

**BY ORDER OF THE COMMANDER,  
MINOT AFB**

**MINOT AFB INSTRUCTION 31-203  
1 November 2008**

*Security Forces*

**INSTALLATION PET CONTROL  
PROCEDURES**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**NOTICE:** This publication is available digitally.

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This instruction implements AFD 31-2, Law Enforcement, AFI 32-1053, Pet Control Management Program (OPR: CES) and AFI 48-131, Veterinary Health Services. This instruction establishes procedures for the care and control of pets at Minot Air Force Base. This instruction applies to the 5th Security Forces Squadron (5 SFS), attached U.S. Army Veterinary Services, 5th Medical Group (5 MDG), housing office, entomology, unit commanders and all pet owners living on Minot AFB. The 5th Mission Support Group Commander (5 MSG/CC) or a designated representative must approve exceptions to policies in this instruction after receipt of a written request.

**SUMMARY OF REVISIONS**

Corrected administrative errors, prohibits the ownership of certain breeds of dogs on Minot AFB, requires owners to microchip their pets or update their addresses of current microchip pets within 14 days of purchase or arrival to Minot AFB, the inclusion of caged pets in dormitories, requires security forces to inform animal owners to have their pet examined by a licensed veterinarian (or U.S. Army Animal Technician when assigned) within 24 hours of any pet bite or scratch, reduced microchip and promissory note fee from \$25.00 to \$15.00, added Attachment 1 – Pet Owner’s Quick Reference Checklist, Attachment 2 – Notice of Pet Violation, Attachment 3 – Promissory Notice, Attachment 4 – Stray animal Release Document, Attachment 5 - Show Cause Letter, Attachment 6 – Pet Removal Letter, Attachment 7 – Disposition of Found Canine/Feline. A (\*) indicates a change from the previous edition

**1. Common Terms.** Terms used in this instruction such as “excessively noisy, aggressive, wild, exotic, dangerous and uncontrolled” are defined by the 5 MSG/CC based upon statements from witnesses or complainants, the judgment of the responding law enforcement personnel and other pertinent facts gathered and reported to the 5 MSG/CC.

**2. Ownership Privileges.** Being the owner of an animal, within the legal boundaries of Minot AFB, is a privilege granted by the 5 MSG/CC. Inherent in this privilege is the responsibility for the care, maintenance and control of these animals.

### 3. Pet Ownership Restrictions:

#### 3.1. Family Housing Areas:

\* 3.1.1. Families living in base family housing may keep any combination of domestic dogs, cats and/or ferrets **not to exceed three**. Families residing on Minot AFB with four animals registered with the base veterinary services prior to 1 May 00 may exceed the three animal limit until departure from the installation. Families raising puppies, kittens and/or ferrets may exceed the three animal limit, only until the litter reaches 90-days of age. Basements and garages will not be used as kennels. Windows and doors will not be left open for free entry or exit of pets. Pet doors will not be placed or mounted in any door or window opening.

3.1.2. Families living in base housing may keep caged or tanked pets (not counted as registered pets) such as fish, common caged birds, and other small animals commonly kept as pets.

\* 3.1.3. Prohibited Breeds as defined below, are hereby banned from base housing at Minot AFB.

\* 3.1.3.1. Inbound personnel will not be allowed to bring pets as listed below onto Minot AFB. Existing residents with these types of dogs registered with the base veterinary services prior to the implementation of this instruction may continue to keep them on Minot AFB until departure from the installation. "Grand-fathered" owners may not breed or acquire more of these types of dogs. Additionally, these "grand-fathered" pets will be banned from base if they escape, threaten, or bite one time without having been provoked (attempted to agitate, pet, handle and/or enter the animal's yard etc.).

\* 3.1.3.2. Prohibited dogs are defined as Pit Bulls, American Staffordshire Bull Terriers, English Staffordshire Bull Terriers, Rottweilers (full or mixed breed), or any other breed with dominant traits geared towards aggression. These animals are not permitted on base. The only exception to this policy is outlined in paragraph 3.1.3.1. In cases of mixed breeds and other disputes, the base veterinarian's determination will be final and conclusive.

3.1.4. No wild or exotic animals (i.e., skunks, raccoons, minks, foxes, wolves, wolf hybrids, birds of prey, pot-bellied pigs, monkeys, or poisonous/dangerous lizards or snakes) will be kept within the boundaries of Minot AFB. No domestic farm animals (except horses, ponies and rabbits) are allowed on the installation as privately owned animals. The 5 MSG/CC may grant exceptions on a case-by-case basis.

\* 3.2. Dormitories. Pets will be limited to fish in aquariums no larger than 30 gallons, and caged pets are limited to 1 rabbit or, 2 rats or, 2 mice or, 2 hamsters or, 2 gerbils only. All other pets are prohibited and will be removed from the dormitory room at the resident's expense. Un-caged pets are prohibited in the dorm. Caged pets must be approved by the Centralized Dormitory Management (CDM) with the 5 Civil Engineering Squadron Commander as final approval authority. Pet letters are available in the CDM office. A completed pet letter must be on file with CDM before you purchase a pet. Your pet must be controlled in a manner that prevents damage to property, attacks on humans, and excessive noise. They must be treated humanely and their cages/tanks must be kept clean. Failure to maintain pet standards will result in immediate removal of the animal.

