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Civil Engineers

**FAMILY HOUSING MANAGEMENT – PET
CONTROL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 11 MSG/CD (Lt Col Benjamin Trotter)

Certified by: 11 MSG/CC
(Colonel Janice L. Mitchell)

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This instruction implements AFI 32-6001, April 1994, Family Housing Management. It establishes and defines procedures and responsibilities for controlling pets on Bolling Air Force Base and it applies to all persons transporting or having an animal under their control on Bolling AFB. This includes Military Family Housing (MFH) residents, as well as military and civilian employees of the 11th Security Forces Squadron (11 SFS), 11th Civil Engineer Squadron and the 89th Medical Service Squadron, Andrews AFB, MD. Persons failing to comply with the provisions of this instruction, may be subject to adverse or disciplinary action.

1. Introduction: Maintaining pets in family housing is a common practice and is highly encouraged on Bolling AFB, however, stringent controls must be established to ensure owners comply with animal control procedures and the pets do not create health issues and become a nuisance to the community.

2. Responsibilities:

2.1. Owner:

2.1.1. Will limit the number of pets to no more than two small dogs and/or cats per household/family. For example, two small dogs under (40 pounds), or two cats or one small dog and one small cat may be kept. However, persons may only keep one large dog (over 50 pounds) per household, although one cat may be kept in addition to the large dog. There are two exceptions to these provisions. First, persons may keep up to four pets (cats, dogs or a combination) in a household so long as these pets were acquired and kept in the household prior to 1 May 2002. Secondly, persons may keep a litter of puppies or kittens for a period of not more than 10 weeks after their birth to allow for weaning and disposition.

2.1.2. Will have direct control of pets as prescribed in paragraph 7. of this instruction.

2.1.3. Will comply with all directives governing health, immunization, control, care, treatment and disposal of pets.

- 2.1.4. Will be responsible for any expense incident to immunization, quarantine, impounding or treatment of pets. Failure to comply with these provisions can result in the pets being declared a nuisance and subsequently being removed from the base as prescribed in paragraph 8. of this instruction.
- 2.1.5. Will brief dependents on the contents of this instruction.
- 2.1.6. Will ensure their pet(s) are registered and immunized in accordance with this instruction.
- 2.2. The Base Civil Engineer will properly dispose of non-domestic dead animals found on base after coordination with the Veterinarian Consultant.
- 2.3. OIC, Andrews AFB Veterinary Services:
- 2.3.1. Responsible for administering immunizations to all pets kept on Bolling AFB, in accordance with other applicable directives, quarantine control or rabies suspects.
- 2.3.2. Assists the 11th Mission Support Group Commander (11 MSG/CC) or Deputy Commander in deciding cases of pet neglect by owners.
- 2.3.3. Assists the Security Forces in determining the need for the capture and/or disposal of animals thought to be of danger to the public; i.e., rabies, etc.
- 2.3.4. It should be specifically stated that for all Bolling AFB matters, the OIC, Andrews AFB Veterinary Services should report all pet-related incidents to the 11th Security Forces Squadron.
- 2.3.5. Andrews AFB Veterinary Services may authorize the capture of animals found to be in violation of rules and regulations set forth by this instruction and local animal cruelty laws.
- 2.4. Chief, 11th Security Forces Squadron:
- 2.4.1. Responsible for the apprehension of all stray animals and rabies suspects. For stray animals having a Bolling AFB registration, Security Forces will make every attempt to contact the owner using the information on the registration tag or calling (during normal duty hours) Andrews AFB Veterinary Treatment Facility (VTF) for owner information. If contact cannot be made, DC Animal Control will transport the animal. A letter of disposition will be placed at the owner's quarters (**Attachment 1**). DC Animal Control will transport stray animals found on Bolling AFB with no registration as soon as possible. The Veterinarian Consultant will be notified in cases of neglect or abuse when persons are bitten/scratched by animals or when animals are debilitated/injured. Owners claiming their pets at an off-base animal control agency will be required to pay fees charged by the agency.
- 2.4.2. Enforces the rules of this instruction, including violations of local animal cruelty laws.
- 2.4.3. Takes into custody any animal not under owner control or which is determined by the 11 MSG Commander or Deputy Commander to be a danger to itself, people, or to other animals. Animals will be transported by DC Animal Control to the off-base impound agency as soon as possible.
- 2.4.4. Maintains records of all incidents and disposition of pets. When ownership is determined, reports the violation to the 11 MSG/CC/CD on a DD Form 3545, Incident/Complaint Report.

