

**BY THE ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 48-103**

15 MAY 2003

Aerospace Medicine

REGISTRATION AND CONTROL OF ANIMALS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 10 MDG/SGPM (Capt Craig Robinson)

Certified by: 10 MDG/SGPM
(Lt Col Steve Niehoff)

Supersedes USAFAI 48-103, 17 April 1998

Pages: 11
Distribution: F

This instruction implements AFD 48-1, *Aerospace Medical Program*, and establishes responsibilities and procedures for controlling privately owned and stray animals on the United States Air Force Academy (USAFA), to include the establishment and operation of impoundment facilities. Animal owners who violate the provisions of this instruction are subject to the forced removal of their pets from the USAFA. This instruction applies to all personnel assigned to or residing on the USAFA.

SUMMARY OF REVISIONS

Office symbol updates only. A bar (|) indicates revisions from previous edition

1. What is Animal Control? The health and welfare of the USAF Academy's community requires the establishment of an effective program for identification, disposition, care, and vaccination of privately owned animals kept as pets. This instruction does not apply to the Military Working Dog Program, the Academy's Falconry Program, or programs established for the purpose of official education and research, rodent, pest, wild animal or bird control. Individuals will report incidents of offenses covered by this instruction through the 10th Security Forces Desk Sergeant for appropriate action .

2. Responsibilities:

2.1. Installation Commander (10 ABW/CC). Support and lend command emphasis to programs designed to:

2.1.1. Effectively prevent and control diseases and conditions of animals which are common to humans and animals (wild or domestic).

2.1.2. Control and prevent animal diseases and conditions of environmental, community, or economic significance .

2.1.3. Ensure humane care of all animals.

2.1.4. Establish policy for the control of animals on the installation.

2.2. Commander, Security Forces (10 SFS/CC) will:

2.2.1. Enforce the provisions of this instruction.

2.2.2. Develop procedures for the capture, impoundment, and disposition of stray animals on the installation. If an animal is found uncontrolled, it will be restrained in a holding cage at the Security Forces Headquarters while location of the owner is ongoing. If the owner cannot be identified or located in a timely manner, as determined by the 10 SFS, the animal will be either picked up by or transported to the Pikes Peak Humane Society.

2.2.3. Provide investigative support in incidents where persons or other animals are bitten or attacked by animals on the installation and report nuisance pets to the Wing Commander (10 ABW/CC) with recommended actions as defined by this instruction. The attending US Army Veterinarian or other qualified medical personnel will assist in those investigations where rabies is suspect.

2.2.4. Ensure stray animals (which have not been involved in a biting incident) are transported to the Pikes Peak Humane Society.

2.2.5. Assist with quarantine procedures as directed by the attending US Army Veterinary Service for animals involved in biting incidents. This assistance does not include any housing of animals under quarantine. It will include assistance in apprehending or impounding animals requiring quarantine.

2.2.6. Prepare a blotter entry and the Security Police Investigative Worksheet involving animals owned by personnel residing in base housing. The Reports and Analysis (10 SFS/SFAR) branch will forward a copy of the Security Police Investigative Worksheet to the service member's unit commander and to the Family Housing Management Branch (10 CES/CEH). The 10 SFS will assist in enforcing any disciplinary actions taken against animal owners as required.

2.3. The Base Civil Engineering Commander (10 CES/CC) will:

2.3.1. Be responsible for the placement of traps whenever necessary to capture offending wild animals or control the installation's stray cat population. Traps will be checked periodically to ensure the humane treatment of any captured animal.

2.3.2. Ensure that any captured domestic animals are immediately turned over to 10 SFS who will then initiate owner identification and disposition procedures as outlined in paragraph [2.2.2](#).

2.3.3. Be responsible for the removal and disposal of any dead animals found on the installation. Disposal will be in accordance with applicable USAF, state, and local directives.

2.4. The Attending Veterinarian will:

2.4.1. Provide necessary services in accordance with AFJI 48-131, *Veterinary Health Services*, so that all animals maintained on base comply with this instruction.

