

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 31-121**



20 FEBRUARY 2026

Security

MILITARY WORKING DOG PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AF/A4SO

Certified by: AF/A4S;
(Space Force Service Authority: SF/COO)

Supersedes: DAFI31-121, 14 February 2022

Pages: 68

This publication implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, and establishes the Department of the Air Force (DAF) Military Working Dog (MWD) Program. This instruction prescribes responsibilities and procedures for the direction, management, and control of the DAF MWD Program. It explains how Military Working Dog Teams (MWDTs) are used in non-combat and combat support missions including area security, law enforcement, and antiterrorism, to include narcotics and explosive detection. This instruction is applicable to the entire DAF, including all uniformed members of the Regular Air Force, the United States Space Force, the Air Force Reserve, the Air National Guard, all DAF civilian employees, and those with a contractual obligation to abide by the terms of DAF issuances. In addition, this instruction is mandatory for all government-owned, contractor-operated and contractor-owned, contractor-operated facilities when required by contractual agreement. The authorities to waive wing, unit, and delta level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively, to the requestor’s commander for non-tiered compliance items. A copy of the non-tiered waiver must be sent to AF/A4SO within 30 days of approval. Compliance with the attachment in this instruction is mandatory. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Program*. The applicable System of Records Notice(s) F031 AF SF B, Security Forces Management Information System, is available at: <https://dpcl.d.defense.gov/privacy/SORNS.asp>. Ensure all records generated as a

result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Product*; route DAF Form 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force, non-Federal entity training programs and industry standards.

SUMMARY OF CHANGES

This document is substantially revised and needs to be completely reviewed. This revision corrects administrative errors and updates the following: functional roles and responsibilities; MWDT limitations and utilization procedures; updated guidance on explosive training and additional odors; and field qualifications for patrol and detection. In addition, this revision clarifies MWD variances, kennel maintenance, MWD care, and MWD transportation. Lastly, the revision references the military Digital Records Management System (DRMS) Library which is currently K9S and Air Force Security Forces Center (AFSFC) Security Management & Automated Resource Tracking Network (SMARTNet) as the new location for sample forms and reference material.

Chapter 1—ROLES AND RESPONSIBILITIES	5
1.1. Director of Security Forces (AF/A4S).....	5
1.2. Air Force Security Forces Center (AFSFC) will:	5
1.3. Air Education and Training Command (AETC).....	6
1.4. Security Forces Commander will:	7
1.5. Military Working Dog Kennel Master (KM) will:	8
1.6. Military Working Dog Trainer will.	11
1.7. Military Working Dog Handler will.	12
Chapter 2—MILITARY WORKING DOG PROGRAM AND UTILIZATION	13
2.1. Military Working Dog Program.....	13
2.2. Military Working Dog Utilization and Employment	13
2.3. Military Working Dog Searches.	15
2.4. Safety Procedures.	16
2.5. Use of Force.....	18
2.6. Military Working Dog Limitations.	19

2.7.	Digital Records Management System (DRMS) K9S Utilization/Qualification Guidance.	20
Chapter 3—MILITARY WORKING DOG AUTHORIZATIONS, REQUISITIONS, ASSIGNMENTS AND DISPOSITIONS		21
3.1.	Authorizations.	21
3.2.	Requisitions.	22
3.3.	Military Working Dog Dispositions.	23
Chapter 4—MILITARY WORKING DOG TRAINING		25
4.1.	Military Working Dog Team General Proficiency Training.	25
4.2.	Detection Training.	26
4.3.	Training with Additional Substances.	27
Table 4.1.	MWD Proficiency level.	28
Chapter 5—MILITARY WORKING DOG PERFORMANCE STANDARDS AND QUALIFICATION TESTING		29
5.1.	Patrol Standards.	29
5.2.	Detection Standards.	31
5.3.	Qualification and Certification Testing.	32
5.4.	Decertification Process.	34
Chapter 6—EXPLOSIVE TRAINING SUBSTANCES		36
6.1.	Explosive Training Substance Safety Precautions.	36
6.2.	Explosive Training Substance Acquisition, Turn-In, and Storage.	37
Chapter 7—DRUG TRAINING SUBSTANCES		39
7.1.	Introduction.	39
7.2.	Physical Security Requirements of Drug Training Substances.	39
7.3.	Drug Training Substance Registration.	39
7.4.	Drug Training Substance Custodians.	39
7.5.	Registration to Procure Drug Training Substances.	39
7.6.	Procurement of Drug Training Substances.	40
7.7.	Requalification of Training Substances (Recall).	41
7.8.	Disposition and Returning of Drug Training Substances.	41
7.9.	Drug Training Substance Inventory.	41
7.10.	Control of Drug Training Substances.	43
7.11.	Change of Primary Custodian.	44

7.12. Controlled Substance Accountability Folder.	44
Chapter 8—KENNEL FACILITIES AND CARE OF MILITARY WORKING DOGS	45
8.1. Kennel Facilities.	45
8.2. Care of Military Working Dogs.	46
Chapter 9—MILITARY WORKING DOG TRANSPORTATION	49
9.1. Military Working Dog Vehicles.	49
9.2. Shipping Military Working Dogs.	50
Chapter 10—DETECTOR DOG SUPPORT TO CIVILIAN LAW ENFORCEMENT AGENCIES (CLEA)	53
10.1. General.	53
10.2. Detector Dog Operations.	53
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	59
Attachment 2—CERTIFICATION MEMORANDUM	65
Attachment 3—RECLAMA OF AGENCY TASKING REQUEST	67
Attachment 4—QUALIFICATION MEMORANDUM	68

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Director of Security Forces (AF/A4S) will:

- 1.1.1. Establish, develop, and approve guidance related to the all Service and Civilian MWD program in accordance with Department of Defense Directive 5200.31E.
- 1.1.2. Support the DoD MWD Program Manager (PM).
- 1.1.3. Provide official DAF responses to executive office, congressional and J-34 inquiries pertaining to deployment, utilization, training, evaluation and final disposition of MWDs.
- 1.1.4. Manage Air Force Specialty Code (AFSC) 3P0X1A, Special Experience Identifier (SEI) 311 and Department of Defense (DoD) civilian equivalent personnel to ensure sufficient numbers of personnel to support the DAF MWD Program.
- 1.1.5. In accordance with DoDD 3025.13, *Employment of DoD Capabilities in Support of the U.S. Secret Service (USSS), Department of Homeland Security (DHS)*, coordinate with all program participants on the development of uniform procedures and standards.
- 1.1.6. Develop standard MWD operational guidance and make such guidance available to the DoD Components and other Federal Agencies participating in the DoD MWD Program.
- 1.1.7. Establish, develop, and approve guidance related to the DAF MWD program.
- 1.1.8. Validate MWD authorizations.
- 1.1.9. Notify the DoD MWD PM of approved authorization changes (notification includes the nomenclature, major command (MAJCOM)/field command (FLDCOM), and unit to which authorization change is applied).
- 1.1.10. Review for approval all MAJCOM/FLDCOM supplements to this publication.
- 1.1.11. Manage waiver authority for this publication.
- 1.1.12. Advise the Air Force Director of Security Forces on issues with operational and non-operational deployment of MWDs.

1.2. Air Force Security Forces Center (AFSFC) will:

- 1.2.1. Support DoD MWD PM and functions as the receiving agency for DoD MWD taskings supporting the Office of the Secretary of Defense (OSD), US Secret Service (USSS), Department of State (DoS), White House Military Office (WHMO).
- 1.2.2. **Department of the Air Force Military Working Dog Program Manager.** DAF MWD Program Manager will:
 - 1.2.2.1. Retain 24-hour contact information for every DAF kennel.
 - 1.2.2.2. Maintain program management of all DAF MWD inventories using DRMS which is currently K9S.
 - 1.2.2.3. Ensure MWD authorizations meet established requirements.

1.2.2.4. Manage DAF Drug Detector Dog (DDD) and Explosive Detector Dog (EDD) support the USSS, DoS, and other federal and state law enforcement agencies.

1.2.2.5. Provide a quarterly update to the MAJCOM Security Forces (MAJCOM/SF) with the status of the MWD program. The update will include MWD gains and losses, MWD shipments, on hand MWDs and open authorizations, and USSS support.

1.2.2.6. DAF MWD PM is the Point of Contact (POC) for field units regarding MWD issues, questions, or guidance.

1.2.2.7. Co-author DAF MWD guidance for DAF units.

1.2.2.8. Will relocate any MWD with coordination and approval of AFSFC/CC and MAJCOM A4/A3S on a case-by-case basis. **(T-1)** The squadron from which the MWD was relocated will be placed in a queue to receive a replacement once the situation improves. An MWD is considered underutilized when they fail to meet enterprise detection and enrichment times specified. **(T-1)**. Furthermore, the DAF MWD PM will also relocate any MWD that develops aggressive tendencies or exhibits significant training or behavioral problems to another location. Such relocations require the recommendation of the KM and the approval of the squadron commander, documented in a submitted memorandum. **(T-1)**

Note: Some examples of underutilization include but are not limited to: Failing to assigned the appropriate number of handlers to the billets causing a handler or trainer to hold multiple MWDs. MWDs failing to execute mission requirements as demonstrated by reduced detection hours. Inability to meet congressionally mandated 5 hours per day of enrichment with no "get well" plan documented in Air Force Inspection Systems (AFIS).

1.3. Air Education and Training Command (AETC). AETC will manage the programs and resources needed to meet DoD requirements for procurement, training, and distribution of MWDs and the training of MWD Handlers, Trainers, and KMs.

1.3.1. 341st Training Squadron (TRS). 341 TRS will:

1.3.1.1. Directly supports the DoD MWD Program. Therefore, AF/A4S provides guidance directly to the 341 TRS.

1.3.1.2. Provide trained MWDs to fulfill DoD requirements as determined by joint service components through the Executive Agent (EA) via trained dog requirements (TDR). **(T-1)**

1.3.1.3. Provide the DoD MWD PM with status reports, with information about MWD requisitions and those remaining unfilled from the TDR. **(T-1)**

1.3.1.4. Manage MWD inventory in DRMS which is currently K9S. **(T-1)**

1.3.1.5. Train MWDs, Handlers, Trainers, and KMs to meet DoD requirements. **(T-1)**

1.3.1.6. Provide technical assistance to DAF MWD PM and kennels as requested. **(T-1)**

1.3.1.7. Maintain records and accountability regarding the status of all DoD MWDs for tracking purposes and annual reporting requirements. **(T-1)**

1.3.1.8. Maintain oversight of all DoD MWD dispositions, including adoptions and euthanasia. **(T-1)**

1.4. Security Forces Commander will:

1.4.1. Maintain MWD resources assigned to their unit and will decide on the best employment and effective utilization with guidance from the KM. **(T-1)**

1.4.2. Implement programs and establish local guidance to properly utilize MWDT patrol and detection capabilities (see [paragraph 2.6](#) for MWD limitations). **(T-1)**

1.4.3. Ensure Handler authorizations equal unit MWD authorizations and route MWD variance requests in writing with justification through proper channels. **(T-1)** See [paragraph 3.1.1](#) for MWD variance request staffing.

1.4.4. Will establish separate local operation instructions (OI), a local OI for the section and explosive OI outlining the procedures for MWD section, utilization, etc. **(T-1)**

1.4.4.1. Procedures must conform to all DoD and DAF instructions, state and local laws (when applicable) and Status of Forces Agreement or other host nation agreements. **(T-0)**

1.4.4.2. Obtain legal review prior to publication. **(T-1)**

1.4.5. Ensure qualified MWD personnel are assigned to a position number (billet) on the Unit Personnel Manning Roster (UMPR) and Unit Manning Document (UMD). **(T-2)**. **Note:** Qualified personnel may be assigned to non-MWD positions only after all MWD positions are filled with qualified personnel.

1.4.6. Ensure all coordination with servicing veterinarians is accomplished and an ability to support memorandum is completed prior to requesting an initial MWD authorization, to include increase or decrease. **(T-2)**

1.4.7. Ensure there is adequate kennel space to support all MWD authorizations. **(T-2)**

1.4.8. Ensure all personnel involved in the training of EDD receive annual training on how to safely store, transport, and handle explosive training substances. **(T-1)**

1.4.9. Ensure training substances are available, and procedures are in place for issue. **(T-2)**

1.4.10. Ensure explosives are stored according to DoDM 5100.76_DAFMAN 31-101v2, *Physical Security of Sensitive Conventional Arms, Ammunition, & Explosives (AA&E)* and DESR 6055.09_AFMAN 91-201, *Explosive Safety Standards*. **(T-1)**

1.4.11. MWD mission prioritization are in the following order and must be adhered to Mission Priority (MP) 1) Deployments/Contingency Operations, MP 2) Other Agencies DoD support (USSS/WHMO/NSSE, DoS, Department of Homeland Security, etc.), MP 3) Garrison Support, MP 4) All other non-mission support. **(T-1)**. In the event that a unit is unable to support an Agency Tasking request from the AFSFC MWD scheduling cell. **(T-1)** (See [paragraph 10.2.6](#) for further guidance).

1.4.12. Ensure all requirements are met, (e.g. if the Handler constantly fails to maintain standards, fails to progress, is unable to complete required duties) if they are not, commanders should consider removing the Handler's shred.

1.4.12.1. After the member has completed the MWD Handler's Course, that member will have ninety – one hundred eighty (90-180) calendar days after being assigned an MWD to qualify. If the member fails to meet standards, the commander should witness/evaluate the

member for possible shred removal. **Note:** if the failure to qualify is a result of the MWD, that failure will not be credited to the member.

1.4.12.2. If a Handler has received their 5 level (3P051A) and fails to qualify in 180 calendar days after being assigned to a MWD, that member's shred should be evaluated for removal by squadron commander for failure to maintain standards. **Note:** if the failure to qualify is a result of the MWD, that failure will not be credited to the member.

1.4.13. All squadron commanders will approve a training schedule with the recommendation of the KM quarterly. **(T-1)**

1.4.13.1. The quarterly training schedule will include detection training, patrol training (if MWD is patrol trained), and SF specific training requirements for the handler. **(T-2)**

1.4.14. All squadron commanders will ensure that the Kennel Health Assessment (KHA) has been completed (<https://usaf.dps.mil/teams/IZTools/KHA/SitePages/Home.aspx?Page=Home>). **(T-1)** The KHA will be completed semi-annually, January and September. **(T-1)**

1.4.15. Commanders will conduct risk management as prescribed in DAFI 90-802 for all risk outside of the normal duties or training as directed throughout this instruction and other instructions associated with the MWD program.

1.5. Military Working Dog Kennel Master (KM) will:

1.5.1. Manage the unit's MWD program on behalf of the Security Forces commander by establishing an effective training and evaluation program to maximize the MWDT's capabilities.

1.5.2. To be appointed as a KM, the member must meet either the first or second criterion listed below. **(T-0)**

1.5.2.1. Have graduated from the 341st TRS Legacy Course.

1.5.2.2. Have graduated from the MWD Trainers Course and completed the Kennel Master Distance Learning (DL) Course.

1.5.2.3. If the member has completed the MWD Trainers Course but not the Kennel Master DL Course, they may complete the DL Course within 45 days of appointment. However, until this requirement is met, the member cannot qualify any MWDTs. **(T-1)**.

1.5.2.4. To be eligible for the KM (DL) course, the candidate must have completed the following: attended the MWD Course, fulfilled duties as a Handler for at least 24 months, attended Trainers Course, fulfilled duties as a Trainer for at least 12 months, and awarded the (AFSC) 3P051A. **(T-3)**

1.5.3. Manage and monitor all unit MWD training utilizing DRMS K9S, to ensure MWDTs are ready for qualification and annual certifications, as well as being capable of worldwide deployment and other agency support request. **(T-3)** Probable Cause (PC) folders may be electronic or paper copies.

1.5.4. Advise on the employment of MWDTs.

1.5.4.1. Consult with the servicing Staff Judge Advocate (SJA) to understand the legal and other risk involved in MWDT employment and the risk acceptance of the installation and

if there is an authorized scope of an appointed Competent Search Authority (CSA) and inherent of the Installation Commander. CSA must be at minimum an O-6 commander. **(T-2)**

1.5.4.2. KM must understand what SJA accepts for Memorandums for Delegation of Authority, Observation of Certification, PC Folders and Search Granting Authority (SGA) rights based on the risk factor of the Installation Commander with CSA in place.

1.5.5. Manage the daily maintenance and upkeep of kennel facilities, reporting to DAF MWD PM will be via KHA tool **(T-2)**. Refer to Army Techniques Publication 3–39.34, *Military Working Dogs*, for additional guidance.

1.5.6. Properly care for MWDs by coordinating with servicing veterinarians to establish medical, fitness standards, and feeding priorities for each MWD. **(T-2)**

1.5.7. Update the unit's monthly MWD statistics in DRMS K9S, no later than the third duty day of the month. **(T-1)**. The updates will include:

1.5.7.1. Total MWDs on hand. **(T-1)**

1.5.7.2. Medical categories and deployment readiness capabilities of each MWDT. **(T-1)**.

1.5.7.3. Qualification and certification status of each MWDT. **(T-1)**.

1.5.7.4. All additional Handler, MWD, and MWDT information requested in DRMS K9S. **(T-1)**

1.5.8. Maintain the following permanent administrative records:

1.5.8.1. DD Form 1834, *Military Working Dog Service Record*. **(T-1)**. **Note:** The 341 TRS initiates this form, which stays with the MWD throughout its service life. If the form must be re-accomplished or added to, attach the original to the new form. Return the DD Form 1834 to the DAF MWD Program Manager per the MWD disposition checklist.

1.5.8.2. DAF Form 321, *Military Working Dog Training and Utilization Record*. **(T-1)**. The DAF Form 321 provides a complete history of patrol training, utilization and performance.

1.5.8.2.1. KM's will verify that Handlers have annotated their records each duty day and have signed them at the end of each month. **(T-2)**

1.5.8.2.2. KM will sign records as the reviewing official at the end of each month. **(T-2)**

1.5.8.3. DAF Form 323, *Military Working Dog Training and Utilization Record for Drug/Explosive Detector Dogs*. **(T-2)**. The DAF Form 323 records training, utilization and performance of detector dogs and serves as the basis for establishing probable cause.

1.5.8.3.1. KM's will check all Handlers records before signing at the end of the month. **(T-2)**

1.5.8.3.2. KM will sign as the reviewing official at the end of each month. **(T-2)**

1.5.8.4. DAF Form 324, *Military Working Dog Program Status Report*. **(T-1)** The DAF Form 324 is used to record the number and type of MWDs authorized and assigned to each

unit. It annotates the total kennel capacity; number of Handlers authorized and assigned, pairing of dog teams and the kennel support staff (i.e., the KM and Trainer[s]).

1.5.8.5. DAF Form 68, *Munitions Authorization Record*. **(T-2)** The DAF Form 68 is used to document approval to procure explosive training substances. Refer to local munitions account supply office (MASO) for further information concerning completion of the form. Maintain the most current DAF Form 68 within the munitions accountability folder. The local MASO provides guidance on maintaining this folder.