2.4.5. Uses extreme restraint measures (capture pole) to capture dangerous pets or animals when all other means or efforts have failed. NOTE: Notification of the Veterinarian Consultant is required.

2.5. The 11th Medical Group will immediately report all incidents involving animal-related injuries to the proper authority.

2.6. The 11 MSG Commander or Deputy Commander will:

2.6.1. Review all incidents and offenses involving pets and determine whether owners should be directed to remove pets from the base.

2.6.2. Direct Base Housing personnel to inform animal owners who move into base housing of the requirements for keeping pets on Bolling AFB.

2.6.3. Direct base agencies (Housing, SFS, CE) to inspect housing areas to ensure that base residents are complying with quarantine or other prescribed standards spelled out in this instruction.

2.6.4. Direct the removal of a pet from Bolling AFB, which is a nuisance or threat to public safety. NOTE: Pets may be removed from the base for a first offense.

3. Immunization/Registration:

3.1. Dogs/cats that are 4 months of age or more and maintained on base over 2 weeks, (14 days), will be immunized for rabies every 3 years in accordance with District of Columbia Department of Animal Health requirements. Base Housing occupants owning pets will report to the Andrews AFB Veterinary Services within 14 days of moving on base so that a base certificate and rabies tag can be issued. Dogs/cats moving on base with 3-year rabies vaccinations will be recognized until the 3-year expiration date; however, all pet owners must update their pet's vaccine records annually.

3.2. A DD Form 2208, Rabies Vaccination Certificate, will be completed at the time of immunization or issuance of a new tag. The owner will keep the original certificate, Andrews AFB VTF will file one copy, and one copy will be placed in the animal's record.

3.3. Other Immunizations and Requirements:

3.3.1. Dogs maintained on base will be immunized for canine distemper, infectious canine hepatitis, parainfluenza, leptospirosis, and parvovirus, following current accepted immunization practices. Leptospirosis vaccine is given on an as needed basis based on exposure risk as determined by the VTF.

3.3.2. Dogs maintained on Bolling AFB are required to be kept on heartworm prevention year around. A dog arriving on base not on heartworm prevention will require a heartworm test. As determined by the OIC, Andrews Veterinary Services, dogs testing positive for heartworms will receive treatment at the Andrews AFB VTF or at an appropriate civilian facility or will be removed from base.

3.3.3. Removal will occur only if the dog doesn't receive heartworm treatment as outlined in [3.3.2.](#)

3.3.4. Cats maintained on Bolling AFB will be tested for heartworms every 2 years. Heartworm prevention is recommended but not required for cats kept on Bolling AFB.

4. Rabies Suspect Disposition:

4.1. Any animal or pet that has bitten or scratched a person will be kept in quarantine for at least 10 days. The OIC, Andrews Veterinary Services, may direct quarantine in the VTF, civilian veterinary treatment facility or in the owner's home depending on the circumstances. In the case of home quarantine, the owner is required to bring the animal for examination to the VTF at a time and frequency specified by the OIC, Veterinary Services.

4.2. OIC, Andrews AFB Veterinary Services will be notified by 11 SFS regarding quarantine disposition of biting animal.

4.2.1. OIC, Andrews AFB Veterinary Services will determine whether animal is to be quarantined in the owners house or in a VTF. If quarantine is within the owner's house, OIC, Andrews AFB Veterinary Services will brief the owner on quarantine instructions.

4.3. Certain species of animal pets may require no quarantine as determined by the OIC, Andrews AFB Veterinary Services.

4.4. In the event a stray or wild animal is designated as a rabies suspect, the animal will be humanely euthanized and diagnostic specimens submitted to the proper authorities for rabies virus examination.

5. Individuals Bitten/Scratched by Animals. Any person exposed to a rabies suspect on Bolling AFB should report to the 11th Medical Group, Family Practice Clinic, for treatment. After duty hours or on weekends, report to Andrews AFB Emergency Room.

6. Migratory Game Birds and Animals. Federal rules on migratory game birds and animals apply to Bolling AFB. Federal and state regulations and codes protect many species of wildlife. Possession of birds or animals governed by the above regulations and codes will be directed by administrative order of the Department of the Interior. Requests to possess wildlife under the above regulations and codes on Bolling AFB must have written coordination from the 11 MSG Commander or Deputy Commander, OIC, Andrews VTF, Department of Interior and the District of Columbia.

7. Control of Pets:

7.1. When outside of the quarters, all dogs will be on a leash or under voice control within the confines of the owners yard. Dogs enclosed in a secure fenced area do not require constant adult supervision; however, an adult must be at the quarters. Dogs taken for walks must be on a leash and under constant adult supervision. Note: This requirement prohibits the practice of chaining animals to outside structures or trees and (or) leaving them unattended. This requirement will be enforced to reduce the possibility of damage to property and personnel.