2.4.2. Provide guidance on construction and maintenance of animal holding facilities.

2.4.3. Serve as the base commander's advisor on veterinary preventive medicine.

2.4.4. Examine and treat diseases which may be transmissible to humans and conditions which may be a menace or problem in the military community.

2.4.5. Examine victims of alleged animal abuse, and report findings on a sworn statement as an attachment to the official complaint.

2.4.6. Develop an effective animal control program on the installation.

2.4.7. If required, inspect stray animal holding cages to ensure adequate sanitation is maintained and captured animals are receiving humane treatment.

2.4.8. Develop a local program for quarantine and observation of animals suspected of being infected with rabies or other diseases that may have detrimental affects on humans. Quarantine and disposition of biting animals will be in accordance with AFJI 48-131 and current public health organization recommendations.

2.4.9. Coordinate with civilian public health officials on all matters pertaining to control of animal rabies and other diseases transmissible to humans.

2.4.10. Maintain a database of all animals registered on the USAF Academy. Report to the Commander, 10 SFS those animals involved in any vicious bite incident or involved in two unprovoked biting incidents to initiate action precluding the animal from becoming a nuisance in the future.

2.5. Personnel Keeping Privately Owned Animals on the USAF Academy will:

2.5.1. Ensure that privately owned animals arriving at the USAF Academy are registered at the Veterinary Treatment Facility within 10 days of arrival. Registration must be performed annually thereafter. Aquarium fish, small caged rodents, small caged reptiles and amphibians, and caged birds are exempt from registration. To assist in the recovery of stray and/or lost cats and dogs, these pets should have identification tags attached to their collars or a microchip implant. All dogs and cats registered at USAFA will receive or must have a permanent microchip electronic identification implant. The Veterinary Treatment Facility will provide this service at cost plus a marginal administrative fee. Registration will also consist of providing proof of current rabies vaccination and other required vaccinations. Failure to register, stray impoundment, exceeding the animals per quarters rule, animal abuse or neglect, or animal bite incidents may result in a Warning Memorandum ([Attachment 2](#)), Intent to Classify Pet as Vicious or Nuisance ([Attachment 3](#)), Removal of Pet from USAF Academy or Termination of Quarters ([Attachment 4](#)).

2.5.2. Provide adequate food, water, shelter, care, and medical care for privately owned animals.

2.5.3. Be responsible for maintaining the health and well being of all privately owned animals to include all vaccinations and testing listed in [Attachment 5](#).

2.5.4. Ensure animals are under proper control at all times. Animals will not be chained or tied to fixed structures as a permanent means of restraint, unless the area is fenced and not accessible by children. Animals that are chained or tied to fixed structures must be observed at all times to ensure the health of the animal and the safety of the public. Caged rodents, reptiles, and amphibians will be kept in their cages at all times .

2.5.5. Be responsible for damages to real property or for injury to persons caused by their animals in accordance with Colorado State Law. Owners are responsible for all appropriated fund costs incurred by the Air Force as a result of damage or cost incurred while dealing with offending animals .

2.5.6. Not allow animals to run at large in the base housing area or other areas used by base personnel. This includes Falcon trails, Santa Fe trail, wooded areas, and when at Academy fishing lakes and streams. Dogs will not be allowed in the water of public lakes on the Academy when individuals are fishing in the lake. When exercising animals in these areas, the animals must be leashed at all times. Animals will not be leashed or tethered to sign posts, railings, or other objects in front of public facilities. Pets are not allowed in playground areas.

2.5.7. Not bring animals into public facilities. This does not include Military Working Dogs or dogs used by the blind or hearing impaired.

2.5.8. Not house exotic pets, nor venomous reptiles or insects in base quarters.

2.5.9. Only maintain two walking animals per household. (Litters under 3 months of age are exempt; homes must be found for pets by the age of 3 months.)

2.5.10. Appeal, in writing, within 2 workdays through his or her unit commander and 10 ABW/CC when notified that his or her animal is banned from the base and the action is contested by the owner.

2.5.11. Not conduct any kennel type or animal breeding operation in family housing. This does not prohibit the occasional breeding of pets. However, the routine breeding, or maintaining pets, as a business; is not allowed. Individuals will be allowed to take care of another family's pets while the family is either TDY or on leave. Only the pets from one family, in addition to the attending family's pets, may be cared for at any one time.

