

Chief of Naval Operations
Washington, DC

OPNAVINST 5585.2B
25 August 1997

DEPARTMENT OF THE NAVY



MILITARY WORKING DOG MANUAL

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and
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

OPNAVINST 5585.2B
N09N3
CMC-PPO
August 25 1997

OPNAV INSTRUCTION 5585.2B

From: Chief of Naval Operations
Commandant of the Marine Corps
To: All Ships and Stations
Subj: DEPARTMENT OF THE NAVY MILITARY WORKING DOG (MWD)
PROGRAM
Ref: (a) OPNAVINST 5585.1 (NOTAL)
(b) OPNAVINST 5350.4B (NOTAL)
(c) OPNAVINST 5400.24D
Encl: (1) MWD Manual

1. Purpose. To issue policies, procedures, provide guidance and set standards for the administration of the MWD Program at Navy and Marine Corp shore installations and activities. This instruction is a substantial revision and should be read in its entirety.
2. Cancellation. OPNAVINST 5585.2A and form OPNAV 5585/7.
3. Background. The MWDs unique capabilities are used by military police to defend bases and resources, and to help enforce military laws and regulations. Reference (a) implements Department of Defense (DoD) Directive 5200.31 of 7 September 1983 (NOTAL) which establishes the U. S. Air Force as the DoD MWD program manager, provides policy, prescribes procedures and assigns responsibilities within DoD. Reference (b) provides Chief of Naval Operations policy concerning the use of Drug Detector Dog (DDD) Teams. Reference (c) establishes area and regional coordination responsibilities.
4. Concept. Like other highly specialized pieces of equipment, MWDs supplement and enhance the capabilities of military police. When integrated into existing military police forces, MWD teams enable those forces to perform their mission more effectively and, in many cases, with significant savings in manpower, time and money.

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a. The MWD program inventory consists of patrol, patrol/drug detector (P/DD), patrol/explosive (P/E), DDD, and explosive detector dog (EDD) teams. Each team is made up of one certified MWD and one certified handler.

b. Unlike sentry dogs, the patrol dogs used today by the U.S. Navy and Marine Corps are tolerant of people and can be used in almost any area of a military installation including housing, shopping, industrial, and flight line areas.

c. Patrol dog teams can be used not only for routine patrol duties, but also for intruder detection, tracking, and from listening or observation posts.

d. P/DD, DDD, P/E or EDD teams have the capabilities of detecting drugs or explosives that a human working alone would be unable to locate.

5. Forms and Reports. Forms, reports, and documentation procedures to be used by Navy security detachments/ departments, and Marine Corps provost marshals, are located in appendix B. These are the only forms authorized for MWD personnel.

6. Action. Enclosure (1) establishes policy and guidance for the daily operations of the MWD programs within the Navy and Marine Corps. Addressees will comply with provisions of enclosure (1).



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THE MILITARY WORKING DOG (MWD) UNIT

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CHAPTER 1

THE MILITARY WORKING DOG (MWD) UNIT

1-1. Composition of MWD Team. A MWD team is composed of one MWD/handler, Navy Enlisted Classification (NEC) MA-2005/Military Occupational Speciality 5812. The handler will have completed the MWD handler course instructed at Lackland Air Force Base (AFB). Individuals may not receive the MWD handler NEC through an on-the-job training (OJT) program. However, MWD handlers originally trained solely for patrol dog handling may receive comprehensive OJT for detector dog handling, with prior approval from the MWD program manager at Chief of Naval Operations (N09N3)/Naval Criminal Investigative Service (Code 24F).

FOR USMC ONLY: Patrol dog handlers may complete OJT to handle a drug/explosive detector dog, but must attend formal training within 1 year of assignment to a detector dog. Units must notify the MWD program manager at Commandant of the Marine Corps, Headquarters Marine Corps (POS-10) before conducting detector dog handler OJT. OJT detector dog teams will not be certified to conduct law enforcement operations.