1.5.9. Manage all aspects of explosive and drug training substances, to include procurements, storage, disposal, and record keeping. **(T-2)**

1.5.10. Establish a minimum monthly Optimum Training Plan (OTP) for all MWDs assigned to the unit's kennel and review monthly, not to exceed 30 calendar days to ensure the MWDs are enhancing and evolving their capabilities. **(T-2)** Update the OTP in the DRMS K9S. **(T-2)** The OTP should differ between MWDs as every team has different experience levels. Previous OTPs are maintained in the MWD's permanent record and current OTP maintained in the PC folder.

1.5.11. Coordinate with the Unit Deployment Manager to ensure MWD resources are properly postured and accurately reported. **(T-2)**

1.5.12. Ensure each assigned Detector Dog team meets or exceeds the minimum detection utilization hours per duty day. **(T-2)** The minimum utilization for an 8-hour shift is two hours of detection. The minimum utilization for a 10-hour shift is two hours and thirty minutes. The minimum utilization for a 12-hour shift is three hours of detection. If unable to meet these minimum detection standards, Handlers must document the cause on the DAF Form 321. **(T-2)**

1.5.13. Provide current and updated kennel contact information to the DAF MWD PM via email afsf.usafmwdprogram@us.af.mil for KM, Trainer Supervisor, and Trainer(s) in the kennel section to DAF MWD PM. **(T-2)** **Note:** Submit updates when personnel changes occur. Failure to provide updated primary/alternate POC may result in delayed communication and hinder execution of MWD requisitions, dispositions, and USSS mission fulfillment requirements.

1.5.14. Prepare a quarterly summary statement documenting the reliability of each certified detector team when no longer current. **(T-2)** The current quarterly summary will be maintained in the MWD (PC) folder and filed in the MWD's permanent record. **(T-2)** The statement will include the following:

1.5.14.1. The total time of detection in actual and training searches in each area shown on the DAF Form 323. **(T-2)**

1.5.14.2. Accurately reflect other facts in the file and include the qualification test percentage of accuracy. **(T-2)** This PC Folder will accompany the MWD when on temporary duty (TDY). **(T-2)**

1.5.15. Enforce established procedures within this guidance. **(T-1)**

1.5.16. Establish and enforce physical control measures to prevent MWDs from getting loose in the kennel facility. **(T-1)**

1.5.17. Establish a “one-way system” in the kennel. **(T-1)** This system must be identified by ground or wall signs or both and covered in the local operating instructions. **(T-1)**

1.5.18. Provide bilingual safety instructions for local national personnel performing kennel care duties where applicable. **(T-1)**

1.5.19. Never allow privately owned or stray animals into the kennel, training area, or vehicles designated for MWD’s. **(T-1)**

1.5.20. Establish emergency evacuation procedures for MWDs from the kennels. **(T-1)**

1.5.20.1. An emergency alternate kennel plan will be identified and the emergency evacuation procedures. **(T-1)**

1.5.20.2. Emergency kennels may be as simple as maintaining MWDs in an MWD transportation trailer.

1.5.21. Establish emergency medical and transportation procedures in coordination with servicing veterinarian. **(T-1)** Include 24-hour emergency contact information and exigent care procedures and post in the kennels and at the Base Defense Operations Center (BDOC).

1.5.22. If the KM identifies a member(s) that have failed to meet or maintain standards, he/she will document the events that have occurred. **Note:** Letters of failed qualification(s), memorandum(s) that state the regression of the member, etc. **(T-2)**

1.5.23. All KM’s, with the guidance of their squadron commander, will report all incidents to the DAF Program Manager as defined in **Table 1.1.. (T-1)**

1.5.24. Responsible for all daily MWD enrichment. **(T-1)**

1.6. Military Working Dog Trainer will. The MWD Trainer is responsible for training the unit’s MWDs and Handlers using authorized effective training methodology to maximize the MWDT’s capabilities. The Trainer must be a graduate of the 341 TRS MWD Trainer course or complete the course within 90 days of appointment as Trainer. **(T-1)** To be eligible to attend this course, personnel must already have attended the MWD Handler Course, fulfilled duties as MWD Handler for at least 24 months and been awarded the AFSC 3P051A. **(T-1)** While not mandatory, it is highly encouraged for Trainers to complete the MWD Kennel Master Distance Learning (DL) Course after fulfillment of duties as a Trainer for at least 12 months. The Military Working Dog Trainer will:

1.6.1. Develop training scenarios in accordance with established OTP. **(T-2)** Prepare short and long-term training outlines and risk assessments based upon garrison force protection needs and deployment requirements. **(T-2)**

1.6.2. Assist in the supervision of the installation MWD program. **(T-2)**

1.6.3. Act as the KM when KM is absent. **(T-2)**

1.6.4. Validate and supervise sustainment training. **(T-2)**

1.6.5. Ensure all MWD training equipment is serviceable, safe, and effective for training. **(T-2)**

1.6.6. Supervise the deployment preparation of MWDTs. **(T-2)**

1.6.7. Develop a pre-deployment training program based upon current threats and enemy Tactics, Techniques, and Procedures (TTP). **(T-2)**

1.6.8. Coordinate with servicing veterinarians to ensure MWDs receive at a minimum, semi-annual medical care and emergency first aid training from qualified veterinary personnel. **(T-1)**

1.6.9. Annotate and sign as the reviewing official on the DAF Form 321 and DAF Form 323 when the KM is assigned an MWD and when filling in as the acting KM. **(T-2)**

1.6.10. Enforce established procedures within this guidance. **(T-2)**

1.6.11. Verify no hazards pose a threat to MWDs within a designated training area prior to starting training. **(T-1)**

1.7. Military Working Dog Handler will. The MWD Handlers provide the daily care and grooming for their assigned MWD. They ensure sustainment skills are maintained for their assigned MWD. Personnel, regardless of rank and status, must complete the MWD Handler Course prior to handling an MWD. **(T-1)** The Handler must enter and complete upgrade training requirements in the Career Field Education and Training plan to be awarded the 5-skill level before being awarded the AFSC 3P051A. **(T-2)** Training done by private businesses or civilian police departments is not a substitute for the DoD MWD Handler Course. The MWD Handler will:

1.7.1. Complete monthly OTP. **(T-2)**

1.7.2. Groom and conduct a health check on their assigned MWD daily. **(T-1)**. Notify veterinarian and KM if an abnormality is found during health checks.

1.7.3. Maintain MWD kennels daily. **(T-2)**

1.7.4. Ensure physical conditioning training is conducted daily or as determined by the KM. **(T-1)** Daily performance of the obstacle course should be included in the physical training.

1.7.5. Perform additional kennel duties as assigned. **(T-2)**

1.7.6. Utilize DRMS K9S to complete DAF Form 321, DAF Form 323, and other required documentation daily when assigned MWD is utilized. **(T-2)** Utilizing paper copies during times the DRMS has outages and transcribe records within the DRMS once the system is back online.

1.7.7. Accompany assigned MWD to all veterinary appointments and remain with MWD throughout hospitalization at installation and civilian veterinary clinics. **(T-1)**

1.7.8. Inspect all MWD equipment prior to each use. **(T-1)**

Chapter 2

MILITARY WORKING DOG PROGRAM AND UTILIZATION

2.1. Military Working Dog Program. The MWD program is an enabler (offensive and defensive operations) to the capability of Security Forces (SF) to defeat threats inside and outside the installation boundary. To secure protection level resources, enforce military laws and regulations, suppress the use of illegal drugs, detect explosives, and protect installations and resources during peacetime, war, and in support of operations other than war. The objective is to employ MWD resources aggressively and effectively to counter threats to support Integrated Defense as outlined in DAFI 31-101, *Base Defense Operations*. This will ensure our forces can, Deter, Detect, Delay, Deny and Defeat.

2.2. Military Working Dog Utilization and Employment.

2.2.1. MWD Handlers should be assigned only one MWD as their responsibility to qualify/certify. **(T-1)** However, Handlers may be assigned a second MWD to maintain during times of personnel shortages. **(T-2)** KMs will not dual qualify a Handler on more than two MWDs, The only exception to this is when the MWDs have opposite substance detection (e.g. would be a P/EDD and P/DDD). **(T-1)** The additional qualification/certification should only be used sparingly with the intent of offsetting deployment and operational home station mission requirements. The KM is responsible for ensuring the well-being and upkeep of all MWDs not assigned to a designated Handler, including periods when assigned Handlers are on temporary duty or leave status.

2.2.1.1. The KM or Trainer will ensure the MWD is exercised and groomed and will ensure proficiency training is conducted. **(T-1)** The assigned Handler will annotate all events, actions, training, etc. for the MWD(s) on the DAF Form 321 and DAF Form 323. **(T-1)** The Trainer will oversee the task(s) completion. **(T-1)**

2.2.1.2. The KM and Trainer may be qualified and certified on a MWD during times of extended Handler shortages. **(T-2)** If this occurs, the Trainer conducts the qualification of the KM and vice versa. This should not exceed two or more quarters in a calendar year, all records will be accurately annotate the manpower shortage in DEERS.

2.2.1.3. KM, Trainer, and Handlers will ensure MWDs are utilized on a proper work/rest cycle to maintain MWD safety, proficiency and effectiveness. **(T-3)**. **Note:** Consult with veterinarian to determine the best work/rest cycle for each MWD.

2.2.2. Select posts with first consideration given to the MWD's keen senses. MWDs are most effective during nighttime hours and in areas of minimal activity. Rotate MWDTs through all appropriate posts to meet operational needs and to maintain proficiency of the MWDT.

2.2.2.1. MWDTs should not be placed on static posts unless an MWDT is conducting explosives or narcotics detection, observation or listening post duties or psychological deterrence duties. These duties must be limited to no more than one-hour duration as static posts are limited in scope and duties are needed in all areas of Base Defense. **(T-2)**

2.2.2.2. MWDs may be used to, but not limited to, conduct the following duties:

2.2.2.2.1. Law Enforcement. MWDs certified in controlled aggression can seek, detect, apprehend and hold and guard suspects on command during patrol. In addition,

they can assist in crowd control and confrontation management, and search for suspects and lost personnel, indoors and outdoors. **Note:** MWDs provide a psychological deterrence and can defend their Handlers during threatening situations.

2.2.2.2.2. Drug Suppression. DDDs are trained in drug detection and support a drug-free environment. Their renowned capability to detect illegal drugs deters drug use and possession and is a valuable adjunct to other commander's tools such as urinalysis and investigation.

2.2.2.2.3. Explosive Detection. EDDs are exceptionally valuable in anti-terrorism operations. The mission of EDD teams is to detect or locate explosives. They can detect unexploded ordnance, quickly searching large areas during bomb threats, and are valuable in augmenting Explosive Ordnance Disposal (EOD) capabilities.

2.2.2.2.4. EDDs will not be used to assess, examine or confirm any package deemed suspicious. **(T-1)** EDD teams may sweep secondary areas, check points and/or conduct a downwind line of patrol from a great distance, subjective to the scenario, to aid in a better assessment of the already deemed suspicious package or object. At no time will a commander or flight chief direct an MWDT to directly search a suspicious package. **(T-1)**

2.2.2.2.4.1. MWDs will never be used to confirm or deny the response of another MWD or mechanical device used to detect explosives or narcotics. **(T-1)** If an EDD alerts during a search, the Handler will immediately terminate the search, mark the area of the response in subtlety, and notify appropriate personnel. **(T-1)** If the Handler sees a suspicious package during a search, the Handler will terminate the search and notify appropriate personnel. **(T-1)**

2.2.2.2.4.2. In a theater of combat when EOD is not available and an object or area needs to be examined, the squadron commander should determine if the search will be conducted with the recommendation from the attending KM or MWD Handler. When examining such an item, the Handler should consider the avenue of approach, local threats and enemy TTP, and using the MWD off leash or on a long leash to maintain standoff distance.

2.2.2.3. Combat Operations. MWDTs provide enhanced patrol and detection capability to perimeter and point during ground defense operations. In bare base operations, deploy MWDs as an early warning system. Given the range of potential contingencies, drug and explosives detection are also valuable added capabilities in these environments. **Note:** Under no circumstances will an MWD be used in the interrogation or interview of enemy prisoner of war or detainee. **(T-1)**

2.2.2.4. Physical Security. The MWDT can augment detection roles and temporarily replace inoperative sensor systems. MWDs must not be posted on stationary posts longer than one hour if utilized in this regard. **(T-2)**

2.2.2.5. A dual-purpose dog team with a current patrol qualification can only be employed in active patrol duties or when conducting a search for suspects. **(T-2)** The team must be patrol certified before performing those duties. **(T-2)** That team will not perform any detection operations on the installation until a detection qualification/certification has been completed. **(T-1)**

- 2.2.2.5.1. Single or dual-purpose DDD teams must be certified within 30 calendar days of the final day of qualification. **(T-1)** After certification has been completed the dog team can be utilized on the installation for detection operations. **(T-1)** **Note:** Certification memorandum(s) can be in the routing process, as the team is considered reliable operationally.
- 2.2.2.5.2. After qualification has been successfully completed single or dual-purpose EDD team(s) are authorized to be employed operationally to support the local installation, Contingency Operations, USSS support, Civilian Law Enforcement Agency (CLEA) support, and emergency bomb threat situations. **(T-1)**
- 2.2.2.5.3. Certification is not required for an explosive dog team. **(T-1)** Certification is only required for a DDD team. **(T-1)**
- 2.2.2.6. Dual purpose MWD Competitions and Demonstrations. Dual purpose MWDTs are encouraged to take part in public demonstrations and competitions conducted by civilian or military police agencies. However, EDDs are highly discouraged from participating, as it may generate unintended consequences such as prank bomb threats, this could identify which MWDs are EDDs and inform criminals, terrorists, or both what odors EDDs are capable of detecting.
- 2.2.2.7. MWD's are force multipliers for Base Defense support operations when available. IAW [paragraph 1.5.11](#), the KM will coordinate with operation leads to ensure DoD mission priorities and are met training requirements. **(T-2)**

2.3. Military Working Dog Searches. The servicing SJA should provide guidance on conducting searches.

- 2.3.1. Detector dogs will never be used to search a person. **(T-1)**
- 2.3.2. The official authorizing a search should be confident of the detector dog's ability to successfully detect.
- 2.3.3. Searches of postal facilities should be coordinated with the servicing SJA.
- 2.3.4. A PC folder is maintained by the KM on all qualified/certified detector dogs. **(T-2)** This folder is compiled by the Trainer and reviewed by the KM, to provide assurance and continuity for detector teams. Each MWDT will have a PC folder, and each folder will contain the following.
- 2.3.4.1. A general record of the training and utilization of the MWDT (DAF Form 321). **(T-2)**
- 2.3.4.2. A detailed record showing the number of checks or searches, by date, locations, responses, and finds (DAF Form 323). **(T-2)** Records will be maintained by the KM for a minimum of three months inside the PC folder. **(T-2)**
- 2.3.4.3. A record showing when the search granting authority reviewed the PC records. The search-granting authority will review each folder after initial certification and quarterly and document the review by signature and date. **(T-2)**
- 2.3.4.4. A memorandum verifying the search-granting authority or delegated authority witnessed a detection certification demonstration (see [paragraph 5.3](#) of this instruction). The memorandum will contain the date of certifications, the substance(s) used, and the

results of the MWD's effort (see **Attachment 5**). **(T-2)** Certifications may be conducted on or off leash based on the MWD's capability and Trainer's recommendation.

2.3.4.5. The Trainer is responsible for ensuring the OTP that is set by the KM is adhered to. **(T-2)** The Trainer is responsible for updating or adjusting the OTP with the concurrence of the KM and the Handler is responsible for meeting all OTP requirements. **(T-2)**

2.3.5. MWDs are authorized to provide detection support to CLEAs as long as the support incurs no costs to the government and does not impact unit readiness (see **Chapter 10** for guidance on CLEAs and other Federal agency support).

2.3.6. EDD teams primarily respond to explosive threats or serve as a deterrent through random searches. Use the following guidance when responding to bomb threats or situations where the presence of explosive devices is suspected:

2.3.6.1. Evacuate the area depending upon the threat received, local guidance, and/or when ordered by installation officials.

2.3.6.2. Do not move or disturb anything. Improvised Explosive Devices can be triggered in many ways, including lifting, tilting, pushing, pulling, or by remote detonation.

2.3.6.3. If lights or other electrical or mechanical appliances are on, leave them on. If the lights are off, leave them off until the search is completed.

2.3.6.4. Areas where the MWD shows significant interest but failed to give a response should also be noted so EOD can conduct follow-up searches.

2.3.6.5. Do not touch or retrieve suspected objects or allow the MWD to scratch, paw, or bite at the object.

2.3.6.6. If the MWD responds during a search, mark the area and immediately notify EOD personnel. MWDs must not re-enter the area with the MWD for the purpose of pinpointing or to further investigate the object. **(T-1)** EOD will determine if the package, object, or area is safe. A second MWD will never confirm or deny the legitimacy of a response by another MWD. **(T-2)** This practice endangers the wellbeing of the Handler, MWD, and all personnel in that area.

2.3.6.7. Only during an emergency bomb threat situation, the KM or Trainer may use another Handler's MWD for explosive detection only. The KM or Trainer should make the decision based upon knowledge of the MWD and of the situation.

2.4. Safety Procedures. All personnel will adhere to the safety procedures in this instruction to protect MWDs and personnel who encounter MWDs. **(T-1)** The following safety rules apply to all personnel handling MWDs.

2.4.1. Always keep a safe distance between MWDs. A safe distance is the length of the leash used plus three feet.

2.4.2. A short safety leash should be maintained when within six feet of other personnel or dogs or both. **Note:** There may be exigent situations that require MWDs to operate near one another. It should be identified in the records how the MWD reacts to personnel and other dogs within close proximity of them.

2.4.3. Warn others by loudly announcing their presence when an MWDT could unexpectedly encounter a bystander, such as walking or running around blind corners, using stairs, or passing an open door. **(T-1)**. The Handler will use phrases such as, “DOG COMING AROUND” – “DOG COMING BY” – “DOG COMING UP/DOWN”. **(T-1) Note:** This practice will not apply during real world incident response or building clearing.

2.4.4. Handlers should not allow anyone, regardless of position, rank or experience, to pet the MWD for general safety and liability purposes. **Exception:** When an MWD is in the adoption process or is a puppy in the foster program, the MWD may be exposed or handled by others to ensure the MWD can be safely transferred to potential adopters and foster families.

2.4.4.1. MWDs may socialize with other SF personnel for joint training to make the MWD and other members comfortable with the possibility of working in close proximity. Handlers should progress their MWDs with the guidance of the KM and Trainer.

2.4.4.2. Shoot, Move, and Communicate drills with stacking formations or building clearing may help unit cohesion and amplify the unit’s capability. MWDs should wear a muzzle when first conducting this training until the MWD is proofed on the habituation of the situation and training. This training should be utilized with blank ammunition only.

2.4.5. Use a leather collar, in conjunction with the choke chain and kennel chain to stake an MWD. **(T-1)**. Stake in areas that protect from the elements and ensure adequate water is available.