2.5.12. Transport their animals involved in bite incidents to the base veterinarian for examination and, if necessary, quarantine.

2.5.13. Remove animal waste in family housing areas as needed to prevent sanitation, odor, and health problems. Owners will pick up animal waste immediately when walking their animals in housing areas.

2.5.14. Ensure the proper disposal of their deceased animals. Privately owned animals will not be buried within the boundaries of the USAF Academy.

2.5.15. Pick up their animal's medical record from the Veterinary Treatment Facility prior to clearing the USAF Academy.

2.5.16. Place annual rabies vaccination tags on their cats and dogs.

2.5.17. Claim their animals at the Security Forces Headquarters, or any civilian impoundment facility, when notified of its impoundment.

2.6. 510 CES/CEH will:

2.6.1. Issue the appropriate memorandum to the owner of the animal. These memorandums include a Warning Memorandum (**Attachment 2**), an Intent to Classify Pet as Vicious or Nuisance Memorandum (**Attachment 3**), or an Animal Removal/Quarters Termination Memorandum (**Attachment 4**).

2.6.1.1. Ensure a courtesy copy of all Warning Memorandums is sent to the 10 ABW/CC.

2.6.2. If an animal is being banned from the installation, 510 CES/CEH forwards the owner a memorandum stating the animal must be removed from the base within 72 hours. This memorandum is a direct order from the 10 ABW/CC. Failure to obey the instructions of the memorandum

may result in actions such as termination of government quarters, or actions under the Uniform Code of Military Justice (UCMJ).

3. **Stray Animal Control Program.** Animals that have been captured will be released to their owners or confined to the impoundment facility. Disposition will depend upon whether the animal is identified as a pet, suspected of being infected with rabies or other diseases communicable to humans, or identified as inflicting injury to a human. If the animal is suspected of being infected with rabies, or otherwise requires quarantine, disposition will be according to the instructions of the attending veterinarian or other qualified medical personnel. If the animal is not suspected of being infected with rabies or other communicable diseases, and is not claimed in a timely manner, the animal will be transported to the local impoundment facility.
4. **Nuisance Pets.** When an animal is involved in one vicious bite incident, or involved in two unprovoked biting incidents, or allowed to roam the base, the 10 ABW/CC may require the owner to remove the animal from the installation. Requests for permission to return the animals to the installation will be submitted, in writing, to the 10 ABW/CC and include actions to preclude the animal from becoming a nuisance in the future. 10 SFS with the assistance of the base veterinary service will report to the 10 ABW/CC those animals involved in one vicious bite incident, involved in two unprovoked biting incidents, or allowed to roam the base, for appropriate action. Residents will report nuisance pets to the housing cluster chief. If the cluster chief cannot or does not correct the problem, the Chief, 510 CES/CEH or the 10 SFS will be notified.
5. **Abandonment.** Animal owners will not abandon their animals. In the event that a privately owned animal is no longer desired as a pet, the owner will make attempts to place the animal for adoption at local shelters or animal rescue organizations.
6. **Penalties.** To ensure proper animal control and care, the following penalties may be imposed:
 - 6.1. **Failure to Register:** First offense - Warning memorandum; Second offense - Intent to remove memorandum; Third offense - Animal removal/quarters termination memorandum.
 - 6.2. **Stray Impoundment:** First offense - Warning memorandum; Second offense - Intent to remove memorandum; Third offense - Animal removal/quarters termination memorandum.
 - 6.3. **Animal Bite Incident:** First offense - Intent to remove memorandum; Second offense - Animal removal/quarters termination memorandum .
 - 6.4. **Exceeding the Number of Pets per Family:** First offense - Intent to remove memorandum; Second offense - Animal removal/quarters termination memorandum.
 - 6.5. **Animal Abuse or Neglect:** Depending on the severity of the offense, first offense minimum notice of possible termination of quarters; first offense maximum - termination of quarters and/or Uniform Code of Military Justice (UCMJ) action. Second offense - termination of quarters or UCMJ action.
 - 6.6. **Harassment of Wildlife:** In accordance with Colorado Department of Wildlife statute 33-6-128, subsections 2 and 3, *Harassment of Wildlife*, any harassment of wildlife may result in the owner of the animal being charged with a misdemeanor and being fined 200 dollars. Also, the animal involved may be captured or killed by the wildlife manager if it is determined that the animal is harassing wildlife.

