

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**



AIR FORCE INSTRUCTION 31-202

***Air Mobility Command
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Security

MILITARY WORKING DOG PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 31-202, 1 August 1996, is supplemented as follows: (This publication does not apply to Air National Guard or United States Air Force Reserve units).

(Added). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

2.2. The MWD standard capability ratio is four patrol/explosive dogs and two patrol/narcotic dogs except as addressed in **Table 2.1.** as MAJCOM approved variances.

Table 2.1. (Added) .

	Personnel Positions					MWD Authorizations		
	Ken- nel- mas- ter	Trainer	Ken- nel Sup- port	Han- dler	Total	Patrol / Drug 8820 -00- 243- 7542	Patrol / Expl osive 8820 -00- 188- 3880	Contra- band (Lg) Explo- sive 8820 -00- 043- 3526
INSTALLATION								
Andrews (Note 1)	1	3	1	15	20	3	9*	4
Charleston (Note 2)	1	1		6	8	2	4*	1
Dover (Note 2)	1	1	1	7	10	2	4*	1
Fairchild	1	1	1	6	9	2	4*	
Grand Forks	1	1	1	6	9	2	4*	
MacDill	1	1		6	8	2	4*	
McChord (Note 4)	1	1	1	7	10	2	5*	
McConnell	1	1	1	6	9	2	4*	
McGuire (Note 2) (Note 3) (Note 4)	1	1	1	6	9	2	6*	1
INSTALLATION	Ken- nel- mas- ter	Trainer	Ken- nel Sup- port	Han- dler	Total	Patrol / Drug	Patrol / Expl osive	Contra- band (Lg) Explo- sive
Pope	1	1	1	7	10	3	4*	
Scott	1	1	1	7	10	2	4*	
Travis (Note 2)	1	1	1	6	9	2	4*	1
AMWC	1	2			3			

NOTES:

1. Presidential Support and DV protection
2. Charleston, Dover, McGuire, and Travis support Superport Operations
3. Three patrol/explosive dogs support the 820th Security Forces Group (QFEBR)
4. Each base requires two EDD teams to support Prime Nuclear Airlift Force (PNAF)

(*) Annotates that Contraband Explosive Dogs can be used as "suitable" substitutes until the patrol/explosive detector dog MILSTRIP can be filled by the MWDA with MAJCOM/SF approval.

2.2.1. (Added) Units will order replacements when a military working dog (MWD) is assessed as Category 3 (CAT III) regardless of age. Kennelmasters will need to obtain a letter from the base veterinarian that includes the canine's prognosis and the life expectancy. This letter will be submitted with the AF FM 601 request.

2.4.2.1. (Added) MWDs will be used every day their assigned handlers are working. Make an entry on the reverse of the AF Form 321, **Military Working Dog Training and Utilization Record**, explaining periods of non-use. At a minimum, annotations showing the handler's posting, training locations, type of gunfire training conducted, and reasons why the Optimum Training Requirements (OTR) were not met will be included on the reverse side of the form.

2.4.4.1. (Added) Fax or mail AF Form 324, **Military Working Dog Program Status Report**, to HQ AMC/SFGC NLT 5 January and 5 July.

2.4.4.2. (Added) Section III: This area must show all 3P0X1As. This includes the kennel staff and personnel not working in the MWD Section. In the remark section, type the rank, name, and job position of each 3P0X1A not working in a MWD position. All handlers will be listed under the SEI 371 block unless you have a handler who never attended a formal detector school then list them under the Military Working Dog Handler block.

2.5.12.1. (Added) Each kennel facility must contain a clearly identified "one-way system" and each person associated with the MWD program must adhere to it. This system may be designed by ground/wall markings or explained in the kennel operating instruction.

2.6. Removable adhesive lettering may be used for MWD vehicles. Place the lettering on the rear passenger windows, rear passenger doors, or rear quarterpanels and on the rear of the vehicle. Lettering must be 1 ½" to 2 ½" in height or as approved by your base transportation. The word CAUTION must be in red and MILITARY WORKING DOG or K-9 UNIT must be in black, blue, or white. Configuration must be similar to the sample at Figure 2.1.

Figure 2.1. (Added) Letters need to be removable adhesive and should present a professional appearance



2.6.1. Portable kennels may be used in the bed of a pickup for transportation purposes, e.g., picking up a MWD from the airport. When used in this matter, the crate must be securely fastened to the bed of the pickup using tie-down straps or similar devices. Law enforcement sedans or passenger-type vehicles (Tahoe, Blazer, Expedition, Explorer, or Jeep Cherokee) that are used solely for MWD support will have

a commercial carrier system installed (Figure 2.2 and Figure 2.3). Locally manufactured carriers/platforms that ensure the interior of the vehicle cannot be damaged by the canine are also authorized. Hot climate bases should consider tinting the rear passenger area windows to help reduce the temperature within the passenger compartment area for the canine; coordination and vehicle modification approval by base transportation is required.