1-2. Kennel Master. The kennel master exercises direct supervision over the MWD unit and is responsible to the security officer/provost marshal for managing and operating the MWD section. The kennel master will be a qualified patrol/detector dog handler (NEC MA-2005) with a minimum of 3 years experience and a graduate of the MWD Supervisor course of instruction (NEC MA-2006) at Lackland AFB. At commands not having an assigned kennel master, the senior dog handler will be designated as kennel supervisor and will perform the duties described below, in addition to working his/her assigned dog. The kennel master/supervisor will:

a. Know the mission of the command and advise security supervisors on the best use of MWD teams.

b. Know the threats to and vulnerabilities of resources being protected by MWD teams; assist in preparing local operating

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procedures and instructions for team assignments; and ensure handlers follow the instructions related to their assignments.

c. Ensure a realistic MWD training program is developed and implemented, and teams complete required proficiency training.

d. Ensure assigned MWD teams are skilled in their duties by conducting frequent proficiency trials. Ensure MWD teams complete command validity certification.

e. Ensure that adequate provisions are made for the health, safety, and well-being of assigned MWDs.

f. Ensure that handlers understand the physical and psychological characteristics and capabilities of their MWDs, basic principles of conditioning, and the advantages of using dogs. Ensure that handlers understand responses by their MWDs, i.e., the presence of an intruder, drugs/explosives, etc.

g. Obtain equipment and supplies for the MWD section.

1-3. Kennel Support Personnel. When manning and resources allow, kennel support personnel may be assigned to the kennels. The personnel assigned to kennel support duties must be interested and willing to work with dogs. The kennel master will ensure support personnel are given OJT in the care and feeding of MWDs, detector and patrol dog training, kennel sanitation, disease prevention, symptom recognition, and emergency first aid care. Personnel who have been relieved of police duties for misconduct, pending investigation/disciplinary action, etc., should not be assigned to kennel support duties. Kennel support personnel will:

a. Complete the job qualification requirements as outlined in appendix C.

b. Help care and feed MWDs, maintain kennel facilities and equipment.

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c. Ensure unauthorized personnel do not enter the kennel area.

d. Assist the kennel master and handlers in maintaining the efficiency of the MWD section.

1-4. Basic Considerations of the MWD Unit. The security officer/provost marshal and kennel master determine the duty cycles, duty hours, and methods of using MWD teams. In making these determinations, mandatory training, task evaluations for maintaining certification, and the care of dogs, kennels, and equipment should be considered. This should not preclude participation in most watch section schemes, in fact, MWD teams should be assigned as part of a security watch section.

a. Handlers should take part in briefing sessions to be knowledgeable of security issues. Duty cycles should include one proficiency trial per week to allow kennel masters and handlers to rate MWD performance. Proficiency training should be conducted daily and can be accomplished while on watch. MWD teams can be worked 7 days a week and extend beyond an 8-hour workday, if necessary, provided that break periods, i.e., food, water, rest, etc., are offered.

b. Use drug/explosive detector dogs a minimum of 5 hours per week for drug/explosive interdiction sweeps. The "ride awhile, walk awhile" patrol concept will allow handlers to conduct security functions in addition to scheduled and random MWD drug/explosive inspections. "Actual use" for detector dogs reflects scheduled and random drug/explosive inspections. "Actual use" for patrol dogs reflects time spent during law enforcement, physical security, and deterrence patrols.

c. When 1-day training/4-day cycle is used, training days will consist of 8 hours minimum training in obedience, patrol, and detector proficiency trials, to determine the MWDs proficiency level. Additionally, advanced training should be conducted to raise the proficiency level of MWDs. Training days should vary, when practical, and be conducted on all dogs as a unit to allow team familiarization and hands-on supervision by the kennel master. This will assist in early identification of deficiencies and less frequent use of occupied spaces for training purposes.

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d. MWDs should be exercised daily to increase/maintain the necessary stamina to perform required tasks. MWDs should accompany the handler on leash in the heel position during running exercise.

1-5. Collateral Duties. MWD handlers are required to maintain current qualifications in law enforcement/physical security and military knowledge. These qualifications should be recorded in individual training folders. Daily schedules and watch bills provide for these functions.

1-6. Dual Qualification/Dual Employment. P/DD and P/E teams will perform normal patrol duties when not required for detection work. Failure to assign them to the full range of their capabilities causes these teams to quickly lose patrol proficiency.