7.2. Cats will be kept indoors. If outdoors, cats will be kept on a leash. Cats will not have free roam of Bolling AFB.

7.3. Owners will remove feces immediately after defecation in public areas and daily from the animal's fenced confines.

7.3.1. Owners will not allow pet's access to any fenced sports field on Bolling AFB. This includes softball fields, tennis courts, basketball courts and miniature golf course.

7.4. Pet owners may be financially liable for veterinary care, euthanasia or removal of pets from Bolling AFB when directed by the 11 MSG Commander or Deputy Commander.

7.5. Animals will not be permitted in base buildings other than in Family Housing units. Animals pets will not be allowed in airmen dormitories, see paragraph 7.5.1., temporary lodging quarters (TLQ), bachelor officer quarters (BOQ), visiting airmen quarters (VAQ) or any other public facility on Bolling AFB. The grounds adjoining TLQs, BOQs and VAQs, are also prohibited to animal pets. Animals will not be locked in cars parked outside these facilities.

7.5.1. Exceptions are: Aquariums (11 CES/CDM-CEH will determine what animals are allowed in the dormitories), Health Assistance Animals in the Military (HAAM), including Seeing-Eye Dogs, hearing dogs and other handicap assistance animals, will be allowed to enter all public facilities with their owners, to include TLQs, BOQs and VAQs.

7.5.2. Owners whose pets are involved in any combination of three (3) of the following violations within a 12-month period may be directed by 11 MSG/CC to remove the pet from Bolling AFB. Scratching or biting another animal or human is another reason to demand removal of pets from Bolling AFB.

7.5.2.1. Not controlled (on leash or under voice control)

7.5.2.2. Causing unsanitary conditions

7.5.2.3. Causing destruction of property

7.5.2.4. Creating a disturbance of peace

7.5.2.5. No current immunization on record or not undergoing heartworm preventive treatment.

7.5.3. Vicious Pets. Owners must immediately remove pets that are declared vicious by 11 MSG/CC. A single incident or attack alone may justify a decision to declare animals vicious. Pets involved in two (2) unprovoked attacks within 6-month period regardless of whether the attack is classified as a scratch or bite, are deemed vicious. The OIC, Andrews AFB Veterinary Services and 11 CES/CEH, HQ 11 WG/JA, 11 SFS/CC or their designated representative will advise 11 MSG/CC as to whether a pet will be declared vicious. 11 SFS will investigate all cases of animal bites that take place within the limits of Bolling AFB.

7.5.4. Feeding and keeping stray animals is strictly prohibited. Unauthorized persons shall not tamper with, move or damage government-owned capture equipment or traps, release captured/trapped animals or tamper with baits.

8. Procedures:

8.1. The 11 SFS/SFAR will prepare and issue a show cause letter signed by the 11 MSG Commander or Deputy Commander to the owners on all pet-related incidents ([Attachment 2](#)).

8.2. The owner will acknowledge receipt of the show cause letter at the time of issue, and he or she will indicate their intent as outlined in [Attachment 2](#).

8.3. The Security Forces Administration Flight (SFA) will track and suspense all show cause letters. If the owner has not responded within 10 days, the SFA will notify the 11 MSG Commander or Deputy Commander that a pet removal letter has been forwarded to the individual through their unit commander ([Attachment 3](#)). The unit commander will ensure that the owner has removed the pet from Bolling AFB within 5 days of receipt of the pet removal letter. The unit commander will inform 11 SFS/SFA of the disposition of the pet through the 11 MSG Commander or Deputy Commander.

8.4. If the individual requests a conference with the 11 MSG Commander or Deputy Commander and it is determined that the pet is to be removed from the installation, the disposition of the pet will be the same as identified in paragraph 8.3.

8.5. 11 SFS will contact the owner of a pet that bites/scratches an individual and file an appropriate report. A copy of the report is forwarded to the owner's commander for action. Further action is at the discretion of the owner's commander.

8.6. 11 SFS will direct bite victims to their respective Primary Care Manager (PCM). If the bite victim's PCM is located at the 11th Medical Group, the victim will be directed to the 11th Medical Group/Family Practice Clinic for disposition. If bite occurs after duty hours or during weekend, the victim will be directed to Andrews AFB Emergency Room for treatment/disposition.

9. The Care and Housing of Pets:

9.1. Pets will be kept in a well-ventilated area with ample lighting. While outside, pets must have adequate means provided to protect them from inclement weather or sunlight.

