

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**

**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 31-10**

1 JULY 2004

Security

MILITARY WORKING DOG SECTION (WING)



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This Checklist reflects Command requirements for Security Forces Military Working Dog Section to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update references.

1. References have been provided for each item. Critical items have been kept to a minimum and are required by law, executive orders, DoD Directives, or safety guidelines; which, if not complied with, could result in significant legal liabilities, penalties or mission impact. The IG will inspect all critical items on AFSPC checklist. In addition, the IG will work with the functional staff prior to a major inspection to identify non-critical items that should be inspected at a particular unit
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. AFSPC Checklists will not be supplemented. Units may produce their own standalone checklists as needed to ensure an effective and thorough review of the Military Working Dog Section. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary.

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Director of Air and Space Operations

ATTACHMENT 1

MILITARY WORKING DOG SECTION (WING)

Table A1.1. Checklist.

SECTION 1: MILITARY WORKING DOGS			
MISSION STATEMENT: To provide the Security Force's units the capability to enforce military laws and regulations, suppress the use of illegal drugs, select explosives, and protect Air Force resources.			
NOTE: All references are from AFI 31-202, <i>Military Working Dog Program</i> , unless otherwise stated.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are safety procedures followed to protect MWDs as well as people who come in contact with them: (Paras 2.5.1. thru 2.5.12.)			
1.1.1.1. Are controls established and enforced to prevent MWDs from getting loose in kennels? (Para 2.5.1.)			
1.1.1.2. Is a safe distance kept between MWD teams while in the training areas? (Para 2.5.2.)			
1.1.1.3. Are leashes not used to secure the MWD to any object? (Para 2.5.3.)			
1.1.1.4. Are MWDs never secured to a vehicle? (Para 2.5.4.)			
1.1.1.5. Is permission granted and dogs muzzled before entering a veterinary clinic? (Para 2.5.5.)			
1.1.1.6. Are dogs frequently checked if left unattended in a temporary kennel or shipping crate? (Para 2.5.6.)			
1.1.1.7. Are only leather collars and kennel chains used to stake a dog out and is the dog not staked out if it could injure itself or others? (Para 2.5.7. and 2.5.9.)			
1.1.1.8. Are choke chains removed while MWDs are in a kennel run or shipping crate? (Para 2.5.11.)			
1.1.1.9. Is the "one-way" system always adhered to? (Para 2.5.12.)			
1.1.2. Are MWD transportation requirements followed to include: (Para 2.6. thru 2.6.8.)			
1.1.2.1. Placement of properly worded removable signs on vehicles? (Para 2.6.)			
1.1.2.2. Is the MWD team assigned a sedan or other passenger-type vehicle? (Para 2.6.1.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.2.3. Does a veterinary health certificate accompany the dog when shipped across state lines or international borders? (Para 2.6.5.)			
1.1.2.4. Are MWDs shipped as excess baggage when traveling on commercial aircraft? (Para 2.6.7.)			
1.1.2.5. Do handlers escort and care for MWDs moved on military aircraft? (Para 2.6.8.)			
1.1.3. Are only qualified MWD personnel authorized to handle MWDs? (AFSPCSUP1, Para 3.1.)			
1.1.3.1. If a one-handler/one-dog concept cannot be maintained, is written authorization from the CSF maintained in the MWDs permanent record? (AFSPCSUP1, Para 3.1.)			
1.1.4. During the following situations, do handlers warn people their dog is trained to bite and hold with or without command: (Para 3.1.2.)			
1.1.4.1. Challenging an individual? (Para 3.1.2.1.)			
1.1.4.2. Approaching a suspect? (Para 3.1.2.2.)			
1.1.4.3. Checking identification? (Para 3.1.2.3.)			
1.1.4.4. Participating in any situation that requires the handler to divert their attention from control of the dog? (Para 3.1.2.4.)			
1.1.5. Do handlers follow the proper procedures for releasing their MWDs in the following situations: (Para 3.2.)			
1.1.5.1. Make sure the dog has identified the same target the handler is releasing it to bite and hold? (Para 3.2.1.)			
1.1.5.2. Give the warning order? (Para 3.2.1.)			