2.4.5.1. Never secure the MWD to any movable object, especially a vehicle. **(T-1)**

2.4.5.2. Never use a leash to secure an MWD to any object. **(T-1)**

2.4.5.3. Never stake the MWD where it could injure itself or others. **(T-1)**

2.4.5.4. Ensure MWDs are protected from harsh environmental conditions when able to do so. **(T-1)**

2.4.6. Check the MWD frequently, as determined by the KM, if unattended in a temporary kennel or shipping crate. **(T-2)** The leather collar must remain on the MWD when in a temporary kennel or shipping crate. **(T-2)**

2.4.7. Remove leather collar and correction collar while MWDs are in a permanent kennel run. **(T-2)**. **Exception:** The 341 TRS is permitted to keep leather collars when approved by leadership on a case-by-case basis. **(T-2)**

2.4.8. Only relinquish control of the MWD to other trained Handlers or qualified veterinary personnel. **(T-1) Note:** In case of an emergency and no trained Handlers or veterinary personnel are available, muzzle the MWD and relinquish control to personnel knowledgeable of how to transport and kennel.

2.4.9. Utilize basket muzzle during veterinary visits and while in transport and traveling. **Note:** Nylon muzzle use is authorized in certain situations; however, do not use it if a MWD is in distress since it will restrict breathing and panting causing the MWD to overheat and asphyxiate.

2.4.10. **Veterinary Clinic Safety Procedures:**

2.4.10.1. The MWD will be muzzled prior to entering any veterinary clinic. **(T-1) Note:** Nylon muzzle use is prohibited during veterinary visits.

2.4.10.2. Obtain permission from the veterinary staff prior to entering.

2.4.10.3. Ensure MWDs do not jump onto or off the examination table. Handlers should drape the leash around the MWD's neck, place one arm under the MWD's chest and the other arm under the rear of the MWD and lift the MWD onto and off the table.

2.5. Use of Force. The release of an MWD to apprehend and hold or allowing it to apprehend is considered less-lethal force (also known as less than deadly, non-lethal, and less than lethal force). Whenever an MWD is used as a means of force, force is to be used only as a last resort, and the force used should be the minimum necessary to render the subject incapable of continuing the actions that led the Handler to use force. The use of less-lethal force, similar to the use of deadly force, must be objectively reasonable in intensity, duration, and magnitude and will be assessed in light of the totality of circumstances per DAFI 31-117, *Arming and Use of Force*. The squadron commander will follow non-lethal weapons discharge procedures in DAFI 31-117, regardless of whether or not injuries were sustained. **(T-2)** For further information regarding use of force, see DAFI 31-117.

2.5.1. During the following situations, Handlers will warn people that their MWD may bite with or without command, regardless of if the MWD has been trained to attack or not:

2.5.1.1. Challenging an individual. **(T-1)**

2.5.1.2. Approaching a suspect. **(T-1)**

2.5.1.3. Checking an individual's identification. **(T-1)**

2.5.1.4. Participating in any situation that may require the Handler to divert his or her full attention from the MWD. **(T-1)**

2.5.2. Only MWDs trained and qualified in accordance with this instruction will be used as a means of force. **(T-1)**

2.5.3. When an MWD is released to apprehend and hold a subject, the Handler will:

2.5.3.1. Ensure the MWD has identified the target on which the Handler intends to use force. **(T-1)**

2.5.3.2. When time and circumstances permit give a verbal warning, "Halt or I will release my dog." **(T-1)** In foreign countries, they also give this order in the primary language of the host country. Overseas units must provide training for Handlers in the host nation language for all Military Working Dog warnings. **(T-1)**

2.5.3.3. When able to, warn bystanders to cease all movement before releasing the MWD. **(T-1)**

2.5.4. When an MWD is released, the Handler will:

2.5.4.1. Follow the MWD as closely as possible after the MWD is released to apprehend and hold. **(T-1)**

2.5.4.2. Call the MWD off the pursuit if the subject stops, indicates surrender, or is no longer visible. **(T-1)**

2.5.5. If the MWD bites the subject, the Handler will:

2.5.5.1. Use extreme caution when removing an MWD from a suspect as the MWD will be in an agitated state and has a higher potential for an unintended bite on the Handler. **(T-1)**

2.5.5.2. Not call the MWD to release the subject until the Handler has physically gained control of the MWD. **(T-1)**

2.5.5.3. Not jerk or pull the MWD as this may cause unnecessary injury to the subject. **(T-1)**

2.5.5.4. Use proper physical techniques to remove the MWD from the subject if the MWD fails to release the subject when ordered to “OUT”. **(T-1)**

2.5.5.5. Regain and keep leash control of the MWD until it has become calm enough to obey the commands to “HEEL” and “STAY”. **(T-1)**

2.5.6. Handlers will not release their MWDs if:

2.5.6.1. When the suspect is not in sight, the only exception is when they must search an unoccupied building. **(T-2)**

2.5.6.2. There are children present, except as a last resort short of deadly force. **(T-2)**

2.5.6.3. The subject is in a crowd of people. **(T-2)**

2.6. Military Working Dog Limitations.

2.6.1. MWDs are trained to respond to the specific commands of a designated MWD Handler. If the designated Handler is incapacitated, seriously injured or killed, the MWD cannot be quickly or easily transferred to another MWD Handler without significant degradation of technical performance.

2.6.2. MWD teams are not often a stand-alone system for conducting detection operations; therefore, they should be used in conjunction with other equipment and methods. MWDs may accidentally activate an enemy booby trap or explosive device while conducting a search. MWDs may be reluctant to negotiate terrain or areas that appear physically harmful or unstable (open grates, see-through flooring, elevated heights, etc.) if they have never encountered situation or have had bad or no previous training in the situation.

2.6.3. MWDs can become distracted (e.g., trash, excrement, stray, or feral animals) within the search area. MWDs can become injured if they engage in fighting with feral animals, and MWDs can be endangered by vehicle traffic. MWD Handlers should always use their best judgment and prioritize MWD welfare and safety to overcome obstacles. If the MWD has been trained correctly and consistently the distractions and obstacles should be minimal.

2.6.4. Environmental situations may severely affect or restrict the use of MWDs. The employment of MWDs in an area near petroleum, oil, and lubricants must be limited and brief. **(T-1)** Petroleum, oil, and lubricant residue can damage the MWDs pads and affect their sense of smell.

2.6.5. The use of MWDs in areas that have been contaminated with chemical, biological, radiological, or nuclear material is restricted due to the lack of protective devices or protective wear available for MWDs. MWDs can perform open-area missions where riot control agents

have been dispersed, a riot control agent is dispersing, and the wind velocity is at normal conditions. Closely monitor MWDs for signs of distress that would require immediate veterinary care.

2.6.6. The following are additional factors that may affect the performance of MWDs:

2.6.6.1. Environment. Extreme weather conditions may reduce MWD performance.

2.6.6.2. Training. MWDs are trained to identify specific types of odors and require continuous training to maintain proficiency and reliability. A detector MWD cannot be expected to detect an odor unless it has been trained on that particular odor.

2.6.6.3. Isolation. MWDs that are not properly socialized may wound an individual(s) when placed in close proximity to people other than their MWD Handlers.

2.6.6.4. Use. MWDs are not typically trained to track people.

2.6.6.5. Noise Discipline. MWDs may bark at inconvenient times.

2.6.6.6. Reactive. MWDs may become protective if their Handlers are endangered.

2.6.6.7. Aggression Control. Although some MWDs are not trained to apprehend and hold, they still have an inherent nature to bite.

2.7. Digital Records Management System (DRMS) K9S Utilization/Qualification Guidance. Is the accepted DoD program management computer system for MWDs at all units. Update records daily via DRMS K9S to ensure reports can be retrieved.

2.7.1. Basic MWD Skills & Patrol – Training/Utilization. Provide detailed comments on the back of DAF Form 321 for all tasks performed/deficiencies/corrective actions.

2.7.2. Foot Patrols. Annotate foot patrols on the back side of the DAF Form 321, including location and time. Foot patrol times are also included in the Security/Law Enforcement Utilization times. If a Handler starts walking and gives the MWD the command of seek, that is consider detection utilization and will be annotated as such.

2.7.3. Security/Law Enforcement Utilization. The time recorded represents the amount of time a MWD actively performs one of its trained proficiencies. This time includes foot patrols in open area or walking around buildings, walking through facilities, fence line checks, and actual searches for a suspect (scout/building search). Utilize the back of the DAF Form 321 to document utilization with a detailed description of the event. **Note:** Do not include any training or detection in the Security/Law Enforcement Utilization times they will be recorded in separate sections. **(T-1).** Security/Law Enforcement Utilization time should not reflect an entire shift, i.e., 8- or 12-hours. Do not include time periods when conducting other activities (riding in a vehicle, kennel care, admin duties, etc.) in utilization times.

2.7.4. Detection Utilization Events. Total time when the team is directly employed in a search for targeted substances. **Note:** Times reflect the actual time the MWD searches, not total time assigned to a Random Antiterrorism Measure (RAM) or Vehicle Search Area (VSA). Input time posted at VSA or total RAM time in the note section of the DAF Form 323.

2.7.5. Detection Training Events. Time during detection events that are created in DRMS K9S with the specific purpose of training, qualification or certification.

Chapter 3

MILITARY WORKING DOG AUTHORIZATIONS, REQUISITIONS, ASSIGNMENTS AND DISPOSITIONS

3.1. Authorizations. Detector dogs are authorized per installation based on a combination of the following: operational requirements, existing manpower, base population, facility size, deployment support, other agency support, and other unit-specific requirements. Route exception and change requests as variances through the MAJCOM/FLDCOM and AFSFC/S3P for review, and then to AF/A4SO for final approval or disapproval. DDD authorizations will not exceed one-third of the unit's total MWD authorizations. **(T-1)** Authorizations are posted and tracked in DRMS K9S. Variances to authorizations are determined by using the criteria below. Approved variances are valid for two years, if an extension is needed, submit a request following the same process as the initial request. **(T-1)** If an extension request is not submitted, the kennel will revert to the previous authorization. **(T-1)** A variance is required to convert single-purpose MWDs to dual-purpose MWDs, as this changes enterprise authorizations. **(T-1)** Follow the routing process outlined above.

3.1.1. Variance Request. The requesting squadron commander, in writing, will request the initial increase or decrease of the MWD authorization through the MAJCOM/FLDCOM, AFSFC/S3P to AF/A4SO for approval or disapproval. **(T-1)** Ensure the written request provides justification to adjust MWD authorizations based on a change in installation operational requirements (e.g., additional PL-1 mission resource). **(T-1)** The requestor must ensure that there is adequate space and manpower to support the request, if those conditions are not met the variance will be denied, the only exception is if the requesting unit can show projected manpower increase. **(T-1)** Approved variances are valid for a two-year period from the date of approval; a renewal applications must be submitted before the expiration date. **(T-1)** All variance requests must be routed to AF/A4S within 30 calendar days of initiation failure to meet this deadline requires re-initiation of the request. **(T-1). Note:** AF/A4S will use 100 detection utilization hours per quarter as a benchmark measurement when validating variance requests for operational MWDs assigned to their unit. This standard is considered a benchmark for measuring MWD utilization for "variance requests" only. The squadron commander should work with the MAJCOM/A4 to ensure the manpower required for the request will be authorized.

3.1.1.1. Every KM will complete MFR stating why the team hasn't met the 100-hr. minimum per quarter, with the memorandum signed by anyone in Operations OIC/Superintendent or squadron commander, filing the document in MWD's permanent folder. **(T-2)**

3.1.2. DDD are only authorized upon written approval. Units with existing DDD authorizations may request a replacement DDD. Units requiring a DDD or requesting to change their DDD authorization to an EDD must submit a variance request (see [paragraph 3.1.1](#)). **(T-1)**

3.1.3. All EDDs assigned to a Patrol Explosive Detector Dog (PEDD) authorization should be evaluated for the capability to be trained for possible certification as PEDD. If it is determined the EDD is not suitable for patrol training, annotate the evaluation and reasons for non-suitability in the MWD's records. If an EDD is deemed capable of patrol certification, the

squadron will request a variance (see [paragraph 3.1.1](#)). (T-1) EDD will be entered into training for no less than 30 consecutive calendar days. (T-2) The EDD team will conduct this training when feasible so as not to interfere with the MWDT's mission requirements. (T-2) The KM will conduct initial patrol certification. (T-2) Upon successful patrol certification, the KM will submit the DAF Form 685, *Patrol Dog Qualification*, and National Stock Number (NSN) Change Request signed by the squadron commander to the DAF MWD PM for approval or disapproval. (T-2) The same process will be accomplished when changing DDD to a PDDD. (T-2)

3.1.4. Kennel staff manpower requirements are identified in the Air Force Manpower Determinants (AFMD) Functional Account Code 43C50X and should be reflected in Functional Accountability Code 43C500 on the Unit Manpower Document, which specifies manpower authorizations for the KM, trainer, and handler. The installation manpower office validates MWD manpower authorizations.

3.2. Requisitions. Requisitions are filled on an authorization-based, and equitable distribution basis, with placement priority determined by the greatest needs of the DAF. The objective of the assignment process is to provide the DAF with an efficient and effective MWD capability levied against and in support of home station needs, Memorandum of Agreement/Memorandum of Understanding obligations, contingency operations, and other agency support. **Note:** MWDs are sensitive high value resources 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*. MWDs have a tattoo and chip identification number; the identification number tracks and accounts for MWDs. See DAFI 31-126, *DoD Military Working Dog (MWD) Program* for nomenclature.

3.2.1. New MWD requisitions are based on the following criteria: (T-1)

3.2.1.1. Vacant authorization.

3.2.1.2. New authorization or approved variance(s).

3.2.1.3. Health of a current MWD assigned to the unit has a sudden and significant degradation of performance leading to the MWD entering the disposition/excess process.

3.2.1.4. Sudden death or euthanasia.

3.2.1.5. An MWD recently issued by 341 TRS fails to meet certification standards. Field Replacement Request submitted by DAF MWD PM

3.2.1.6. Excess MWD. Excess MWD is defined as:

3.2.1.6.1. An MWD no longer filling an authorized position and there are no other units, MAJCOMs/FLDCOMs, or service components which are in need of the MWD.

3.2.1.6.2. An MWD has been identified and approved for adoption.

3.2.2. Identify requisition requirements as early as possible. **Note:** It is not necessary to wait until an MWD dies or becomes incapacitated to requisition a replacement.

3.2.3. The only MWDs authorized for requisition are:

3.2.3.1. Patrol Dog (PD), National Stock number (NSN) 8820-00-435-9005.

- 3.2.3.2. Patrol/Drug Detector Dog (PDDD), NSN 8820-00-243-7542.
- 3.2.3.3. Patrol/Explosive Detector Dog (PEDD), NSN 8820-00-188-3880.
- 3.2.3.4. Drug Detector Dog (DDD)/Large, NSN 8820-00-238-8577.
- 3.2.3.5. Drug Detector Dog (DDD)/Small, 8820-01-271-3929.
- 3.2.3.6. Explosive Detector Dog (EDD), NSN 8820-00-043-3526.
- 3.2.3.7. Untrained, NSN 8820-00-935-6677.
- 3.2.3.8. Mine Detector Dog (MDD), NSN 8820-01-535-4047.
- 3.2.3.9. Specialized Search Dog (SSD), NSN 8820-01-526-4588.
- 3.2.3.10. Combat Tracker Dog (CTD), NSN 8820-01-535-4048.
- 3.2.3.11. Improvised Explosive Device Detector Dog (IDD), NSN 8820-01-590-5770.
- 3.2.3.12. Patrol/Explosive Detector Dog–Enhanced (P/EDD-E), NSN 8820-01-677-3032.
- 3.2.3.13. Military Working Dog Assignments. The objective of the assignment process is to provide an equal distribution of MWDs across the enterprise. Assignments are posted and tracked in the DRMS K9S.

3.3. Military Working Dog Dispositions. KMs on behalf of squadron commanders may submit all MWD disposition requests to the DAF MWD PM in accordance with DAFI 31-126. The DAF MWD PM reviews all packages for completeness prior to submission to the 341 TRS and provides concurrence or non-concurrence via the Disposition Request Memorandum. Dispositions will be posted and tracked in the DRMS K9S. **(T-1)**

3.3.1. There are three (3) types of dispositions authorized. The squadron commander must consider recommendations from the KM, veterinarian, and bite muzzle video results provided by a trained local/regional veterinarian before making the final disposition recommendation. **(T-1)**

3.3.1.1. Adoption. When selecting a suitable adoption home for a MWD, former Handlers are listed on the DD Form 1834 should have first preference if it is determined to be in the best interest of the MWD and before other persons capable of humanely caring for the dog. Personnel who adopt retired MWDs assume all medical responsibility of the MWD per MWD Adoption Application.

3.3.1.2. Transfer. Transfer to another service, 341 TRS (MWD training aid), or another law enforcement agency if medically eligible.

3.3.1.3. Euthanasia. Euthanasia is only performed after veterinary consultation with DoD MWD Veterinary Service (DoD MWD VS). **(T-0) Exception:** In exigent circumstances in which the veterinarian may need to conduct an emergency euthanasia, notify the DAF MWD PM, DoD MWD VS, and Security Forces MAJCOM/FLDCOM Direct Reporting Units.

3.3.1.3.1. Anytime an MWD is euthanized, the attending military veterinarian must complete and submit a DD Form 1743, *Death Certificate of a Military Animal*, listing the reason for euthanasia, to the DoD MWD VS. **(T-0)**

- 3.3.1.3.2. Provide a copy of the DD Form 1743 to the squadron commander and DAF MWD Program Manager for final disposition and requisition of replacement MWD.
- 3.3.2. The owning unit is responsible for costs associated with an MWD's life cycle to include those incurred during requisition, assignment, and disposition. Transportation, by law adoption support, or cremation services fall into this category and is paid by the unit. The squadron commander must program for these costs. **(T-2)**
- 3.3.3. KMs will not conduct any bite muzzle tests that are not in accordance with the MWD disposition and adoption procedures reference material, located in the DRMS Library/AFSFC SMARTNet. **(T-1)** Kennels may return excess MWDs to the 341 TRS only when authorized and approved in writing by DAF MWD PM.

Chapter 4

MILITARY WORKING DOG TRAINING

4.1. Military Working Dog Team General Proficiency Training. The most vital part of all MWD operations is training. Without frequent and consistent training, the MWD becomes a liability instead of an asset. Therefore, the squadron commander should provide ample opportunities necessary for MWDTs to maintain proficiency while on and off duty. This must include a minimum of 4 hours weekly of proficiency training, if the training cannot be accomplished the Trainer will, with the guidance of the KM, document why the training was not accomplished.

4.1.1. Each MWD's OTP should continually improve both the MWD and the Handler. KM must review the OTPs monthly, not to exceed 30-calendar days to ensure the MWDT is progressing and steadily challenged. **(T-2)**

4.1.2. Every OTP is the minimum MWDT proficiency training required to complete each task per month. The OTP identifies if the training task(s) are to be conducted daily, weekly, semi-monthly, or monthly. All MWDs are required to train in all the tasks below unless specifically identified. In these cases, only MWDs trained and certified in those tasks will conduct training in those areas. **(T-2)** Minimum training may change depending upon changes in the MWDT's proficiency level. Each OTP states, at a minimum, the following:

4.1.2.1. Basic MWD skills, to include off leash requirements. Basic MWD skills are Heeling, Marching, Down from the Heel, Heel/Sit from the Down, Stay, Down at end of leash, Sit at end of leash, and Recall to the Heel.

