



DEPARTMENT OF THE AIR FORCE
30TH SPACE WING (AFSPC)



SEP 19 2017

MEMORANDUM FOR ALL VANDENBERG AFB MILITARY PERSONNEL, CIVILIAN
EMPLOYEES, CONTRACTORS, DEPENDENTS AND VISITORS

FROM: 30 SW/CC

SUBJECT: Installation Pet Control Policy

1. All individuals on Vandenberg AFB are subject to the rules and directives under 30th Space Wing Instruction 31-107 *Installation Pet Control*. The purpose of this memorandum is to further clarify existing policy and procedures for privately owned pets on VAFB, to include military and civilian personnel with service animals or emotional support animals, sometimes referred to as comfort/therapy animals.
2. No person, military or civilian may bring dogs or other animals to their duty location except for official purposes, in accordance with 41 CFR 102-74.425.
 - a. Exceptions may be made by 30 MSG/CC, on a case-by-case basis, as an accommodation for service animals and emotional support animals.
 - b. In all cases, the owner is responsible for the care and supervision of his or her animal. If an animal behaves in an unacceptable way, disrupts the workplace, or the owner fails to control the animal 30 MSG/CC will review the incident(s) and may direct that the animal be removed from base.
3. A "service animal" is individually trained to do work or perform specific tasks for the benefit of an individual with a disability. Emotional support, comfort and therapy animals are not considered service animals, even when used as part of a medical treatment plan. Documents designating any animal as an emotional support or comfort/therapy animal do not automatically qualify an animal as a service animal.
 - a. Assigned military personnel who have a documented emotional support animal for their condition are mandated to receive an evaluation by a qualified mental health provider before bringing any pet on the installation. Off-base mental health provider evaluations must be coordinated through the 30 MDG Mental Health Clinic prior to bringing the animal on base. Documentation from an independent source designating a pet as an emotional support or comfort/therapy animal does not fulfill this requirement.
 - i. Military mental health providers will independently assess the need for an emotional support or comfort/therapy animal as part of an approved medical treatment plan for any military member. They will advise military commanders of any duty limitations, or any recommendations for additional evaluation or treatment, in accordance with Department of Defense Instruction 6490.01.
 - ii. Military members who have dependents with a documented need for an emotional support or comfort/therapy animal must immediately complete DD Form 2792 to initiate the process for evaluation and possible enrollment of dependents in the Exceptional Family Member Program after identification of special needs involving the support of an animal.
 - b. Civilians, including Federal and contract employees, seeking to bring an emotional support or comfort/therapy animal on base must provide sufficient medical documentation from their primary care physician or local mental health provider that certifies a qualifying disability and the need for an emotional

support animal, prior to bringing the animal on base. Requests for accommodation should be forwarded through the supervisor or manager in accordance with AFI 36-205.

i. In accordance with AFI 36-205, AFFIRMATIVE EMPLOYMENT PROGRAM (AEP), SPECIAL EMPHASIS PROGRAMS (SEPS) AND REASONABLE ACCOMMODATION POLICY, *"The employee will coordinate with supervisors and managers on reasonable accommodation and return to work issues. Work in consultation with the local CPS/NAF-HRS when appropriate, the servicing legal office, in the receipt, review, and determination process in response to an employee's reasonable accommodation for any medical needs for a service or emotional support animal."*

ii. Pet owners seeking an approved accommodation will be required to show veterinarian certification of all required vaccinations. Dogs and cats must have a metal vaccination tag attached to a collar around the neck at all times, and an implanted microchip with the owner contact information.

4. The following dog breeds are prohibited on VAFB: Akita, Chow Chow, Doberman, Pit Bull, Rottweiler, American Staffordshire Terrier, English Staffordshire Bull Terrier, wolf hybrids of any kind, and any other dog breed with dominant traits geared toward aggression. Any dog with a significant percentage blood-line of these types/breeds is also prohibited.

a. Personnel residing off base and owning a prohibited dog breed will be allowed access to the Base Veterinary Clinic. Prohibited dog breeds must remain muzzled while in public areas.

b. Personnel with a service dog or emotional support dog that is also one of the breeds listed above must have documentation stating the dog is a qualified service dog or have an approved accommodation for an emotional support dog.

i. If the owner is a resident of privatized housing, they must obtain exceptions from 30 MSG/CC and from Balfour Beatty Communities. These breeds shall be muzzled when in public areas.