1-7. Maintaining Positive Control. Handlers must be able to maintain positive control of their MWD when off leash. All off leash training should be conducted in an enclosed training area. Kennel masters and trainers will closely monitor off leash training and take immediate action to correct any control problems. No off leash training with explosives shall be conducted. Handlers must inform any personnel present of the potential danger of a MWD. Do not allow people to pet MWDs.

1-8. Security of Kennel Facilities. The following minimum requirements must be met when kennels are unattended:

a. A MWD handler/kennel support person must be on call at all times.

b. The kennel facility and all occupied kennel runs must be secured. Keys must be readily available to the on-call handler, the security supervisor, and kennel support person, if assigned.

c. The kennel facility and each MWD must be checked by patrols at least every 4 hours. Emergency conditions, i.e., sick/injured MWD, etc., will be handled as necessary.

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1-9. MWD Standard Operating Procedures (SOPs). Each MWD unit will have written SOPs, approved by the security officer/provost marshal, that address department procedures and implementation of this manual.

1-10. Privately Owned Pets. Privately owned pets or base mascots are not allowed within the confines of the MWD facility. Only MWDs procured, trained, or accepted by DoD as MWDs will be housed at military kennel facilities. MWD handlers on temporary duty who wish to kennel a MWD overnight must make arrangements with the host kennel before travel.

1-11. Stray Animal Facilities. Stray animal facilities will not be located within 100 yards of MWD kennels. Stray animals will not normally be transported in MWD vehicles. Handlers (or kennel support personnel, if assigned) will not be used to support the functions of stray animal facilities.

1-12. MWD Vehicles

a. An appropriate number of properly equipped law enforcement vehicles, will be available for use by the MWD section for patrol operations. If possible, the installation of dog vehicle inserts/remote bailout systems, which provide maximum safety and effectiveness for MWD teams, should be installed. Ensure that MWDs exit patrol vehicle on the non-traffic side of the roadway. MWD vehicles should be configured to allow the handler immediate access to the MWD. Use of vans and pick-up trucks severely limit the handlers ability to access MWDs quickly and are not recommended for MWD missions. Vans and pickups are acceptable for use as support vehicles for transporting large numbers of MWDs for logistical purposes, i.e., emergency evacuation/mission staging. MWDs will not be transported in privately owned vehicles or on front passenger seats of any vehicle.

b. MWD Vehicle Marking. The vehicle will be clearly marked on both sides as indicated in Figure 1-1.

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CAUTION
MILITARY WORKING DOGS

Figure 1-1

In foreign countries, signs will be lettered in the language of the host country as well as in English. Figure 1-1 wording may be stenciled on both sides of the vehicles in 3-inch letters.

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CHAPTER 2

KENNEL FACILITIES AND EQUIPMENT

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- 2-2. Kennel Construction and Approval.
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Enclosure (1)

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CHAPTER 2

KENNEL FACILITIES AND EQUIPMENT

2-1. Kenneling Requirements. Before Military Working Dogs (MWDs) are assigned to a command, suitable kennel facilities must be provided. Various factors such as the health and comfort of MWDs must be considered in the construction of kennels and runs as well as management and safety factors. When necessary to use civilian kenneling, commanding officers will ensure MWDs are afforded adequate security and safety. MWDs will not be kenneled at the handler's quarters except in cases of emergency and then only with approval of the commanding officer.

2-2. Kennel Construction and Approval. After authority has been received to establish a MWD program at a command, plans and detailed cost estimates will be forwarded via the chain of command to the appropriate Echelon 2 commander for approval. Kennel designs for various climates are available from the 341st Training Squadron, Lackland Air Force Base. Kennel facilities will be constructed following criteria listed in appendix D.

2-3. Kennel Maintenance. Proper maintenance of kennels reduces overall operating costs. Kennel runs will be thoroughly cleaned once a day with wash downs as needed. Only kennel cleaning solutions approved by the U.S. Army veterinarian may be used. Conduct daily inspections and correct minor discrepancies before they become major problems. Any discrepancies that cannot be readily corrected will be reported to the proper authority.

2-4. MWD Emergency Evacuation Plan. Written procedures for evacuation of MWDs in case of fire or natural disaster will be included in departmental Standard Operating Procedures (SOPs).

2-5. Training Area Maintenance. Training areas must be kept clean and vegetation closely trimmed. Fecal matter must be removed immediately. Dogs should not be allowed to urinate/defecate in the training area.