4.1.2.2. Obedience Course both on and off leash.

4.1.2.3. Gunfire and Pyrotechnics. Gunfire must be fired from both a disinterested person (anyone who is not the Handler) and the Handler. **(T-1)** No less than fifteen – twenty (15-20) rounds of blank ammunition should be fired by the disinterested person and fifteen – twenty (15-20) rounds of blank ammunition by the Handler. MWD Trainers should cater gunfire training to each MWDT to ensure teams advance and progress appropriately. Additionally, MWDs will be exposed to the firing of live ammunition in designated areas, such as the Combat Arms firing range or any other DAF approved firing range on a quarterly basis. **(T-2)** The M18 may be used in place of the .38 to fire blank ammunition once blank firing adapter kits are approved/received with ammunition Per Ground Munitions Authorization Tables (GMAT) authorization.

4.1.2.3.1. Attempt to fire both primary (M18) and secondary (M4) weapons systems when conducting gunfire training to the maximum extent possible.

4.1.2.3.2. Annotate type of weapon fired by Handler and disinterested person on the back of the DAF Form 321.

4.1.2.3.3. When deployed, exhaust all options to accomplish blank gunfire training. See SFTRG 7, for gunfire training recommendations.

4.1.2.4. Intruder Detection. Intruder detection is not just for MWDs qualified in controlled aggression, it is also for detector only MWDs. The three types of intruder detection are Sight, Sound, and Scent scouting. All three tasks will be trained, and the acceptable

response will be determined by the KM based upon the MWD's capabilities. **(T-2)** If an MWD is unable to accomplish any of these tasks, annotate in the MWD's records.

4.1.2.5. Controlled Aggression trained MWDs only: Field Interview, Pursuit and Attack, Stand Off, Search and Escort, Search and Re-attack, and Building Searches. **(T-1)**

4.1.2.6. All qualified MWDs will conduct substance detection on all explosive or drug training substances, currently qualified/certified on every 60-consecutive calendar days. **(T-1)**

4.1.2.6.1. DDDs are authorized to be trained on the following odors: Cocaine (CO), Heroin (HE), Marijuana (MJ), and Methamphetamine (ME).

4.1.2.6.2. EDDs are authorized to be trained on the following odors: Ammonium Nitrate (AN), Ammonia Dynamite (AD), C-4, Detonation Cord (DC), Potassium Chlorate (PC), Semtex (SX), Smokeless Powder (SP), Sodium Chlorate (SC), and Trinitrotoluene (TNT).

4.2. Detection Training. The 341 TRS will document all established training for each MWD utilizing the DAF Form 375, *Detector Dog Validation*, after initial qualification standards are met. **(T-2)** If an MWD's response, reward, equipment, etc. needs to be changed after arrival at a unit, notify the 341 TRS through the DAF MWD PM in writing.

4.2.1. At no time will a DDD be trained to detect explosives or an EDD trained to detect drugs. **(T-0)** Do not train DDD and EDD in the same area(s) unless a minimum of 72 hours has elapsed. **(T-0)**

4.2.2. If a unit has a Patrol Dog (PD) which shows the potential to be field qualified in detection, the unit may locally train the MWD after approval from the DAF MWD PM. However, the MWD may only be trained on the odor type it was exposed to during training at the 341 TRS. Consult the DAF MWD PM for MWDs who never entered into substance detection training. Refer to the MWD's records for further information about its detection training history.

4.2.2.1. Explosive detection washouts may never enter into drug detection training and vice versa.

4.2.2.2. Once local training is completed, the MWD must complete field qualification as a detector MWD. **(T-2)** Initial certification requirements are more stringent than probable cause certifications. Request guidance from the 341 TRS through the DAF MWD PM for specific training protocol and initial qualification requirements. The following are the field qualifying official's requirements:

4.2.2.2.1. Explosives: Locally trained PDs on the detection of explosives may only be field qualified by someone who is at least an E-7 or civilian equivalent (contractors are not authorized to qualify MWDs). The field qualifier must be an unbiased party who is a graduate of the 341 TRS MWD Kennel Legacy or Master DL Course, MWD Trainer Course and MWD Handler Course. **(T-2)** The KM and the field qualifier will also complete DAF Form 375 detailing the detection training. **(T-1) Note:** Field qualifiers obtaining a legacy 341 TRS KM/Trainer Course certification meet the requirements in lieu of current KM/Trainer courses in place.

4.2.2.2.2. Drugs: Locally trained PDs on the detection of drugs may only be qualified by someone who is at least an E-7 or civilian equivalent (contractors are not authorized to qualify MWDs). The field qualifier must be an unbiased party who is a graduate of the 341 TRS MWD Kennel Master Legacy or DL Course, MWD Trainers Course and MWD Handler Course. **(T-2)**. The KM and the field qualifier will also complete the DAF Form 375 detailing the detection training. **(T-1)**. **Note:** Field qualifiers obtaining a legacy 341 TRS KM/Trainers Course certification meet the requirements in-lieu of current KM/Trainer courses in place.

4.2.2.3. 341 TRS will annotate the NSN upgrade/downgrade via DRMS K9S and notify DAF MWD PM of the change with the DAF Form 375. **(T-1)** The DAF MWD PM will endorse the letter and forward a copy to the 341 TRS. **(T-1)** After DAF MWD PM approval, the unit will then annotate the new NSN on the DD Form 1834 and send the changed DD Form 1834 electronically to the DAF MWD PM. **(T-1)**

4.3. Training with Additional Substances. Training with odors or substances, to include synthetic or pseudo scents, other than those listed in this instruction are unauthorized unless approved in writing by the DAF MWD PM.

4.3.1. If additional substances are to be added to the unit's kits, a memorandum must be coordinated through the DAF MWD PM that includes documentation supporting the need for the additional substance. **(T-2)** Support documentation can be a memorandum from the local AF Office of Special Investigations (AFOSI), SF Investigations (S2I), or the Installations Antiterrorism Office. If approved, all requirements for the training substance must be adhered to in order to procure the new substance. **(T-1)**

4.3.2. Pseudo training substances will not be used for qualification trials or certification. **(T-1)**

4.3.2.1. Supplementary training odors should come from a variety of explosive categorized families. Individual Homemade Explosives (HME) odors can include but are not limited to potassium chlorate (PC), sodium chlorate (SC), ammonium nitrate (AN), urea nitrate (UN), tri-acetone triperoxide (TATP), and royal demolition explosive (RDX).

4.3.2.2. Pseudo training substances should supplement training and can be used in a diverse variety of environments due to their stability, minimal transportation and storage requirements. True Scent is the only authorized pseudo training substance that can be purchased and used.

4.3.2.3. Progression for all MWDs will in large be the responsibility of the Trainer (s), with guidance and direction from the KM. **Table 4.1** below will give parameters of the level of detection proficiency that will be awarded to each MWD by the KM during random evaluations and qualification. **(T-2)** Proficiency trials shall be conducted once a quarter on a qualified or certified MWD team, if the team is unable to meet and maintain the trials standard that team will be reset at the previous level. **(T-1)** Location of training substances during a proficiency trial will remain unknown to the Handler. **(T-2)** In order for an MWD to be awarded the Proficiency level, that team must successfully complete four (4) evaluations in four (4) different locations, with the height and depth varied in that level. **(T-1)** All regression of the MWD will be documented by the Trainer and the KM will give guidance on the training plan to correct the regression. **(T-1)**

4.3.2.4. All equipment with the exception of six-foot leashes, correction collar , and flat collars are authorized for use. **(T-2)** The KM is authorized in allowing Handlers and Trainers the use of harness, pinch collars, 10–30-foot leashes, and retractable. **(T-2)**. The DAF MWD PM is authorized in allowing the use of e-collars, with a submitted request and training plan. **(T-1)**. If there are any equipment items that are added for permanent or temporary use, the KM will update the MWD's permanent record. **(T-1)**

Table 4.1. MWD Proficiency level.

Detector Dog Proficiency Levels	Height	Depth
Level 3	0 – 6 feet	0 – 1 foot
Level 5	6 – 7 feet	1 – 2 feet
Level 7	7 – 8 feet	2 – 3 feet
Level 9	8 – 9 feet	3 – 4 feet
Level 12	9 + feet	5 + feet

Chapter 5

MILITARY WORKING DOG PERFORMANCE STANDARDS AND QUALIFICATION TESTING

5.1. Patrol Standards. The 341 TRS will document all established training for each MWD utilizing the DAF Form 685 after initial qualification standards are met. **(T-2)**

5.1.1. MWDs are measured against minimum performance standards. Specific tasks are assigned different degrees of importance: Critical, Semi-Critical, and Non-Critical. The KM is responsible for establishing an effective training and evaluation program to maximize the dog and Handler's proficiency. The Peace Officer Standards and Training certification standards establish minimum proficiency standards the dog team must maintain. These standards must be met within 90-days of team assignment and requalified annually thereafter. **(T-2)** Certification standards are a combination of dog training scenarios conducted within the controlled environment of the MWD section's dog training area and within the actual working environment where the MWD performs their duties. Document certifications on the DAF Form 321. Should a MWD fail to meet the minimum proficiency standards, the KM will immediately initiate remedial training. **(T-2)**. If, after remedial training, it is determined the poor performance of the team is due to the dog and not its Handler contacting the DAF MWD PM for further guidance. **(T-1)** To ensure Handler accountability for team performance, a failed patrol memorandum will be issued if, following remedial training, the Handler's actions are identified as the primary cause for continued unsatisfactory performance. The Trainer will document this on a failed patrol memorandum. This memorandum will be signed by both the Handler and the KM. **(T-1)**

5.1.2. Critical Tasks. Any MWD which fails a critical task on three consecutive training days without reason must enter remedial training. **(T-2)** If remedial training is unsuccessful, the KM will initiate decertification actions.

5.1.3. Semi-Critical Tasks. The operational effectiveness of MWDs failing Semi-Critical tasks will not seriously degrade the MWD's capabilities. These MWDs must, however, receive corrective action to eliminate or reduce the deficiency. **(T-2)** The KM and Trainer shall decide if the MWD should enter remedial training. **(T-2)**

5.1.4. Non-Critical Tasks. Failure to meet non-critical task standards may affect the MWD's efficiency but will not degrade their overall performance.

5.1.5. Patrol and Obedience.

5.1.5.1. Critical Tasks: SIT, STAY, DOWN, HEEL, and GUNFIRE TOLERANCE.

5.1.5.1.1. Obedience Commands. Dogs must respond to the Handler's commands of "SIT," "DOWN," "HEEL," and "STAY" at a distance of 50 feet with no more than one correction per five commands. **(T-1)** The dog is required to remain either in the SIT or DOWN position for 3-minutes on the command of "STAY".

5.1.5.1.2. In order to pass Gunfire Tolerance, an MWD cannot show any signs of aggression or fear of the weapon or person firing the weapon.

5.1.5.1.2.1. Aggression includes, but is not limited to, attempting to attack the weapon, the Handler, the disinterested person, or other personnel in the area.

Barking towards the gunfire is not considered aggression, although it is undesirable, and all attempts should be made to correct the behavior.

5.1.5.1.2.2. Fear is when the MWD attempts to flee the area. Slouching, tail-tucking, and other similar behaviors are considered acceptable fear behavior, thus not requiring corrective action.

5.1.5.1.3. Gunfire. The MWD successfully performs basic obedience, and controlled aggression tasks, during gunfire. Minimum of six rounds by agitator and six rounds by Handler (any combination of authorized weapon systems) for a total of 12-rounds should be used each session. Keep gunfire during aggression phases of training to a minimum.

5.1.5.2. Semi-Critical Tasks are: SIT END OF LEASH, DOWN END OF LEASH, RECALL TO HEEL, and INTRUDER DETECTION.

5.1.5.3. Non-Critical Tasks are OBEDIENCE COURSE, CIRCLE DOG, STEP OVER DOG, STRADDLE DOG, and VEHICLE PATROL.

5.1.6. Controlled Aggression.

5.1.6.1. Critical Tasks are STAY, FALSE RUN, FIELD INTERVIEW, APPREHEND AND HOLD, RELEASE BITE, OUT AND GUARD, STAND-OFF, SEARCH AND REATTACK/ESCORT, SCOUTING, and BUILDING SEARCH.

5.1.6.1.1. False Run (Off Leash). Given the command "STAY," when confronted by an individual who approaches no closer than three feet, the dog must not break position. **(T-1)**

5.1.6.1.2. Stand-off. When commanded to apprehend and hold the intruder(s), the dog must pursue until commanded "OUT" is given by the Handler. **(T-1)** The MWD must not bite the intruder regardless of the intruder's actions. **(T-1)**

5.1.6.1.3. Apprehend and Hold. When commanded "GET 'EM," the dog must pursue, apprehend and hold an intruder for a minimum of 10-seconds. **(T-1)** The dog must not release until commanded "OUT." **(T-1)** Dogs must demonstrate proficiency in this task with either an exposed or concealed arm protector. **(T-1)**

5.1.6.1.4. Search and Escort. The Handler positions the suspect at a distance of six to eight feet from the MWD, facing away from the MWD and advises the suspect not to move. The Handler then moves up and conducts a search of the suspect. Once the search is complete, the Handler gives the "STAY" command and returns to the heel position where the MWD is located. The Handler then puts leash on MWD and remains within 6-8 feet of the suspect ensuring the MWD is focused on the individual. Prior to initiating the escort, the Handler instructs the suspect to only move when told to do so, and that any sudden movement of the suspect may result in the dog breaking the heel position and biting. The dog may heel on the Handler or slightly forward and to the side of the suspect to ensure an effective escort. During training, re-attack scenarios should be conducted periodically to ensure that the dog performs the task without command.

5.1.6.1.5. Building Search. The dog finds an intruder with or without an arm protector hidden in a building and indicates to the Handler the presence/location of the intruder.

5.1.6.1.6. Scouting. The dog finds an intruder hidden in an open area or field by scent at 50 yards downwind, sight at 35 yards upwind of scent, or sound at 35 yards upwind of scent, all three evaluations will be completed. Consider terrain and weather conditions when evaluating these standards.

5.1.7. Patrol, Obedience, and Controlled Aggression qualification(s) will be conducted at least annually or upon initial MWDT certification. **(T-1)**. If during the qualification, any critical task results in a failure, the MWDT will be entered immediately into remedial training. **(T-1)**

5.1.7.1. If the MWD fails any controlled aggression critical task, the squadron commander will issue an order in writing for the MWD not to be released in a use of force situation. **(T-1)** Post the memorandum in the MWD's permanent records until the MWD has completed remedial training and requalification demonstrating the MWD is capable of being employed in a use of force situation.

5.1.7.2. MWDs which have failed in Patrol, Obedience, and Controlled Aggression may continue to be utilized in a detection capacity. If reasonable training efforts are unsuccessful, follow guidance in [paragraph 5.4](#). **Exception:** MWDs which are unable to complete Gunfire Tolerance may not continue to be used and must enter remedial training. **(T-1)** If after 120 consecutive days of remedial training the MWD is unable to successfully complete Gunfire Tolerance, initiate disposition procedures.

5.1.7.3. All dual purpose MWD's will complete an annual patrol qualification, which will be conducted by the KM or Trainer in the absence of the KM see [para 5.3.4](#). **(T-1)** The KM will annotate the result of the evaluation on an DAF Form 685, *Military Working Dog Patrol Evaluation*. **(T-1)**

5.2. Detection Standards. Detection tasks are not measured like Patrol, Obedience, and Controlled Aggression using the three criticality standards. Detection dogs are evaluated on their capability based upon a percentage standard. Detection percentage standards are divided into three components: Qualification Accuracy Rates (QAR), Certification Accuracy Rates (CAR), Training Accuracy Rates (TAR). QAR and CAR are percentages designed to quantify minimum MWDT detection standards during qualification and certification trials. TARs are percentages used to quantify monthly minimum MWDT detection training standards per odor. Qualification must be met within 90 consecutive calendar days of team assignment and qualification annually thereafter. **(T-1)**. The 341 TRS is the only organization that can validate MWD's and must complete this prior to being shipped to installations. **(T-1)** Once MWDs are received by the assigned squadron, the squadron is responsible for maintaining the validation, ensuring the MWD is current on all substances and completing qualifications annually. **(T-1)**

5.2.1. DDDs must maintain a QAR and CAR accuracy rate of 90% and EDDs must maintain a QAR accuracy rate of 94%, both will allow for one substance/aid missed. **(T-1)**. Additionally, all detector dog teams must maintain a TAR of 70% per odor during training. **(T-1)**. **Note:** This change provides flexibility for MWDTs to conduct advanced proficiency training without affecting their QAR and CAR percentage.

5.2.2. If the MWD falls below the minimum accuracy requirement in [paragraph 5.2.1](#) for qualification and certification or below 70% TAR in a single odor during training within 30-consecutive calendar days, the MWDT must immediately enter remedial training. **(T-1)**. At a

minimum, remedial training must consist of 15-calendar days. (T-1) Upon completion of remedial training, the MWDT will be requalified and recertified. (T-1)

5.2.3. MWDTs must receive training on every certified substance within 60-consecutive calendar days. (T-1) Not receiving training on every certified substance within 60-consecutive calendar days shall result in remedial training and revoked qualification/certification. (T-1) All explosive substances must be utilized in training at least twice during that 60-consecutive calendar day period. (T-2)

5.2.4. Quarterly mass substances training for EDD should be conducted, the KM will make all attempts to schedule the training with the local Explosive Ordnance Disposal (EOD) shop.

5.3. Qualification and Certification Testing. The only MWDTs that will be required to certify will be PDDD/DDD, no PEDD/EDD will be required to certify they will only qualify, they are measured against minimum search standards. (T-1) Qualification and Certification testing will be conducted on all MWDTs on patrol and obedience tasks. (T-2) The MWD will not be qualified or certified on controlled aggression or detection if it is not qualified in the specific operational area. (T-2) When qualification(s) commences, the evaluating official will have five duty days to complete the qualification(s). (T-2) KM's will utilize [Attachment 2](#) certification memorandum and or [Attachment 4](#) qualification memorandum. (T-1)

5.3.1. False Alert: An indication/trained final response demonstrated by the canine in the absence of the target substance/odor; a situation in which the canine exhibits the trained final response in the absence of the odor/scent on which he /she was trained to find.