\* 3.3. Transient Facilities. The 5 Force Support Squadron has a limited number of Sacagawea Inn Temporary Lodging Facilities for members arriving or departing Minot AFB with pets. Contact the Billeting reservation office at 723-6161 for availability and certain pet restrictions.

3.4. Off-limit areas for pets: Animals are not permitted in the areas listed below except for military working dogs and seeing-eye dogs. Title 40, U.S.C. Section 291 allows a seeing-eye dog to go anywhere the owner goes as long as the dog is under the owner's control. Off-limit areas include:

3.4.1. Food serving or distribution facilities.

3.4.2. 5 MDG facilities.

3.4.3. Dormitories (except those authorized by 5 CES/CC)

3.4.4. Base swimming pool.

3.4.5. Base fitness center.

3.4.6. Any other areas where they constitute a hazard to health or property.

#### **4. Pet Owner Responsibilities:**

4.1. Comply with all aspects of this instruction. (See [Attach #1](#), Pet Owner's Quick Reference Checklist)

4.2. Comply with North Dakota Law and Title 9 of the Code of Federal Regulation concerning humane care and treatment of pets.

4.3. Always maintain control of pets as described in paragraph [6](#).

4.4. Register pets IAW paragraph [5.3](#).

4.5. Ensure pets are properly vaccinated as stated in paragraph [5.1](#).

4.6. Ensure pets are implanted with an identification microchip.

4.7. Bear all financial responsibility for any injury or property damage caused by the pet.

4.8. Clean up animal waste daily and ensure it is properly disposed of.

4.9. Ensure proper disposal of dead pets by contacting the base pest control supervisor (5 CES/ CEOHE, 3-2393) for instructions. When the identity and the location of the owner is unknown, entomology is responsible for the disposal of animal carcasses.

4.10. Owners who import birds and other animals to the base from foreign countries by military aircraft must contact the veterinary services for specific guidance. The owner must furnish proof to the base veterinarian showing compliance of these directives.

4.11. Base Veterinary Services will deny owners their services if the owner is breeding animals for routine commercial use (as a source of income). Litters of animals will only receive veterinary care after owner states in writing they are not commercial breeders.

\* 4.12. Shelter. All animals kept outside for 30 minutes or longer shall be provided with access to shelter to allow them to remain dry from rain or snow. When sunlight is likely to cause over-heating or discomfort, sufficient shade shall be provided to all animals kept outdoors to protect them from the direct rays of the sun. Food and clean drinking water needs to be provided. During the fall and winter months the shelter shall have sufficient clean insulation material, such as straw or blankets to help keep in your pet's body heat.

\* 4.13. Weather Dangers. It is prohibited to leave a pet in an unattended vehicle when the temperature is 70 degrees Fahrenheit or greater. It takes only minutes for a pet left in a vehicle on a warm day to succumb to heatstroke and suffocation. The inside temperature of your car is about 20 degrees hotter than the outside temperature.

\* 4.13.1. When the temperature drops below freezing, pets not suited to cold weather environments should not be left outside for longer than 30 minutes. Cats, short-coated dogs, puppies and senior dogs are particularly vulnerable to cold temperatures. Keep cats indoors and protect your dogs from frostbite or hypothermia by only taking them outside for short periods during cold weather.

\* 4.13.2. Breeds, such as Huskies and Samoyeds which are better suited to very cold weather must be provided with a dry, draft-free doghouse soundly built of weatherproof materials with the door facing away from prevailing winds. The doghouse should be elevated and insulated, with a door flap and bedding of straw or blankets. Check your pet's water frequently to ensure it's not frozen and use a tip-resistant plastic or ceramic bowl, rather than metal, to prevent your dog's tongue from sticking to the cold metal surface.

## **5. Pet Vaccination and Registration:**

### 5.1. Vaccinations:

\* 5.1.1. Dogs. Puppies will receive the canine distemper virus, canine adenovirus 2, canine parvovirus, and parainfluenza virus (DA2PP) combination vaccination starting at 6-8 weeks of age, then receive additional DA2PP vaccinations every 3-4 weeks until the puppy reaches 12-14 weeks of age. One year later, the dog will receive a booster DA2PP vaccination. Adult dogs will receive the DA2PP vaccine at least once every 3 years. Puppies will receive the initial rabies vaccination at 12 weeks of age. Dogs will receive a booster rabies vaccination 1 year after the initial vaccination, and then every 3 years thereafter, or as directed by the attending U.S. Army Veterinarian.

\* 5.1.2 Cats. Kittens will receive the feline rhinotracheitis, feline calicivirus, and feline panleukopenia, combination (FVRCP) vaccination starting at 6-8 weeks of age, then receive additional FVRCP vaccinations every 3-4 weeks until the kitten reaches 12 weeks of age or more. Cats will receive a booster FVRCP vaccination one year later, and then every 3 years thereafter. Kittens will receive the initial rabies vaccination at 12 weeks or age. Cats will receive a booster rabies vaccination 1 year after the initial vaccination, and then every 3 years thereafter, or as directed by the attending U.S. Army Veterinarian.

