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ARMY AND NAVY**

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Security

**DOD MILITARY WORKING DOG (MWD)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, and DoD Directive 5200.31E, *DoD Military Working Dog (MWD) Program*, establishing procedures governing the logistics aspect of the DoD MWD Program. It assigns responsibilities for budgeting, funding, accounting, procuring, distributing, redistributing and reporting of dogs and procedures to follow in submitting dog requirements and requisitions. Unless otherwise noted, the guidance and procedures outlined in this instruction apply to all active Air Force, Army, Navy and Marine Corps organizations as appropriate within the United States, its territories and in foreign countries. Additionally, this Inter-Service/Multi-Service Instruction applies to each Service's Reserves, National Guard, Government owned-contractor operated facilities, direct reporting units (DRU) and field operating agencies (FOA) not located on DoD installations and any other federal agency electing to participate in the DoD MWD program. Send comments and suggested improvements on Air Force Form 847, *Recommendation for Change of Publication*, through channels, to Headquarters, United States Air Force, Deputy Chief of Staff for Logistics, Installations and Mission Support (AF/A4S), 1030 Air Force Pentagon, Room 4C166, Washington, DC 20330-1030. Any organization may supplement this instruction. Major commands (MAJCOM), FOAs and DRUs send a draft copy of their proposed supplement to AF/A4S for coordination prior to approval; other commands send one copy of each supplement to the next higher headquarters. AFI 31-126 requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. Forms affected by the PA have an appropriate PA statement. This Instruction applies to all Air Force active military personnel and

civilians, contractor employees in the performance of their duties to an Air Force contract, the Air Force Reserve, Air National Guard and Civil Air Patrol when performing functions for the Air Force, and in accordance with (IAW) DoD 5100.03, *Support of the Headquarters of Combatant and Subordinate Joint Commands*. It also applies where the Air Force is the executive agent. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

Removes “IP” suffix signifying Integrated Publication, IAW AFI 33-360, *Publications and Forms Management*. Establishes MWDs are not referred to as equipment. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with Tier numbers. Deletes the Air Force requirement to submit an AF Form 601, Equipment Action Request through Logistics Readiness Squadron to requisition dogs, since all requests for MWDs will be done through MWD program managers. Changes Air Force MWDs Expendability, Recoverability, Reparability Code (ERRC) from NF to XF since MWDs will no longer be considered equipment. Outlines the process for access and use of the Working Dog Management System (WDMS). Enhances the disposition and adoption process for MWDs. Updated Covenant Not to Sue with Indemnity Agreement.

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Chapter 1

GENERAL INFORMATION ABOUT THE MWD PROGRAM

1.1. Responsibilities and Functions. The Department of the Air Force has DoD procurement responsibility for the part of Federal Stock Class 8820 as it pertains to MWDs. The Air Force has integrated materiel management responsibilities for all MWDs used by the DoD components. The Department of the Air Force, as Executive Agency (EA) for the DoD MWD Program, has assigned logistical management responsibilities to Air Education Training Command (AETC)/A4R and functional user management responsibility to Headquarters Air Force Security Forces (HAF/A4S).

1.1.1. Dog equipment and supply items are available through supply channels within each service department or defense agency. Each DoD Component will purchase its own equipment. **(T-3).**

1.1.2. AETC/A4R is responsible for logistics. Responsibility for MWD commodity management, procurement and logistics support is delegated to the 37th Training Wing (TRW), Joint Base San Antonio (JBSA) - Lackland, TX. The commander, 341st Training Squadron (TRS), JBSA-Lackland, TX, will:

1.1.2.1. Acquire, evaluate, receive and process prospective MWDs. **(T-1).**

1.1.2.2. Account for, determine requirements, control records, budget for, price, catalog and perform other related inventory management responsibilities. **(T-1).**

1.1.2.3. Maintain custody and care for MWDs under direct control of the 341 TRS. **(T-1).**

1.1.2.4. Maintain appropriate levels of dog supplies and equipment, such as dog gear, shipping crates and food to support the kennel population, as well as perform other support requirements. **(T-1).**

1.1.2.5. Receive, determine authorization-based equitable distribution, issue and make arrangements for shipment of dogs from the 341 TRS to using agencies by commercial and military air transportation. **(T-1).**

1.1.2.6. Provide disposition instructions to DoD components worldwide for the return, redistribution or other disposition of excess dogs. **(T-1).**

1.1.2.7. Maintain central repository for all retired, adopted or deceased DoD dog records. **(T-0).**

1.1.2.8. Ensure, through veterinary support, newly acquired dogs meet health and physical standards and ensure proper nutritional, kenneling and sanitary needs are met. **(T-1).**

1.1.3. The Air Force, Army, Navy and Marine Corps will:

1.1.3.1. Establish a central point of contact or clearing unit to submit MWD procurement and replacement requirements to the 341 TRS. **(T-0).**

1.1.3.2. Monitor and approve subordinate activities' MWD requirements. **(T-0).**

1.1.3.3. Budget and fund support equipment or supplies, as required. **(T-0)**.

1.1.3.4. Report excess or overage trained MWDs as indicated in paragraph 2.9. **(T-0)**.

1.1.3.5. Program managers maintain a prioritized list of bases in Working Dog Management System (WDMS) for 341 TRS MWD distribution, as required. **(T-0)**.

1.2. Annual Trained Dog Requirements (TDR). The Joint Services Military Working Dog Committee (JSMWDC) determines annual MWD requirements through the Trained Dog Requirements (TDR) process. The JSMWDC will convene a meeting in the third quarter of each fiscal year to confirm the TDR for the three years following the coming FY and identify any out-of-cycle requirements. The steady-state TDR is the required MWD production number to maintain an acceptable percentage of Service-validated requirements. Service MWD program managers (PM) can request an out-of-cycle authorization increase; refer to paragraph 2.1.1. Requests will be reviewed on a case by case basis; however, these will be kept to a minimum and used only to support unexpected urgent mission changes. Each Service's TDR may be reduced based on manpower commitment shortfalls throughout the FY.

Chapter 2

INSTRUCTIONS, PROCEDURES AND RESPONSIBILITIES FOR MWD PROCUREMENT AND MANAGEMENT

2.1. Requisitioning MWDs. Requisitions for MWDs are independent of student training quotas. Requisitions are filled on an equitable distribution basis. Each Service has a set number of MWDs they will receive each year based on the steady-state TDR. The Service's MWD PM should distribute the MWDs to their units as needed.

2.1.1. Requests for initial or increase in existing MWD authorization(s) should be forwarded by the Service MWD PM to the DoD MWD PM stating where (by installation/fleet command) each new authorization should be applied. A brief explanation of mission change or reason for MWD request and appropriate documentation (death certificate, letter from Veterinarian, adoption paperwork, Service validation letter, etc.) will need to be sent from the installation/fleet command to the service MWD PM. Service MWD PMs will validate the request against manpower authorizations. Funded manpower position(s) or billet(s) should be in place 90 days after the date the requisition is submitted. If the request cannot be validated or does not meet manpower criteria, new authorization increases will not be recognized and requisition(s) will not be entered. It is the responsibility of the Service MWD PM to validate all authorization increases using these criteria. A memorandum, signed by the first O-6 or civilian equivalent in the Service MWD PM's chain of command, stating all requirements of this paragraph have been met, must accompany each request for authorization increase.

2.1.2. Air Force, Army, Navy, Marine Corps and Defense Agencies should submit requisitions to their MWD program manager. The following additional information is required for authorizations:

2.1.2.1. Name and location of the installation/fleet command.

2.1.2.2. Type of MWD requested.

2.1.2.3. Number of MWDs (same type being requested) authorized.

2.1.2.4. Number of MWDs (same type being requested) assigned.

2.1.3. MWDs will be used as long as they are physically and temperamentally fit to perform their duties. MWDs **will not** be identified as excess to requirements on the basis of age alone. (T-1).

2.2. Shipping/Transportation of MWDs. MWDs are shipped according to Defense Travel Regulation (DTR) 4500.9-R, Part I; Passenger Movement; DTR, Part II, Cargo Routing and Movement, and Air Mobility Command Instruction (AMCI) 24-101, Vol. 11, Cargo and Mail, also applies. All MWD transportation to JBSA-Lackland, TX for the purpose of returning MWD to the 341 TRS, must be coordinated with the 341 TRS Logistics Flight Freight Rate Specialist at (MWDTransportation@us.af.mil). (T-2).

2.2.1. MWDs shipped Outside the Continental United States (OCONUS) from or to JBSA-Lackland will be escorted by a person that has successfully completed a recognized DoD MWD handler course (JBSA Lackland MWD handler course or contractor trained). If an

escort from JBSA-Lackland is not available, the appropriate Service MWD PM will be notified and will be responsible for providing a qualified escort (at requesting service's expense) within 15 days of notification that a MWD is available. (T-3).

2.2.2. MWDs shipped within the Continental United States (CONUS), may be shipped by commercial air without an escort; however, situations may dictate an escort is required at the discretion of the 341 TRS (i.e., live animal embargo due to weather, etc.). Handler escorts should have sufficient funds to defray the cost of reimbursable variations authorized MWD expense as excess baggage and possible pet fees per the Joint Travel Regulations (JTR), Appendix G. Included with all initially trained MWDs shipped against requisitions will be applicable DD Form 1834, *Military Working Dog Service Record*, and AF Form 2110A, *Health Record*. (T-3).