5.3.2. Qualification evaluation is a tool to evaluate the MWDT proficiency and reliability. Because qualification evaluation are intended to verify accuracy of both the MWD and the Handler. This evaluation will be recorded on DAF Form 823, *Military Working Dog Detection Training Record*, within all locations, with all substances, and time input, this evaluation will reflect as a GO or NO GO. (T-1) Since qualification evaluation is not a substitute for training and will not be considered as such, once an evaluation has started the evaluation will be official. The evaluations will only be terminated if the MWD is injured during the process, if the Handler is injured during the process, or other events that are deemed appropriate by the squadron commander. (T-1) All substances will be used at minimum of two times and one negative test (no training substances planted) per qualification for both drug and explosive dogs. (T-1) All available odors must be used during qualification testing. (T-1) The evaluator must endorse the qualification memorandum, (see [Attachment 4](#)). (T-2) Any training substances not used during qualification testing must be reflected in the qualification report with a general statement explaining why they were not used, and the squadron commander will endorse the qualification memorandum, (see [Attachment 4](#)) only if all aids/substances are not utilized. (T-2) Qualification evaluation must be conducted in at least three of the areas below, but efforts should be made to conduct evaluations in as many areas possible. (T-1). During the qualification, the KM will not add additional or relocate any substances during the evaluation if the KM has to move or relocate the substance for cause the reason will be documented and the squadron commander will endorse the document before the MWDT will be considered qualified. (T-1). If the MWDT misses a substance where the MWD has shown a change of behavior indicating the presences of a substance, but the Handler was unable to recognize or see the change of behavior that the MWD exhibited, that will be assessed as a Handler miss and not a dog miss. (T-1). The evaluator should monitor how many explosives are in one area

at a time, i.e. there should not be more than 3-4 substances per location during the qualification. **(T-2)**

- 5.3.2.1. Vehicles.
- 5.3.2.2. Aircraft.
- 5.3.2.3. Luggage.
- 5.3.2.4. Warehouse.
- 5.3.2.5. Buildings/Dormitories.
- 5.3.2.6. Open Areas.
- 5.3.2.7. Roadways.

5.3.3. Conduct out-of-cycle qualification if there is any reason to suspect a dog's detection capability has significantly diminished. Out-of-cycle qualification will also be conducted whenever a detector dog has not received detection training with all explosive or narcotics training substances, currently qualification/certified on, for 60 or more consecutive calendar days. **(T-2)**

5.3.3.1. During the qualification the evaluator will implement random variable schedule 50% - 75% reinforcement schedules for MWDT under evaluation. **(T-1)** The instructions to handlers during qualification are limited to "reward your dog" or "continue searching" if the Handler says, "I'm calling that an indication/response." **Note:** This will be for the entire duration of the evaluation. During the evaluation will be the only time this is allowed.

5.3.3.2. Prior to evaluation, evaluator comes up with a random schedule for reinforcement of correct indications/final responses. I would do it in order of finds, so if dog misses an aid it doesn't get complicated. Simply do it in terms of 1st correct indication, 2nd, etc.

5.3.3.3. The evaluator will be responsible for ensuring all PREPARES the dogs to function well on random reward schedules. I will send a suggested procedure for preparation when ready. It can't be done well in two weeks; teams have to prepare the dogs WELL IN ADVANCE.

5.3.3.4. The evaluator can terminate the evaluation with cause at any time, if it is determined that the MWDT is not ready that will be considered a failure. **(T-1)** But before the MWDT is evaluated the KM should be sure that the team is completely competent and equipped.

5.3.4. EDD and P/EDD MWDTs must be qualified prior to deployment in accordance with Combatant Command requirements. **(T-1)** Prior to attending Mission Focused Rehearsal Training (MFRT), the commander, operations officer, or operations superintendent should witness at least one evaluation prior to departure to ensure the team meets the criteria to successfully complete the training. **(T-2)**. Every effort should be made to conduct the qualification as close to the MWDT's deployment departure date. Qualified MWDTs are authorized to be utilized in support of USSS or support to other CLEA. The only exceptions are identified in [paragraph 2.2.2.3](#). PDDD and DDD MWDTs must be certified by search granting authority prior to operational employment. **(T-1)** Contact the servicing SJA office for legal inquiries.

5.3.5. The KM is the only individual authorized to evaluate a dog team(s) qualification(s), if the KM is not present for duty(i.e. of the KM is on leave, TDY/TDA, sick, or injured), the responsibility will be the Trainer's **(T-1)** Certification must be completed within 30 days, only for a PDDD/DDD that has been qualified or the MWDT must be requalified. **(T-2)**

5.3.6. Certification. The certification memorandum of an MWDT is valid after the installation SGA (which is usually the installation commander or designee in the grade of O-6 or higher) signs the memorandum. **(T-1)** Consult with your servicing SJA for clarification of local SGA. **(T-1) Note:** MWDT certification is only required for PDDD/DDD.

5.3.6.1. The witnessing of the demonstration may be delegated one time by the installation commander. The squadron commander or civilian director is the lowest level to which the witnessing of the demonstration can be delegated. This delegation must be signed in order to make it official, consult your servicing SJA for the existing delegation memorandum. **(T-1)**

5.3.6.2. The SGA from another installation may accept the qualification/certification of an MWDT after reviewing MWDT's records/probable cause folder. The SGA or approved designee prepares a memorandum and if the SGA of the other installation(s) is confident in the MWDT's ability to detect trained substances, they endorse the memorandum indicating concurrence and subsequent search authority.

5.3.6.3. Only MWDTs certified in writing by the SGA will be used for establishing probable cause for issuance of a search authorization or command authority to search. **(T-1)**

5.3.6.4. Certification demonstration includes each substance the MWD is trained to detect, and one residual odor test must be included for DDDs. **(T-2)** The residual odor test demonstrates that MWDs are not trained to detect the presence of substance but rather the odor associated with a particular substance.

5.3.6.5. Conduct a recertification demonstration annually or when a MWDT change occurs. When SGA changes, the new SGA may uphold the current certifications or require all MWDTs to recertify. If an MWDT is changed, the previous MWDT certification remains valid for 30-calendar days from the date that the MWDT last performed detection training. The previous MWDT may be utilized to support USSS, DoD, and Federal, State, or local law enforcement agencies tasking's as necessary during this timeframe. **Exception:** If the MWDT did not meet minimum detection standards on the last detection problem prior to the change, the 30-days will no longer be valid. **(T-2)**

5.4. Decertification Process. If the MWD fails to maintain detection standards or is unable to perform any of the critical PD tasks satisfactorily, the KM will direct additional training to correct deficiencies and document the actions taken in detail. **(T-2)**

5.4.1. The KM is authorized to begin formal decertification to change the MWD's NSN when:

5.4.1.1. Long-term or unacceptable medical problems prevent the MWD from performing critical PD tasks. If the MWD is a dual purpose MWD, use the MWD in the roles it can conduct. If the unit does not have a need for the single purpose role, the unit may request disposition of the MWD.

5.4.1.2. Adequate progress is not made within 30 working days of remedial training, or the KM determines the problems are not correctable.

5.4.1.3. A newly assigned MWD from the 341 TRS cannot perform one or more critical tasks within 120-days of assignment. Contact the 341 TRS MWD evaluator, through the DAF MWD PM, prior to starting a decertification package.

5.4.2. If decertification is necessary, the KM will prepare a decertification package. **(T-1)** Refer to [Chapter 3](#) of this instruction, DAFI 31-126, and the DRMS Library/AFSFC SmartNet for final disposition guidance.

5.4.2.1. The squadron commander will endorse the disposition package and send it to DAF MWD PM. **(T-1)**. The following is included in the package:

5.4.2.1.1. The apparent cause of the problem.

5.4.2.1.2. A statement from the veterinarian with the veterinarian's opinion if the MWD's physical condition is the cause of the problem.

5.4.2.1.3. A detailed summary of retraining efforts.

5.4.2.1.4. Copies of all DAF Forms 321 and 323, and DD Form 1834.

5.4.2.1.5. The MWD's minimum, maximum, current, and estimated weight range (from medical records).

5.4.2.1.6. Past and current reward schedules.

5.4.2.1.7. Other information relating to the problem. Include the MWD's response and percentage of efficiency on each trained odor for detector dogs.

5.4.3. The DAF MWD PM ensures the decertification package is properly justified and every effort has been made to correct the problem locally.

5.4.4. During the decertification process, the 341 TRS will:

5.4.4.1. Assist units to correct training problems and recommend additional training as necessary. **(T-2)**

5.4.4.2. Review decertification actions to determine if the MWD should be returned to the 341 TRS for evaluation. **(T-2)**

5.4.4.3. Recommend decertification if remedial training has been completed, but the MWD was unable to meet standards. **(T-2)** If additional training corrects the problem, the MWD will be recertified and, with DAF MWD PM approval, returned to the original unit or reassigned to another unit. **(T-2)** The DD Form 1834 will be annotated to reflect changes. **(T-2)**

Chapter 6

EXPLOSIVE TRAINING SUBSTANCES

6.1. Explosive Training Substance Safety Precautions. Failure to adhere to the safety precautions within this instruction and the references in this chapter could result in serious bodily harm or death. Follow all mandatory safety requirements when training EDDs. Training with explosives is not authorized without detailed local operating instructions (OI), which include safety procedures. **(T-2)** Explosives safety and handling instructions are coordinated through the installation safety office.

6.1.1. Local OIs will identify the following explosives safety precautions:

6.1.1.1. The DAF Form 783, *Explosive Canine Explosive Scent Kit Inventory Accountability Inspection Record*, will be used prior to any explosive substance being taken from its secure storage location for training, after training is completed, and before the explosive substances are returned to their secure storage location. **(T-1)** When utilizing the DAF Form 783 the two members that are responsible as well as a disinterested party will sign the form, (i.e. the MASO, Flight Chief, KM if the KM is not one of the members responsible for acquiring the kit). **(T-1)** In the event the explosive kit is relinquished to another authorized member(s) while being used, an inventory must be completed. **(T-2)** Before substances are placed out and when training is concluded that training will be recorded on DAF Form 823, *Military Working Dog Detection Training Record*. **(T-1)** All records will be filed out and stored by the KM, digitally or paper copies. **(T-2)** After each quarter the Trainer(s) will review each training sheet and consolidate the findings on one MFR, that will be signed by the KM and by member from operations chain reducing the risk of inadvertently leaving/losing training substances at training locations. **(T-1)**

6.1.1.2. Explosive safety training must include, at a minimum: storage, transportation, and handling of explosive training substances. **(T-1)**

6.1.1.3. EOD or munitions safety personnel will conduct the annual explosive safety training. **(T-2)**. However, if EOD or munitions safety personnel are unavailable, it is authorized for the KM to develop and conduct explosives safety training as long as all training materials are reviewed and approved prior to use by the installation safety office, only after the KM has completed unbiased explosive training from EOD or munitions personnel. Document training of all personnel involved in EDD training utilizing the DAF Form 1098, *Special Task Certification and Recurring Training* in the individuals' training records.

6.1.1.4. Safety training will address the requirements in DoDM 5100.76_DAFMAN 31-101v2, DESR 6055.09_AFMAN 91-201, and Technical Order (TO) 11A20-16-7-WA-1, *Canine Explosive Scent Kit*. **(T-1)**

6.1.2. Take the following actions for preparing and setting up explosive training exercises:

6.1.2.1. Preclude exposure of personnel not related to the training through prudent scheduling and selection of training sites. Coordinate in advance with the training location facility owners. When conducting explosives training in facilities or buildings, minimize exposure of persons not actively involved in the training by keeping them at least 100 feet from all explosives.

6.1.2.2. Contact the installation weather office before each training session. Do not conduct training when lightning is within five nautical miles of the training area.

6.1.2.3. Notify the fire department, installation safety office, and the BDOC of the training location, time, and the amount and type of explosives to be used.

6.1.2.4. Post proper fire symbols and explosive operations signs around the training site so they are clearly visible from all avenues of approach.

6.1.2.5. Post warning signs which state, "Danger--Explosive Dog Training in Progress--Keep Out" and explosive safety signs.

6.1.2.5.1. Signs will be locally made and measured no less than three feet by three feet, with red letters on a white background. **(T-2)**

6.1.2.5.2. In foreign countries, signs will include primary language of the host nation. **(T-2)**

6.1.2.6. Transport and handle explosive training substances in accordance with DESR 6055.09_AFMAN 91-201.

6.1.2.7. Do not place explosive training substances near heat or spark producing items, such as electrical wiring, radiators, electric heaters, heating vents, engine blocks, or exhaust systems. Avoid placing chlorates near water sources.

6.1.2.8. The KM and Trainer should work closely with local EOD to routinely conduct mass substance training with EDD teams.

6.1.2.9. All training substances must be kept under control at all times. **(T-1)**. If at any point explosive training substances are lost or suspected of being stolen, immediately notify local MASO and begin notifications through proper chain of command. All possible measures must be taken to recoup any lost or stolen explosive substance. **(T-1)**

6.1.2.10. Personnel must wear protective gloves when handling any explosive training substances. **(T-1)**. Change gloves for each training substance handled to prevent/limit contamination.

6.1.2.11. Use dehumidifiers, desiccant packs, and/or safety-approved electric heaters in storage facilities to control temperature and reduce humidity.

6.1.2.12. Contact EOD or munitions personnel if there are any doubts about the safe condition of any training substance.

6.2. Explosive Training Substance Acquisition, Turn-In, and Storage. KMs will maintain a full complement of authorized training substances to maximize proficiency and operational capability. **(T-2)**. In order to do so, follow the instructions below for the acquisition, turn-in, and storage of explosive training substances.

6.2.1. Sodium and potassium chlorates are not considered an explosive in their original manufactured state. However, they are an oxidizer and still require the utmost care when handling.

6.2.1.1. Obtain required chlorates through local procurement. No less than three pounds of each chlorate will be maintained. **(T-2)**. It is suggested units maintain five to ten pounds of each chlorate in order to provide realistic Homemade Explosives (HME) training.

Potassium chlorate (NSN 6810-00-200-2897) and Sodium chlorate (NSN 6810-00-262-8587).

6.2.1.2. Units may repackage chlorates as necessary to help facilitate training problems. Store and repackage chlorate training substances in moisture and spill proof containers.

6.2.1.3. Store chlorates per the Material Safety Data Sheets (MSDS) and information provided on the package.

6.2.1.4. Chlorates may be stored at the kennel facility. The storage area must be secured to prevent unauthorized access. **(T-2)**. Also, store in a manner to prevent cross contamination from the other types of chlorate and Ammonium Nitrate (AN).

6.2.1.5. Do not mix chlorates with any other substances. The combination of chlorates with other substances could form an explosive or spontaneously combustible mixture.

6.2.1.6. Ensure facilities where oxidizers are stored are properly marked in accordance with local requirements.

6.2.2. Ammonium Nitrate (AN) is also an oxidizer and must be treated with care.

6.2.2.1. Obtain AN through local supply channels or by local procurement. No less than three pounds of AN should be maintained. It is suggested that ten pounds should be maintained to provide realistic HME training. No unit will keep more than forty pounds of AN. **(T-1)** AN strength should be 34-0-0.

6.2.2.2. Store AN similarly to chlorates and ensure it is stored as required by the MSDS and local requirements. Keep original manufacturer's container and training substance bags in tightly closed containers (M19A1 metal container/ammo can/plastic 5-gallon bucket with lid), and store in a locked, cool, dry, and ventilated space.

6.2.3. The DAF MWD PM will complete all arrangements for the supply, support, and storage of explosives at an installation before EDDs are assigned to a unit. **(T-2)**

6.2.4. SF personnel are prohibited from cutting or dividing explosives training substances. Exceptions are detonation cord, smokeless powder, AN, and chlorates. These substances may be repackaged as necessary. Contact local munitions inspection section for guidance.

6.2.5. Replace all training substances as necessary. Order explosive training substances in accordance with AFMAN 21-209, Volume 2, *Demolition Munitions*.

6.2.6. Contact EOD immediately to dispose of damaged or unsafe explosives. **(T-1)**

6.2.6.1. Consider chlorates contaminated and possibly hazardous if spilled or exposed to moisture. Comply with local environmental requirements for disposal of chlorates. **(T-1)**

6.2.6.2. Consider contaminated and possibly hazardous if exposed to any chemicals or solvents, especially fuels and oils.

6.2.7. If temperatures are too extreme for storage of munitions in a properly cited, unit owned security container, a courtesy storage agreement should be created with munitions to ensure MWDs continue to receive training on all required odors.

6.2.8. All kennels will rotate/refresh chlorates every six months (180 days) to one year (365 Days). **(T-3)**

Chapter 7

DRUG TRAINING SUBSTANCES

7.1. Introduction. All drug training substance standards and requirements adhere to the *Military Working Dog Narcotic Training Aid Program, Drug Training Aid Accountability Guide (DTAAG)*, managed by the Armed Forces Medical Examiners System, Division of Forensics Toxicology (AFMES/FORTOX). The rules and regulations in this instruction are established by the DAF MWD program for issuance and storage of drug training substances. Access the DRMS Library/AFSFC SMARTNet for an updated copy of the DTAAG.

7.1.1. The requirements in this instruction may exceed the requirements outlined in the DTAAG. In any case in which there is a contradiction between this instruction and the DTAAG, this instruction takes precedence.

7.1.2. The squadron commander will provide written requests for waivers or exceptions to the directives outlined in this chapter to the DAF MWD PM who will forward to the applicable waiver authority. **(T-2)**

7.2. Physical Security Requirements of Drug Training Substances. Physical security requirements for drug training substances are set in Title 21, Code of Federal Regulations (21 CFR), Section 1301.72, *Physical Security Controls for Non-Practitioners; Narcotic Treatment Programs and Compounders for Narcotic Treatment Programs; Mobile Narcotic Treatment Programs; Storage Areas*. Secure storage facilities are required before proceeding with initial procurement.

7.3. Drug Training Substance Registration. Units with drug training substances will keep a current copy of 21 CFR, Chapter II, *Drug Enforcement, Administration, Department of Justice*. 21 CFR can be found at the following website: <https://www.ecfr.gov/current/title-21/chapter-II>. **(T-2)**

7.4. Drug Training Substance Custodians. The squadron commander will appoint primary and no more than two alternate drug custodians in writing. **(T-2)** All appointment letters will be forwarded to the AFMES/FORTOX at dha.dover.AFMES.mbx.mwd@health.mil. **(T-2)** Drug custodians must be graduates of the 341 TRS MWD Trainers Course. **(T-2)** Alternate drug custodians must be a graduate of the 341 TRS MWD Kennel Legacy or Trainers Course or scheduled to attend the course within 90-days of appointment. **(T-2)**

7.5. Registration to Procure Drug Training Substances. To receive drug training substances, all units must follow the guidance in the DTAAG. **(T-0)**

7.5.1. Route registration requests to the Armed Forces Institute of Pathology (AFIP) and AFMES, be sure to courtesy copy DAF MWD PM for situational awareness. Include the installation location (country), number of DDDs authorized, rank/pay grade, and full name of the primary and alternate drug custodians. The registration request also includes a complete unit address, telephone number, fax number, and e-mail address.

7.5.2. SF units in the US, including Hawaii, Alaska, Guam, and Puerto Rico, must also register with the Drug Enforcement Administration (DEA) prior to requesting drug training substances. **(T-0)** In this chapter, all SF units in these locations are referred to as “US-based units.”

7.5.2.1. Registration can be completed at the DEA website: www.dea diversion.usdoj.gov. Upon request, the DEA will send a protocol letter to the primary custodian with detailed instructions on how to register. Locations not at a US-based unit(s) are not required to register with the DEA.

