appear at the Karing Kennels within three days of impoundment. Registration is required to show proof of ownership. If no registration is available some other proof of ownership is required, such as a photo. If the animal's ownership is in doubt it cannot be claimed. Karing Kennels personnel may refuse to release the pet until the owner has satisfactorily proved ownership. Pet owners are advised to take a picture of their animal for backup identification to prove ownership. Pets that are not reclaimed will be disposed of at the discretion of Karing Kennels personnel.

5.3. Vaccination and Registration. Once a pet is identified for impoundment, the pet must have a current vaccination and must be registered. If the pet does not have a current rabies vaccination or is not properly registered, both vaccination and registration of the pet will be accomplished at the owner's expense within 10 duty days of the animal's release from the Karing Kennels. The 18 SFS/Animal Control monitors compliance with this requirement through a pet impound log maintained at the 18 SFS/Animal Control office.

5.4. Capture Fees. Any costs or fees incurred during the capture will be the responsibility of the owner. This could include damage to government property or equipment. The owner will pay all capture and boarding fees in full before the pet is released. Capture and boarding fees are posted at Karing Kennels.

6. Appeal Procedures.

6.1. All appeals must be submitted within 15 days of the action being appealed. To appeal an action taken against a pet or pet owner, the owner will submit a written letter containing substantial and clear-cut justification to support the appeal to the 18 SPTG/CC, through the respective owner's commander, to the Base Housing Office. Failure to meet this suspense will not delay the execution of actions.

6.2. Animals involved in cases in which disposal of the animal has been ordered, which are under appeal (except for unprovoked animal bite resulting in death), will be allowed to remain on Kadena

AB pending the outcome of the appeal. However, if the animal has bitten someone, it will be muzzled at all times while in public.

7. Use of 18 Wing Form 55, Animal Control Form (PA).

7.1. The Base Housing Office, Security Forces personnel and Karing Kennels will use this form to cite violators of this instruction and to record incidents involving animals. This form will be prepared in three copies:

7.1.1. The form will be completed in triplicate. The original copy will be forwarded to the Base Housing Office to be placed into the owner's housing record. The second copy will be forwarded to 18 SFS/SFAR, Bldg 856 for a case file number. Once assigned a case file number, it will be forwarded and maintained by the 18 SFS Animal Control Officer until the pet is de-registered or the owners PCS. The third copy will be given to the violator.

7.2. Additional Remarks. The reverse side may be used to continue the remarks section or allow the violator to explain circumstances of the violation.

7.3. Form Prescribed. 18 Wing Form 55, **Animal Control Form (PA)**.

JAMES B. SMITH, Brigadier General, USAF
Commander, 18th Wing