\* 5.1.3. Ferrets. Ferrets will receive initial rabies vaccination at 12 weeks of age and annually thereafter.

5.1.4. Horses to be registered and stabled on base must have proof of negative Coggin's test for equine infectious anemia performed within 30 days prior to arrival. If the horse is coming from out-of-state or out-of-country, a health certificate is also required. Horses must also have been vaccinated against rabies, eastern and western encephalitis, equine rhinopneumonitis, tetanus and influenza within the past 12 months. Owners are required to abide by the Minot AFB Equine Herd Health Program established by the

U.S. Army Veterinarian. Failure to comply with the herd health program will result in termination of pet privileges. Information on the Minot AFB Equine Herd Health Program is available at the Veterinary Services Facility.

5.2. Vaccination Certificates. Pet owners will receive a DD Form 2208, Rabies Vaccination Certificate and a metal vaccination tag when the pets are vaccinated (registered) by the attending veterinarian. Owners will attach the metal tag to the pet's collar and ensure the pet wears the collar at all times, unless the pet has been implanted with an identification microchip. Tags will show the year of vaccination and a registration number that can be used to identify the pet and its owner.

\* 5.3. Registration. Regardless of where pet owners have their pets vaccinated, they must be registered with the base veterinary service within 14 days after arrival on Minot AFB or after acquiring the pet and will renew the registration whenever the animal's last rabies vaccination expires, if residing in base housing. Owners should present any previous certificates of vaccination to the attending veterinarian at the time of registration. When pets are registered, the owners will receive a certificate of registration. All base housing residents will be required to sign a letter upon accepting government quarters, outlining pet owner responsibilities.

\* 5.4. Owners will microchip new pets and update addresses of current microchip pets within 14 days of purchase or arrival to Minot AFB.

**6. Control of Pets:** Pet owners or custodians will ensure the control of pets to prevent them from biting and scratching any person or another pet, creating a public nuisance or disturbance or destroying (damaging) property. Owners will control pets in the following manner:

6.1. While walking pets in housing or cantonment areas, secure the animal by a suitable leash or chain. Pets may run loose in unpopulated areas such as open fields or away from dwellings or offices, if under strict voice control of the owner (caretaker).

\* 6.2. Fencing. Pets may be left outside unattended when enclosed in a fenced yard; electric or invisible pet fencing systems are not considered a fenced yard. Fences should be of sufficient strength and height (minimum 4 foot) to prevent escape. Pet owners living in a housing unit without a fence must contact the base housing office (723-4660) prior to installing a fence. The housing office may also have fencing available through the self-help store at no cost.

6.3. Pets will only be secured in the yard by a rope or chain while in the company of their owner (caretaker). NOTE: This is to prevent children in adjoining yards from being injured by pets not in fenced yards.

6.4. Ensure pets do not become a public nuisance or disturbance by allowing them to continuously bark, bay or cry for more than 10 minutes.

6.5. No ferret will be left unattended with any individual incapable of removing or defending themselves from the ferret, such as small children or handicapped people.

6.6. Lost Pets. Pet owners discovering their pet being lost, should first contact the 5 SFS Law Enforcement Desk (723-3096). If the pet owner notifies the Law Enforcement Desk prior to their pet being picked up and/or impoundment by security forces no impoundment fine will be assessed.

**7. Pet Bite Procedures:** Animal bites and scratches can result in rabies or serious infection and must be treated promptly.

7.1. Any individual or base agency aware of such injuries must report the incident to the 5 SFS Law Enforcement Desk, 723-3096, immediately and:

7.1.1. Make every reasonable effort to identify and detain the animal in question.

7.1.2. Aid any injured persons in attaining medical treatment by proceeding to the 5 MDG for proper care and having a DD FM 2341, Animal Bite Report-Potential Rabies Exposure, initiated by the attending physician.

7.2. The 5 MDG will immediately report all animal bite/scratch incidents to the 5 SFS Law Enforcement Desk (723-3096) and the Public Health Office (723-5204, after hours 340-4147).

7.3. The law enforcement desk will, upon notification, make an entry in the 5 SFS blotter. An incident/complaint report will be accomplished if the animal bit a person other than its owner or family member and the act was unprovoked: Examples of provoked behavior are, individual attempted to agitate, pet, or handle the animal, enter the animal's yard, etc.

\* 7.4. The Desk Sergeant will inform the animal owner to have their pet examined by a licensed veterinarian (or U.S. Army Animal Technician when assigned) within 24 hours of any pet bite or scratch. A final examination will be conducted by a licensed veterinarian (or U.S. Army Animal Technician when assigned) 10 days after the date of the bite/scratch.

## **8. Impoundment and Quarantine of Pets:**

8.1. Impoundment of Pets: 5 SFS may impound animals for the animal's health, welfare or safety. Impoundment is appropriate when an animal is found running loose within the legal boundaries of Minot AFB or in the following situations:

8.1.1. When the owner (caretaker) cannot be contacted.

8.1.2. Unaccompanied animal left secured by a rope or chain; is excessively noisy as stated in paragraph [6.5](#).

8.1.3. When left outside (depending on the breed) during extreme cold or hot weather and shelter is not provided as stated in paragraph [4.12](#).