Figure 2.2. (Added) Model Available for various police sedans Common sources for these types of inserts are Ray Allen (1-800-444-0404) and American Aluminum Accessories, Inc. (1-800-277-0869, Web site:www.keylink.net/ezrider)

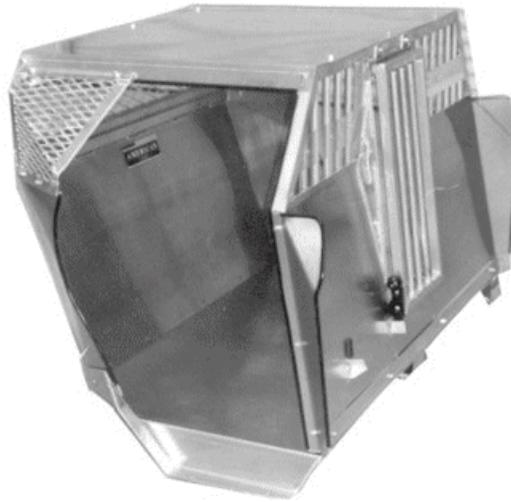


Figure 2.3. (Added) Type of model available for passenger-type vehicles (SUV).



2.6.2. MWD equipped vehicles will not be used for stray transportation.

3.1. Only qualified MWD personnel are authorized to handle MWDs. The one-handler/one-dog concept must be strictly adhered to. The exception is during personnel shortages and in this case, a qualified handler may work more than one dog with written authorization by the CSF. This letter will be posted in the MWD's permanent records.

5.1.1. This training is required annually for MWD personnel responsible for the handling or storing of explosives. It will be documented in the member's OJT records by the kennelmaster/MWD Trainer.

5.1.5. Conduct explosive training with the maximum amount of explosive detector dogs during each training exercise to limit the amount of times that explosive training aids must be removed from the bunker.

5.1.6. Disposable gloves, cotton glove inserts, or paper towels will be used when handling the explosive training aids to limit aid contamination (Latex gloves will be used when handling Nitro Dynamite).

5.1.7. Coordinate use of electric heaters and dehumidifiers with your munition storage personnel and the wing explosive safety officer. If their use is not feasible, ensure proper rotation of the canine scent kit is being done to maximize the shelf life of the explosive training aids.

5.2.1. Chlorate training aids will be replaced yearly. If medical supply channels cannot procure these items, establish a purchasing account with a local chemical supply company with the guidance of the wing Hazmat Pharmacy. 89 SFS (Andrews AFB) is authorized to procure up to two pounds of each chlorate due to the large number of explosive detector dogs assigned.

5.2.4. Units are authorized to remove (1) one pound can of smokeless powder from the canine explosive scent kit and repackage it into moisture proof containers (4 – 6 ounces each) to be used for reinforcement training aids. **Proper authorization to store this training aid at the kennels or armory facility must be coordinated with the base explosive safety officer and the fire department before this repackaging occurs.** Training aids must be secured in a lockable file cabinet or safe. These aids will not be stored in the same container as the chlorates to avoid cross-contamination. Ammunition cans are ideal for this containment. When using ammunition cans, clean them with mild soap and warm water followed by rinsing with alcohol. Allow the cans to air dry. Do not paint or mark the inside of the container with materials that would cause odor contamination. Remove ammunition markings on ammunition containers prior to use when used for a purpose other than ammunition storage/transport.

5.2.5. Explosive training aids in the Explosive Scent Kit will be replaced every 24 months or sooner if they are damaged, destroyed, or odor contaminated. Order each item individually for replacement through your munition storage personnel rather than ordering a complete *Canine Explosive Scent Kit (CESK)*. The kennelmaster will ensure that training aids are forecasted under Category "A:" annually. This is necessary to ensure assets are available to replace training aids when necessary. Kennelmaster will also ensure that the CESK is forecasted for under Category "C" each year. This allocation is necessary to ensure the CESK is not removed from your munitions supply account.

6.1. Volume 21, Code of Federal Regulations (21 CFR), Section 1301.72, is available via the Internet: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>. The combination on the narcotic storage safe(s) will be changed whenever there is a change in the primary or alternate drug custodians. The Standard Form 700, *Security Container Information*, **will** be annotated to show the date of the combination change.

6.3.9. A scribe may be used to etch the size and substance on the metal cans, e.g., CO 2g. A No. 2 pencil may be used on the marijuana bags. Under no circumstances will an ink marker or pen be used on a training aid. Annotate changes in aid weight due to etching on the AF Form 1205.

6.7.1. Drug training aids must be visually checked for physical signs of tampering or leaks when checked out or checked in.