2-6. Kennel Safety. Safety of MWDs, handlers, and visitors to kennels is paramount. Specific safety measures include:

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a. Running and other quick movements should be avoided in and around the kennel area. Such actions will startle the MWDs, and could create harmful situations to animals and personnel in the area.

b. Maintain control of MWDs when moving from one place to another within the kennel area.

c. Ensure all gates and doors to the runs are secured when MWDs are inside.

d. Use extreme care while cleaning, feeding, and watering dogs that you are not familiar with.

e. In the event that a loose dog appears in the area, the first person to notice the animal must give the alarm, "loose dog," and everyone in the area, except the loose dog's handler, must immediately apply a muzzle on their dogs, kneel and hold the dog close to their chest with the dogs' heads beneath their arms. The handler will then retrieve the loose dog and secure it.

f. Allow a safe distance of at least 15 feet between MWDs and any other dogs/persons in the area. When it becomes necessary to approach other dog teams, MWDs must be held on short leashes. This is done to ensure that MWD teams do not come into contact with one another. Kennel areas are planned for a one-way traffic system so that no two dogs are brought face-to-face. This system will be observed at all times.

g. Handlers with MWDs on leash must give an audible warning upon entering/leaving the kennel area and at any time there is an obstructed view. They must call out, "dog coming through," "in," "around," or "by" as appropriate.

h. Handlers will not hit, kick or strike a MWD with any object with the intent to harm. Use of shock collar, relaxation collar, or "Schutzhund" pinch collar are forbidden.

i. While moving to/from designated training areas, and during break and grooming periods, handlers must always keep

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their leashes looped over their wrists. This precaution helps to prevent the leash from slipping out of a handler's grasp.

j. To pass articles to another person, handlers will place the articles on the ground and take their MWDs from the immediate area so that another person can safely retrieve the articles.

k. Handlers will not tie their MWDs to any object with the leash as MWDs are capable of chewing through the leash gaining freedom. Additionally, never tie a MWD to a vehicle. The MWD could be injured if the vehicle is moved.

l. MWDs will never be staked out and left unobserved.

m. Many MWDs have a natural desire to fight other dogs when they are brought together. It is important to follow safe procedures when breaking up a dogfight. Breaking up a dogfight is a two-man project; no one should attempt to accomplish it alone. Fighting MWDs should never be pulled apart. Pulling them apart may cause a ripping and tearing of the flesh and may disable the dogs. In breaking up a dogfight handlers will:

(1) Keep their leashes taut and gradually work their hands toward the snap of the leash.

(2) Hold the snap end of the leash firmly with one hand and slip the other hand underneath the MWDs collar.

(3) Grasp the collar tightly.

(4) Grab the throats of their MWDs with their other hand at a point just below the MWDs lower jaw.

(5) Choke their MWD until the air supply is cut off, thus forcing the MWD to release its hold.

n. If a handler is bitten by a MWD, use the same procedure to effect a release as used to separate two fighting MWDs. Never

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attempt to jerk away from the MWD because this action may cause a serious wound.

o. Handlers can avoid being bitten by their own dogs. If the MWD attempts to bite, grab the leash close to the dog's neck, hold the animal's front feet off the ground, extend arms to push the MWD away, and at the same time, slowly turn in a circle to keep the MWD off balance. These procedures keep the dog from seriously harming its handler and is a means for the handler to rebuke the MWD from attempting to attack.

p. Handlers should follow safety practices when presenting their MWDs to a veterinary officer for examination/treatment. The handler must keep in mind that the MWD is in strange surroundings, among strange people, for treatment that is unusual and sometimes painful. This is an abnormal situation for the MWD, and its behavior may not be as the handler expects. Therefore, the handler must be alert and prepared to control the animal while medical care is being provided.

q. MWD teams may be called upon to work in close proximity of each other during certain tasks such as explosive detection, building search, and crowd control formations; therefore, socialization training should be conducted. Socialization training between MWDs should be done slowly using successive approximation, never allowing MWDs to physically come in contact with each other. The objective is to condition the MWDs to perform their mission tasks without being distracted by or aggressive toward other dogs or persons in close proximity. Contact MWD program managers staff for additional guidance on socialization training.