7. Equine Program:

7.1. Prior to entering the installation, all horses must be vaccinated, tested, and treated for intestinal parasites in accordance with **Attachment 5** of this instruction. Owners must present documents to the installation veterinarian, or another designated official, verifying compliance with these requirements.

7.2. Any horse brought into the USAF Academy Riding Stable will be confined to the quarantine area. Horses will remain in quarantine until such time as they comply with the requirements in **Attachment 5** or, if they comply on entry, for a minimum of 5 days.

7.3. Horses participating in events such as rodeos, trail rides, or other equestrian events will comply with the requirements in **Attachment 5**.

8. Reports. Annually, public health will prepare a report including animal bite incidence, number of individuals who require rabies post-exposure prophylaxis, and the number of individuals who were sent warning or eviction notices from the Base Housing Office.

DOUGLAS J. ROBB, Col, USAF, MC, CFS
Commander, 10th Medical Group

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Terms

Abuse and Cruelty—The failure to provide proper food, water, shelter, medical care and protection for an animal, or to willfully cause pain or distress to an animal .

Disposition—Final actions taken with an animal (for example, returned to owner, released from home quarantine, made available for adoption, animal removed from installation, or release to proper authority for euthanasia.)

Domesticated Fowl—Any member of the avian family most commonly raised for food purposes such as chickens and ducks.

Exotic Pet—Any wild or domesticated animal or bird, which is not normally identified as a household pet. Examples are wolves, wolf hybrids, falcons, ferrets, pot-bellied pigs, monkeys, raccoons, and skunks.

Impoundment —Confinement or release to a designated impoundment facility so that positive control is maintained.

Livestock—Farm type animals not normally maintained as pets. Examples are cattle, sheep, goats, pigs, ducks, chickens, and geese.

Nuisance Pet —Any animal whose actions (biting, running loose, excessive barking, digging, harassing wildlife, or urinating and defecating within public or living areas) are offensive to the community.

Privately Owned Animal—Any domesticated animal as defined by US Army/Civilian Veterinary Services and the American Veterinary Medical Association which is maintained by a household as a household pet or maintained at the USAFA Riding Stable.

Proper Control—Restraint of the animal either by leash, pen, cage, or fenced enclosure (immediate voice command is appropriate in remote areas) .

Rabies Suspect—Any warm-blooded animal that has bitten a person is considered a rabies suspect .

Small Caged Reptiles or Amphibians—Any turtles/tortoises, frogs, snakes, or lizards that are of sufficiently small size to fit in an enclosed glass cage.

Stray —Any animal that is unattended and free roaming is considered a stray animal. Animals which are not on a leash but under positive voice control of its owner and are not posing a threat of becoming a nuisance will not be considered as being a stray.

Unprovoked Bite—An animal bite wound inflicted by an animal upon a human, or another animal, for which there was no apparent inciting or stimulating action toward the animal on the part of the person bitten.

Venomous Reptile or Insect—Any reptile or insect capable of producing and delivering a toxic substance to a human or other animal.

Vicious Bite—Any provoked or unprovoked animal bite resulting in serious injury to a human or another animal.

Attachment 2

WARNING MEMORANDUM

DEPARTMENT OF THE AIR FORCE
10TH AIR BASE WING
USAF ACADEMY, COLORADO

MEMORANDUM FOR

(Date)

FROM: 510 CES/CEH

SUBJECT: Warning Memorandum, _____

1. Your pet has been involved in the following incident violating the USAF Academy Policy on Registration and Control of Animals:

List offense and date

2. Your failure to comply with the requirements of this policy jeopardizes the health and welfare of the Academy community. Future violations may result in the removal of your pet from the Academy or termination of quarters.