2.2.3. MWD shipments must be closely monitored by all personnel involved to ensure compliance with rules and regulations of carriers governing classifications and tariffs. Proper safety and comfort standards must be maintained at all times. (T-3).

2.2.4. Shipper will pay costs for MWD when shipped as freight. When a MWD travels with a handler, the MWD will be ticketed as (Excess Baggage) per the JTR, Appendix G, and charged to the traveler's fund cite using Controlled Spending Accounts or Individually Billed Accounts. (T-3).

2.3. Procuring MWDs. The 341 TRS is the only agency authorized to procure and distribute MWDs for use by DoD components or other agencies participating in the DoD MWD Program, unless written authorization is provided by the DoD MWD program management office and the Veterinarian Corps, to the requester's Service MWD PM. Pre-screened dogs who meet qualification standards are obtained through procurement (MWDProcurement@us.af.mil) or donation to the 341 TRS from United States and foreign country sources. The DoD MWD PM should authorize any deviation to policy, in writing.

2.3.1. DoD components may be requested to support the 341 TRS by providing temporary kenneling facilities, veterinary and logistics support for MWD acquisition campaigns.

2.3.2. Military veterinarians are responsible for performing physical examinations on all prospective MWDs to determine if they are medically suitable for the DoD MWD Program.

2.3.3. When a dog is accepted as Government property, it is assigned a tattoo number, which is placed on the underside of the left ear. Tattoo numbers should not be issued, changed or reassigned by any service/agency other than the 341 TRS.

2.4. Contract Working Dog (CWD) Support. The use of CWD or CWD team support should be restricted to those situations in which the DoD MWD pipeline is unable to meet operational demands and such use is deemed essential for mission accomplishment in terms of numbers of dogs and duration of use. Such use of contractor support should be requested and coordinated in advance through the DoD MWD program management office and the Veterinarian Corps, by the requester's Service MWD PM.

2.4.1. Contract coordination should be conducted by a panel consisting of the DoD MWD program management office, and the Director, LTC Daniel E. Holland Military Working Dog Hospital. This panel will review all aspects of the proposed contract, and the DoD

MWD PM will provide comments to the servicing program manager within seven work days of the request.

2.4.2. If the 341 TRS cannot meet the Service MWD requirement and contractor support in procurement is utilized, the requester should coordinate with the Director, Department of Defense Veterinary Service Activity (DODVSA) to determine if DoD veterinary support is authorized and available. If such support is available, ensure the contract includes provisions stipulating the contractor will fully reimburse the government for all costs associated with provision of veterinary care. If DoD veterinary support is not available, the contract will stipulate the contractor is to be solely responsible for veterinary availability and care of its dogs. **(T-1)**.

2.4.3. CWDs are not normally eligible for military veterinary services. If applicable, and included in the provisions of the contract, non-emergency veterinary services may be provided to CWDs, within the capabilities of the deployed veterinary unit in the theater of operations, on a reimbursable and space available basis.

2.4.4. Emergency veterinary procedures required to prevent undue suffering or to save the life or limb of CWDs may be provided by military veterinarians, on a reimbursable basis, as time and resources permit, before referral of such cases to a civilian practitioner for follow-up care.

2.4.5. Payment for civilian veterinary medical care (emergency and non-emergency) of CWDs in the theater of operations remains the responsibility of the contractor.

2.4.6. Contract statement of work (SOW) should require dogs or dog teams to be certified or validated at the frequency and task performance standards as established by the using Service's component directive for DoD MWDs.

2.4.7. Although CWDs must meet or exceed established Service component performance standards for MWDs, they should only be classified as or referred to as MWDs when procured/owned by the DoD.

2.4.8. When the DoD owns the contractor trained MWDs and they are deemed excess per operational user standards, they are processed for adoption per attachments in this instruction.

2.5. Accountability. The 341 TRS assumes accountability for all dogs accepted as DoD MWD Program dogs. The 341 TRS Inventory Manager maintains accountable records on all classifications of MWDs by a National Stock Number (NSN). Accountability transfers from the 341 TRS to the gaining installation/fleet command upon receipt of the MWD. Service MWD PMs may redistribute their MWDs within their installations/fleet commands with notification to the 341 TRS. Redistribution to another service requires Service MWD PM's approval and notification of redistribution in writing, to the 341 TRS. Written notification to the 341 TRS Inventory Manager, 1239 Knight Street, JBASA-Lackland, TX 78236-5151, must be made within 15 days after transfer.

2.5.1. MWDs should be distributed from the 341 TRS to the Army, Navy, Marine Corps, Air Force and Transportation Security Administration (TSA) at no cost to the gaining service/agency with the exception of second destination transportation costs.

2.5.2. Operational costs such as food, medical, transportation and other expenses related to the kenneling and welfare of MWDs are considered common Service costs. When a shipment requires an escort/handler, the receiving Service should provide funding for the MWD shipment and the escort. Dogs supplied to other Federal or governmental agencies should be shipped on a reimbursable basis according to agreements between supplying and receiving activities.

2.5.3. Adopted, transferred or deceased MWDs should be removed from accountable records of the owning installation/fleet command according to appropriate materiel management directives, within 15 days of adoption, transfer or death (includes euthanasia). The MWDs original DD Form 1834, (Service Record), should have the final disposition and date boxes annotated; Covenant Not to Sue; or DD Form 1743 (Death Certificate), should be provided to the 341 TRS. A copy of DD Form 1834 and/or DD Form 1743 should be maintained and forwarded to the 341 TRS/DOL Central Repository, 1239 Knight Street, JBSA-Lackland, TX, 78236-5151 for retention. In the event of death, a copy of the DD Form 1743 may be faxed or emailed to the 341 TRS/DOL Central Repository, 1239 Knight Street, JBSA-Lackland, TX, 78236-5151 for retention. In the case of an adoption or transfer, a copy of the "Covenant not to Sue with Indemnity Agreement" (Attachment 7, Adoptions, and Attachment 8, Law Enforcement) should be faxed or emailed to the 341 TRS for retention by the adoption/disposition coordinator, (MWD.Disposition@us.af.mil). (Refer to AFI 48-131, AR 40-905, SECNAVINST 6401.1B, *Veterinary Health Services*, for regulatory guidance for disposition of medical records.)

2.6. Nomenclatures and National Stock Numbers (NSN). MWDs are sensitive high value assets with assigned NSNs to identify capabilities; however they are not referred to as equipment since they require continuous training to maintain that capability. The exception to this terminology is use of MWDs in support of civilian law enforcement as defined in DoDI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*, and 10 United States Code (USC) sections 372, 374. All MWDs have a tattoo and chip identification number much like military personnel have a social security number; the MWD identification number is used to track and account for MWDs. For Air Force only, ensure MWDs Expendability, Recoverability, Reparability Code (ERRC) is changed from NF to XF. MWD Nomenclatures and NSNs are:

- 2.6.1. Patrol Dog (PD), 8820-00-435-9005
- 2.6.2. Patrol/Drug Detector Dog (P/DDD), 8820-00-243-7542
- 2.6.3. Patrol/Explosive Detector Dog (P/EDD), 8820-00-188-3880
- 2.6.4. Drug Detector Dog (DDD)/Large, 8820-00-238-8577
- 2.6.5. Drug Detector Dog (DDD)/Small, 8820-01-271-3929
- 2.6.6. Explosive Detector Dog (EDD), 8820-00-043-3526
- 2.6.7. Untrained, 8820-00-935-6677
- 2.6.8. Mine Detector Dog (MDD), 8820-01-535-4047
- 2.6.9. Specialized Search Dog (SSD), 8820-01-526-4588
- 2.6.10. Combat Tracker Dog (CTD), 8820-01-535-4048
- 2.6.11. Improvised Explosive Device Detector Dog (IDD), 8820-01-590-5770

2.7. Validation of 341 TRS Detector Dogs. The 341 TRS conducts training and validation for new DoD MWD assets.

2.7.1. The following is a list of drug odors trained and validated by 341 TRS:

- 2.7.1.1. Cocaine (CO)
- 2.7.1.2. Methlenedioxymethamphetamine (MDMA)
- 2.7.1.3. Heroin (HE)
- 2.7.1.4. Marijuana (MJ)
- 2.7.1.5. Methamphetamine (METH)

2.7.2. The following is a list of explosive odors trained and validated by 341 TRS:

- 2.7.2.1. Ammonia Dynamite (AD)
- 2.7.2.2. Ammonium Nitrate (AN)
- 2.7.2.3. Composition C4 (C-4)
- 2.7.2.4. Detonation Cord (DC)
- 2.7.2.5. Potassium Chlorate (PC)
- 2.7.2.6. Single Base Smokeless Powder (SP)
- 2.7.2.7. Sodium Chlorate (SC)
- 2.7.2.8. Trinitrotoluene (TNT)
- 2.7.2.9. Water-gel (WG)
- 2.7.2.10. Semtex (SSD only)

2.8. Reporting of Worldwide Assets. Working Dog Management System (WDMS) is the accepted DoD program management computer system for MWDs at all units. The program manager for WDMS is the DoD MWD PM assigned at HAF/A4SX. DoD components should maintain accurate data in WDMS so reports can be retrieved from the system.