2-7. Leaving MWDs Unattended. MWDs should not be left unattended except when they are housed in their kennels or in emergency situations. During an emergency, the following rules will be observed:

a. Use only the leather collar and a kennel chain to stake out a MWD. Do not use the choke chain and leash.

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- b. Do not stake out a MWD where it could injure itself or others.
- c. Make sure that the MWD has shade during hot weather.
- d. Check the MWD often to make sure that it is not in distress.

2-8. MWD Equipment. Each piece of equipment has been designated for a specific purpose. The handler must be acquainted with the items, and how/why they are used. Equipment available through normal supply channels is located in appendix E. Additional equipment necessary to effectively train MWDs can be purchased through local canine equipment distributors.

2-9. Equipment Maintenance. Safety is the first consideration in the maintenance of MWD equipment. An inspection of all equipment should be conducted daily. Any equipment which is found to be unserviceable must be repaired/replaced immediately.

a. Leather. To prevent the leash, collar, and muzzle from becoming dry/brittle, saddle soap/neat's foot oil should be applied using a damp cloth. Rub neat's foot oil, as well as saddle soap, into the leather with the fingers until the leather is soft and pliable. When not in use, all leather items should be kept in a dry location.

b. Metal. Metal equipment/parts of equipment should be inspected daily. Remove spots of rust by rubbing them with a fine grade of steel wool until all rust has been removed. Apply a coat of an edible oil to prevent rust from returning. Avoid leaving metal equipment in wet/damp areas. If an item of equipment becomes badly rusted, it should be replaced. Rusted water buckets should be replaced.

2-10. Off-Limits Signs. As a crime prevention measure naval installations using MWDs for law enforcement and physical security duties will have MWD warning signs, made of a reflective material, posted at all ingress points. The wording will be red and black lettering and read as follows:

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WARNING
THIS PROPERTY PATROLLED BY
MILITARY WORKING DOG TEAMS

Additionally, all sides of the kennels and training areas will be posted with "Off-Limits" signs as noted in paragraph 1e of appendix D.

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CHAPTER 3

VETERINARY CARE, FEEDING, DISPOSITION, AND TRANSPORTATION

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CHAPTER 3

VETERINARY CARE, FEEDING, DISPOSITION, AND TRANSPORTATION

3-1. Veterinary Services. The U.S. Army has the sole responsibility for Military Working Dog (MWD) veterinary services. The servicing Army Medical Command pays for all medical care per reference (a).

3-2. Veterinary Responsibilities/Support. U.S. Army veterinarians provide complete medical and surgical care; quarterly kennel facility sanitary inspections; review plans for new construction and modification of kennels, support buildings, and sites; formulate MWD feeding program, and instruct handlers on the health, care, and management of MWDs. The area U.S. Army veterinarian will designate in writing a local civilian veterinarian for emergency use including name, address, telephone number, and detailed map. This information should be posted in the kennel facility and security dispatch for quick and easy reference.

3-3. MWD Physical

a. MWDs will receive semi-annual physical.

b. MWDs will receive a physical examination before and after shipment.

(1) A predeparture examination is given just before shipment from one command to another. A health certificate is issued for the state or country into which the dog is being shipped.

(2) A post arrival examination is given as soon as possible.

3-4. MWD Deployment Standards. There is an increasing demand for MWDs to deploy in support of various military/other federal agency security missions worldwide. Predetermining a dog's deployability will assist planners in assuring that only medically/physically capable MWDs will be assigned to fill

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demanding missions where medical support is less than optimum. The veterinarian determines, during semi-annual physical, how suitable the dog is for deployment. The kennel master/supervisor determines suitability for deployment based on training/proficiency status, stamina, and condition when stressed. The veterinarian, after considering the kennel master/supervisor's evaluation, will classify the MWD into one of the mobility categories and forward deployment status to the MWD unit. Deployability status will be updated every 6 months, or as needed. Listed below are the deployment categories:

a. CAT 1 - Unrestricted Deployment:

(1) Medically fit for any contingency or exercise.

(2) Can handle extreme stressful environment (very hot weather, prolonged physical activity, etc.).

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

(4) No existing or recurring medical problems that limit performance or will worsen by stress or increased demands. Note: Medical problems may exist or be under treatment but do not limit performance.

b. CAT 2 - Limited Deployment:

(1) Medically fit for regions/missions with minimal requirement for acclimation to heat or physical stress.