8.1.4. When quarantine is necessary (paragraph [8.2](#)).

8.1.5. If the animal is in some type of physical danger, has injured itself or when necessary to assure the safety of other people due to an animal's aggressive temperament etc.

8.2. Once the owner is identified, the 5 SFS will prepare a notice of pet violation, [Attach #2](#). In the event the owner is absent and a caretaker is caring for the pet, the notice of pet violation will still be issued to the pet owner.

8.3. The original copy of the notice of pet violation will be forwarded to the housing office. The second copy will be forwarded to the base veterinarian. The owner will retain the third copy and the fourth copy will be retained by law enforcement operations. The fifth copy will be forwarded to the pet owner's first sergeant or commander, as appropriate.

\* 8.4. Pets impounded by security forces will be released to their owners immediately or transported to an animal boarding contracted facility. If the pet owner is identified, the owner will report to the law enforcement desk where they will be issued a notice of pet violation, **Attach #2**, and an impoundment fine of \$15, **Attach #3**, if the owner did not call security forces prior to the animal's pick up and/or impoundment.

\* 8.5. Once the promissory note is signed the pet will be released to its owner. The pet owner will accomplish a DD Form 1131, Cash Collection Voucher (through the orderly room) and pay the fine with cash, personal check or money order within 15 days of receipt of this notice. This fine will be paid at the 5 Comptroller Squadron (5 CPTS) Accounting Liaison Office in the PRIDE Building (# 475) between 1000 and 1200 hrs on duty days. Questions concerning the DD FM 1131 can be directed to 5 CPTS at 3-4311. Failure to pay the fine may result in a payroll deduction from the military member's pay and/or immediate termination of pet privileges. Once the fine is paid the owner will report to his or her commander or first sergeant on the same date with proof of payment (DD Fm 1131) to the US Government.

8.6. Pet owners wishing to contest the validity of a promissory note must do so in writing through their unit commander to the 5 MSG/CC, who will make the final determination.

8.7. Unclaimed stray pets will be transported to the facility contracted for disposal of strays as soon as possible following pick up. If the pet owner is identified, the owner will report to the law enforcement desk where they will be issued a pet violation and an impoundment fine if the owner did not call security forces prior to the animal's pick up and/or impoundment. The owner must show the pet violation to the contracted facility to claim the pet and will be responsible for all charges levied by the facility for care and boarding of their pet. The contracting facility will maintain the pet for 96 hours, after which the animal may be disposed of by adoption or euthanasia.

8.8. An entry will be made in the security forces desk blotter recording all information and the disposition of the animal.

8.9. Quarantine of Pets. The owner of an animal involved in a bite/scratch incident will report to the base veterinarian, 300 Missile Ave., within 24 hours of the incident, or as directed by the public health officer. The animal must be quarantined for observation in the owner's residence or in a facility identified by the public health officer, as required. All required quarantine forms will be completed by the quarantining authority and signed by the pet owner. The pet owner will be liable for all fees incurred to include examinations, transportation, quarantine and laboratory test. Failure of the owner to present an animal for quarantine, or comply with quarantine requirements when so instructed will be grounds for confiscation of the animal by law enforcement personnel.

## **9. Removal of Ownership Privileges:**

9.1. Violations. A pet owner who violates or fails to comply with this instruction may lose the privilege of housing a pet on Minot AFB. For dormitory residents, the CDM may order removal of the animal from the dormitory due to violations of this instruction. The 5 MSG/CC may order removal of the animal from the installation or termination of pet ownership privileges upon any violation of this instruction. Violations of this instruction include failure to obey the provisions of this instruction or any other situation deemed prejudicial to good order, health, safety and discipline on the installation. Prejudicial conditions include, but are not limited to, the following:

9.1.1. Pet found uncontrolled as defined in paragraph 6.

9.1.2. Pet creates a sanitary hazard, such as defecating in a neighbor's yard; waste not picked up within a 24-hour period (paragraph [4.8.](#)).

9.1.3. Pet is excessively noisy, evidenced by the animal barking, baying, crying for more than 10 minutes (paragraph [6.5.](#)).

9.1.4. Pet shows an uncontrolled or aggressive temperament, such as an animal that attempts to bite or bother people or animals passing the residence on a sidewalk or through adjoining property (paragraph [9.3.1.](#)).

9.1.5. Pet damages personal or Air Force property.

9.1.6. Pet injures an individual or another pet, except when provoked (paragraph [7.3.](#)).

9.1.7. Pet has not been vaccinated and/or registered as defined in paragraph [5.1.](#)

9.1.8. Pet has not been treated in a humane manner as determined by the servicing base veterinarian (paragraph [4.2.](#) , [4.12.](#) and [4.13.](#)).

9.1.9. Pet training/living areas not up to standard, to include improper disposal of waste and other sanitary hazards as may be deemed by the citing authority.