9.2. Pets must be fed food that is free of contamination. Pets should be fed at least once a day, unless otherwise directed by a veterinarian. Keep food and surrounding areas clean to prevent attracting flies, rodent, insects and other vermin. Pets will be provided fresh drinking water daily.

9.3. Owners must ensure cleanliness of pets and pet areas. Excreta dropped by pets will be removed daily to minimize disease hazards and reduce odors. Failure to comply with this provision can result in the pets being declared a nuisance and subsequently being removed from the base.

9.4. Owners will pick up and dispose of pet waste while walking their pet on Bolling AFB. Failure to comply with this provision can result in the pets being declared a nuisance and subsequently being removed from the base.

9.5. Owners will not leave a pet unattended in an outside fenced area while they are absent from the quarters. This step will ensure that pets are protected from inclement weather and will eliminate the possibility of the pet creating a nuisance to other residents.

9.6. Owners will not leave an animal confined in an automobile.

9.7. Owners will not abandon their pets upon departure from Bolling AFB for any reason. Pets will be placed in the care of a responsible party or the local humane society.

9.8. Doghouses are prohibited on Bolling AFB.

10. Animals, Reptiles and Birds Prohibited on Bolling AFB:

10.1. Animals, reptiles and birds banned by state and federal laws.

10.2. Wild, exotic or undomesticated animals, e.g., forest/jungle beasts, potbellied pigs or other wild-life. The following are specifically prohibited as pets: raccoons, opossums, skunks, groundhogs, bats, squirrels, and wild carnivores. The Andrews AFB Base Veterinarian will investigate questionable cases and advise the 11 MSG Commander, who will make the final decision as to whether or not a wildlife, exotic or undomesticated animal is prohibited.

10.3. Poisonous reptiles or large constrictor-type snakes.

10.4. Animals kept only for profit or gain. This provision does not include the normal procreation of any kind, the sale of offspring or fees from breeding a pet. Owners should limit the number of litters to one litter per year. Questionable cases will be investigated by the Andrews AFB Base Veterinarian and/or base housing, who will advise the 11 MSG Commander or Deputy Commander on final disposition.

10.5. Fowl, other than small-caged birds, paragraph 6., this instruction applies. Aviaries are not permitted.

10.6. Any cloven hoofed animals.

10.7. Pit Bull Breed Dogs (American Pit Bull Terrier, Staffordshire Bull Terrier, American Staffordshire Terrier, etc.). The inbred aggressive nature of this breed creates a potentially dangerous safety hazard. Pit Bull owners residing off base will still be allowed access to the Veterinary Treatment Facility.

10.8. Presa Canario breed dog.

11. Disposal of Dead Animals Found on Bolling AFB:

11.1. It is the responsibility of the owner to remove dead domesticated animals in military family housing (MFH). Individuals can contact the Andrews Veterinary Services for guidance on the proper disposal of the domesticated animal. It is not the automatic responsibility of Pest Management to remove or dispose of MFH pets.

11.2. If Pest Management does become involved, it's personnel will dispose of dead non-domestic/wild animals in a manner approved by the 11 MSG Commander or Deputy Commander.

11.3. If any domesticated animal is suspected of having been involved in an animal bite incident, the Andrews AFB Base Veterinary Services will be notified to determine disposition of animal.

11.3.1. The owner of the pet should be notified through the tag or collar information of the animal. If no tag or collar is available, Pest Management will pick up and remove the animal the next duty day.

12. General Policies:

12.1. Pet owners will clear the Andrews AFB VTF, prior to departing on permanent change of station orders. The DD Form 2344, Veterinary Treatment Record, on each animal will be accepted for hand-carry and delivery to the receiving VTF at the new duty station.

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

Pet—A domesticated animal that is tame and kept for pleasure rather than utility. NOTE: This instruction limits the definition of pet to the following:

Domesticated dogs

Domesticated cats

Caged birds (other than chickens, turkeys, game and hunting birds)

Fish (tropical and domestic)

Nonpoisonous reptiles

Hamsters, guinea pigs, gerbils, rabbits

Domesticated ferrets

Ant farms and spiders

Turtles, non-poisonous snakes and frogs

Prohibited animals are outlined in paragraph 10 of this instruction

Owner—A person with legal possession or provides for the care or quartering of a pet.

Cruelty Toward Animals —An act or omission by anyone that is in violation of local animal cruelty laws.

Pet Nuisance—Anytime a pet causes an annoyance, injury or discomfort to persons other than the owner.