2.8.1. The WDMS manages the full lifecycle of a MWD. This information is fully integrated within WDMS, capturing all data on when MWDs are procured, trained, and then assigned into active service in the Army, Navy, Air Force, and Marine Corps. The system provides a critical function by enabling Service PMs to have a comprehensive view of the operational readiness of all MWDs and their handlers across the Service's MWD programs. The system is employed at all units with MWDs supporting over 1,800 users.

2.8.2. The WDMS Configuration Manager is responsible for maintaining configuration control of WDMS. The Configuration Control Board (CCB) is the official body for final review and documentation of changes to the established WDMS baseline. Only the CCB Chairperson, or designated representative, has the authority to approve or disapprove the actions of the CCB. Functional users are persons authorized to log-on to resources on WDMS. When logging-on to resources on WDMS, every functional user must comply with WDMS security policies and procedures outlined in CJCSI 6510.0 IE as well as report security incidents to the Information Assurance Officer.

2.8.3. Users are given access to the WDMS based on a need to perform specific work. Access to WDMS is granted by local System Administrators. Assigned users shall access only the data, control information, software, hardware, and firmware for which they are authorized access and have a need-to-know, and assume only those roles and privileges for which they are authorized. Users shall not divulge account access procedures to any unauthorized user. All WDMS users must have an approved DD Form 2875, *System Authorization Access Request* (SAAR) and signed WDMS System Rules of Behavior on file with their MWD PM prior to approved access for WDMS. A copy of the WDMS System Rules of Behavior is located at the web site <https://afsfmil.lackland.af.mil/sfod-mwdoffice.html>.

2.8.4. A WDMS standard user is any individual who has an account which does not have elevated permissions (ex: a dog handler). A Functional System Administrator (FSA) is any individual with elevated WDMS permissions (ex: a Kennel Master, a MAJCOM Representative (Rep), a Service PM Rep or a DoD Rep. In the event a standard user or a FSA user temporarily (ex: a security violation that is being reviewed, a supervisor decision, or a Commander decision) or permanently (ex: a PCS, retirement, a Commanders decision, etc.) should no longer have access to the system, it is the responsibility of a FSA to ensure the users access is removed within 48 hours of the event. Any unit with personnel who access WDMS, is REQUIRED to have an action within their units Out Processing Checklist (service variations: Change of Station or Separation Checklist) to remove a departing users access to WDMS.

2.9. Redistribution and Reporting of an Overage of Trained MWDs. Only the 341 TRS should authorize return of an MWD to the 341 TRS. Trained MWDs over and above the requirements of a unit will be reported to the appropriate MAJCOM/ACOM/Fleet Command (Cmd), who should determine if there is a need for the MWD within that command. If the MWD is an overage to the command, it should be reported to the appropriate Service MWD PM for possible redistribution within that service. If the Service MWD PM determines the MWD is an overage, a letter should be sent to the 341 TRS requesting assistance in redistributing the MWD to another service/agency.

2.9.1. The overage letter should contain the following information:

2.9.1.1. Reason MWD declared overage (such as unit deactivation, reduced authorization, etc.) to include a statement that no requirement exists (include endorsements declaring the MWD excess to the MAJCOM/ACOM/Fleet Cmd and Service MWD PM).

2.9.1.2. Name, tattoo number and NSN.

2.9.1.3. Age and length of service.

2.9.1.4. Statement regarding MWD temperament and qualification status.

2.9.2. If the MWD is approved for return to the 341 TRS, the MWD will be dropped from the owning unit/activity's account upon acceptance at the 341 TRS. If instructions authorize redistribution directly to another DoD Component, accountability should be dropped by the shipping unit/activity and assumed by the gaining unit/activity on transfer of the MWD. Additionally, the transfer should be indicated in the accountability documents referred to in para 2.5.

2.9.3. When a MWD is approved for return to the 341 TRS, shipments will be made using the losing service's fund cite. When an MWD is approved for transfer (either within the service or to another service), shipments will be made using the gaining unit/agency's funds cite.

2.10. MWDs that fail initial field validation. If the MWD is unfit or unable to continue duties in regard to training or fails initial field validation, and remedial training fails to correct the situation within 30 days; the circumstances surrounding the situation should be documented and include the following information:

2.10.1. If the MWD has a skill performance issue, document the apparent cause of failure and retraining efforts over a minimum of 30 calendar days. All MWD team familiarization, training and qualification activity is to be recorded in WDMS. Note that all initial qualification evaluations at the owning unit are to be based on the MWD performance levels during evaluation at the time of transfer from the 341 TRS.

2.10.2. If the MWD has a medical disqualifier, obtain a statement from the attending veterinarian supporting that the WMDs physical condition has a bearing on the failure.

2.10.3. By the 75th calendar day after arrival at the owning unit, the kennel master is to complete the MWD Field Questionnaire (FEQ) located in the WDMS. The MWD performance must be documented as to whether the MWD meets the standard or additional assistance is required from the Service PM and/or the 341 TRS; as requested IAW service program directives.

2.10.4. As directed by the 341 TRS, the Service PM should forward a complete documentation package to the 341 TRS point of contact at to (341TRS.Evaluations@us.af.mil), or the 341 TRS/DOQE, 1220 Truemper Street, Suite 2, JBSA-Lackland, TX, 78236-5151. This package should include complete copies of all training and utilization records as generated from WDMS in addition to any clarification deemed necessary utilizing the <https://safe.amrdec.army.mil/SAFE/Default.aspx> web page.

2.10.5. After review of the documentation package, the 341 TRS advises the service to either continue retraining efforts per the specific guidance given, or process the MWD for disposition IAW the instructions provided.

2.11. Euthanasia. On the authority of the Accountable Unit Commander (AUC) or designated representative, MWDs may be euthanized after consultation with the attending military veterinarian. With the exception of medical conditions that warrant emergent euthanasia, attending military veterinarians must consult with military specialists at the DoD MWD Veterinary Service (DoD MWD VS), JBSA-Lackland, TX. When an MWD is experiencing undue suffering with a poor prognosis for return to duty, the attending veterinarian is authorized to euthanize the MWD without prior consultation with DoD MWD VS personnel. Euthanasia must be in accordance with acceptable standards as outlined in the American Veterinary Medical Association's Council on Euthanasia. Anytime a MWD is euthanized, the attending veterinarian must complete and submit a DD Form 1743, listing the reason for euthanasia, to the DoD MWD VS and provide a copy of this form to the unit commander to allow requisition of a replacement MWD. **(T-0).**

2.11.1. An MWD may be euthanized under the following circumstances:

2.11.1.1. To terminate suffering caused by disease, injury or permanent physical disability.

2.11.1.2. To prevent the spread of contagious disease.

2.11.1.3. When unable to perform as the result of an incurable disease or physical disability.

2.11.1.4. When behavioral disorders are diagnosed that are not responsive to humane training therapy designed to return the MWD to normal use.

2.11.2. When other conditions exist which may warrant euthanasia, such as viciousness or behavioral instability, the unit and the attending veterinarian must consult with the DoD MWD VS before euthanasia is authorized. If MWD is in a deployed location, remains may be hand-carried or shipped by United States Postal Service (USPS). Ensure they are in a non-metal, sift-proof container such as double bagged and in a cardboard box. If shipped, need to identify on the customs label as cremated remains.

2.12. Disposition of Trained, Failure to Qualify and Medically Eliminated MWDs. MWDs must be deemed excess to the needs of the DoD, by the 341 TRS, before they are disposed of by any DoD component or participating federal agency through sale, adoption, transfer to Law Enforcement or euthanasia. The disposition process established by the 341 TRS is governed by the requirements of Title 10 USC Chapter 153 Section 2583. Once an owning unit has determined their MWD can no longer meet mission requirements, the unit may begin the disposition process. The owning unit will contact their MWD PM to identify their MWD as a possible candidate for elimination from the MWD program and to initiate the disposition process. No MWD procured for utilization in the DoD MWD program will be disposed of by transfer to any agency (i.e., medical, research and development (R&D) or clinical investigation) for the purpose of invasive research or training that would potentially compromise the health of the MWD. **(T-1).**

2.12.1. To initiate disposition of a MWD, the AUC, should coordinate the package through the Service MWD PM who submits it to the 341 TRS Adoption/Disposition coordinator utilizing the <https://safe.amrdec.army.mil/SAFE/Default.aspx> web page. All pertinent documents involving the MWDs disposition must be scanned and uploaded to this website for submission. A Bite Muzzle Video (reference, Evaluation Prognosis Key, Attachment 10), must also be recorded for all patrol trained, previously patrol trained, or any MWD that displays aggressive behaviors, and uploaded using Windows Media Player, unless a safety exemption is made by local Veterinary staff. When this occurs, the attending Veterinarian must submit a letter explaining the safety reasons the MWD cannot safely perform the evaluation. Air Force packages should be submitted via their respective chain of command determined by their MAJCOM or Service MWD PM. Army packages will be submitted through ACOM/ASCC/DRU, with an information copy provided to the Service MWD PM. Navy and Marine Corps packages should be submitted through the chain of command to the Service MWD PM. **(T-1).**

2.12.2. All disposition packages will be scanned in the following order: **(T-1)**

2.12.2.1. Kennel Master (KM) recommendation usually signed by the AUC, letter must identify a medical problem or the cause of failure and a summary of retraining efforts.