7.5.2.2. The custodian will then forward the protocol letter and DEA Form 225, *New Application for Registration*, to the DEA to obtain DEA Form 223, *Controlled Substances Registration Certificate*. (T-0)

7.5.2.3. Upon receiving the DEA Form 223 from DEA, immediately fax or email to AFMES/MWD lab at dha.dover.AFMES.mbx.mwd@health.mil. (T-1) A current DEA Form 223 is kept on file at AFMES/FORTOX.

7.5.3. The following storage procedures are necessary to minimize odor contamination:

7.5.3.1. Five Drawer Safe: Store Substances from top to bottom with marijuana in the top drawer, cocaine in the second, heroin in the third, and methamphetamine in the fourth.

7.5.3.2. Four Drawer Safe: Store substances from top to bottom with marijuana in the top drawer, cocaine in the second, heroin in the third, and methamphetamine in the bottom drawer.

7.5.3.3. Two Drawer Safe: Store substances from top to bottom with marijuana in the top drawer, and cocaine, heroin, and methamphetamine in the bottom drawer. A two-drawer safe should only be used when all other safes are unavailable.

7.5.4. Training Substance Kit Description. The training substances are issued as one standard training aid kit. All requests for additional kits/substances are submitted to AFMES via the DAF MWD PM. Standard kit includes marijuana, cocaine, heroin, methamphetamine, and a blank training substance canister. DEA controlled substance codes are as follows: marijuana (code 7360), cocaine (code 9041), , heroin (code 9200), and methamphetamine (code 1105). US-based units use only these codes in correspondence with the DEA.

7.6. Procurement of Drug Training Substances. AFMES is the sole provider of drug training substances to the DoD MWD Program and has sole responsibility for issue and final disposition of drug training substances. Follow the DTAAG for all procurement requirements.

7.6.1. Mail all direct correspondence to AFMES at the address listed in the DTAAG via registered mail.

7.6.2. Only the primary or alternate drug custodians may open any correspondence from AFMES.

7.6.3. Follow these procedures when opening any training substance packages from AFMES. If at any time tampering is suspected, stop immediately and report it immediately to the squadron commander.

7.6.4. Examine the exterior of the package for signs of tampering. Open package if no discrepancies are observed.

7.6.5. Examine the inner wrapper for tampering. Open package if no discrepancies are observed. If at any time tampering is suspected, stop immediately and report it to the Squadron Commander.

7.6.5.1. Each box is sealed twice with packaging materials (brown paper, newspaper, bubble wrap). The shipping documents can be found between the two layers of packaging material.

7.6.5.2. The following procedures are followed when opening the inner package:

7.6.5.2.1. Carefully remove the outer layer of wrapping.

7.6.5.2.2. Remove the checklist and follow the step-by-step instructions provided on the checklist. Complete the incoming gross weight and acknowledgement of receipt portion of the Construction/Receipt of Training Substances. Immediately contact AFMES if no checklist is included.

7.6.5.2.3. Email or fax AFMES MWD Form 04, *Receipt of Training Substances* to AFMES after gross weights are measured and acknowledgement section is completed. The AFMES MWD Form 04 is used to verify receipt of training substances by the unit and annotate their condition. If it is not returned to AFIP, future orders to this unit will be placed on hold and the unit may have their substances recalled.

7.7. Qualification of Training Substances (Recall). AFMES will recall drug training substances in writing to the unit.

7.7.1. Drug training substances are recalled at least every 2 years.

7.7.2. Drug Training substances used by the 341 TRS are recalled every 12 months.

7.7.3. Drug training substances are replaced one-half at a time in order to leave some substances on station for continuing training.

7.7.4. Half kit request for the reduction in training substances must be emailed to the DAF MWD PM with justification.

7.8. Disposition and Returning of Drug Training Substances. Local destruction of training substances received from AFMES is not authorized.

7.8.1. When units need to return drug training substances, the unit will first request authority from AFMES and use the DTAAG for return instructions. **(T-0)**

7.8.2. Units will record the issue and turn in of all training substances from the storage safe in the daily issue/turn-in book and note that the substances were sent back to AFMES. **(T-0)**

7.9. Drug Training Substance Inventory. Adhere to the following procedures for the weighing and conducting quarterly inventory of drug training substances.

7.9.1. Weighing the entire inventory will be conducted at the beginning of each quarter, before the last day of that month going off the calendar year. **(T-1) Note:** This will begin in January and end in December.

7.9.2. The primary or alternate drug custodian will conduct the inventory, and the gross weight will be verified by a disinterested person appointed by the squadron commander or designee in writing. **(T-1)**

7.9.2.1. The disinterested person must be at least an E-5 or civil service equivalent. **(T-1)**
Contractors will not be used as they are not authorized to conduct weight checks. **(T-1)**

The disinterested person must not be in the chain of command of the drug custodians. **(T-1)**
An individual should not be the disinterested observer twice in a 365-day period.

7.9.2.2. The disinterested person verifies the exact weight of each training substance and compares it to the weight recorded on the DAF Form 1205, *Tamper Resistant and Bulk Narcotic Training and Accountability Record* and accounts for all DEA Forms 222, *Controlled Substance Order Form (Type B)* (Continental United States (CONUS) only)).

7.9.2.3. The disinterested person also reviews the training substances issue/turn-in log.

7.9.3. Conduct the weight check using a calibrated scale.

7.9.3.1. All scales used for this purpose shall be certified by a certified technician. Scale calibration intervals are determined by Air Force Metrology and Calibration (AFMETCAL).

7.9.3.2. The KM should contact the installation Precision Management Equipment Laboratory (PMEL) to attempt to be included in the installation contracts for calibration.

7.9.4. Record the weights of the training substances in grams to the nearest hundredth of a gram (0.00), in ink only, in a bound notebook with numbered pages. When documenting quarterly drug inventories, this information should be recorded first in the notebook and then listed in official memorandum for record (MFR) and stored within the drug accountability binder. The logbook will account for quarterly checks and when substances are signed in/out for training only.

7.9.5. If any discrepancies or any signs of tampering are found, report immediately to the local AFOSI and AFMES/FORTOX, DAF MWD PM, and the squadron commander, who will direct an inquiry. **(T-0)**

7.9.5.1. Although the training substances are packaged to prevent loss of their contents, it is recognized that there will be a slight variation in weight due to handling and the conditions under which the substances are stored and used. DTAAG established tolerances to be used when weighing training substances for daily issue and periodic inventories. An investigation will be directed by the squadron commander if there is a loss or gain in weight greater than tolerance amounts listed in the DTAAG, "X. Training Substance Tolerances." **(T-2)**

7.9.5.2. Climate control devices are authorized for use in order to maintain training substances within the tolerances outlined in the DTAAG.

7.9.6. The installation commander or approved designee will appoint a disinterested person in writing to conduct an annual inventory of all drug training substances, DEA Form 222s, and to conduct an audit of the Controlled Substance Training Substance Accountability Folders no later than 365 days from the previous annual inventory. **(T-1)**

7.9.6.1. In addition to the annual inventory, the installation commander or approved designee will appoint a disinterested person to conduct a change of custodian inventory every time primary or alternate, or both custodians change. **(T-1) Note:** Change of custodian inventory does not constitute as the annual inventory, and it does not change the annual inventory date.

7.9.6.2. The disinterested person must be at least an E-7 or civil service equivalent. **(T-1)** Contractors are not authorized to conduct inventories. The disinterested person may not be in the chain of command of drug custodians. **(T-1)**

7.9.6.3. The appointee may not be any person who has conducted an inventory/audit in previous years. **(T-1)**

7.9.6.4. Forward the results of the inventory/audit to the installation commander or approved designee, through local chain of command, for review.

7.9.6.5. The primary custodian will maintain the results of each audit/inventory for three years (3 yrs) after training substances are no longer accountable by the unit. **(T-1)**

7.10. Control of Drug Training Substances. All personnel who have a need to sign out, be in possession of, and use drug training substances must be identified by the squadron commander in writing. **(T-2)**

7.10.1. The primary drug custodian will keep a log of all training substances issued and returned using a hard bound book with numbered pages. **(T-0)**

7.10.1.1. If a new book is started, the old drug training substance log must be kept inside the safe for no less than 2 years. **(T-1)**

7.10.1.2. The log includes the date/time of substance sign-out; substance type; training substances number; narcotic amount (3gm, 5gm, 10gm, etc.); gross weight when signed out; person signing out training substances; witness verifying sign-out substances numbers and weights; date/time of substances return; gross weight upon return; person returning; witness verifying return substances numbers and weights; and remarks. **Note:** The person who signs out the training substances is the only one who can return it, unless an emergency directly involves the person who signed for the training substances. If this occurs, complete a memorandum and keep with the log until the log is destroyed.

7.10.2. The primary or alternate custodian will conduct an inventory of all training substances, and review and sign the log quarterly, not to exceed the last calendar day from previous inventory. **(T-1)**

7.10.3. Training substances are returned during the same tour of duty they were signed out unless the squadron commander or designee grants a special authorization in advance.

7.10.4. The primary custodian will ensure personnel authorized to use drug training substances are trained on the protection requirements for controlled substances. **(T-2)** Annotate the training on an DAF Form 1098 and save in individual's training records. Disposable gloves are used when handling drug training substances to prevent human odor contamination.

7.10.5. When necessary, the squadron commander may authorize MWD Handlers to transport and use training substances while TDY.

7.10.5.1. Record the authorization to possess drug training substances, including specific types, quantities, and training substances numbers on the Handler's TDY orders.

7.10.5.2. It is preferred drug training substances are mailed via certified mail to the Handler at his/her TDY location after they arrive. However, it is authorized for the Handler to hand carry the training substances when appropriate.

7.10.5.3. If travelling to the destination requires interrupted travel, coordinate in advance with the nearest military installation or civilian police agency to secure training substances. Use the DAF Form 1297, *Temporary Issue Receipt*, as documentation.

7.11. Change of Primary Custodian. When a US-based unit's primary drug custodian is departing temporarily or can no longer fill their role as primary custodian, the unit will prepare a legal power of attorney enabling the alternate custodian to conduct all duties of the primary drug custodian or conduct a changeover audit, appointing an entirely new primary custodian. **(T-2)** This can be done by including the new custodian's name when processing the next application to renew the DEA registration. File the notarized power of attorney with the drug custodian appointment letter. The power of attorney should be maintained on file until the primary custodian returns, or a new custodian is appointed, and the new DEA registration is received. Send a copy of the Power of Attorney to AFMES and the DAF MWD PM.

7.12. Controlled Substance Accountability Folder. This folder is used to provide a record of accountability for controlled substances. A separate folder is established for each substance and kept active until all controlled substances from that shipment are returned for final disposition. Once all substances from that shipment are returned, the folders are placed in an inactive file and must be retained for one year. **(T-1)** The controlled substance accountability folder consists of the following documentation:

7.12.1. DEA Form 225. The person assigned direct responsibility for control and safekeeping of narcotic training substances signs as the applicant. Refer to Title 21, Code of Federal Regulations (CFR), Part 1300, for specific details. DEA Form 225 is only needed for CONUS, Alaska, Hawaii, Guam, and Puerto Rico SF units.

7.12.2. DEA Form 225a, *Application for Registration Renewal (Type B)*. Required to maintain DEA registration. The form is mailed directly to the unit approximately 60 days prior to expiration of current registration. DEA Form 225a is only needed for CONUS, Alaska, Hawaii, Guam, and Puerto Rico SF units.

7.12.3. DEA Form 223. Valid for 1 year, unless withdrawn sooner by DEA. DEA Form 223 is only needed for CONUS, Alaska, Hawaii, Guam, and Puerto Rico SF units.

7.12.4. DEA Form 222. Accountable forms used to order drug training substances from the drug distribution center. To place an order for the newly implemented DEA Order Forms, please use the following link to complete the request: <https://apps.deadiversion.usdoj.gov/webforms2/spring/orderFormsLogin.DEA> Form 222 is only needed for CONUS, Alaska, Hawaii, Guam, and Puerto Rico SF units.

7.12.5. DAF Form 1205. All SF units possessing narcotic training substances will record and account for these items using this form regardless whether they are registered with DEA or not. **(T-0)** One DAF Form 1205 will be maintained per substance type. **(T-0)**

Chapter 8

KENNEL FACILITIES AND CARE OF MILITARY WORKING DOGS

8.1. Kennel Facilities. A suitable Military Working Dog Kennel Facility, support equipment, and explosives storage facilities must be available before MWDs may be shipped to an installation. **(T-1)** Kennel facilities require:

8.1.1. MWDs shall have sheltered protection from adverse environmental elements. The environmental conditions for military working dogs will be kept above 45 degrees Fahrenheit (7.2 degrees Celsius), and below 85 degrees Fahrenheit (29.4 degrees Celsius), and the relative humidity will be maintained between 30% to 70%. **(T-0)** In the event of loss of control of temperature and humidity, temporary temperature control measures will be implemented during repairs (i.e., portable heaters, fans). If temperature and humidity cannot be restored within 4 hours, the military working dogs will be moved to a temperature-controlled environment until conditions in the kennel temperature and humidity is restored. **(T-0)** If at any time the temperature falls below 35 or exceeds 95 the military working dog will be removed immediately. **(T-0)**

8.1.2. Minimal noise levels. MWD Kennel Facilities should not be located near runways, taxiways, engine test cells, small arms ranges, or other areas where the time-weighted overall average sound pressure level for any 24-hour period exceeds 75 adjusted decibels. **(T-0)**

8.1.3. Take measures to prevent the infestation of mosquitoes, ticks, and rodents.

8.1.4. Must coordinate new construction planning documents and renovation actions with the supporting veterinarian, local installation civil engineer, and Antiterrorism/Force Protection office. **(T-1)** Programmers and designers for MWD facilities must use this standard design to ensure the specific functional, spatial, and special requirements are met, meet the local requirements established by the Installation Facilities Standards, and the overall Air Force requirements set forth in the Air Force Corporate Facilities Standards. **(T-1)** The information in this standard design applies to the design of all new construction projects, to include additions, alterations, and renovation projects worldwide. **(T-0)**

8.1.5. Proper kennel maintenance requires daily inspection and corrective actions for discrepancies. All personnel assigned to the MWD section must maintain the MWD Kennel Facility in accordance with DAF and Army guidance outlined in Army Techniques Publication (ATP) 3-39.34. **(T-1)**

8.1.6. A secure and enclosed training area is required for advanced obedience and off-leash control training. The area should be close to the MWD Kennel Facility and meet the standards outlined in the Standard Design for Air Force Military Working Dog Facility.

8.1.7. Post all sides of the kennel and training areas with warning signs no further than 50 feet apart. Use the Air Force Visual Aid (AFVA) 31-234, *Warning Military Working Dog Area Do Not Enter*. In foreign countries, signs should be posted in the primary language of the host country.

8.1.8. Do not allow pets, stray or feral animals, or unit mascots into the MWD facility or training area. **(T-1)** Do not collocate stray animal facilities with, or operate as part of, the MWD facility. **(T-1)**

8.1.9. Kennel facilities will not be used to house or care for any animals other than DoD procured MWDs unless coordinated and approved by servicing veterinarian and DAF MWD PM. **(T-1)**

8.2. Care of Military Working Dogs. Arrange duty schedules of Handlers and support personnel so the MWD Kennel Facilities are continuously staffed or so that at least one qualified Handler is immediately available. If a qualified Handler is unavailable, the KM or Trainer will train other personnel to assist with facility checks and kennel support. **(T-2)** Ensure training is documented in the individual's training records.

8.2.1. If units have less than five MWDs Handlers or do not have dedicated kennel support on duty 24/7, the KM will do the following when the MWD kennel facility is unattended:

8.2.1.1. Keep a qualified MWD Handler on call or use kennel attendant or on duty patrolmen. Use on-duty Handlers for this purpose. The attendant or patrolmen will have training documented and signed by the KM and Operations prior to any checks being conducted unsupervised. **(T-2)**

8.2.1.2. Lock all kennel facility entry and exits to include but not limited to: kennel compound gates, kennel run area, kennel offices, and obedience yard. **(T-2)** Keep a key at a specific location, such as the BDOC, for emergency purposes. **(T-2)** If a combination lock is used, change the combo quarterly and log the combination changes on a record kept by the KM. **(T-2)**

8.2.1.3. For security purposes, a kennel building or kennel run area not physically attached to kennel administrative buildings will be locked at all times, despite personnel on duty in the administrative or support building. **(T-2)**

8.2.1.4. Check the kennel facility and each MWD at a minimum of every 4 hours or more frequently according to local procedures. **(T-1)** Checks are annotated in a log and will be maintained at the kennels. **(T-2)** MWDs confined to a varied kennel or transport kennel will require checks every 1 hour. **(T-1)**

8.2.1.5. Provide MWDs fresh water at each shift change. **(T-2)**

8.2.2. In specific medical cases, MWDs may require at-home care by a qualified Handler. These situations should be handled on a case-by-case basis and require adequate justification and approval through servicing veterinarian, squadron commander and DAF MWDPM. Draft an MFR clarifying the MWDs needs and route through the local chain of command to the DAF MWD Program Manager to obtain approval. Be sure to consider all associated risks and variables involved when making this determination (i.e., MWD temperament, degradation of capabilities, children in home, other animals in home).

8.2.3. The US Army provides veterinary service for MWDs as prescribed by support agreements and AFI 48-131/AR 40-905, *Veterinary Health Services*. Refer to AFI 48-131/AR 40-905 for veterinary support and emergency veterinary care details. SFTRG 7 has additional information.

8.2.3.1. The veterinarian and KM will establish sanitation standards and train Handlers quarterly on first aid in accordance with Technical Bulletin, Medical (TB MED) 298, *Veterinary Care and Management of the Military Working*. **(T-1)**. This training should be annotated in the Handlers' training records.

8.2.3.2. Care of MWDs; Upon arrival at a new assignment or deployment to a new environment, commanders will afford at least four weeks (28 day) of acclimation and training unless otherwise directed by the attending veterinarian. **(T-1)**

8.2.3.3. Units must plan for veterinary care when supporting TDY commitments. **(T-1)**. Handlers must have contact information for a veterinarian in the local area of the TDY which is capable of administering emergency care. **(T-1)**

8.2.3.4. All MWDs returning from deployments or areas with potential to spread zoonotic/communicable diseases or viruses should be isolated and quarantined immediately upon return and for a minimum of 10 consecutive calendar days. Coordination with local Veterinary Control Officer should be pre-coordinated.

8.2.4. Medical records kept by the veterinarian are permanent records. If the veterinarian does not have an office, the KM may store the records.

8.2.4.1. Copies of all correspondence related to euthanasia are kept as part of the medical records.

8.2.4.2. All medical records on deceased MWDs are sent to the 341 TRS. Veterinarians will also complete DD Form 1743. **(T-1)** The original DD Form 1743 will be scanned and sent to the 341 TRS through the DAF MWD PM as the source document for removing the MWD from DRMS K9S. **(T-1)** A copy is filed in the MWD administrative record, and a copy is also filed in the MWD medical records.

8.2.5. Handlers should be familiar with the MWD's normal body functions, such as appetite, stools, and normal attitude. Report any changes to the veterinarian and KM immediately.

8.2.6. The US Army Veterinary Services prescribes the type and brand of ration fed to MWDs. Procure food through official supply or General Services Administration (GSA) channels unless the attending veterinarian approves a different ration.