3. You will endorse and return the original of this memorandum to this office upon receipt.

Chief, Family Housing Management Branch

cc:
10 ABW/CC

1st Ind

(Date)

MEMORANDUM FOR 510 CES/CEH

I acknowledge receipt of this warning memorandum.

(Signature)

Attachment 3

INTENT TO CLASSIFY PET AS VICIOUS OR NUISANCE

DEPARTMENT OF THE AIR FORCE
10TH AIR BASE WING
USAF ACADEMY, COLORADO

MEMORANDUM FOR

(Date)

FROM: 10 ABW/CC

SUBJECT: Intent to Classify Pet As Vicious or Nuisance

1. Your pet has been involved in the following incident in violation of USAF Academy Policy on Registration and Control of Animals:

List offense(s) and date(s)

2. According to USAF Academy policy, pet owners will remove from the Academy any animal determined to be vicious, a threat to the health and safety of the community or which is considered a nuisance. As an alternative, you may choose to voluntarily terminate your government provided quarters on the USAF Academy.

3. You have 2 workdays from receipt of this memorandum to present written reasons to 10 ABW/CC why your pet should not be classified as (vicious or nuisance). If you do not do so, or if the reasons you submit are considered unsatisfactory by the 10 SFS/CC, the USAF Academy veterinarian, the Family Housing Management Branch, and myself, you will be directed to remove your pet from the Academy.

Commander, 10th Air Base Wing

Attachment 4

REMOVAL OF PET FROM USAF ACADEMY OR TERMINATION OF QUARTERS

DEPARTMENT OF THE AIR FORCE
10TH AIR BASE WING
USAF ACADEMY, COLORADO

MEMORANDUM FOR

(Date)

FROM: 10 ABW/CC

SUBJECT: Removal of Pet from USAF Academy or Termination of Quarters

1. Your pet has been involved in the following incident in violation of USAF Academy Policy on Registration and Control of Animals:

List offense(s) and date(s)

2. As a result of the above, your pet has been designated as a (vicious or nuisance) animal. You are hereby ordered to remove your pet permanently from the property of the USAF Academy within 72 hours of receipt of this memorandum or vacate the government provided quarters in which you currently reside.

3. You will endorse and return the original of this memorandum to this office upon receipt.

Commander, 10th Air Base Wing

1st Ind

(Date)

MEMORANDUM FOR 10 ABW/CC

I acknowledge receipt of this memorandum and have or will comply with your order.

(Signature)

Attachment 5**PREVENTIVE MEDICINE AND ANIMAL HEALTH REQUIREMENTS**

A5.1. Minimum Veterinary Public Health Requirements. The following requirements will be reviewed periodically by the installation veterinarian and may be modified in accordance with his or her professional judgment.

A5.2. Dogs:

- A5.2.1. Rabies vaccination between 3 and 4 months of age and annually thereafter.
- A5.2.2. Canine distemper vaccination series as puppies and annually thereafter.
- A5.2.3. Canine parvovirus vaccination series as puppies and annually thereafter.
- A5.2.4. Examination and/or treatment for intestinal parasites annually.

A5.3. Cats:

- A5.3.1. Rabies vaccination between 3 and 4 months of age and annually thereafter.
- A5.3.2. Feline viral rhinotracheitis vaccination series as kittens and annually thereafter.
- A5.3.3. Feline calicivirus vaccination series as kittens and annually thereafter.
- A5.3.4. Feline panleukopenia vaccination series as kittens and annually thereafter.
- A5.3.5. Examination and/or treatment for intestinal parasites annually.

A5.4. Horses:

- A5.4.1. Eastern and Western equine encephalomyelitis vaccination annually.
- A5.4.2. Equine rhinopneumonitis vaccination semiannually.
- A5.4.3. Equine influenza vaccination semiannually.
- A5.4.4. Tetanus toxoid annually.
- A5.4.5. Treatment for intestinal parasites at 3-month intervals.
- A5.4.6. Negative Coggins test within 6 months prior to arrival and annually thereafter.
- A5.4.7. Quarantine upon arrival at USAFA for a minimum of 5 days in a designated area.
- A5.4.8. Foals will be immunized between 3 and 4 months of age, boosted 1 to 2 months later, and then follow the immunization protocol above.