- 2.12.2.2. MAJCOM recommendation for USAF units, Service MWD PM letter for Army, Navy and Marine Corps units.
 - 2.12.2.3. Bite muzzle video (for MWDs that are or, have received, bite work training, or display aggressive behaviors) will be sent to regional veterinarian first for evaluation.
 - 2.12.2.4. Bite muzzle test assessment form (for MWDs that have completed the Bite muzzle video).
 - 2.12.2.5. MWD Adoption Suitability Checklist (AUC must indicate if MWD was deemed suitable or not suitable for adoption).
 - 2.12.2.6. Training records (only if a training issue exists) will consist of training records from start of training issue to present or if unit recommends return to 341 TRS as a training aid.
 - 2.12.2.7. Veterinarian letter to AUC (must describe the MWDs physical condition as it relates to performance failure and medical eligibility for adoption).
 - 2.12.2.8. Consultation/Referral Form from Veterinarian.
 - 2.12.2.9. DD Form 2619, *Master Problem List*.
 - 2.12.2.10. DD Form 1829, *Record of Military Working Dog Physical Examination*, rendered within 30 days of the report and containing a complete synopsis of the medical history.
 - 2.12.2.11. Relevant SF 600, *Chronological Record of Medical Care*.
 - 2.12.2.12. Relevant SF 519-B, *Radiologic Consultation Request/Report*.
- 2.12.3. Any change to required supporting items or documents will be enumerated on the 341 TRS web site, <http://www.37trw.af.mil/units/37traininggroup/341sttrainingsquadron/index.asp>, or published Disposition and Adoption Procedures Guidelines.
- 2.12.4. Following the review of the package, the 341 TRS Disposition Review Board will provide a recommendation. If the MWD is deemed excess to the needs of the DoD, this written recommendation will be forwarded to the MAJCOM/ACOM/Navy/Marine Corps PM.
- 2.12.5. The Disposition Review Board may take the following actions:
- 2.12.5.1. Declared excess to the DoD.
 - 2.12.5.2. Direct MWD stay on duty at present location.
 - 2.12.5.3. Direct return of MWD to JBSA-Lackland, TX, for use in training. The unit will coordinate transportation arrangements with the 341 TRS inventory manager and freight rate specialist. When the MWD fails to initially certify or the MWD is returned to the 341 TRS as a training aid, the cost of returning the MWD will be the responsibility of the 341 TRS. Any transportation fees associated with a military escort of the MWD back to the United States will be funded by the accountable unit who has the MWD.

2.12.6. When a MWD is declared excess or unsuitable for DoD use by 341 TRS and deemed by the AUC as suitable for adoption, the MWD should be disposed of to the greatest extent possible by the following priorities:

2.12.6.1. Transfer to a Law Enforcement Agency (LEA) or other Government agencies. MWDs that are considered too aggressive for adoption by private citizen or a handler should be considered for transfer.

2.12.6.2. Adoption by a former handler or other persons capable of humanely caring for the dog.

2.12.6.3. Humane euthanasia by VCO supporting the AUC when not disposed of under above methods. Euthanasia should only be used as a last resort when all other methods have been exhausted.

2.12.7. The appropriate "Covenant not to Sue with Indemnity Agreement" in Attachments 7 and 8 will be completed for both an (adoption, private citizen) and a (transfer, Law Enforcement/Government agency).

2.12.8. All MWDs will be neutered or spayed by the Veterinary Corps Officer (VCO), prior to adoption.

2.12.9. Adoptions/transfers will take place at the kennels where the MWD is declared excess and the DoD will not incur transportation costs for adoptions. No MWDs who are suitable for adoption, law enforcement transfer or euthanasia will be returned to the 341 TRS without prior approval of the VCO and the 341 TRS/CC or designee. **(T-1)**.

2.12.10. MWDs can be recognized by the AUC as providing exceptional service for specific incidents or summation during transfer or adoption. For an alterable example of the MWD Certificate of Meritorious Service go to <https://afsfmil.lackland.af.mil/sfod-mwdoffice.html>.

2.12.11. The bite muzzle evaluation and video will be routed to their respective Regional Veterinarian for behavioral evaluation. In unique cases where a determination cannot be made, the Animal Behavior Specialist assigned to the MWD Veterinarian Hospital at JBASA-Lackland TX will provide necessary input for evaluation. All Regional Veterinarians conducting adoption suitability evaluations must be trained by the Animal Behavior Specialist. The only exceptions to the bite muzzle evaluation will be:

2.12.11.1. The MWD is a danger to itself and/or others (these records will have a Behavior Consult in them with a "DO NOT ADOPT" statement, concurring with the VCO's decision to humanely euthanize the MWD).

2.12.11.2. Completing the video would severely compromise the MWDs welfare (severe injury/disease/pain; these records also will contain a Behavior Consult supporting this decision and providing a working prognosis if the MWD is otherwise adoptable).

2.12.11.3. When a MWD poses an immediate threat to kennel staff or is suffering due to an incurable medical illness the local Veterinarian may euthanize the MWD.

2.12.11.4. If the MWD has not previously received any bite work training, and does not have any signs of being aggressive. A memorandum will be submitted with adoption paperwork stating this.

2.13. Local Training of Qualified Patrol MWDs. With MAJCOM/ACOM/Fleet Cmd approval, units may locally train single purpose detector dogs that have received training by the 341 TRS in explosives or drugs as patrol/detector dogs. Units will contact the 341 TRS/DOQE for training protocol prior to initiating training. Once local training is completed, the MWD must be initially certified. The 341 TRS/DOQE (or personnel authorized in writing by the 341 TRS/CC) must certify locally trained explosive detector dogs as well as patrol dogs. The requesting unit pays for associated TDY expenses unless other arrangements are made with 341 TRS. Non-341 TRS patrol MWD evaluators will conduct patrol certification evaluations using the 341 TRS Operating Instruction (OI) patrol certification protocols. 341 TRS evaluators will assist with consultation about those standards and their application, and provide the OI and evaluation forms.

2.13.1. Following a successful patrol MWD certification, non-341 TRS patrol MWD evaluators should transmit copies of completed and signed JBSA-Lackland Form 375 for each certified MWD to their MWD program manager, who should execute a cover letter and forward this letter along with any other required documentation to 341 TRS Evaluations. 341 TRS Evaluations forwards these copies, along with letters requesting appropriate NSN changes, for approval by the commander and for action by the Logistics Flight.

2.14. Inquiries Concerning Procurement. Persons offering dogs for sale or donation to the Government should contact 341 TRS/DOLMP, 1239 Knight Street, JBSA-Lackland, TX 78236-5151, DSN 473-5895, or toll free 1-800-531-1066 or via (MWDProcurement@us.af.mil).

2.15. Deployment Categories and Deployment Medical Procedures for MWDs. MWDs are frequently deployed to austere environments with high operational tempos and limited veterinary care. Consequently, it is important that all VCOs and KMs continually evaluate and prepare MWDs in a consistent manner to meet medical readiness requirements. This ensures the MWD arrives fit for duty.

2.15.1. IAW AR 40-905/SECNAVINST 6401.1B/AFI 48-131 and AR 40-3, it is the joint responsibility of the VCO and the KM to meet no less than quarterly to discuss the medical condition, training proficiency and physical fitness status of each MWD. VCOs advise and support KMs and MWD unit commanders on MWD medical issues affecting readiness and fitness for duty.

2.15.2. MWDs are assigned a deployment category as defined herein by the attending VCO in consultation with the KM. This deployment categorization serves as a valuable management tool to define current medical readiness for each MWD, and is intended for use by KMs, unit commanders and service MWD program managers to apportion MWD assets based upon medical readiness and fitness for duty. Only the attending VCO assigns the deployment category. VCOs should ensure that the medical deployment categories of all MWDs are updated at least monthly, at every routine exam or sick call, or any time a medical condition develops that warrants a change in the deployment category. VCOs should also ensure this information is concurrently documented in the Health Record (HR), updated in the WDMS database and provided to the KM and MWD unit commander.

2.15.3. Deployment categories for MWDs are as follows:

2.15.3.1. **CATEGORY 1, Unrestricted Deployment.**

2.15.3.1.1. Medically fit for any contingency or exercise.

2.15.3.1.2. No limiting or compromising factors (lack of stamina, etc.).

2.15.3.1.3. No existing or recurring medical problems that limit performance. Chronic or minor medical problems may exist or be under treatment but do not limit performance. Medications or special diets are not considered limiting factors unless unavailable.

2.15.3.2. CATEGORY 2, Restricted Deployment.

2.15.3.2.1. Medically fit for regions or missions after consideration of known medical problems and consultation with KM.