8.2.7. Abuse of an animal is a punishable offense under Article 134, Uniform Code of Military Justice (UCMJ). The article defines a "Public animal" means any animal owned or used by the United States or any animal owned or used by a local or State government in the United States, its territories or possessions. This would include, for example, DDD used by the Government. If there is an allegation of animal abuse, neglect, or abandonment the responsible commander must initiate a preliminary inquiry to ascertain the magnitude of the problem. **(T-1)**

8.2.8. MWD Enrichment Program will be established at all DAF Kennels. This program will be developed by the KM and servicing Veterinarian for each MWD. **(T-1)**. The enrichment plan for each MWD will be outlined within the DRMS.

8.2.8.1. Enrichment will be conducted daily the KM will consult with DAF MWD PM for suggested items and lessons learned from other kennel sections . **(T-1)** That plan will be input in each MWD's OTP and also kept on file separately by the KM. **(T-1)**

8.2.8.2. If enrichment is not completed daily it will be annotated on the DAF Form 321. **(T-3)**.

8.2.8.3. At the end of every month a document will be created and signed by the KM, for the days that enrichment has not been completed and why. **(T-1)** For example, MWD sick, MWD traveling, etc.

8.2.8.4. Every quarter that monthly document will be consolidated into a quarterly document and signed by the KM. **(T-1)**. Once that has been accomplished the previous monthly documents can be discarded. **(T-3)**

8.2.8.5. Annually for each MWD a document will consolidate the quarterly documents into one completed document. **(T-1)**. That document will be signed by the KM and endorsed by the squadron commander and placed into the MWD's permanent folder. **(T-1)**.
Note: Refer to DAFI 31-126 to see what constitutes as enrichment.

Chapter 9

MILITARY WORKING DOG TRANSPORTATION

9.1. Military Working Dog Vehicles. MWD vehicles should be a 4-door vehicle which facilitates the MWDT to access all areas of the installation. **(T-1)** When selecting vehicles, keep the most austere terrain the MWDT will encounter in mind. In order to conserve the MWDs energy, it is vitally important MWDs are transported as close as possible to their search locations to ensure the MWD is provided maximum potential to succeed at the mission.

9.1.1. Dedicated MWD vehicles require a stable platform with a non-skid surface in the rear seat area. Use commercial canine vehicle inserts in these vehicles. **Note:** Work with local logistics readiness squadron to ensure proper procurement using GSA FEDSLEVES program.

9.1.2. While on vehicle patrol, the MWD will be off leash in the rear seat area. **(T-1)**

9.1.3. MWD vehicles will never be used to transport any animals other than MWDs. **(T-2)**

9.1.3.1. MWD Handlers and kennel support personnel will not be used to capture stray animals. This is to reduce the risk of transmitting disease to the MWDs.

9.1.3.2. MWDs will not be transported in any vehicle that has been used to transport stray animals until the vehicle has been thoroughly sanitized according to veterinarian instructions. **(T-2)**

9.1.4. Vehicles routinely used to transport MWDs require climate control (heating and cooling). **(T-1)**

9.1.5. MWD vehicles used for patrol will be separate and distinct from the kennel support vehicle(s). **(T-1)**

9.1.6. MWDs should not be transported in the same compartment of vehicles which are simultaneously used for the transportation of explosive or drug training substances, unless in an emergency.

9.1.7. Mark MWD vehicles in accordance with TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*.

9.1.7.1. In foreign countries, the vehicle markings are also written in the language of the host nation.

9.1.7.2. MWD vehicles should not be identified by any markings in deployed hostile locations.

9.1.8. MWDs may be transported in a portable kennel or shipping crate in the bed of a truck without a camper shell for short trips when properly strapped down. For example: transporting from the kennel area to a training location and back to the kennel.

9.1.9. Pickup trucks are not to be used for daily operations with the MWD in the bed. When using a pickup truck to transport an MWD in a portable kennel or shipping crate, the kennel/crate must be secured to the bed of the truck. **(T-1)**

9.1.10. MWDs may be transported in privately owned vehicles (POVs) with approval from the squadron commander in writing and as long as conditions are met in [paragraph 9.1.3.2](#) of this instruction. **(T-2)** POVs are only used as a last resort, not convenience.

9.1.11. Do not leave MWDs unattended in vehicles unless the mission requires it and there is no other alternative or if directed by competent authority (KM, flight chief, squadron commander, etc.). **(T-1)**

9.1.11.1. In these situations, the MWD can only be left in a marked MWD vehicle, and the Handler must do the following to maximize the MWD's safety:

9.1.11.1.1. Set the parking brake. **(T-1)**

9.1.11.1.2. Leave the engine running. **(T-1)**

9.1.11.1.3. Set the thermostat for the appropriate climate and ensure fan is on high. **(T-1)**

9.1.11.1.4. Secure the vehicle and have a means (spare key, remote entry) to immediately access the vehicle if the MWD should become distressed. **(T-1)**

9.1.11.1.5. MWDs will be checked every 15 minutes if they are left in a vehicle unattended. **(T-1)** Simple observing the vehicle from a distance from a far will not constitute as a check. **(T-1)**

9.2. Shipping Military Working Dogs. A veterinary health certificate accompanies the MWD when it is shipped across state lines or international borders. Health certificates are only valid for 30 days and are required to be accomplished no earlier than 10 days prior to departure for travel. If travel is delayed, another health certificate may be required. Coordinate with servicing veterinarian for more information as airline and country requirements may differ.

9.2.1. When transporting MWDs in shipping crates, the shipping crates will:

9.2.1.1. Be clearly marked and the markings large enough to read from a safe distance (6-10 ft) on the top and sides of the crate with "Caution – Military Working Dog." **(T-1)** Bilingual warnings are used for the country to which the MWD is being shipped. Exception: 341 TRS is exempt from this requirement and will mark the shipping crates according to Airline requirements "Live Animal. **(T-2)**

9.2.1.2. Be marked on the top of the crate with the name and tattoo of the MWD. Also include 24-hour contact information and how to contact the Handler accompanying the MWD in case of emergency. **(T-2)**

9.2.1.3. Follow commercial airline guidelines prior to shipment. Ensure to check with each airline company as they may have different requirements.

9.2.2. When loading shipping crates:

9.2.2.1. Load crates for maximum ventilation and never place baggage on top of or around crate. Never place the crate on top of other baggage.

9.2.2.2. Never stack crates more than two high.

9.2.2.3. Do not load MWDs into crates which have been standing in the sun. When transporting MWDs in shipping crates during hot weather, use air-conditioned or well-ventilated vehicles.

9.2.2.4. Make sure there is an adequate supply of fresh water for the MWDs.

9.2.2.5. Do not lock shipping crates; however, make sure the crates cannot be opened inadvertently. If requested to secure the kennel crate for travel on military or civilian airlines, use plastic “zip ties” on the four corners of the gate to the crate.

9.2.3. When traveling with MWDs, refer to the MWD as a “*Military Working Dog*”, do not refer to the MWD as a service animal or law enforcement animal. All travel agencies systems that provide service to the DoD have them labeled in the system as “*Military Working Dog*” to alleviate confusion and inaccurate charges. Present military ID, orders, and credentials (if issued) where necessary, and the MWD’s health certificate. For example, Transportation Safety Administration (TSA) airport screening checkpoints.

9.2.3.1. When passing through a TSA screening checkpoint, if asked for a Unique Federal Agency Number (UFAN), professionally ask the TSA personnel to refer to the TSA, *Aviation Security, Specialized Screening, Standard Operating Procedures*, section 2.3.1. (Armed or Unarmed Law Enforcement Officers (LEOs) entering the sterile area), Paragraph A, sub-Paragraph 6, page 2.5. It states, “An unarmed U.S. military member, accompanied by a canine, may be cleared into the sterile area after inspection of his or her Military Identification Card, Request and DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, and if flying, his or her travel document. A UFAN is not required.”

9.2.3.2. MWDs travel in the cargo hold and ship as excess baggage when traveling on commercial aircraft. The dog must not be exposed to an ambient air temperature that falls below 45 °F (7.2 °C) above 85 °F (29.5 °C) for a period of more than 45 minutes. **(T-0)**

9.2.3.2.1. **Exceptions:** There are times when an MWD will not be able to travel in the cargo hold of an aircraft. In these cases, the MWD may travel in the passenger cabin with the Handler. Some of these exceptions are when a heat/cold embargo has been established or when airports cannot accept the size of kennel crate being used.

9.2.3.2.2. When the MWD travels in the passenger cabin with the Handler, the Handler must ensure the MWD is muzzled and on leash. **(T-1)** The MWD must be under continuous control of the Handler. **(T-1)** The Handler will keep the MWD on a short safety leash when moving through the cabin of the aircraft. **(T-1)**

9.2.3.2.2.1. The Defense Travel System (DTS) Approving Official may authorize or approve reimbursement for the transportation cost of a military working dog, with the Handler in the cabin or as cargo, whether included in the Handler’s fare or when billed separately. In practice, many airlines restrict MWDs as cargo. Joint Travel Regulations (JTR) Table 2-24, Rule 12 provides the ability to purchase an additional seat when traveling in the cabin for the MWD.

9.2.3.2.2.2. The seat is a transportation cost and not a pet fee or other animal cost, which most airlines waive. The aircraft type, seat configuration, flight(s) duration, and mission readiness requirements need consideration when making this determination.

9.2.3.2.3. Handlers will stay with assigned MWD, as much as possible, and will make every effort to ensure the MWD is being loaded onto the same flight. **(T-1)** Handlers should ask airline attendants prior to departure to check if the MWD is loaded into the cargo hold of the aircraft.

9.2.4. Handlers will escort and take care of MWDs moved on military aircraft. **(T-2)** Contact local passenger service representatives for instructions.

9.2.5. If kennel facilities are required during stopovers at other bases, coordinate in advance with the local KM. DAF MWDs can be housed in any kennel facility belonging to a service component of DoD or federal law enforcement agency. MWDs are never housed in a commercial or stray animal facility.

9.2.6. MWDs cannot travel through locations with animal quarantine regulations, unless the MWD is being assigned to those locations. Contact veterinarian for country specific requirements before traveling.

9.2.7. MWDs entering the European Union (EU) from countries not listed in the Regulation of the European Parliament and the Council of European Union, Annex II Part C of Regulation (EC) No 576/2013 require:

9.2.7.1. EU Form 998, *Veterinary Certificate for domestic dogs, cats and ferrets entering the European Community for non-commercial movements*. Ask your veterinarian for a copy of the form for the specific country to which you are traveling. You can also contact the US State Department or the embassy of the country to which you are traveling and request an EU Form 998.

9.2.7.2. Proof of a rabies neutralizing anti-body vaccination or revaccination if applicable per the recommendation of the manufacturing lab, with an inactivated vaccine of at least one antigenic unit per dose.

9.2.7.3. A copy of the MWD's Fluorescent Antibody Virus Neutralization (FAVN) test results.

9.2.7.4. Consult the DRMS Library/AFSFC SMARTNet for a list countries included in the EU.

Chapter 10

DETECTOR DOG SUPPORT TO CIVILIAN LAW ENFORCEMENT AGENCIES (CLEA)

10.1. General. Executive Orders and public law permit, and in some cases may mandate, the DoD to provide explosive and narcotic detector dog support to Federal, State, or local law enforcement agencies and sister services of the DoD for dignitary protection and drug interdiction. The Military Working Dog Scheduling Cell receives and processes requests for detector dog support from the USSS, DoS, WHMO, USMS, CBP, DEA, FBI, and other non-DoD civilian law enforcement agencies. This chapter provides guidance on deployment of detector dog teams in support of those requests. Unless otherwise noted, references in this chapter apply to both EDDs and DDDs.

10.2. Detector Dog Operations. Upon request, an MWD Team may provide support to a Federal, State, or local law enforcement agencies in accordance with DoDD 3025.13, *Employment of DoD Capabilities in Support of the U.S. Secret Service (USSS)*, Department of Homeland Security (DHS); DoDD 3025.18, *Defense Support of Civil Authorities (DSCA)*; DoDI 3025.19, *Procedures for Sharing Information with and Providing Support to the U.S. Secret Service (USSS)*, Department of Homeland Security (DHS); DoDI 3025.21 and DAFI 10-801, *Defense Support of Civil Authorities; DoDD 5200.31E DoD Military Working Dog Program*, as applicable. If an MWD supports a CLEA, its military Handler must be provided to work the MWD as they always work as a team. **(T-0)** Depending upon the type of support, CLEAs may submit a request for EDD/DDD support in multiple ways.

10.2.1. Routine Requests: In accordance with DoDD 3025.13, and DoDI 3025.19, EDD teams extensively support the USSS protection of the President, Vice President, First Lady/Gentleman, Second Lady/Gentlemen and foreign heads-of-state. EDD teams also routinely support the DoS protection of the Secretary of State and foreign dignitaries. DDD teams support the DHS and DEA in the detection and monitoring of the air, land, and sea transit of illegal drugs. AFSFC receives requests for support, validates these requests, and sources support from the military installation nearest the support area with detector dog capability, regardless of Service component. All initial sourcing is done through the Service component or DAF MWD PM, or a specific kennel. The unit(s) that would suffer degradation of mission readiness through temporary loss of a detector dog will submit a reclama of tasking MFR to the scheduling cell see [Attachment 3](#). **(T-1)** If the reasoning is justified, the squadron will be excused from providing support and another squadron will be tasked. **(T-2)** Lack of unit funds is not grounds to excuse a unit from providing support.

10.2.2. Non-routine Requests: Requests for EDD support which do not meet the criteria as Routine support (i.e., National Special Security Events) are submitted to the Office of the Secretary of Defense, Executive Secretariat (OSD/ES), in accordance with DoDD 3025.13 and DoDI 3025.19. The requesting agency will submit a letter to OSD/ES explaining the reason for support and how they will reimburse the tasked unit. **(T-2)** Once approved, OSD/ES notifies the AFSFC who will in-turn contact the responsible Service component or DAF MWD PM for the DoD unit closest to the mission support location. **(T-2)** MWDT rotations for extended support will be done on a "Fairshare" basis. **(T-2)**

10.2.3. In other situations, requests for support by Federal, State, or local law enforcement agencies are to be managed in accordance with applicable law and policy, in particular DoDD 3025.18, DoDI 3025.21 and DAFI 10-801, which outline the procedures and authority for providing support, whether in emergency or non-emergency situations. For example, DoD officials and local military commanders may exercise immediate response authority to save lives and mitigate great property damage under imminently serious conditions. Before providing non-emergency detector dog support to local government police, fire, or disaster officials, accomplish a Civilian Support Release and Reimbursement Agreement. Coordinate the agreement and requests for assistance with the servicing SJA. Consult the DRMS Library/AFSFC SMARTNet for a sample MWD Civilian Support Release and Reimbursement Agreement.

10.2.4. When detector dog teams support federal agencies, the following procedures will be followed:

10.2.4.1. The Military Working Dog and Handler must be used together. **(T-0)**

10.2.4.2. The Handler must have exclusive control over the detection support effort and complete access to the search area (EDD only). **(T-1)**

10.2.4.3. Handlers perform the sole task of working their MWDs and will not take part in any other activity intended to support civil authorities unless specifically authorized by AFSFC. **(T-1)**

10.2.4.4. Only the MWDT's drug or explosives detection capabilities will be used. **(T-1)**. MWDTs will not track suspects, seize evidence, search buildings or areas for personnel, or be used to pursue, apprehend and hold, or in any way assist in apprehending, arresting, interviewing, or detaining persons. **(T-1)**

10.2.4.5. MWDTs shall not be used to search persons. **(T-0)**

10.2.4.6. A representative of the requesting agency or civil jurisdiction must escort the MWDT at all times while working. **(T-0)**

10.2.4.7. If the MWD responds positively, the Handler will advise the agency representative and withdraw or continue other disassociated detection support. **(T-0)**

10.2.4.8. An EDD Handler will not disarm or move any actual or suspected explosive device. **(T-1)**

10.2.4.9. During communication with the requesting agency, advise the requesting agency that the DoD will not accept responsibility for damages resulting from the use of detector dog teams. **(T-1)**

10.2.4.10. Handlers will not seize or retrieve evidence, assist in setting up, or maintaining chain of custody, nor engage in any other activities which could be considered as enforcing civilian law in connection with this support. **(T-0)**

10.2.4.11. The Handler may, if necessary, testify in civilian criminal court. Any requests to give testimony will be coordinated with the servicing SJA. Testimony will be limited to explaining the training received, the past success rates of the MWD, the events leading to employment in this particular detection support, and the results of that detection support. **(T-2)**

10.2.4.12. MWDTs may assist Federal, State, or local law enforcement agencies in searching for persons when it is considered an emergency or immediately necessary to protect life or prevent significant damage to civil property, for example, a lost child or elderly person.

10.2.5. On all detector dog requests, once the DoD Military Working Dog Scheduling Cell determines a tasked unit has sufficient resources to provide support, a tasking message is prepared and transmitted to the responsible unit. The message will contain all information required to prepare TDY orders and brief Handler(s) on requirements and responsibilities. **(T-2)** The squadron commander and/or KM will ensure the Handler(s) are thoroughly briefed on the message and provided a personal copy. **(T-2)** Whenever possible, the Handler should begin pre-departure preparations such as orders, canine physical and health certificate, etc., immediately upon notification of a tasking. Do not wait for receipt of the tasking message as this could create logistics problems since most requests for support have a very short response time.

10.2.6. Immediately upon notification for a MWD support request, the KM will notify squadron commander and seek approval for mission request unless the squadron commander delegated the authority to accept tasking on their behalf, see the timeline is listed below. **(T-1)** After approval, the KM will select a qualified MWDT. **(T-2)** The KM should immediately notify the selected Handler and provide the name and phone number of the requesting agency representative to contact. The Handler should make immediate contact with the representative. If direct contact cannot be made, give a commercial 24-hour contact number so the representative can return the Handler's call. For USSS support, if voice contact is not made with the representative within four hours, the Handler will contact the USSS Duty Desk, Washington D.C., (202) 406- 9531, and pass their name, travel information, and 24-hour contact number. **(T-2) Note:** All Outside Continental United States missions will have to be accepted or declined immediately regardless of the start date of the mission, due to the number of requirements that must be completed to ensure the team makes it to the mission at the required time.