1.1.5.3. Does the handler follow the MWD as close as possible and call the dog off if suspect surrenders? (Para 3.2.2.)			
1.1.5.4. Do handlers not release their dogs if suspect is not in sight (exceptions listed in Para 3.1.1.), where children are present (unless as a last resort) or into a crowd of people? (Para 3.2.3.)			
1.1.6. Does each assigned MWD receive a minimum of four hours of proficiency training each duty cycle? (Para 4.1.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.7. Does the 341 TRS certify locally trained explosive detector dogs? Does a Master Sergeant or above, knowledgeable of the MWD Program certify locally trained drug detector dogs? (Para 4.2.1.)			
1.1.8. Are personnel who are required to handle explosive training aids properly trained in the storage, transporting, and handling of the aids? (AFSPCSUP1, Para 5.1.1.)			
1.1.8.1. Is required training in handling and storing explosives documented in the member's OJT records? (AFSPCSUP1, Para 5.1.1.)			
1.1.9. Are units in possession of drug training aids properly registered with the DEA? (Para 6.2.)			
1.1.10. Has each registered unit used DEA Form 222, Controlled Substance Order Form (Type B) and NCISRFL Request Letter to procure drugs? (Para 6.3.)			
1.1.11. Are training aids weighed monthly and are the below procedures followed: (Para 6.5.)			
1.1.11.1. Does the primary drug custodian and disinterested (E-5 or above) selected by the CSF conduct the check? (Para 6.5.)			
1.1.11.2. Are the weights recorded in grams in a bound (book-type) notebook with the disinterested person verifying the exact weight? (Para 6.5)			
1.1.11.3. Is the drug training aid issue/turn-in log reviewed? (Para 6.5.)			
1.1.12. Are procedures for directing an inquiry for unexplained loss properly followed? (Para 6.5.1.)			
1.1.13. Are drug training aid inventories and audits conducted as required? (Para 6.6.)			
1.1.14. Is the authorization to possess drug training aids while TDY properly annotated on the handler's TDY orders? (Para 6.7.3.)			
1.1.15. Has the unit filed the certified power of attorney with the drug custodian appointment letter and sent a copy of the power of attorney to NCISRFL through the MAJCOM/SP? (Para 6.10.1.)			
1.1.16. Does the unit ensure Explosive detector dogs are not used to confirm or clear suspicious objects or packages? (AFSPCSUP1, Para 8.3.)			
1.1.17. Do kennel facilities have: (Para 9.1.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.17.1. Adequate ventilation, cooling and heating? (Para 9.1.1.)			
1.1.17.2. Minimal noise levels (not near runways, taxiways, engine test cells, etc...) (Para 9.1.2.)			
1.1.17.3. Areas without infestations of mosquitoes, ticks and rodents? (Para 9.1.3.)			
1.1.17.4. A secure training area (with self-latching devices) for patrol/detector MWD training? (Para 9.1.6. & AFSPCSUP1, Para 9.1.6.)			
1.1.17.5. Signs around the training area posted every 50 feet? (Para 9.1.7. & AFSPCSUP1, Para 9.1.7.)			
1.1.17.6. No pets, stray animals or unit mascots allowed or co-located with in the MWD facility? (Para 9.1.8.)			
1.1.18. Have duty schedules of handlers and support personnel been arranged to keep kennels continuously staffed or such that at least one qualified handler is immediately available? (Para 9.2.)			
1.1.18.1. If a handler is unavailable, has the kennel master trained other personnel to assist with non-duty hours kennel support? (Para 9.2.)			
1.2 NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Is the kennel master and trainer a graduate of the MWD Supervisor's Course (course number L3AZR3P071 002 or 003 or scheduled to attend within 90 days of assignment to kennel master/trainer? (Para 2.3.1.)			
1.2.2. Is the kennel master properly maintaining all administrative records to include: (Para 2.4.)			
1.2.2.1. DD Form 1834, Military Working Dog Service Record? (Para 2.4.1.)			
1.2.2.2. AF Form 321, Military Working Dog Training and Utilization Record? (Para 2.4.2.)			
1.2.2.3. AF Form 323, Military Working Dog Training and Utilization Record for Drug/Explosives Detector Dogs? (Para 2.4.3.)			
1.2.2.4. AF Form 324, Military Working Dog Program Status Report? (Para 2.4.4.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.3. Are AF Forms 324, Military Working Dog Program Status Report (RCS: HAF-SPO(SA) 77602 , forwarded to HQ AMC/SFGC NLT 15 January and 15 July each year? (AFSPCSUP1, Para 2.4.4.1.)			
1.2.4. Has the CSF established local procedures on employment of MWDs? (Para 3.3.)			