Control—Measures taken by an owner to regulate the behavior of pets to prevent animal nuisance to the public.

Rabies Suspect—Any warm-blooded animal involved in an incident in which a human is bitten, scratched or otherwise exposed to the possible presence of rabies virus, or as specified by the OIC, Andrews Veterinary Services.

Prohibited Species—Those mammals, reptiles or birds not permitted to reside on Bolling AFB as a pet and described in paragraph 10., this instruction.

Stray Animals —Any dog or cat found on Bolling AFB for which ownership and rabies immunization status cannot be verified.

Attachment 2

DISPOSITION OF FOUND CANINE/FELINE

Date

MEMORANDUM FOR

FROM: 11 SFS/CC

SUBJECT: Disposition of Found Canine/Feline

1. On _____ at _____, a canine/feline registered in your name was not within your control and is in violation of BAFBI 32-8. An attempt to contact you met with negative results. Your pet was transported to the District of Columbia Animal Shelter (Operated by WHS) 1201 New York Ave., NE Washington, DC 20002 tel: 202-576-6664 (24 hours) Prior to securing the return of your pet, you are responsible for any applicable fees. All fees are subject to change without notice. Fees are outlined below:

- a. Un-spayed/neutered pet: \$75.00
- b. Spayed/neutered pet: \$15.00
- c. \$5.00 for each additional day pet is sheltered.
- d. \$35.00 If owner has no proof of District of Columbia registration tags.

(1) Un-spayed/neutered pet: \$35.00

(2) Spayed/neutered pet: \$10.00

e. \$6.00 for each vaccination required

2. These fees are set and controlled by the District of Columbia Animal Shelter. The Air Force has no involvement in policy or procedures of the District of Columbia Animal Shelter. If you have any questions, contact the 11 SFS/SFAR at 767-8962.

3. If you have any questions, contact the 11 SFS/SFAR at 767-8962.

Chief, 11th Security Forces

Attachment 3**SHOW CAUSE**

Date _____

MEMORANDUM FOR

FROM: 11 MSG/CD

SUBJECT: Show Cause – Possible Removal of Pet from Bolling AFB

1. I have received a report that your pet allegedly created a nuisance. At this time, you are required to show cause why your pet should be allowed to remain on Bolling AFB.
2. The alleged incident took place on _____.

Specifically, your pet _____.

3. Controlling of pets is of utmost importance on this installation. As Deputy Commander, 11th Mission Support Group, I am responsible for protecting the people on Bolling AFB and maintaining a safe and functional community. Occurrences of this type involving your pet indicate a serious disregard of the laws and directives of this installation and the ordinances of District of Columbia.
4. Therefore, you must show cause within 10 days of receiving this letter as to why I should not terminate your privilege to keep your pet on Bolling AFB and order its removal from base housing. This action may be done, in writing, or by personal interview before me or my designee. Failure to acknowledge this letter will be an indication of your concurrence in my taking action to remove your pet from Bolling AFB.
5. Acknowledge receipt and understanding of this correspondence by completing the attached response and returning it to 11 SFS/SFAR.

(Name, Rank, USAF)

Deputy Commander, 11th Mission Support Group

Attachment:

Acknowledgement Letter

cc:

11 SFS/SFAR

11 CES/CEH

1st Ind, (ref AFH 33-337 for format) Date: _____

MEMORANDUM FOR 11 MSG/CD

1. I hereby acknowledge receipt of your letter directing me to show cause as to why you should not order my pet removed from this installation.
2. I do/do not request a personal hearing before you or your designee. If a personal hearing is requested, call the 11th Mission Support Group Commander's Secretary at (202) 767-7578 to schedule an appointment.
3. I do/do not intend to submit written matters. If you intend to submit written matters, submit them to 11 SFS/SFAR, Bolling AFB DC 20036.

Signature

Attachment 4**PET REMOVAL**

Date

MEMORANDUM FOR

FROM: 11 MSG/CD

SUBJECT: Pet Removal

1. On _____, you received a show cause letter for the possible removal of a pet from Bolling AFB. You were required to indicate your intentions within 10 days of receipt of this letter. As of _____, you have failed to comply.
2. Therefore, your pet must be removed from Bolling AFB within 5 days of receipt of this letter. You will notify 11 SFS/SFAR, in writing, through your commander and the 11 MSG/CD of the disposition of the pet.
3. Please contact 11th Security Forces Reports and Analysis, 11 SFS/SFAR, 767-8962, if you have any questions.

(Name, Rank, USAF) Commander, 11th Mission Support Group

cc:

11 MDG/SGOAP

11 CES/CEH

11 SFS/SFAR