10.2.6.1. For all mission is within Continental United States the squadron commander will have immediately accept or decline a mission. **(T-1)**

10.2.6.2. The reclama of agency tasking request memorandum will have to be completed within 24 hrs. of declining to support any agency support tasking (see [Attachment 3](#)). **(T-1)** That signed memorandum will be routed to the hqafsfc.opctr.scheduling@us.af.mil. **(T-1)** Taskings are sourced primarily based on geographic location to reduce costs, before the tasking is reassigned the AFSFC/S3 or CFM must concur with the justification. **(T-1)**

10.2.7. The tasked unit will also ensure the following is completed in accordance with the following:

10.2.7.1. Prepare TDY travel orders as determined by AFSFC MWD Scheduling Cell. Use Defense Travel System (DTS) to create the orders needed for travel or if the TDY orders are not authorized or cannot be created contact the AFSFC MWD Scheduling Cell, when traveling in support of the President or Vice President of the United States. The Handler(s) may be diverted or assigned another mission so the Handler(s) should contact the SF

scheduling cell immediately after completing the initial mission. Ensure the orders reflect *“Variations Authorized.”*

10.2.7.2. If travel requires crossing any state line or country boundary, arrange for immediate veterinary physical and health certificate for the MWD tasked to support the mission. The MWD’s health records and current health certificate will accompany the Handler while away from home station. **(T-2)**

10.2.7.3. Make travel arrangements for the Handler and MWD. The MWDT will drive to the support area if within driving distance, if approved by the squadron commander. **(T-2)**. The unit providing support will coordinate with AFSFC MWD Scheduling Cell as to whether the MWDT should drive or fly. **(T-2)** The Joint Travel Regulation (JTR) will provide guidance while creating travel orders.

10.2.7.4. Contact the requesting agency representative and pass all the information concerning travel arrangements and arrival time.

10.2.7.5. A minivan or sport utility vehicle is the standard for use by EDD and DDD teams. Government vehicles are only to be used with the approval of the requesting agency representative.

10.2.7.6. Ensure Handlers take sufficient dog food, an extra leash, choke chain, reward food, muzzle and medication (as applicable) for the duration of the TDY. All MWD Handlers will ensure they have a muzzle available at all times throughout the mission. **(T-2)**

10.2.8. Once at the mission location, detector dog teams fall under the operational control of the supported agency.

10.2.8.1. The senior MWD Handler should act as the military supervisor and assist the supported agency supervisor(s) as needed. During the security operation briefing or mission orientation briefing, appropriate agencies should distribute identification media and equipment. Handlers should ensure operational security and security of the equipment at all times.

10.2.8.1.1. If confusion or a disagreement on how to search an area occurs, the senior Handler will meet with the supported agency representative and attempt to resolve the issue. **(T-2)**

10.2.8.1.2. If a resolution cannot be reached, the MWDT should proceed as directed, unless the safety of the MWDT would be compromised. In cases of a breach in safety, the MWD Handler must contact the DAF MWD PM immediately. **(T-2)**

10.2.8.2. Any identification designed at home station for the sole purpose of identifying the MWDT as a DoD MWDT is not to be used when supporting these missions. Orders will reflect the Handlers’ travel with a Military Working Dog. Do not refer to the MWD as a service animal or law enforcement animal. Credentials will be issued upon arrival at TDY location if necessary. **(T-2)**

10.2.8.3. Ensure the presence of a support agency representative or EOD technician at all times when the DDD or EDD team is searching. If an EDD responds, the Handler will terminate the search, report the situation to the agent in charge, and stand by outside the

affected area. **(T-1)** Handlers will not handle or maintain custody of any explosive devices or drugs discovered. **(T-1)**

10.2.8.4. The EDD teams will only search for explosive devices and will not perform duties that may conflict with requirements established under the “18 U.S.C. § 1385 Posse Comitatus Act”. **(T-0)** DDD teams can only search for drug contraband.

10.2.9. Male EDD Handlers should wear conservative dark colored business suits. Female EDD Handlers should wear conservative business suits with slacks in lieu of skirts. Certain missions require casual clothing or coveralls. Casual clothing is defined as dress slacks/khakis and long/short sleeve collared shirts.

10.2.9.1. At no time will Handlers wear jeans, shorts, tennis shoes, or shirts with offensive language or logos while performing official duties. **(T-2)** Maintain military dress and appearance standards in accordance with DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, throughout the duration of the TDY.

10.2.9.2. The tasking message will identify clothing requirements. **(T-2)** EDD Handlers are authorized a civilian clothing allowance. Refer to DoD Financial Management Regulation (FMR) 7000.14R, Volume 7A, *Military Pay Policy Active Duty and Reserve Pay*, paragraph 290403. Standard Cash Clothing Replacement Allowance. Civilian clothing allowance can be initiated upon certification of a Handler as an EDD team and first tasking. All recurring civilian clothing allowances will adhere to appropriate regulations. **(T-1)** A copy of orders are required by Finance to process the allowance.

10.2.10. Handlers currently assigned and qualified with a PEDD or EDD will have an Official Government Passport in accordance with Department of State mandates, a Defense Travel System (DTS) account, and a current Government Travel Card. **(T-1)**. Taskings to support all mission types are common and rarely have sufficient advance notice to process a passport application. Complete and process an official passport application for Handlers immediately upon successful qualification on a PEDD or EDD. Contact DAF MWD PM for issuance of passport waiver and control number MFR. Once these documents are received, contact local Military Personnel Flight passport office for guidance.

10.2.11. Weapons of any type, including privately owned weapons, are prohibited while performing duties with any non-DoD agency unless directed otherwise by AFSFC and authorized by unit commander. **(T-2)**

10.2.12. Each MWD Handler must use Government Sponsored Travel Card, unless exempted as prescribed in *Defense Travel Management Office Department of Defense Government Travel Charge Card Regulation*, section 0406. **(T-0)** All KMs will ensure all assigned explosive dog Handlers have GTC limits raised/set to \$10,000 or more ensuring all teams are able to meet mission requirements. **(T-1)**

10.2.13. Both EDD and DDD Handlers will adhere to all safety practices at all times. **(T-1)**

10.2.13.1. MWDs shall not be left unattended in vehicles, except in an emergency. **(T-1)** If a rare situation arises when you must leave an MWD unattended in a vehicle, ensure the MWD remains in view at all times of a responsible member, and that adequate ventilation is provided along with appropriate climate control measures to avoid heat or cold injury.

10.2.13.2. MWDs will remain on leash at all times while searching. **(T-2)** MWDs will be muzzled while traveling to and from search areas. **(T-2)** Handlers will make every attempt to ensure areas they will search are clear of non-essential personnel. **(T-2)**

10.2.13.3. If it is necessary to leave an MWD unattended in a hotel room, secure the dog in the travel crate, and post the hotel “Do Not Disturb” sign on the door exterior to deter anyone from entering the room. Report damage caused by the MWD to a hotel room to the supported agency representative and the DAF MWD PM immediately.

10.2.14. After-action reports are required after completion of every mission, by each Handler within 72 hrs. the Handler will complete DAF Form 325. **(T-1)**. Send a detailed after-action report to the DAF MWD PM and AFSFC Operation Center as soon as possible after an incident occurs. Handlers can submit optional reports to recognize positive or negative aspects of the mission. When prepared, send a copy of after-action reports to the DAF MWD PM and the AFSFC Operation Center.

KENYON K. BELL, Lieutenant General, USAF
DCS/Logistics, Engineering & Force Protection

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 31-1, *Integrated Defense (ID)*, 21 June 2018

DAFI 31-118, *Security Forces Standards and Procedures*, 18 Aug 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 90-161, *Publishing Processes and Procedures* 18 October 2023

DAFI 31-101, *Base Defense Operations*, 10 September 2024

DAFI 31-126, *DoD Military Working Dog (MWD) Program*, 17 January 2019

ATP 3–39.34, *Military Working Dogs*, May 2022

TO 11A-1-10, *Air Force Munitions Surveillance Program And Serviceability Procedures*, 27 February 2024

DoDD 3025.13, *Employment of DoD Capabilities in Support of the U.S. Secret Service (USSS), Department of Homeland Security (DHS)*, 8 October 2010

DoDD 3025.18, *Defense Support of Civil Authorities (DSCA)*, 10 December 2010

DoDI 3025.19, *Procedures for Sharing Information with and Providing Support to the U.S. Secret Service (USSS), Department of Homeland Security (DHS)*, 29 November 2011

DoDI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*, 27 February 2013

DoDD 5200.31E, *DoD Military Working Dog (MWD) Program*, 10 August 2011

DoDI 5400.11, *DoD Privacy and Civil Liberties Program*, 29 January 2019

DAFI 10-801, *Defense Support of Civil Authorities*, 26 February 2025

DAFI 31-117, *Arming and Use of Force*, 28 January 2025

DESR6055.09_DAFMAN 91-201, *Explosive Safety Standards*, 18 June 2025

DAFMAN 21-209, Vol. 2, *Demolition Munitions*, 25 April 2018

21 CFR § 1301.72, *Physical Security Controls for Non-Practitioners; Narcotic Treatment Programs and Compounders for Narcotic Treatment Programs; mobile narcotic treatment programs; Storage Areas*

DAFMAN 31-103v1, *Law Enforcement Operations*, 30 July 2024

DAFI 48-131/AR 40-905, *Veterinary Health Services*, 28 February 2018

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 8 November 2017

DAFI 36-2903, *Dress And Personal Appearance of Department of The Air Force Personnel*, 29 February 2024

TB MED 298, *Veterinary Care and Management of the Military Working Dog*, 9 May 2019

SFTRG 7, *Military Working Dogs*, 17 March 2023

DoD FMR 7000.14R, Vol 7A, *Military Pay Policy Active Duty and Reserve Pay*, May 2024

Defense Travel Management Office Department of Defense Government Travel Charge Card Regulation, 9 April 2025

Joint Travel Regulation (JTR), *Uniformed Service Members and DOD Civilian Employees*, 1 August 2025

AFVA 31-234, *Warning Military Working Dog Area Do Not Enter*

DoDM 5100.76_DAFMAN 31-101V2, *Physical Security of Sensitive Conventional Arms, Ammunition, & Explosives (AA&E)*, 11 June 2025

Military Working Dog Narcotic Training Aid Program, DTAAG

21 CFR, Chapter II, *Drug Enforcement, Administration and Department of Justice*

AF Military Working Dog Facility Standard Design

Uniform Code of Military Justice (10 U.S.C. § 934 – Article 134. General article)

TSA, Aviation Security Specialized Screening Standard Operating Procedures

18 USC § 1385, *Use of Army, Navy, Marine Corps, Air Force, and Space Force as posse comitatus*

AR 190–12 • 23 October 2019

18 U.S.C. 48, *Federal Law on Animal Cruelty and Exceptions*

Prescribed Forms

DAF Form 321, *Military Working Dog Training and Utilization Record*

DAF Form 323, *Military Working Dog Training and Utilization Record for Drug/Explosive Detector Dogs*

DAF Form 324, *Military Working Dog Program Status Report*

DAF Form 325, *Mission After Action Report*

DAF Form 375, *Detector Dog Validation*

DAF Form 685, *Military Working Dog Patrol Evaluation*

DAF Form 783, *Explosive Canine Explosive Scent Kit Inventory Accountability Inspection Record*

DAF Form 823, *Military Working Dog Detection Training Record*

DAF Form 1205, *Tamper Resistant and Bulk Narcotic Training and Accountability Record*

Adopted Forms

DAF Form 68, *Munitions Authorization Record*

DAF Form 1098, *Special Task Certification and Recurring Training*

DAF Form 1297, *Temporary Issue Receipt*

AFMES MWD Form 04, *Receipt of Training Aids*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 1743, *Death Certificate of a Military Animal*

DD Form 1834, *Military Working Dog Service Record*

DEA Form 222, *Controlled Substance Order Form (Type B)*

DEA Form 223, *Controlled Substances Registration Certificate*

DEA Form 225, *New Application for Registration*

DEA Form 225a, *Application for Registration Renewal (Type B)*

EU Form 998, *Veterinary Certificate for domestic dogs, cats and ferrets entering the European Community for non-commercial movements*

Abbreviations and Acronyms

AD—Ammonia Dynamite

AETC—Air Education and Training Command

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFIP—Armed Forces Institute of Pathology

AFMAN—Air Force Manual

AFMES/FORTOX—Armed Forces Medical Examiners Systems/Forensic Toxicology

AFOSI—Air Force Office of Special Investigations

AFSC—Air Force Specialty Code

AFSFC—Air Force Security Forces Center

AFVA—Air Force Visual Aid

AN—Ammonium Nitrate

BDOC—Base Defense Operations Center

CAR—Certification Accuracy Rate

CAR—Certification Accuracy Rate

CFR—Code of Federal Regulations

CLEA—Civilian Law Enforcement Agency

CO—Cocaine

CONUS—Continental United States

DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DC—Detonation Cord
DDD—Drug Detector Dog
DEA—Drug Enforcement Administration
DHS—Department of Homeland Security
DL—Distance Learning
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DoDM—Department of Defense Manual
DoS—Department of State
DRU—Direct Reporting Unit
DRMS—Digital Records Management System
DTAAG—Drug Training Aid Accountability Guide
DTS—Defense Travel System
EA—Executive Agent
EDD—Explosives Detector Dog
EOD—Explosive Ordnance Disposal
EU—European Union Regulation
FAVN—Fluorescent Antibody Virus Neutralization
FLDCOM—Field Command
FMR—Financial Management
GMAT—Ground Munitions Authorization Tables
GSA—General Services Administration
HE—Heroin
HME—Homemade Explosives
ID—Integrated Defense
KM—Kennel Master
MAJCOM—Major Command
MASO—Munitions Account Supply Office

ME—Methamphetamine
MFR—Memorandum For Record
MJ—Marijuana
MSDS—Material Safety Data Sheets
MWD—Military Working Dog
MWDT—Military Working Dog Team
NSN—National Stock Number
OI—Operating Instruction
OPR—Office of Primary Responsibility
OSD/ES—Office of the Secretary of Defense, Executive Secretariat
OTP—Optimum Training Plan
PC—Probable Cause
PC—Potassium Chlorate
PD—Patrol Dog
PDDD—Patrol/Drug Detector Dog
PEDD—Patrol/Explosive Detector Dog
PM—Program Manager
PMEL—Precision Management Equipment Laboratory
POV—Privately Owned Vehicle
QAR—Qualification Accuracy Rate
RAM—Random Antiterrorism Measure
RDX—Royal Demolition Explosive
S2I—Security Forces Investigations
SC—Sodium Chlorate
SF—Security Forces
SJA—Staff Judge Advocate
SMARTNet—Security Management & Automated Resource Tracking Network
SP—Smokeless Powder
SX—Semtex
TAR—Training Accuracy Rate
TATP—Triacetone Triperoxide
TDR—Trained Dog Requirement

TDY—Temporary Duty

TNT—Trinitrotoluene

TO—Technical Order

TRS—Training Squadron

TSA—Transportation Security Administration

TTP—Tactics, Techniques, and Procedures

UFAN—Unique Federal Agency Number

UMD—Unit Manpower Document

USAF—United States Air Force

USSS—US Secret Service

VS—Veterinary Service

VSA—Vehicle Search Area

Attachment 2

CERTIFICATION MEMORANDUM

USE YOUR SQUADRONS LETTER HEAD

TEMPLATE ONLY

DATE

MEMORANDUM FOR WING/CC

FROM: ORGANIZATION OR UNIT/CC

SUBJECT: Narcotics Detector Dog Team Certification Handlers Rank & Last Name

1. In Accordance With DAFI 31-121 para 5.3., 5.3.5., 5.3.5.2., 5.3.5.3., 5.3.5.4. Narcotics Detector Dog Team Certification was conducted on Handlers Rank & Last Name and MWD's name/TATTOO, on DAY MONTH YEAR, at LOCATION on INSTALLATION NAME.

2. The following substances/aid were used during the Military Working Dog Team (MWDT) detection certification demonstration. Cocaine (CO), Heroin (HE), Methamphetamine (ME), and Marijuana (MJ), and WHATEVER RESIDUAL DRUG WAS USED. Substances/aids were set out at TIME, the demonstration commenced at TIME and concluded at TIME, which was witnessed by WITNESS NAME.

3. I certify this team displays the capabilities required to be considered reliable as a Narcotics Detector Dog Teams. My point of contact is RANK FIRST M. LAST NAME, UNIT/ORG, DSN NUMBER, COMMERCIAL NUMBER, AND YOUR EMAIL ADDRESS.

SQUADRON CC NAME, RANK, USAF
Commander, UNIT

1st Ind, WING/CC

MEMORANDUM FOR ORGANIZATION OR UNIT/CC

I have verified all certification documents are in order.

INSTALLATION CC NAME, RANK, USAF
Commander, BASE NAME

(This Font Is Times New Roman And Size Is 12 Make Changes Based On Your Squadrons Guidance.)

Attachment 3

RECLAMA OF AGENCY TASKING REQUEST

USE YOUR SQUADRONS LETTER HEAD

TEMPLATE ONLY

DATE

MEMORANDUM FOR MWD SCHEDULING AIR FORCE SECURITY FORCES CENTER

FROM: Squadron Tasked (XXX SFS)

SUBJECT: Reclama of Agency Tasking Request

1. Start text. (example) Lt Col. Steven Smith has declined to support the following tasking, from the Date at Location in support of the United State Secret Service, Department of State, Department of State, Department of Homeland Security, White House Military Office, etc. .
2. Using Times New Roman size 12 font. Formatting in Tongue and Quill Chapter 14. Full explanation of the reason why you cannot support the mission i.e. multiple dogs in CAT IV status, personnel unavailable due to injury, etc. The get-well date for the squadron is DATE.
3. My point of contact is RANK FIRST M. LAST NAME, UNIT/ORG, DSN NUMBER, COMMERCIAL NUMBER, YOUR EMAIL ADDRESS.

SQUADRON CC NAME, RANK, USAF
Commander, UNIT

(This Font Is Times New Roman And Size Is 12 Make Changes Based On Your Squadrons Guidance.)

Attachment 4

QUALIFICATION MEMORANDUM

USE YOUR SQUADRONS LETTER HEAD

TEMPLATE ONLY

DATE

MEMORANDUM FOR WING/CC

FROM: ORGANIZATION OR UNIT/CC

SUBJECT: Narcotics or Explosive Detector Dog Team Qualification Handlers Rank & Last Name

1. In Accordance With DAFI 31-121 para 5.3., 5.3.1., and 5.3.2 an Initial/Out of Cycle/Annual Narcotics or Explosive Detector Dog Team Qualification was conducted on Handlers Rank & Name Last, First and MWD's name/TATTOO at NUMBER OF LOACTIONS on DAY MONTH YEAR. The evaluation was measured by a "GO" or "NO-GO" rating for each substance, requiring a XX% accuracy rate or better, with each trained substance located at least twice in non-task related environments.

2. The following substances/aid were used during the Military Working Dog Team (MWDT) detection certification demonstration. Ammonium Nitrate Dynamite (AD), Ammonium Nitrate (AN), Composition C-4 (C-4), Detonation Cord (DC), Potassium Chlorate (PC), Sodium Chlorate (SC), Smokeless Powder (SP), Semtex (SX), and Trinitrotoluene (TNT). Cocaine (CO), Heroin (HE), Methamphetamine (ME), and Marijuana (MJ), and WHATEVER RESIDUAL DRUG WAS USED.

3. I certify this team demonstrates the required capabilities and is considered reliable as a Narcotics or Explosive Detector Dog Team, achieving a XX% accuracy rate. My point of contact is RANK FIRST M. LAST NAME, UNIT/ORG, DSN NUMBER, COMMERCIAL NUMBER, YOUR EMAIL ADDRESS.

FIRST MI LAST, RANK, USAF
Kennel Master

(This Font Is Times New Roman And Size Is 12 Make Changes Based On Your Squadrons Guidance.)