\* 9.1.10. Pet identified as a Prohibited Breed as identified in paragraph [3.1.3.](#)

\* 9.2. Procedures. Any owner cited for three violations (regardless of specific pet involved) of this instruction within a 12-month period will receive one of the following notices from the 5 MSG/CC: A letter requiring the pet owner to show cause, [Attach #5](#), why the pet should not be removed from the installation; or a letter to show cause why the owner's on-base pet ownership privileges should not be removed.

9.2.1. This letter will be routed through the pet owner's commander and will require return endorsements by both the pet owner and commander. The return endorsement will be returned within 10 duty days and state why the pet should not be removed and/or privileges terminated or state the pet has been removed and/or they do not wish to submit statements on their own behalf. If an owner submits reasoning why the pet should not be removed and/or privileges terminated this letter will identify corrective actions taken to rectify the identified violations to ensure they will not recur.

9.2.2. The 5 MSG/CC, after receiving the endorsement, can terminate pet privileges, order the pet removed or allow the pet to remain on the installation. If the pet owner's privileges are revoked or a specific pet must be removed, the owner has 48 hours to comply and acknowledge actions in writing with squadron commander's endorsement. Failure to remove a pet when ordered will constitute a violation of Article 90 or 92, UCMJ and could further result in termination of base housing privileges.

9.3. Policies in specific instances: Although the 5 MSG/CC reserves the right to take any of the above actions as the circumstances permit, the following is the general policy in dealing with pet violations.

9.3.1. Owners of overly aggressive or destructive pets or pets that have injured an individual or other animal in an unprovoked attack, will normally be ordered to show cause against removal upon the first incident.



9.3.2. Occurrence of any violation involving a pet owner after receipt of a warning letter will usually result in an order to show cause why the pet owner's privileges should not be terminated immediately.

9.3.3. Intentional disregard of this instruction, failure to respond to warnings or removal letters or failure to complete promised corrective actions or owners who fail to comply with quarantine actions will usually result in an order to show cause why permanent ownership privileges should not be terminated.

**\* 10. Pets Left Alone in Base Residence**

10.1. If pet owners plan to leave their base residence for more than 24 hours with the pet remaining alone in the residence, the owner is required to make arrangements to have another person care for the pet during their absence.

10.1.1. The person caring for the pet must, as a minimum, check the pet and provide fresh food and water for the animal every 24 hours and be available to quiet the pet if it becomes excessively noisy.

10.2. The owner must complete a "Quarters Watch" form at the housing office identifying the name, duty section, address and telephone numbers (duty and home) of the caretaker.

10.3. If a pet owner fails to provide this information, and a complaint is received about the pet, law enforcement personnel will contact the owner's organization who will assist in locating the owner.

10.4. As a last resort and after prior approval with the 5 MSG/CC or a designee, law enforcement personnel will enter the quarters and impound the animal.

**11. Base Agency Responsibilities:**

11.1. The 5 SFS will:

11.1.1. Pick up and/or impound any domestic animal found stray, brought to the law enforcement desk, turned over to law enforcement patrol or found to be in violation of quarantine in a safe, humane manner, as mission requirements permit.

11.1.2. Review the registration file at the law enforcement desk for all stray animals with collars and vaccinations, and attempt to identify the owners and units of assignment. Stray animals impounded without vaccination tags will be scanned using the microchip identification pocket reader to determine if the pet was registered via the microchip program.

11.1.2.1. Immediately transport injured stray animals to a civilian contracted facility when no known owner is immediately found. If ownership of the injured animal cannot be immediately established the contracted facility will be told to dispose of the animal by euthanasia. The installation will not incur fees for treatment of injured animals.

11.1.3. Issue notice of pet violation letters to pet owners when infractions of paragraph 9.1. are observed by law enforcement patrols in the performance of their duties (except when a pet bites, scratches or otherwise injures an individual who is not the pet's owner, when an incident report will be accomplished). Issuance of a notice of pet violation will be properly documented in the 5 SFS desk blotter.

11.1.4. Record all pick-ups, impoundments and releases of impounded pets to owners in the 5 SFS desk blotter.

11.1.4.1. Entries will identify the violation; how, when and where the violation occurred; the owner's name and unit (if known); description of the animal involved and whether or not the animal is registered on base.

11.1.4.2. Unregistered animals: The pet owner must report to the base veterinary services facility by the next duty day with proof of registration or register their animal. Failure to do so may result in loss of on-base pet privileges.

11.1.5. The 5 SFS Reports and Analysis section will maintain records of all incident/complaint reports and ensure the 5 MSG/CC and unit commanders are informed of repeat offenses. Cases of inadequate corrective actions will be referred to the 5 MSG/CC.

11.1.6. The law enforcement operations section is responsible for ensuring pet owners, first sergeants, base veterinary services and the housing office receive a copy of the notice of pet violation. Upon notification from the base veterinarian, 5 SFS will report owners who fail to register their pets within 15 days of being cited by 5 SFS to the 5 MSG/CC.

\* 11.1.7. In cases of reported animal abuse 5 SFS will contact the servicing base veterinarian who will examine the animal to determine if immediate seizure of the pet is required. If the servicing base veterinarian is not available the on-duty security forces flight chief and/or flight commander will make the determination.