1.2.5. Are Chlorate training aids replaced yearly? (AFSPCSUP1, Para 5.2.1.)			
1.2.6. Are explosive training aids in the Explosive Scent Kit replaced every 24 months or sooner if damaged, destroyed or odor contaminated? (AFSPCSUP1, Para 5.2.5.)			
1.2.7. Are training aids returned the same duty tour they were signed out unless the CSF, operations officer, or other competent authority granted special authorization in advance? (Para 6.7.1.)			
1.2.8. Are the following handling and storage procedures used to minimize odor contamination: (AFSPCSUP1, Para 6.7.6.)			
1.2.8.1. Is glue, masking tape, scotch tape, labels or any other foreign matter NOT placed on, in or near the drug training aids? (AFSPCSUP1, Para 6.7.6.1.)			
1.2.8.2. For two drawer containers: are marijuana and hashish (until phased out) stored in the top drawer with the heroin and cocaine stored in the bottom drawer? (AFSPCSUP1, Para 6.7.6.2.)			
1.2.8.3. For four drawer containers: are aids stored from top to bottom as follows: marijuana, hashish (until phased out), cocaine, and heroin? (AFSPCSUP1, Para 6.7.6.3.)			
1.2.8.4. Have units with methamphetamine training aids obtained (if possible) a five drawer container and stored aids from top to bottom as follows: marijuana, hashish (until phased out), cocaine, heroin and methamphetamine? If a four-drawer container is used are drugs stored as follows: marijuana and hashish (until phased out), cocaine, heroin and methamphetamine? If a two-drawer container is used are drugs stored as follows: the marijuana and hashish (until phased out) must be stored in the top drawer, the cocaine, heroin and methamphetamine in the bottom drawer? (AFSPCSUP1, Para 6.7.6.4.)			
1.2.9. Are drug training aids revalidated every two years? (Para 6.9. and AFSPCSUP1, Para 6.9.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.10. Did the kennel staff establish a monthly Optimum Training Requirement for each MWD assigned? (AFSPCSUP1, Para 7.1.5.)			
1.2.11. Is validation testing conducted annually? (Para 7.2.)			
1.2.12. Has the formal decertification process for MWDs been properly followed and documented? (Para 7.3.)			
1.2.13. Is the following information maintained for each detector dog in a probable cause folder: (Para 8.8.1.)			
1.2.13.1. A general record of the training and experience of the team (AF Form 321)? (Para 8.8.1.1.)			
1.2.13.2. A detailed record showing the number of checks or searches by date, locations, responses and finds? (Para 8.8.1.2.)			
1.2.13.3. A record showing when the search authorizing authority reviewed these records? (Para 8.8.1.3.)			
1.2.13.4. A certification letter, which shows the searching-granting authority or delegated authority witnessed a detection demonstration? (Para 8.8.1.4.)			
1.2.13.5. A quarterly summary statement confirming the reliability of each detector team? (Para 8.8.1.5.)			
1.2.14. Are the following frequent inspections and correction of discrepancies conducted for kennel maintenance: (AFSPCSUP1, Para 9.1.5.1.)			
1.2.14.1. Are kennels inspected daily? (AFSPCSUP1, Para 9.1.5.1.1.)			
1.2.14.2. Are items that have the potential to cause injury or disease immediately corrected? (AFSPCSUP1, Para 9.1.5.1.2.)			
1.2.14.3. Are kennel runs cleaned once per shift or whenever stool or urine is present? Are drainage troughs washed down at least once during the handler's shift? (AFSPCSUP1, Para 9.1.5.1.3.)			
1.2.14.4. Are dogs removed from the kennel run prior to sanitizing the kennel run? AFSPCSUP1, Para 9.1.5.1.4.)			
1.2.15. If units have less than five MWDs or don not have enough kennel support personnel assigned, are one of the following items completed when leaving kennels unattended: (Para 9.2.1.)			
1.2.15.1. Does the unit keep a qualified MWD handler or trained kennel attendant on call? (Para 9.2.1.1.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.15.2. Is the kennel facility locked and the keys maintained in a specific location? (Para 9.2.1.2.)			
1.2.15.3. Is the kennel facility and each MWD checked every four hours? (Para 9.2.1.3.)			
1.2.15.4. Is fresh water provided at each shift change? (Para 9.2.1.4.)			
1.2.16. Did the unit notify HQ AFSPC/SFOP of the circumstances surrounding the MWD death? In addition, did the unit forward two copies of DD Form 1743, Military Dog Death Certificate , to HQ AFSPC/SFOP? (AFSPCSUP1, Para 9.2.3.)			
1.2.17. Do all personnel assigned to the MWD program have an official passport? (Para 10.2.10. & AFSPCSUP1, Para 10.2.10.)			