2.15.3.2.2. No significant limiting or compromising factors.

2.15.3.2.3. Medical problems may exist which slightly limit performance but are controlled.

2.15.3.2.4. Reason for restriction must be reported in the HR and to the KM, MWD unit commander and service MWD PMs.

2.15.3.3. CATEGORY 3, Temporarily Non-deployable.

2.15.3.3.1. Medical condition exists that impedes daily duty performance and is under diagnosis, observation or treatment.

2.15.3.3.2. Reason for non-deployability must be reported in the HR and to the KM, MWD unit commander and Service MWD PMs.

2.15.3.3.3. An Estimated Release Date (ERD) must be reported in the HR and to the KM, MWD unit commander and service MWD PMs. A MWD in CATEGORY 3 requires periodic follow-up exams, further consultation with Veterinary Corps Clinical Specialists and consistent reevaluation of the diagnostic and therapeutic plan for return to duty.

2.15.3.4. CATEGORY 4, Non-deployable.

2.15.3.4.1. Unresolved medical or physical problems exist that frequently or regularly impede daily duty performance and ERD cannot be given.

2.15.3.4.2. Medical or physical conditions warrant submission to the MWD Disposition Process with subsequent replacement within one year. CATEGORY 4 MWDs are specifically authorized for limited missions on their installation, within their medical condition and training proficiency capabilities at the discretion of the KM and MWD unit commander.

2.15.3.4.3. Reason for non-deployability must be reported in the HR and to the KM, MWD unit commander and PMs.

2.15.4. Pre-deployment medical procedures are as follows:

2.15.4.1. Generally, MWDs must be in CATEGORY 1 or 2 status to be eligible for deployment OCONUS or outside their home theater of operation. For all MWD deployments, however, the final deployment authority resides with the MWD unit commander.

2.15.4.2. VCOs will refer to deployment medical intelligence assets before deployment to determine any specific medical requirements. This information must be conveyed to the KM, MWD handler and unit commander to ensure widest dissemination of this critical information.

2.15.4.3. All MWDs must have a physical examination and be current on all required immunizations prior to deployment in order to confirm fitness for duty and to issue a health certificate.

2.15.4.4. A Deployment Health Record (DHR) must accompany the MWD whenever it deploys from its home station. MWD health records will be reviewed evaluating specific COCOM/deployment area veterinary considerations. At the time of MWD return to home station, all new forms and data must be transferred into the permanent HR.

2.15.4.5. VCOs must send an adequate supply of all chronic and prophylactic medications, such as heartworm and ectoparasite preventives, to last through the duration of anticipated deployment.

2.15.4.6. Vector-borne infections are a major concern for MWDs in most deployed areas of operation. Aggressive vector control efforts are required. All MWDs must receive a monthly oral heartworm preventive combined with an intestinal parasite preventive and monthly broad-spectrum topical non-permethrin non-organophosphate acaricide or acaricide with insect growth regulator. These items will be provided by the attending VCO.

2.15.4.7. Routine prophylaxis should be supplemented with amitraz collars and/or daily non-permethrin, non-organophosphate acaricide (such as fipronil spray), if necessary, when a MWD deploys to an area with high risk of tick-borne illness (e.g., Southeast Asia, Southwest Asia, the Balkans).

2.15.4.8. Routine prophylaxis should be supplemented with a four percent deltamethrin collar when a MWD deploys to an area with endemic or epidemic leishmaniasis and sand fly infestation (e.g., the Mediterranean basin, Southwest Asia).

2.15.4.9. The VCO will issue a health certificate not more than 10 days prior to travel.

2.15.5. The attending VCO will instruct the MWD handler on general dog care and any special instructions necessary for the geographic region to include the following:

2.15.5.1. Feed only the standard diet to MWDs, and only the prescribed diet to other MWDs as directed by the attending VCO. Ensure proper storage of MWD diet, with particular attention to rodent control and protection from contamination.

2.15.5.2. Use only potable water for MWD.

2.15.5.3. Administer heartworm preventive and external parasite preventive monthly. Administer oral doxycycline or tetracycline with food and water as directed by the attending VCO. Remove medicated collars when the MWD is not under direct physical control in order to reduce risk of accidental ingestion and intoxication.

2.15.5.4. Examine MWDs for external parasites daily and report any infestation to the KM.

2.15.5.5. Employ heat and cold prevention measures, as appropriate and emergency first aid treatment for heat exhaustion or hypothermia.

2.15.6. MWD medical procedures during deployment are as follows:

2.15.6.1. MWD handlers and KMs will watch individual MWDs for behavior and health problems, and report problems to their supporting veterinary personnel.

2.15.6.2. MWD handlers, KMs and theater program managers must establish reliable communications with veterinary assets in theater as soon as possible to coordinate veterinary support, medical evacuation (MEDEVAC) and emergency care policies and procedures.

2.15.6.3. Because of the potential adverse effect on a MWD, use of non-approved items such as: cooling vests, pad covers, booties, ballistics vests, goggles and so forth, should be discussed with the KM and theater veterinary personnel before use.

2.15.7. MWD medical procedures during redeployment are as follows:

2.15.7.1. Because of the potential of introduction of foreign animal diseases, as well as the health of the MWD, the following actions will take place within 72 hours of arrival of an MWD returning from OCONUS missions:

2.15.7.2. A physical examination and evaluation including submission of clinically appropriate lab tests, update of permanent HR and nutrition (diet and weight) information.

2.15.7.3. Treat the MWD for any external parasites and internal parasites.

2.15.7.4. The MWD will be separated from other MWDs as much as possible for 14 days. The MWD may continue to work during this time provided it does not show any signs of illness.

2.15.7.5. Collect and submit post-deployment blood samples.

2.15.7.6. MWDs returning to CONUS from any region of the world where screwworm exists (e.g., Central and South America, Cuba, Southwest Asia) should be accompanied by a certificate signed by the VCO or a full-time salaried veterinary official of the exporting region stating that the dog was inspected within five days preceding shipment to CONUS and was found to be either free of screwworm or was found to be infested with screwworm and was held in quarantine and treated until free prior to leaving the region of export. These MWDs must be re-examined at five days and 14 days after arrival at home station.

JUDITH A. FEDDER
Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

BY ORDER OF THE SECRETARIES OF THE
AIR FORCE, THE ARMY, AND THE NAVY

OFFICIAL
RAYMOND T. ODIERNO

General, USA
Chief of Staff
OFFICIAL

PHILIP HART CULLOM
Vice Admiral, USN
Deputy Chief of Naval Operations for

Fleet Readiness and Logistics
OFFICIAL
RONALD L. BAILEY

Lieutenant General, USMC
Deputy Commandant for Plans, Policies, and
Operations

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

10 USC 2583, sections 372, 374, *US Code Title 10 on Use, Maintenance and Operation of Military Equipment* Jan 2011

AFI 48-131, *Veterinary Health Services* 15 Nov 2013

AMCI 24-101 Vol. 11, *Cargo and Mail* 27 Feb 2013

AR 40-3, *Medical, Dental and Veterinary Care* 22 Apr 2013

CJCSI 6510.0 IE, *Information Assurance (IA) and Computer Network Defense (CND)* 15 Aug 2007

DTR 4500.9-R Part I, *Passenger Movement* 1 Nov 2011

DTR 4500.9-R Part II, *Cargo Movement* 1 Jan 2011

DODD 5200.31E, *Military Working Dog (MWD) Program* 10 Aug 2011

DODI 3025.21, *Defense Support of Civilian Law Enforcement Agencies* 27 Feb 2013

THE JOINT TRAVEL REGULATIONS, *Uniformed Service Members and DoD Civilians*

SECNAVINST 6401.1B, *Veterinary Health Services* 22 Sep 2006

Adopted Forms

AF Form 2110A, *Health Record* 1 Jul 2004

DD Form 1743, *Death Certificate of a Military Animal* 1 Jun 2013

DD Form 1829, *Record of Military Working Dog Physical Examination* 1 Oct 1971

DD Form 1834, *Military Working Dog Service Record* 1 Oct 1971

DD Form 2619, *Master Problem List* 1 Jun 2013

DD Form 2875, *System Authorization Access Request* Aug 2009

SF 513, *Medical Record Consult Sheet* 1 Apr 1998

SF 519-B, *Radiological Consultation Request/Report* 1 Aug 1983

SF 600, *Chronological Record of Medical Care* 5 Jun 1997

Abbreviations and Acronyms

ACOM—Army Command

AD—Ammonium Dynamite

AETC—Air Education Training Command

AFI—Air Force Instruction

AMCI—Air Mobility Command Instruction

AN—Ammonium Nitrate
AR—Army Regulation
AUC—Accountable Unit Commander
C4—Composition C4
CEMO—Command Equipment Management Office
CO—Cocaine
CONUS—Continental United States
CTD—Combat Tracker Dog
DC—Detonation Cord
DDD—Drug Detector Dog
DHR—Deployment Health Record
DLA—Defense Logistics Agency
DOD—Department of Defense
DOD MWD VS—Department of Defense Military Working Dog Veterinary Service
DODVSA—Department of Defense Veterinary Service Activity
DRU—Direct Reporting Units
DTR—Defense Travel Regulation
EAE—Equipment Accountability Element
EDD—Explosive Detector Dog
ERD—Estimated Release Date
ERRC—Expendability, Recoverability, Reparability Code
GSA—General Services Administration
HE—Heroin
HR—Health Record
HQ AFSFC—Headquarters Air Force Security Forces Center
IAW—In Accordance With
IDD—Improvised Explosive Device Detector Dog
JBSA—Joint Base San Antonio
JSMWDC—Joint Service Military Working Dog Committee
KM—Kennel Master
MAJCOM—Major Command
MDD—Mine Detector Dog