11.2. The 5th Medical Group will:

11.2.1. Report all animal bite/scratch incidents to the 5 SFS law enforcement desk. Provide medical care as needed.

11.2.2. Conduct the administrative aspects of the animal bite program through the public health officer, in conjunction with the attending U.S. Army Veterinarian and U.S. Army NCOIC, Minot AFB Veterinary Services.

11.3. The attending U.S. Army Veterinarian will:

11.3.1. Complete all required pet registration and vaccination forms and administer vaccinations as required. A copy of the pet registration file will be forwarded to the 5 SFS Law Enforcement Operations section.

11.3.2. Monitor quarantine procedures.

11.3.3. Provide information concerning pet health care requirements.

11.3.4. Notify 5 SFS of all personnel failing to register their pets within 15 days of being cited for failing to register their pets.

11.3.5. Notify pet owners of pet vaccination and registration is due NLT 30 days prior to the previous vaccination and registration expiration.

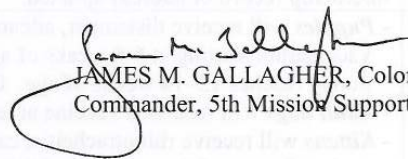
\* 11.3.6. Report animal abuse cases to the 5 MSG/CC and provide a recommendation concerning the possible termination of the owner's privilege to have pets on base.

11.4. The Housing Office will:

11.4.1. Maintain notice of pet violation letters and ensure the 5 MSG/CC is notified when an occupant receives three violation notices, which could result in losing on-base pet privileges.

11.4.2. Notify pet owners of this instruction and obtain acknowledgment.

11.5. Entomology is responsible for the disposal of animal carcasses when the identity and location of the owner is unknown.

  
JAMES M. GALLAGHER, Colonel, USAF  
Commander, 5th Mission Support Group



Attachment 1

<b>PET OWNERS QUICK REFERENCE CHECKLIST</b> <b>Minot Air Force Base Pet Instruction is 31-203</b>	
<b>Lost Pet</b>	Contact the 5 SFS Law Enforcement Desk (723-3096)
<b>Pet Registration</b>	Must be completed with the Base Veterinary Services (723-6449) within 14 days after arrival to Minot AFB or within 14 days of acquiring a new pet.
<b>Change of Address</b>	Within 14 days of a change of address contact the Base Veterinary Services to have your pet's microchip record of address updated.
<b>Vaccinations</b>	<ul style="list-style-type: none"> <li>- <b>Puppies</b> will receive distemper, adenovirus 2, parvovirus, and parainfluenza virus combination vaccination starting at 6-8 weeks of age, then additional vaccinations every 3-4 weeks until the puppy reaches 12-14 weeks of age. One year later, the dog will receive a booster vaccination.</li> <li>- <b>Adult dogs</b> will receive a vaccine at least once every 3 years.</li> <li>- <b>Kittens</b> will receive rhinotracheitis, calicivirus, and panleukopenia vaccination starting at 6-8 weeks of age, and then receive additional vaccinations every 3-4 weeks until the kitten reaches 12 weeks of age or more.</li> <li>- <b>Cats</b> will receive a booster vaccination one year later, and then every 3 years thereafter.</li> <li>- <b>Ferrets</b> will receive initial rabies vaccination at 12 weeks of age and annually thereafter.</li> <li>- <b>Horses</b> registered and stabled on base must have proof of negative Coggin's test for equine infectious anemia performed within 30 days prior to arrival. If the horse is coming from out-of-state or out-of-country, a health certificate is required. Horses must have been vaccinated against rabies, eastern and western encephalitis, equine rhinopneumonitis, tetanus and influenza within the past 12 months.</li> </ul>
<b>Pets Left Alone in Base Residence</b>	<ul style="list-style-type: none"> <li>- If you plan on leaving your pet alone in your residence for more than 24 hours you must make arrangements to have another person care for your pet.</li> <li>- Complete a "Quarters Watch" form at the housing office identifying the name, duty section, address and telephone numbers (duty and home) of the caretaker.</li> <li>- The pet caretaker must check the pet and provide fresh food and water for the animal every 24 hours and be available to quiet the pet if it becomes excessively noisy.</li> </ul>
<b>Back Yard Fencing</b>	Fences should be of sufficient strength and height (minimum 4 foot) to prevent escape. Pet owners living in a housing unit without a fence must contact the base housing office (723-4660) prior to installing a fence. The housing office may also have fencing available at no cost.
<b>Pet Bites/Scratches</b>	<ul style="list-style-type: none"> <li>- Report pet bites/scratches to the 5 SFS Law Enforcement Desk, 723-3096, immediately.</li> <li>- Aid any injured persons in attaining medical treatment.</li> <li>- Have pet examined by a veterinarian (or base Veterinary Services, 723-6449) within 24 hours of any pet bite or scratch.</li> </ul>
<b>Additional Base Pet Rules</b>	<ul style="list-style-type: none"> <li>- No more than 3 pets allowed to be kept in your residence</li> <li>- Basements and garages will not be used as kennels.</li> <li>- Windows and doors will not be left open for free entry or exit of pets.</li> <li>- Pet doors will not be placed or mounted in any door or window opening.</li> <li>- Clean up animal waste daily and ensure it is properly disposed of.</li> <li>- No Pit Bulls, American or English Staffordshire Bull Terriers, Rottweilers (full or mixed breed), skunks, raccoons, minks, foxes, wolves, wolf hybrids, birds of prey, pot-bellied pigs, monkeys, or poisonous/dangerous lizards or snakes will be kept on base</li> <li>- Pets kept outside for 30 minutes or longer shall be provided with access to shelter to allow them to remain dry from rain or snow.</li> <li>- While walking pets in housing or cantonment areas, secure the animal by a suitable leash or chain.</li> <li>- Ensure pets do not become a public nuisance or disturbance by allowing them to continuously bark, bay or cry for more than 10 minutes.</li> </ul>



