



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

MEMORANDUM FOR ALL UNITED STATES AIR FORCE ACADEMY PERSONNEL,  
CIVILIAN EMPLOYEES, CONTRACTORS, DEPENDENTS, AND  
VISITORS

FROM: 10 ABW/CC

SUBJECT: Installation Animal and Pet Control Policy

1. All individuals on the United States Air Force Academy (USAFA) are subject to the guidance under this 10th Air Base Wing Memorandum. The purpose of this memorandum is to provide policy and procedures for privately owned pets on USAFA, to include military and civilian personnel with service dogs, emotional support animals, comfort animals, or therapy animals. For the purposes of this memorandum, emotional support animals, comfort animals, therapy animals are all synonymous and will be referred to solely as comfort animals throughout.

2. No person, military or civilian, may bring dogs or other animals to their duty location except for official purposes. However, a disabled person may bring a seeing-eye dog, a guide dog, or other service animal assisting or being trained to assist that individual, in accordance with 41 CFR 102-74.425.

a. Exceptions may be made by 10 MSG/CC or 10 ABW/CC on a case-by-case basis.

b. In all cases, the owner is responsible for the care and supervision of his or her animal. If an animal behaves in an unacceptable way, disrupts the workplace, or the owner fails to control the animal, 10 ABW/CC will review the incident(s) and may direct the animal be removed from base.

3. A service dog is individually trained to do work or perform specific tasks for the benefit of an individual with a disability. Comfort animals are not considered service animals, even when used as part of a medical treatment plan. Documents designating any animal as a comfort animal do not automatically qualify an animal as a service animal.

a. Assigned military personnel who have a documented comfort animal for their condition are mandated to receive an evaluation by a qualified mental health provider before bringing any pet on the installation. Off-base mental health provider evaluations must be coordinated through the 10 MDG Mental Health Clinic prior to bringing the animal on base. Documentation from an independent source designating a pet as a comfort animal does not fulfill this requirement.

1. Military mental health providers will independently assess the need for a comfort animal as part of an approved medical treatment plan for any military member. They will advise military commanders of any duty limitations, or any recommendations for additional evaluation

or treatment, in accordance with Defense Health Agency Procedural Instruction (DHA-PI) 6490.0

2. Military members who have dependents with a documented need for a comfort animal must complete DD Form 2792 to initiate the process for evaluation and possible enrollment of dependents in the Exceptional Family Member Program to identify the special needs involving the support of an animal.

b. Civilians, including federal and contract employees, seeking to bring a comfort animal on base must provide sufficient medical documentation from their primary care physician or local mental health provider that certifies a qualifying disability and the need for a comfort animal, prior to bringing the animal on base. Requests for accommodation should be forwarded through the supervisor or manager in accordance with AFI 36-205.

1. Per AFI 36-205, Affirmative Employment Program (AEP), Special Emphasis Programs (SEPS), and Reasonable Accommodation Policy: “The employee will coordinate with supervisors and managers on reasonable accommodation and return to work issues. Work in consultation with the local CPS/NAF-HRS when appropriate, the servicing legal office, in the receipt, review, and determination process in response to an employee’s reasonable accommodation for any medical needs for a service or emotional support animal.”

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

4. Individuals may not bring dogs of any breed on USAFA (including a mixed breed) that are deemed “aggressive” or “potentially aggressive,” except for certified military working dogs being boarded or handled by their trainer. For purposes of this policy, aggressive or potentially aggressive breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Presa Canarios, Doberman Pinscher, Chow, Akitas, Mastiffs, Great Danes, Alaskan Malamutes and wolf hybrids. Prohibition also extends to any other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior, to include having the following type of behaviors: Unprovoked barking, growling or snarling at people approaching the animal; biting or scratching people; escaping confinement or restriction to chase people; if residing in housing, aggressively running along a fence line when people are present.

a. Personnel residing off base and owning a prohibited dog breed will be allowed access to the Veterinary Treatment Facility (VTF). Prohibited dog breeds must remain muzzled while in public areas.

b. Personnel with a service dog or comfort dog that is also one of the breeds must obtain approval from ABW/CC and also provide documentation stating the dog is a qualified service dog with documentation of a Dog Behavior/Temperament Test (signed by a Certified Professional Dog Trainer and Certified Canine Behavioral Specialist), or have an approved accommodation as outlined in 2(a) above.