MEDEVAC—Medical Evacuation
METH—Methamphetamine
MDMA—Methylenedioxymethamphetamine
MJ—Marijuana
MWD—Military Working Dog
MWDVS—Military Working Dog Veterinary Service
NSN—National Stock Number
OCONUS—Outside the Continental United States
OI—Operating Instruction
PC—Potassium Chlorate
PD—Patrol Dog
P/DDD—Patrol/Drug Detector Dog
P/EDD—Patrol/Explosive Detector Dog
PM—Program Manager
R&D—Research and Development
SBSS—Standard Base Supply System
SC—Sodium Chlorate
SECNAVINST—Secretary of Navy Instruction
SOW—Statement of Work
SP—Smokeless Powder
SSD—Specialized Search Dog
TDR—Trained Dog Requirements
TDY—Temporary Duty
TNT—Trinitrotoluene
TRS—Training Squadron
TRW—Training Wing
TSA—Transportation Security Administration
USAF—United States Air Force
USC—United States Code
VCO—Veterinary Corps Officer
WDMS—Working Dog Management System
WG—Water Gel

Terms

Certification—Process by which the 341 TRS documents, as a result of field evaluations, that an MWD meets the DoD established skill requirements for Basic Skills, Patrol, Detection or Tracking; depending on the NSN nomenclature of the MWD.

Disposition Review Board—Members of the 341 TRS who review requests for disposition instructions for MWDs belonging to the DoD MWD program.

Medically Eliminated—An MWD that fails to meet medical standards established by the DoD MWD program.

Military Working Dog (MWD)—Any Government-owned dog procured, acquired or bred to meet working dog requirements of the military departments and DoD agencies, collectively referred to as DoD components.

Qualification—Process by which the individual DoD Services document, as a result of field evaluations, that a MWD team (dog and handler) can successfully complete validations in each applicable skill; Basic Skills, Patrol, Detection or Tracking.

Tattoo—Identifying mark with inked series of alphabet letter and three numbers placed inside left ear of MWD.

Attachment 2

SAMPLE KENNEL MASTER MEMORANDUM

MEMORANDUM FOR (Your MWD PM)

FROM: (Unit Address)

SUBJECT: Request for Disposition Instructions

1. Military Working Dog (MWD) (Name/Tattoo number) is a (age, sex, breed, training classification) dog that (synopsis of problem and what has been done to try to correct the problem).

Example: This MWD has been medically reclassified from CAT II to Cat IV. It can no longer effectively and consistently perform its patrol duties due to its irreversible medical condition [see enclosed veterinarian memorandums for specific medical problems and diagnosis]. Along with it not being fit to accomplish its patrol dog task, its detection abilities are diminishing as well. This MWD still has the desired behavior to perform both functions, but due to deteriorating health, its body can no longer keep up with the physical demands of our mission. It is our opinion as well as our servicing veterinary officer that continued training and utilization of this animal will only accelerate its medical condition to the point where it will be subjected to unnecessary pain and suffering.

2. This MWD's temperament is (provide a recommendation: usefulness as a training aid at the 341 TRS, suitable for adoption, euthanasia, etc.).

3. Request this MWD be declared excess to the DoD (or returned to Lackland AFB for use as a training aid). For additional information, please contact (kennel master's name, phone, email address).

(Signature Block of AUC)

3 Attachments

1. Training documentation (*If Applicable*)
2. Medical documentation
3. Bite Muzzle Video with results/comments (*If Applicable*)

1st Ind, (MAJCOM/MACOM or Service MWD PM)

MEMORANDUM FOR 341 TRS/DOL

Concur/Nonconcur.

(Signature Block of MWD Program Manager)

Attachment 3

MWD ADOPTION SUITABILITY CHECKLIST

MWD NAME _____

TATTOO # _____

The accountable unit commander (AUC) and the veterinary corps officer (VCO) use this checklist to determine adoption suitability. (Strongly encourage consultation of the kennel master and trainer.)

Kennel Master		Y	N	Veterinary Corps Officer		Y	N
1. Have you observed MWDs behavior?				1. Have you conducted a physical exam of MWD?			
2. Does MWD have a history of being over-aggressive or territorial (i.e., possessive of run, vehicle, food pan)?				2. Does MWD have a severely debilitating condition or one that threatens life/limb? (VCO will attach completed DD Form 1829. Severe debilitating conditions will prohibit MWD adoption.)			
3. Does MWD have history of unprovoked bites?				3. Does MWD have moderate to severe pain that cannot be managed medically?			
4. Is MWD tolerant around strangers?				4. Does MWD medical record indicate a history of aggressive behavior problems (i.e., bite quarantines)?			
5. Can different handlers easily handle this MWD with voice or physical controls?				5. Has MWD demonstrated aggression against handlers?			
6. Does MWD come up the leash?				6. Has MWD shown aggression towards persons other than against a decoy or suspect (i.e., veterinarian, veterinary technician)?			
7. Does MWD display aggression when threatened?				7. Are there circumstances in which MWD responds with unexpected, inappropriate or unpredictable behavior?			
8. Will MWD be suitable going to a family with children?				8. Are there particular settings where MWD is extremely difficult or impossible to control?			
9. Does MWD aggress towards children?				9. Is MWD a danger to itself or others?			
10. Is MWD excessively aggressive against or around other animals?							
11. Is MWD a dog-fighter?							
12. Does MWD aggress or show fear of loud noises (i.e., gunfire, thunder, fireworks)?							

Kennel Master/Date _____

VCO Signature/Date _____

After review of this checklist, this MWD is /is not a candidate for adoption.

Accountable Unit Commander

Date

Attachment 4

PROTOCOL FOR BITE MUZZLE TESTING OF PATROL-TRAINED MWDS AS POTENTIAL ADOPTION CANDIDATES

Purpose:

This protocol is designed to safely assess the interest of an MWD to attack on command a human training decoy both with and without a bite sleeve and/or suit. Use these procedures to assess the relative interest of the MWD in the decoy and training equipment, both when the decoy is stationary and when the decoy threatens the dog or its handler. Use this protocol as an assessment tool only and always under veterinary direction and appropriate training supervision. Do not use these procedures repeatedly for training or other purposes. The results of the test have value only when combined with other information in providing an assessment of a MWDs suitability for adoption.

Procedures:

Perform this protocol with the MWD on-leash and in a controlled area. Instruct all participants on procedures with *an emphasis on safety*. Before the test is accomplished, ensure the following is available:

1. Subject dog on a 360 leash
2. Person other than its usual handler (wearing civilian clothing)
3. One or two properly trained decoys wearing civilian clothing
4. One or more bite sleeves
5. Bite suit
6. Training supervisor and/or kennel master
7. Bite muzzle, appropriately sized
8. Video recorder and operator
9. Bite muzzle test evaluation sheet

Brief all participants on procedures with an emphasis on safety. Fit the MWD snugly with the bite muzzle and ensure that it cannot be pulled off the dog. The dog will wear the bite muzzle throughout the test. Terminate the test immediately if the dog removes or partially removes the muzzle, or if it appears overly tired or distressed.

TEST 1:

- a. Set up the first test with a single decoy without sleeve or bite suit approximately 20 feet from the dog and handler. During this test, the dog will be on a slack 360 leash for safety purposes.
- b. The decoy will approach the dog and handler. During this exchange, the handler will not provide the dog with any commands or direction. The handler may use the leash to control the dog for safety purposes.
- c. At approximately 10 feet, the decoy will simulate an argument with the handler. After approximately 1 minute of animated argument, the decoy will approach and make contact with the handler, pushing, shoving, and grabbing at the handler's sleeves and collar (but not knocking the handler down or striking the handler). The decoy will continue the simulated verbal and physical assault for approximately 1 minute. Rate the dog's response to the decoy using the scale below.
- d. The decoy will next turn attention to the dog and verbally assault and threaten (but not strike) the dog with hands, arms and feet. Rate the dog's response to the decoy using the scale below.

Take a 5 to 10 minute break, and then return to the test area.

TEST 2:

- a. A decoy wearing a bite sleeve and/or bite suit will begin the test at approximately 10 feet from the handler and the properly muzzled dog.
- b. The handler will command the dog to attack. Rate the dog's behavior for approximately 1 minute using the scale below.
- c. The handler will recover the MWD to a heel position.

Take a 5 to 10 minute break, and then return to the test area.

TEST 3:

- a. Repeat Test 2 procedures but without the bite wrap and/or suit.
- b. Leave the equipment on the ground approximately 10 feet to the side of the decoy.

SCORING THE TESTS:

Assign a score for "Attack," "Contact Length," "Contact Behaviors" and "Attempted Bite Locations" for the dog's performance for each of the three tests as well as a score for "Protective" behaviors for Test 1 only (use *Bite Muzzle Test Assessment Form Attachment 5*).