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS, 5TH MISSION SUPPORT GROUP (ACC)**  
**Minot Air Force Base, North Dakota**

**Attachment 2**

**NOTICE OF PET VIOLATION**

MEMORANDUM FOR PET OWNER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
ORGANIZATION \_\_\_\_\_

FROM: 5 MSG/CC

SUBJECT: Notice of Pet Violation

1. On (date) \_\_\_\_\_ (time) \_\_\_\_\_ you were observed in violation of Minot AFB installation pet control procedures.

2. The violation involved one or more of the following:

Pet Description: \_\_\_\_\_ Tag# \_\_\_\_\_

- a. Pet found uncontrolled (running loose).
- b. Pet creates a sanitary hazard (i.e. defecating), waste not picked up within 24-hrs.
- c. Pet is excessively noisy (such as animal barking, baying, crying for more than 10 minutes).
- d. Pet shows an uncontrolled or aggressive temperament (such as animal attempts to bite or bother people or animals passing the residence on a sidewalk or through adjoining property).
- e. Pet damages personal or Air Force property.
- f. Pet injures an individual or other pet, except when provoked (attempted to agitate, pet, handle and/or enter the animal's yard etc.).
- g. Pet has not been vaccinated and/or registered.
- h. Pet has not been treated humanely as determined by the servicing base veterinarian (i.e., leaving pet unattended in a motor vehicle on an excessively hot or cold day).
- i. Other: \_\_\_\_\_

3. Issued by: \_\_\_\_\_

4. Three pet violations could cause you to lose your privileges to have pets on this installation.

JAMES M. GALLAGHER, Colonel, USAF  
Commander

cc:  
Pet Owner  
5 CES/CEH  
5 SFS/S5L  
5 FSS/A1CV  
Unit CCF



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS, 5TH MISSION SUPPORT GROUP (ACC)**  
**Minot Air Force Base, North Dakota**

**Attachment 3**

**PROMISSORY NOTE**

MEMORANDUM FOR MINOT AFB PET OWNER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
ORGANIZATION \_\_\_\_\_

FROM: 5 MSG/CC

SUBJECT: Promissory Note

1. This promissory note ensures payment to the U.S. Government for the pick up and/or impoundment of your pet by the 5th Security Forces Squadron. Your pet was found running loose within the legal boundaries of Minot AFB, N.D..
2. Complete the below statement and follow all prescribed procedures, to include your signature of acknowledgment.

JAMES M. GALLAGHER, Colonel, USAF  
Commander

1st Ind, Pet Owner

MEMORANDUM FOR 5 SFS/S5L

I, \_\_\_\_\_, certify I owe the U.S. Government a just debt of \$15 as a fine for the pick up and/or impoundment of my pet by security forces in accordance with Minot AFBI 31-203, Installation Pet Control Procedures, para 8.1.3. I will accomplish a DD Form 1131, Cash Collection Voucher (through the orderly room) and report to the 5 CPTS to pay my debt. I also agree to report to my commander or first sergeant on the same date with proof of payment to the US Government.

I understand the fine is to be paid with cash, personal check or money order within 15 days of receipt of this notice. That the 5 CPTS Accounting Liaison Office is located in the PRIDE Building (# 475) and opened between 1000 and 1200 hrs on duty days. Questions concerning the DD FM 1131 can be directed to 5 CPTS at 3-4311. Failure to pay the fine may result in a payroll deduction from my pay and/or the termination of pet privileges.

\_\_\_\_\_  
(Signature of Pet Owner)

cc:  
Pet Owner  
5 CES/CEH  
5 SFS/S5L  
5 CPTS  
Unit CCF



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 5TH MISSION SUPPORT GROUP (ACC)
Minot Air Force Base, North Dakota

Attachment 4

STRAY ANIMAL RELEASE DOCUMENT

I, \_\_\_\_\_ (rank and name) from \_\_\_\_\_ (flight), release the following described animal to be housed as agreed upon with Minot AFB and Souris Valley Humane Society, to be held for a period of 4 days and then to be properly and humanely disposed of.