ii. All individuals entering Vandenberg AFB with a service dog or documented emotional support dog of a prohibited breed are not permitted to bring the dog on base except to access the Base Veterinary Clinic or as an accommodation approved by 30 MSG/CC. In all cases, these dogs must remain muzzled while in public areas.

c. Reports of unauthorized dog breeds on VAFB will be investigated by 30 SFS. If it is determined the dog is not authorized on the installation, the owner of the animal will be issued a Pet Control Incident Letter, which may result in the permanent removal of the animal from VAFB Exclusive Jurisdiction areas. If the owner is a resident of privatized housing, 30 SFS will advise Balfour Beatty Communities of the unauthorized animal so they can take action in accordance with the provisions of the resident's lease.

5. Residents of VAFB privatized housing must register all dogs and cats with the Base Veterinary Clinic, and comply with all VAFB and Balfour Beatty Communities policies regarding pet registration to include the VAFB Family Housing Pet Addendum. Although many installation pet policies are similar, there are cases where Balfour Beatty requirements are more stringent than the overall base policy. Residents are responsible for ensuring they are in compliance.

a. Registration consists of a civilian or military veterinarian certification of all required vaccinations and receipt of a metal license tag that must be attached to a collar around the pet's neck at all times. All dogs and cats must also have a microchip with chip information updated for their current residence, to help 30 SFS identify strays and assist pet owners in recovering lost pets. Implantation does not have to be performed by the Base Veterinary Clinic and is available from most civilian veterinarians.

6. Pet owners must control their pets and keep them from threatening or injuring any person or other pet, destroying property, or otherwise creating any public nuisance or disturbance. Pets on VAFB must be controlled by a suitable leash, harness, kennel or cage when outside the home or enclosed yard.

a. A pet found running loose is evidence that the owner is not properly controlling the pet. 30 SFS will impound all loose pets and complete 30 SW Form 313 *Animal Impoundment/Release Record*.

b. Impounded animals will be held at the VAFB Stray Animal Facility (Bldg 11478) or by Santa Barbara Animal Control. When owners claim pets, they will be issued a *Failure to Control Pet Letter* and sign 30 SW Form 313 acknowledging they will pay the required impoundment fee, in accordance with 30 SWI 31-107.

c. The VAFB Stray Animal Facility is not a "holding kennel" for pets of personnel on leave or away on temporary duty. If the owner cannot be identified or contacted within a 48-hour holding period, the animal will be transported to the Santa Barbara County Animal Shelter the following duty day.

7. In accordance with 30 SWI 31-107, 30 SFS will immediately investigate all reports of animal bites or scratches occurring on VAFB. The owner will be issued a *"Notice of Initial Action for Owners of Animals Involved in Bite/Scratch Incident"* memorandum. If the animal owner is a privatized housing resident, 30 SFS will notify Balfour Beatty Communities and 30 CES Housing Management within five duty days of the incident.

a. Whenever a person is treated for an animal bite or scratch, the treating physician will assist the individual in starting DD Form 23141 *Animal Bite Report -Potential Rabies Exposure*. The form will be completed by 30 MDG Public Health Department, who will immediately notify the VAFB Emergency Communication Center.


b. If an animal that bites or scratches an individual is un-vaccinated, the Base Veterinarian will quarantine it for ten days. Quarantine will be at owner expense, at an approved facility chosen by the Veterinary Clinic.

c. Animals that bite or scratch an individual with a current rabies vaccination may be quarantined at the owner's residence, or as otherwise directed by the Base Veterinarian, until resolution of the incident. While quarantined, no one outside immediate family may have contact with the pet until resolution. Balfour Beatty communities may also choose to take action in accordance with provisions of the resident's lease.

d. Failure to obey a quarantine restriction will result in automatic forfeiture of all pet privileges. 30 SFS will immediately notify the Balfour Beatty Community Manager to ensure the lease agreement pet authorization is revoked.

8. Whenever an animal causes a serious incident, 30 MSG/CC may review the incident(s) and may direct removal of the animal from the installation. When the Commander orders removal, the animal must be removed from Air Force property within 24 hours and the owner must present proof of removal.

9. This policy is effective immediately. All Vandenberg assigned personnel and residents of Balfour Beatty Privatized Housing are expected to be familiar with and comply with this memorandum, 30 SWI 31-107, and the pet policy for their housing area.



MICHAEL S. HOUGH, Colonel, USAF
Commander