1. If the owner is a resident of privatized housing, they must obtain exceptions from the 10 ABW/CC, and from Hunt Military Communities. These breeds will be muzzled when in public areas, unless the muzzling restricts the service dog from performing the specific tasks it's trained to execute in service to the owner.

2. All individuals entering USAFA with a service dog or documented comfort dog of a prohibited breed are not permitted to bring the dog on base, except to access VTF, or as an accommodation approved by the 10 ABW/CC. In all cases, these dogs must remain muzzled while in public areas, unless the muzzling restricts the service dog from performing the specific tasks it's trained to execute in service to the owner.

c. Reports of unauthorized dog breeds/aggressive dogs on USAFA may be investigated by 10 SFS, the Military Housing Office (MHO), or other personnel as deemed by the 10 ABW/CC. If it is determined the dog is not authorized on the installation, the owner of the animal will be issued a Pet Control Incident Letter, which may result in the permanent removal of the animal from USAFA Exclusive Jurisdiction areas. If the owner is a resident of privatized housing, the MHO will advise Hunt Military Communities of the unauthorized animal so they can take action in accordance with the provisions of the resident's lease.

5. While on USAFA, all animals and pets must be secured with leashes under positive control, except in fenced patios and yards. Pets must not be left tied or unattended in exterior appurtenances or unfenced yards, or allowed to run loose outside fenced yards.

6. Residents of USAFA privatized housing must comply with all additional pet guidance below. For privatized housing purposes, the term animal and pet are synonymous, regardless if the animal or pet is a service dog or comfort animal.

a. Residents are authorized to board (at most) any ONE of the following combinations of pet dogs/cats without a waiver:

- Two dogs, 0 cats
- Two cats, 0 dogs
- One dog, one cat

b. Upon initial assignment to housing, members occupying Key and Essential positions (as identified in the K&E Designation Memo) may apply for a waiver to the two-pet maximum from the MHO and the Hunt Military Communities Manager. There is no waiver process for members not occupying these positions.

c. The military member will be held responsible for all issues associated with the boarding of an animal at the assigned residence. This includes, but is not limited to, financial liability for all costs incurred by any base agency for the capture, quarantine, and rendering of emergency or involuntary veterinary services due to the animal being outside the fenced backyard (while not under the immediate control of a responsible person) or involvement in any act of violence.

d. In addition to cats and dogs, residents may board aquarium fish and birds, provided all pets are properly caged when not being handled. Cages must be cleaned regularly and provide a healthy environment for the pets.

e. Residents may not board exotic animals such as, but not limited to, reptiles, rodents (hamsters, guinea pigs, ferrets, hedgehogs, skunks, and rats), raccoons, squirrels, pot-bellied pigs, monkeys, arachnids, or any farm animal. Non-compliance may result in loss of housing privileges.

f. All dogs and cats must be registered at the Veterinary Treatment Facility (VTF) within five days of arrival or acquisition of the animal. Failure to register a pet may result in loss of housing privileges. This is a one-time requirement while the pet is on base. Fish and birds are exempt from registration. The resident must accomplish the following actions to complete registration:

1. Provide proof of current rabies and distemper vaccines administered by a licensed veterinarian

2. Provide proof that pet has a permanent microchip electronic identification implant

NOTE: If the resident cannot provide adequate veterinarian records documenting vaccination and microchip information to the VTF, the pet will be required to receive any treatment necessary to complete the registration process.

g. Pet owners must maintain current immunizations on all pets. Dogs and cats are required to wear a collar or harness with current rabies tag attached.

h. Pet areas must be cleaned regularly to control and prevent vermin infestation and parasitic disease. Pet feces must be picked up daily or immediately if the pet evacuates outside the patio or yard.