The animal is as described:

Canine / Feline / Other (if other describe) \_\_\_\_\_ Male / Female
Color of animal: \_\_\_\_\_ Breed (if known): \_\_\_\_\_

Describe any type of collar, chain, and/or tag on the animal \_\_\_\_\_

The animal was picked up by or released to the 5th Security Forces Squadron: \_\_\_\_\_
Date & Time

This animal was involved in a reported bite or scratch case: (Yes / No)

The above described animal was found to be either strayed or abandoned at \_\_\_\_\_

I hereby relinquish all claims to the said animal and agree to allow the Souris Valley Humane Society, or agent thereof, to dispose of the animal as they deem humane and proper.

\_\_\_\_\_  
(Patrolman Signature)

5th Security Forces Squadron
330 Tanker Trail
Minot AFB, ND 58705
701-723-3096

Souris Valley Humane Society USE ONLY

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Code #  
\_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Days  
Euthanasia fee \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_





**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS, 5TH MISSION SUPPORT GROUP (ACC)**  
**Minot Air Force Base, North Dakota**

**Attachment 5**

**SHOW CAUSE LETTER**

MEMORANDUM FOR

FROM: 5 MSG/CC

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

1. I have received a report that you are in violation of MAFBI 31-203. At this time, you are required to show cause why your pet should be allowed to remain on Minot AFB.

2. The alleged incident took place on \_\_\_\_\_

Specifically, your pet \_\_\_\_\_

3. Controlling of pets is of the utmost importance on this installation. As Commander, 5th Mission Support Group, I am responsible for protecting the people and property on Minot AFB and maintaining a safe and functional community. Occurrences of this type involving your pet indicate a serious disregard of the laws and directives of this installation.

4. You must show cause within 10 days of receiving this letter as to why I should not terminate your privilege to keep your pet on Minot AFB. This action may be done in writing or by personal interview before my designee or me. Failure to acknowledge this letter will be an indication of your concurrence in my taking action to remove your pet from Minot AFB.

5. Acknowledge receipt and understanding of this correspondence by completing the attached response and returning it to 5 SFS/S5R.

JAMES M. GALLAGHER, Colonel, USAF  
Commander

Attachment:  
Acknowledgement Letter



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS, 5TH MISSION SUPPORT GROUP (ACC)**  
**Minot Air Force Base, North Dakota**

1st Ind to \_\_\_\_\_, DATE \_\_\_\_\_, Show Cause - Possible Removal of Pet from Minot AFB

Date: \_\_\_\_\_

MEMORANDUM FOR 5 MSG/CC

1. I hereby acknowledge receipt of your letter directing me to show cause as to why you should not order my pet removed from this installation.
2. I do/do not request a personal hearing before you or your designee. (If a personal hearing is requested, call the 5 MSG Secretary at 727-2205 to schedule an appointment.)
3. I do/do not intend to submit written matters. (If you intend to submit written matters, submit them to 5 SFS/S5R at 727-3488.)

\_\_\_\_\_  
Signature

cc:

Pet Owner  
5 BW/JA  
5 CES/CEH  
5 SFS/S5L  
5 SFS/S5R  
5 FSS/A1CV  
Unit CCF



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS, 5TH MISSION SUPPORT GROUP (ACC)**  
**Minot Air Force Base, North Dakota**

**Attachment 6**

**PET REMOVAL LETTER**

Date

MEMORANDUM FOR

FROM: 5 MSG/CC

SUBJECT: Pet Removal

1. On \_\_\_\_\_, you received a show cause letter for the possible removal of a pet from Minot AFB. You were required to indicate your intentions within 10 days of receipt of this letter. As of \_\_\_\_\_, you have failed to comply.
2. Your pet must be removed from Minot AFB within 5 days of receipt of this letter. You will notify 5 SFS/S5R, in writing, through your commander and my office of the disposition of the pet.
3. Please contact 5 SFS Reports and Analysis, 5 SFS/S5R, 727-3488, if you have any questions.

JAMES M. GALLAGHER, Colonel, USAF  
Commander

cc:  
Pet Owner  
5 BW/JA  
5 CES/CEH  
5 SFS/S5L  
5 SFS/S5R  
5 FSS/A1CV  
Unit CCF



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS, 5TH MISSION SUPPORT GROUP (ACC)**  
**Minot Air Force Base, North Dakota**

**Attachment 7**

**DISPOSITION OF FOUND CANINE/FELINE LETTER**

Date:

MEMORANDUM FOR

FROM: 5 SFS/CC

SUBJECT: Disposition of Found Canine/Feline

1. On \_\_\_\_\_ at \_\_\_\_\_ a canine/feline registered in your name was not within your control and was in violation of MAFBI 31-203. An attempt to contact you met with negative results.
2. Your pet was transported to the Souris Valley Humane Society (SVHS) located at 1935 20th Ave SE, Minot, (701) 839-6770. (Prior to securing the return of your pet, you are responsible for any applicable fees.)

NOTE: All fees are subject to change without notice.

- 2.1. Boarding fee (per day) \$10.00
3. These fees are set and controlled by the SVHS and the Air Force has no involvement in policy or procedures.
4. If you have any questions, contact 5 SFS/S5R, 723-3488.

\_\_\_\_\_  
5th Security Forces, Commander