Example:

Test 1 – A: 1, C: 1, B: 0, L: 0, P: 2

Test 2 – A: 4, C: 2, B: 1, 2, 3, L: 6 (Neck)

Test 3 – A: 3, C: 3, B: 2, 3, L: 1, 2, 3

Attack:

1. Dog did not attack the decoy
2. Dog began attack, but broke off attack before contact
3. Dog hesitated during attack, but contacted decoy
4. Dog attacked immediately
5. Other (describe)

Contact Length:

1. Dog did not contact decoy
2. Dog contacted the decoy one or more times, but did not maintain attack for more than 15 seconds
3. Dog contacted the decoy one or more times, maintained the attack for more than 15 seconds, but broke off the attack before recall or the test ended
4. Dog contacted the decoy one or more times and maintained the attack until recalled or the test ended
5. Other (describe)

Contact Behaviors (indicate all that apply):

0. No contact attempts
1. Dog used muzzled snout to maintain contact
2. Dog used front legs to maintain contact
3. Dog vocalized (growl, snarl, whine) during contact
4. Other (describe)

Attempted Bite Locations (indicate all that apply):

0. No attempts
1. Arms
2. Hands
3. Legs
4. Feet
5. Trunk
6. Other (describe)

For Test 1 only (decoy with no equipment and no attack command), rate the dog using the following list (Attachment 5, p. 25)

Evidence of “**P**rotective” behaviors (select all that apply):

1. Dog retreated from threat (or from decoy threatening the handler), and remained at a distance during the threat
2. Dog retreated, but returned to location of threat one or more times, but did not contact the decoy
3. Dog retreated, but returned and contacted the decoy
4. Dog remained during threat but did not contact the decoy
5. Dog remained during threat and contacted the decoy
6. Other (describe)

Outcome: Forward the results of the test on *Bite Muzzle Test Assessment Form* and any comments to Disposition Coordinator:

341 TRS/DOLM
1239 Knight Street
JBSA-Lackland TX 78236-5151
DSN: 473-3125, Commercial (210) 671-3125
DSN FAX: 473-3402, Commercial FAX (210) 671-3402

Contact information for the 341 TRS/SGV is DSN: 473-3991, or DSN FAX: 473-2308. The results are evaluated and a report of findings and recommendations are returned to the unit and to the attending veterinarian for a final decision by the AUC.

Attachment 5

BITE MUZZLE TEST ASSESSMENT FORM

Date	
Dog Name and Tattoo	
Handler	
Decoy	
Recorder	
Test 1	Decoy with no equipment, no attack command
<u>A</u>ttack	
<u>C</u>ontact Length	
Contact <u>B</u>ehaviors	
Attempted Bite <u>L</u>ocations	
<u>P</u>rotective Behaviors	
Test 2	Decoy with equipment, attack command
<u>A</u>ttack	
<u>C</u>ontact Length	
Contact <u>B</u>ehaviors	
Attempted Bite <u>L</u>ocations	
Test 3	Decoy with no equipment, attack command
<u>A</u>ttack	
<u>C</u>ontact Length	
Contact <u>B</u>ehaviors	
Attempted Bite <u>L</u>ocations	

Attachment 6
DISPOSITION CHECKLIST

MWD NAME	TATTOO	LOCATION	
MAJCOM/ACOM	DATE DISPOSITION SUBMITTED		
CIRCLE PLANNED COURSE OF DISPOSITION:	ADOPT	LEA TRANSFER	EUTHANIZE

STEP 1-Request for Disposition

All packages must contain the following:

1. Kennel Master Memorandum, signed by unit commander and program manager (Attachment 1)
2. MWD Adoption Suitability Checklist (Attachment 2)
3. Bite Muzzle Test Assessment Form (Attachment 4)
4. Training records if MWD is being returned as training aid or removed for training issues
5. Veterinarian letter
6. Veterinarian consultation letter (may not always apply)
7. Master problem list
8. DD Form 1829 (past two years)
9. SF Form 600s (past six months)
10. Radiologic reports

STEP 2-Disposition Board Results

MWDs cannot be removed from inventory until Excess Letter/Bite Muzzle Consultations are received

--

1. Excess Letters will be emailed to service MWD program manager for distribution to Kennel Master

STEP 3-Return Appropriate Documents to 341 TRS Adoption/Disposition Coordinator

--

1. Email copy of Covenant/Death Certificate to mwd.disposition@us.af.mil

Attachment 7

COVENANT NOT TO SUE WITH INDEMNITY AGREEMENT (ADOPTION)

I, _____ (insert name of adoptee), voluntarily accept from the US Government the delivery by means of transfer the following described military working dog, hereafter referred to as "MWD:"

MWD NAME: _____

TATTOO NO.: _____

WHELP DATE: _____

GENDER: _____

BREED: _____

INSTALLATION ELIMINATED FROM: _____.

I understand and agree that this transfer of the MWD is pursuant to Title 10, United States Code, Section 2583, which applies to the transfer and adoption of military working dogs. Section 2583(e)(1) provides that "Notwithstanding any other provision of law, the United States shall not be subject to any suit, claim, demand or action, liability, judgment, cost or other fee arising out of any claim for personal injury or property damage (including death, illness, or loss of or damage to property or other economic loss) that results from, or is in any manner predicated upon, the act or omission of a former military animal transferred under this section, including any training provided to the animal while a military animal."

I acknowledge that the above mentioned MWD HAS or HAS NOT received DoD controlled aggression (patrol) training and having such knowledge, and as a condition of being the recipient or adoptee of the MWD, I freely and voluntarily accept all risks and consequences of the future conduct and acts of the dog. In consideration of the transfer, I agree that the MWD will not be used for any illegal purpose, police or security related activity, private business activity, substance detection either public or private, nor will the MWD be given or sold to another person.

In consideration of this transfer, I, for myself, my heirs, administrators, executors, and assigns, hereby covenant and agree that I will never institute, prosecute, or in any way aid in the institution or prosecution of, any demand, claim, or suit against the US Government for any damage, loss, or injury (including death) to my person or property which may be caused directly or indirectly by the above described MWD, however and whenever the same may be caused. If I, my heirs, administrators, executors, or assigns should demand, claim, sue or aid in any way in such a demand, claim or suit, I agree, for myself, my heirs, administrators, executors, and assigns to indemnify the US Government for all damages, expenses, and costs it may incur as a result thereof.

In consideration of this transfer, I further agree to indemnify, defend, and hold harmless the US Government, to the fullest extent permitted by applicable law, from and against any and all claims, demands,

actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever which the US Government may pay, sustain, suffer or incur that are attributable directly or indirectly to future conduct and acts of the above described MWD, including, but not limited to those arising from prior training given to the MWD by the US Government and the decision of the US Government to transfer the MWD.

I also agree that the US Government, pursuant to Title 10, United States Code, Section 2583, shall not be held liable for any veterinary expense or treatment of any kind associated with the transfer of the MWD as stated herein for any condition of the MWD before transfer under this Agreement, whether or not such condition is known at time of transfer under this agreement.

The term US Government as used herein includes the Department of Defense, the United States Air Force, the installation from which the MWD was adopted, and any officer, agent, or employee of the US Government.

Invalidity or unenforceability of one or more provisions or parts of this Agreement shall not affect any other provision or part of this Agreement.

Signed on this ____ day of _____, 20__.

Signature of Adopting Individual

Signature of DoD Representative

Adopter's Name (Printed)

Name of DoD Representative

Address of Adopting Individual

Date

Phone Number of Adopting Individual

Date

STATE OF: _____ COUNTY OF:

Before me, _____, a Notary Public, personally appeared the above listed Adopter known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and considerations therein expressed on this ____ day of _____, _____.

NOTARY PUBLIC

COMMISSION EXPIRATION

Attachment 8

COVENANT NOT TO SUE WITH INDEMNITY AGREEMENT (LEA)

The _____ (insert name of LEA), hereafter "LAW ENFORCEMENT AGENCY," voluntarily accepts from the US Government the delivery by means of transfer the following described military working dog, hereafter referred to as "MWD," to wit:

MWD NAME: _____

TATTOO NO.: _____

WHELP DATE: _____

GENDER: _____

BREED: _____

INSTALLATION ELIMINATED FROM: _____

The LAW ENFORCEMENT AGENCY stipulates and guarantees that it is acquiring the MWD provided under this Agreement for use in law enforcement functions or activities. It is hereby agreed by both parties that the adoption of said MWD is not being accomplished with the intent that said MWD be resold by the LAW ENFORCEMENT AGENCY to a third party. If the LAW ENFORCEMENT AGENCY fails to comply with this provision and places the MWD for sale, the LAW ENFORCEMENT AGENCY shall reimburse the above identified military installation from which the MWD was supplied the full market replacement value of the MWD at a rate set by the installation. The installation reserves the right to pursue all available recourse should the LAW ENFORCEMENT AGENCY be found to have procured the MWD under false pretenses

The LAW ENFORCEMENT AGENCY understands and agrees that this transfer of the MWD is pursuant to Title 10, United States Code, Section 2583, which applies to the transfer and adoption of military working dogs. Section 2583(e)(1) provides that "Notwithstanding any other provision of law, the United States shall not be subject to any suit, claim, demand or action, liability, judgment, cost, or other fee arising out of any claim for personal injury or property damage (including death, illness, or loss of or damage to property or other economic loss) that results from, or is in any manner predicated upon, the act or omission of a former military animal transferred under this section, including any training provided to the animal while a military animal."