i. Operating a commercial kennel is strictly prohibited. If an inadvertent pregnancy occurs, residents must notify the Hunt Military Communities leasing office immediately. If a litter is birthed, the resident will have 10 weeks from time of birth to give away or sell the offspring for the sole purpose of recouping any provable expended medical cost of the animal since birth (note: the VTF is not authorized to provide any labor and/or delivery support (C-section, etc.) or post-partum care. Any attempt by the resident to sell the offspring for profit will be considered a lease violation, as any enterprise to generate profit in housing must be approved by the Hunt Military Communities leasing office.

j. Pets must be secured with leashes or under positive control at all times while outside a fenced yard. Dogs and cats may only roam unsupervised within a fenced yard provided the animal can neither escape nor attack humans or neighboring pets on the other side of the fence. Unattended pets may not be left on a chain or leash, whether inside or outside a fenced area.

k. When taking your pets for a walk, be sure to carry a bag/scooper with you. If your pet defecates, pick it up and take it with you to dispose of properly. Do not leave it in someone's yard, on the sidewalk, or in the common areas.

l. Not complying with the pet owner responsibilities listed above will result in warnings and citations from the MHO and/or Hunt Military Community leasing office. Multiple violations of this nature could lead to removal from housing.

m. Residents wanting to file a complaint regarding aggressive animal behavior, incessant barking, excessive feces present in yard, or any other behaviors/conditions disruptive to the community, should call the Hunt Military Community Manager at 719-867-9688.

n. Complaints concerning loose/nuisance/stray animals should be reported to the Hunt Military Community leasing office (719-867-9688) during business hours, and the 10 SFS Base Defense Operation Center (BDOC) at 333-2000 during evenings/weekends/holidays. Pet owners whose loose pets are picked up may be required to pay a fee to the servicing animal control shelter in order to claim their animal.

o. Animal Bites: Animal bites and scratches caused by ANY animal (domestic or wildlife) are a serious public health concern, and any persons bitten/scratched (or the acting guardian if victim is a minor) must take prompt actions as below:

1. Clean affected area with soap and water immediately. Military and Tricare beneficiaries shall seek medical treatment from a health care provider as soon as possible, and report their animal exposure to the USAFA Public Health Department. Military treatment facility medical providers will report animal bites IAW AFI 48-105.

2. Immediately notify 10 SFS BDOC at 333-2000. All animal bites/attacks must be reported, regardless if bite or attack was provoked or not.

3. Domestic animals involved in any animal bite (whether biting or being bitten) must be quarantined IAW Colorado state law and the National Rabies Compendium, under the direction of the VTF, and the pet owner will assume financial responsibility. Non-compliance will result in loss of housing privileges.

p. Domestic animals involved in any animal bite must be examined by a veterinarian, and quarantined IAW Colorado state law and the National Rabies Compendium, under the direction of the VTF. Any costs associated with these requirements will be assumed by the pet owner.

q. Suspicion of animal abuse, neglect, cruelty or abandonment should be reported to 10 SFS BDOC at 333-2000. An investigation may be conducted; any substantiated animal abuse, neglect, cruelty or abandonment will be reported to the active duty member's squadron for appropriate penalty/punishment. Any fees associated with the animal's treatment and/or transportation will be the responsibility of the owner.

r. Trapped or injured wildlife should be reported to the Natural Resources Office (719-333-3308) during business hours, and after-hours to 10 SFS BDOC (719-333-2000) also during evenings, weekends, and holidays. Do not attempt to help the animal yourself.

s. Any costs to repair damages made to the yard, interior/exterior of the dwelling, or other property caused by a pet will be assessed against the member in accordance with the lease documents signed by the member.

t. If any provision(s) of this Memorandum are inconsistent with applicable Air Force Instruction or law, then those inconsistent provisions are unenforceable. However, all remaining provisions consistent with Air Force Instruction and law will remain intact and enforceable.

7. My POC for this policy letter is the 10th Civil Engineer Squadron-Military Housing Office, 333-9269/9739.

BRIAN S. HARTLESS, Colonel, USAF  
Commander