6.7.6. (Added) Use the following handling and storage procedures to minimize odor contamination:

6.7.6.1. (Added) Extreme care must be used when handling drug training aids to prevent cross-substance or foreign matter contamination. Glue, masking tape, scotch tape, labels, or any other foreign mat-

ter must not be placed on, in, or near the drug training aids. The only exception is described in paragraph 6.3.9 of this supplement. Disposable gloves, similar to those used in food services, must be used when handling drug training aids to prevent human odor contamination.

6.7.6.2. (Added) When a two-drawer container is used, the heroin and cocaine must be stored in the top drawer with the marijuana and hashish in the bottom drawer.

6.7.6.3. (Added) When a four-drawer container is used, the aids must be stored from top to bottom as follows: heroin, cocaine, hashish, and marijuana.

6.7.6.4. (Added) Units with methamphetamine training aids will, if possible, obtain a five-drawer container and store aids from top to bottom as follows: heroin, cocaine, methamphetamine, hashish, and marijuana. If a four-drawer container is used, the aids must be stored from top to bottom as follows: heroin, cocaine, methamphetamine, marijuana and hashish (together, in the bottom drawer).

6.7.6.5. (Added) Each substance must be stored in a separate container. Ammunition cans are ideal for this containment. When using ammunition cans, clean them with mild soap and warm water followed by rinsing with alcohol. Allow the cans to air dry. Do not paint or mark the inside of the container with materials that would cause odor contamination. A paper tag may be affixed to the container designating it as marijuana, hashish, cocaine, heroin, or methamphetamine. Remove ammunition markings on ammunition containers prior to use when used for a purpose other than ammunition storage/transport.

6.9. Narcotic training aids will be rotated every two years with NCISRFL. If your unit has not been contacted by the NCISRFL when your training aids are twenty months old, contact them at DSN: 564-8615 to determine the status of your aid rotation.

8.3. Refrain from using Explosive Detector Dogs to confirm or clear suspicious objects or packages. If an item is suspicious, initiate the proper cordon and await EOD response. EOD is the only AFSC trained and equipped to safely determine if a suspect package or object is nonexplosive.

8.3.1. (Added) Use extreme care and caution when conducting sweeps of POL or other hazardous material laden vehicles. MWD teams should sweep these vehicles from the downwind side and use a "general" search pattern rather than a detailed search pattern. The handler needs to ensure the canine does not come in contact with any of these hazardous chemicals. Studies by the AFSFC have shown that a combination search of these types of vehicles yields the greatest results of detecting explosive devices/substances. The combination sweep consists of the MWD team conducting a general sweep and a SF member with inspection mirrors and/or an undercarriage viewing system (cameras) searching the vehicle.

8.6. Refrain from posting MWD teams on Installation Entry Control Points. The MWD is better utilized performing Base Entry Point Checks (BEPC) or conducting short relief breaks (e.g., chow relief) for the Installation Entry Controller. Operations are encouraged to make use of these teams in patrolling flight-line/priority resource associated areas. Regardless of the posting, the handler will be posted with his/her assigned canine unless the base veterinarian places the canine on quarters.

9.1.5.1. (Added) The Kennelmaster must ensure:

9.1.5.1.1. (Added) Kennels are carefully inspected daily.

9.1.5.1.2. (Added) Immediately correct any item that has the potential to cause injury or disease.

9.1.5.1.3. (Added) Kennel runs are to be cleaned once per shift or whenever stool and urine is present in the kennel runs. Drainage troughs will be washed down at least once during the handler's shift.

9.1.5.1.4. (Added) Remove the dog from the kennel run prior to sanitizing the kennel run. Sanitizing of the kennel runs using hot water and detergent, approved by the veterinarian, or steam cleaning must be done once per duty cycle. All areas must be thoroughly rinsed with potable water after cleansing. A chemical disinfectant approved by the veterinarian may be applied to control infectious bacteria and offensive odors.

9.1.6. All gates leading to the training area will have “self-latching” devices.

9.1.7. Warning signs will be placed every 50 feet around the training area to ensure the warning is visible from all possible avenues of approach.

9.2. Kennelmaster and Operations Section will establish a requirement for handlers to be given adequate time during their duty shift to allow the MWD handler to sanitize the kennel runs, feed the canines, sanitize the MWD patrol vehicle, and for records maintenance prior to shift relief.

9.2.1.1.1. (Added) Provide procedures for obtaining non-duty hour medical care in the kennel support instruction. For unmanned kennel facilities, ensure written procedures are available to the Security Forces Controller (desk sergeant) or the on-call handler.

9.2.3. Forward two copies of DD Form 1743, **Death Certificate of Military Dog**, to HQ AMC/SFGC, 102 East Martin Street, Suite N110, Scott AFB, IL 62225-5318.