The LAW ENFORCEMENT AGENCY acknowledges that the above mentioned MWD **HAS** or **HAS NOT** received DoD controlled aggression (patrol) training and having such knowledge, and as a condition of being the recipient or adoptee of the MWD, the LAW ENFORCEMENT AGENCY freely and voluntarily accepts all risks and consequences of the future conduct and acts of the dog. The LAW ENFORCEMENT AGENCY agrees that the

MWD, in consideration of the transfer, will not be used for any illegal purpose.

In consideration of this transfer, the LAW ENFORCEMENT AGENCY hereby covenants and agrees that it will never institute, prosecute, or in any way aid in the institution or prosecution of, any demand, claim, or suit against the US Government for any damage, loss, or injury (including death) to any person or property which may be caused directly or indirectly by the above described MWD, however and whenever the same may be caused. The LAW ENFORCEMENT AGENCY further agrees to indemnify, defend, and hold harmless the US Government, to the fullest extent permitted by applicable law, from and against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever which the US Government may pay, sustain, suffer or incur that are attributable directly or indirectly to future conduct and acts of the above described MWD, including, but not limited to those arising from prior training given to the MWD by the US Government and the decision of the US Government to transfer the MWD.

The LAW ENFORCEMENT AGENCY further agrees that the US Government, pursuant to Title 10, United States Code, Section 2583, shall not be held liable for any veterinary expense or treatment of any kind associated with the transfer of the MWD as stated herein for any condition of the MWD before transfer under this Agreement, whether or not such condition is known at time of transfer under this agreement.

The undersigned representative for the LAW ENFORCEMENT AGENCY further represents that he/she has authority to execute this agreement and bind the LAW ENFORCEMENT AGENCY to the provisions herein.

The term US Government as used herein includes the Department of Defense, the United States Air Force, the installation from which the MWD was adopted, and any officer, agent, or employee of the US Government. Invalidity or unenforceability of one or more provisions or parts of this Agreement shall not affect any other provision or part of this Agreement.

Signed on this _____ day of _____, 20____.

Signature of LEA Representative

Signature of DoD Representative

Name and Title of Representative (Printed)

Name of DoD Representative

LEA Address

Date

LEA Telephone

Date

Attachment 9

MILITARY WORKING DOG ADOPTION APPLICATION

WEBSITE: http://www.lackland.af.mil/units/341stmwd/index.asp

COMMERCIAL PHONE NUMBER: 210-671-3125

DSN PHONE NUMBER: 473-3125

Please save this document to your computer before completing. Please answer all questions completely. When finished, attach the saved file and email to mwd.adoptions@us.af.mil.

Date: _____

Name (Last, First MI): _____

Address: _____ Street _____ City, State _____ Zip

E-mail: _____

Primary Phone: _____ Alternate Phone: _____

Applicant Information

Applicant's Spouse Information

Age: _____ Age: _____

Occupation: _____ Occupation: _____

Place of _____ Place of

Employment: _____ Employment: _____

Ages of Children in Household [table with 7 cells]

Ages of Adults in Household Other than Adopter and Spouse [table with 3 cells]

What type of dog are you interested in adopting (sex, breed mix, age and name)?

Describe your ideal dog:

How many other pets do you currently own or have living in your home?

Name of Pet	Type/Breed	Age	Gender	Spayed/Neutered
_____	_____	_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	Male <input type="checkbox"/> Female <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Maximum number of hours the dog will stay alone? _____

Where will the dog stay when no one is home? _____

Where will the dog stay during the day? _____ At night? _____

Where will the dog stay when the family is out of town? _____

Will the dog be left outside unattended at any time? If yes, please explain: _____

Describe the area where you live (city, suburban, rural, yard size, etc.):

Own home
Rent

If you rent, do you have written permission from the property owner to adopt a pet? Yes No

Please attach written permission from rental property owner

Do you have a fenced yard? Yes No How high is lowest part of the fence? _____

Describe your fencing and gates (type of material, etc.): _____

If you do not have a fenced yard, how will you attend to your dog's exercise and toilet needs?

If the dog you adopt is not yet housebroken, what method of house training do you plan to use?

As part of our legal binding adoption agreement, your adopted dog MUST receive veterinarian care

Veterinarian Name: _____

Address: _____
Street City, State Zip

E-mail: _____ Phone: _____

Are your dogs on heartworm preventative? Yes No If so, what type? _____

You agree to provide your adopted dog with monthly heartworm preventatives and yearly vaccinations. Yes No

You agree to provide appropriate medical care and yearly checkups for your dog. Yes No

1. Reference Name: _____

Address: _____
Street City, State Zip

E-mail: _____ Phone: _____

2. Reference Name: _____

Address: _____
Street City, State Zip

E-mail: _____ Phone: _____

How did you hear about the Military Working Dog Adoption Program?

Privacy Act Statement The following information is provided to comply with Privacy Act (PL93-579). 5 U.S.C. 301 authorizes the acceptance of this information requested on this form. The data will be used to contact applicants and to interview, screen and select them for volunteer adoption. Furnishing this data is voluntary.

Attachment 10

**BITE MUZZLE VIDEO EVALUATION PROGNOSIS KEY FOR VETERINARIANS,
PROVOST MARSHALS/SECURITY FORCE COMMANDERS AND KENNEL
MASTERS**

Background: Bite Muzzle Video (BMV) is accomplished for each Military Working Dog (MWD) with prior training and/or employment in controlled-aggression that is being considered for adoption. This video is produced by the owning unit and evaluated by a veterinarian trained by the Veterinary Behaviorist at the LTC Daniel E. Holland MWD Hospital at Joint Base San Antonio-Lackland, TX, for use by the attending veterinarian and owning unit Commander. The evaluation is accomplished as part of a Request for Disposition to determine whether a MWD is “Excess to Government Needs” (and, therefore, adoptable and/or transferrable outside of the DoD). It should be noted that the “Excess” determination is based on medical, behavioral and/or training deficiencies of a MWD, but the decision to adopt or not adopt a MWD determined to be “Excess” is the responsibility of the owning unit Commander (Public Law 106-446, November 2000).

Procedure: The Bite Muzzle video is accomplished according to a published protocol and forwarded as a digital video for evaluation. This video is evaluated for signs of overt aggression as well as canine behavior and body postures that are suggestive of increased or decreased potential for future aggressive behavioral problems. The video is assessed along with the Request for Disposition, Adoption Suitability Checklist (ASC) and Veterinary Record to provide an over-all assessment of liability for the adoption of a MWD. The assessment is reported on a *Medical Record Consult Sheet* (SF 513) to the MWDs attending veterinarian and owning unit chain of command. The attending veterinarian provides consultation to the owning unit commander regarding the advisability of adopting a MWD, based on its medical condition(s) and behavior. The fundamental behavioral recommendation is provided as a “Prognosis for Successful

Adoption”:

Prognosis	Determining Factors	Interpretation	Comments
Good¹	<ul style="list-style-type: none"> - No aggression training or employment - No history of aggressive behavioral problems - No increased likelihood of aggressive behavior noted on ASC 	- No increased risk identified for successful adoption	<ul style="list-style-type: none"> - Only used for MWDs with NO aggression training or employment - Bite Muzzle Video is NOT required and cannot be evaluated
Fair¹	<ul style="list-style-type: none"> - No history of aggressive behavioral problems - No increased likelihood of aggressive behavior noted on ASC - BMV does not indicate increased risk of offensive or defensive aggression 	- No additional increased risk identified for successful adoption	<ul style="list-style-type: none"> - Best possible assessment for aggression-trained MWDs -- Acknowledges that MWDs with aggression training and/or employment have some inherent safety risk because of their training - Could also be used for MWDs without aggression training
Guarded¹	<ul style="list-style-type: none"> Some combination of: <ul style="list-style-type: none"> - Minor History of aggression - ASC notes possibility of aggressive behavior - BMV suggests some possibility of future aggression 	- Some increased risk of future aggression	<ul style="list-style-type: none"> - Commander should exercise caution in adoption -- MWD may be best suited for adoption by an MWD handler rather than by general public -- May have safety concerns in specific and limited situations

<p>Poor¹</p>	<p>Some combination of: - Clear History of aggression - Multiple concerns of potential aggression noted on ASC - BMV shows clear increase in aggressive behavior</p>	<p>- SIGNIFICANT risk of future aggression</p>	<p>- In MOST cases, this MWD should NOT be considered for adoption</p>
<p>DO NOT ADOPT²</p>	<p>ASC is marked “is not a candidate for adoption” And: - Clear History of moderate to severe aggression, often with injury to one or more humans - Multiple concerns of potential aggression noted on ASC - BMV shows clear increase in aggressive behavior</p>	<p>- HIGH PROBABILITY of future aggression</p>	<p>- Clear History of moderate to severe aggression - Strongest recommendation that MWD should NOT be adopted</p>