9.2.4. Handlers must groom and inspect their assigned dogs each tour of duty.

9.2.5. The veterinarian will prescribe the time of day each dog is to be fed. This depends on the dog’s duty schedule and the schedule of other kennel activities. After the prescribed feeding period, leftover food must be disposed of within two hours and feeding pans must be cleaned and put away.

10.2.3. See Attachment 2 for a sample “MWD Explosive Detection Civilian Support Release and Reimbursement Agreement”.

10.2.7. For units who do not have 24-hour Army Veterinarian Support, they must arrange procedures to obtain a Health Certificate for each deployable EDD valid for the periods between the veterinarian’s base visits. If the veterinarian’s visits exceed the 10-day limit, arrange procedures through the base veterinarian services to obtain Health Certificates from a civilian veterinarian treatment facility.

10.2.7.3. Immediately after a unit accepts an EDD support tasking, the handler or kennel staff will research the cost of the airline ticket, excess baggage fees, rental car (mini-van) costs, and any other associated costs necessary to reach the search location. This information will be transmitted verbally to the Air Force Security Forces Center (AFSFC) at DSN: 473-0960/0961 by the tasked unit. AFSFC will then process the handler’s orders and forward them directly to the tasked unit. Handlers will also use the plastic shipping crates (Vari-Kennels or similar model) to support these missions, the metal “military” crates are unacceptable.

10.2.10. All personnel assigned to the MWD program will have official passports. These passports are needed to support EDD duties and contingency actions (Mobility positions such as the QFEBR and QFEBP).

Attachment 1 (Added)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

BEPC--Base Entry Point Checks

CESK--Canine Explosive Scent Kit

CSF-- Chief, Security Forces

MWDA--Military Working Dog Agency

OPT--Optimum Training Requirements

PNAF--Prime Nuclear Airlift Force

POL-- Petroleum, Oils, and Lubricants

QFEBP-- K-9 Headquarters Element

QFEBR-- K-9 Element

Attachment 2 (Added)**SAMPLE CIVILIAN SUPPORT RELEASE AND REIMBURSEMENT AGREEMENT****MILITARY WORKING DOG (MWD) EXPLOSIVE DETECTION
CIVILIAN SUPPORT RELEASE AND REIMBURSEMENT AGREEMENT****AGREEMENT BETWEEN**

_____ **AIR FORCE BASE AND THE** _____ **POLICE DEPARTMENT**

This agreement, entered into on this the ____ day of _____, between the Secretary of the Air Force, pursuant to the authority of Military Support for Civilian Law Enforcement Agencies Act, 10 U.S.C. (371-378) and the _____ Police Department is for securing explosive detection support for the protection of life and property only. It is agreed that:

a. On request to the _____ Security Forces Squadron by a representative of the _____ Police Department and with the coordination of the Chief, Security Forces, Base Judge Advocate, and the approval of the Installation Commander or his/her designated representative, an Explosive Detector Dog (EDD) Team and a "spotter" will be dispatched to any point within the jurisdiction for which the _____ Police Department normally exercises jurisdiction. Authorities at _____ Air Force Base may deny requests for EDD Teams when EDD Team resources are insufficient or granting the request would otherwise interfere with the effective conduct of official Air Force operations or business.

b. Any dispatch pursuant to this agreement is subject to the following conditions:

(1) The EDD and handler must be used together.

(2) The handler must have exclusive control over the search effort and complete access to the search area.

(3) The handler will perform the sole task of working his/her dog and will not take part in any other activities to aid civilian authorities unless specifically authorized by HQ AFSFC.

(4) Only the team's explosive search capabilities will be used. Teams will not be used to track persons, search buildings or areas for personnel, or to pursue, attack, hold, or in any way help in apprehending or arresting persons.

(5) Teams are not to be used to search persons.

(6) A representative of the requesting agency must stay with the team at all times when it is working. If the dog responds positively, the handler will advise the representative and withdraw or continue the search in a disassociated area. The handler must not help in uncovering, disarming, or moving any explosive device.

(7) The US Air Force will neither accept responsibility for any damages, assist in setting up a chain of custody, nor engage in any other activities to enforce the law in connection with this service. The handler may, if necessary, testify in civil court. This testimony must be limited to explaining the training received, the pass success rate of the EDD, the events leading to employment in this particular search, and the results of that search.

c. The US Air Force may claim reimbursement for the direct expenses of services provided.

d. Each party waives all claims against every other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this agreement. This provision does not waive any right to reimbursement pursuant to paragraph c above.

FOR THE SECRETARY OF
AIR FORCE

_____ POLICE DEPARTMENT

(Signature Block)

(Signature Block)

REVIEWED BY: Base Judge Advocate _____ Dated: _____

DENNIS A. HUNSINGER, Colonel, USAF
Director of Security Forces