(2) Medically fit for short duration deployments.

(3) No significantly limiting or compromising factors.

(4) Medical problems exist which slightly limit performance but are controlled.

c. CAT 3 - Temporarily Nondeployable:

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

(2) Estimated Release Date (ERD) from CAT 3 must be given.

d. CAT 4 - Nondeployable:

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

(2) Medical or physical conditions warrant euthanasia/replacement within 1 year.

3-5. First Aid for MWDs. In emergency situations, an understanding of first aid measures is imperative to act in the best interest of the MWD until veterinary assistance is obtained. First aid kits shall be available in the kennel facility and all MWD vehicles. A U.S. Army veterinarian should be consulted to assist in determining the type of first aid equipment to be maintained in the kits. First aid kits must be replenished as soon as possible after use. First aid procedures for MWDs are outlined in appendix F.

3-6. Heartworm Preventive. It is the handler's responsibility to ensure the MWD receives heartworm preventive or any other medication prescribed by the veterinarian.

3-7. Food, Weight, and Stool Charts. Food, weight, and stool charts will be maintained on each dog. The amount of food and condition of the stool will be recorded daily. The dogs weight will be recorded weekly. An example of the chart (reproduce locally) is shown as figure 3-1 (OPNAV 5585/8).

3-8. MWD Working Weight. Each dog is assigned an ideal working weight by the local Army veterinarian based on the dog's size, age, reward, and most importantly, his performance. If the dog's performance declines, notify the veterinarian for possible adjustment to the ideal working weight. It is the handlers'

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responsibility to keep their dogs within the ideal working weight by conducting weekly weight checks and adjusting the dogs' ration, if necessary.

3-9. Feeding Requirements. The standard diet for all MWDs is determined by the U.S. Army Veterinary Service. MWD personnel will be notified by the local U.S. Army veterinarian and MWD program manager of any changes. The prescribed dog food approved for distribution throughout the entire MWD community is formulated for adult dogs which are subject to periods of intense physical activity and stress. It can also be fed to low and moderate activity dogs by use of a portion-controlled feeding method. Feed each dog the portion prescribed by the local U.S. Army veterinarian.

3-10. Disposition/Reporting of Incapacitated MWDs. Incapacitated MWDs can be euthanized on the authority of the accountable installation commanding officer under the circumstances listed below. When a MWD is experiencing undue suffering, or in an emergency situation, a veterinarian is authorized to euthanize the MWD in the most humane manner possible; subsequently reporting the reasons for the action to the installation commander as follows:

- a. To terminate undue suffering caused by disease, injury, or permanent physical disability.
- b. To prevent the spread of contagious disease.
- c. When MWD is unable to perform as the result of incurable disease or physical disability.
- d. When psychoneurotic or psychotic disorders are diagnosed that prevent the use of humane training therapy to return the MWD to normal use.
- e. When other conditions exist which may warrant euthanization, such as viciousness or temperamental instability, a request will be submitted to the MWD program manager via the

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chain of command. Request for disposition must include the following information:

(1) Statement regarding MWDs temperament and certification status.

(2) Name/tattoo number.

(3) Age/length of service.

f. In all cases death certificates must contain a brief statement explaining the reasons for euthanization.

3-11. Redistribution/Reporting of Excess Trained MWDs

a. Trained dogs that have become excess to the requirements of an activity will be reported to the appropriate Echelon 2 commander, via the chain of command, so that a determination can be made whether the MWDs can be used in authorized positions elsewhere within the region/area. If MWDs are in excess of major claimants requirements, the MWD program manager will advise of disposition instructions. If it becomes necessary to return a MWD to Lackland Air Force Base (AFB) due to health or other problems, the MWD program manager (CNO N09N3/NAVCRIMINSERV-24F) will coordinate the effort and advise activities of disposition instructions.

b. When a MWD is in excess, a report will be generated to the MWD program manager via the appropriate chain of command. The following information is required:

(1) An original DD 1829 (Record of MWD Physical Examination) indicating a physical examination was completed within 30 days.

(2) Reason MWD declared excess (such as unit deactivation, unable to certify, reduced authorization, etc.). Include a statement with regard to existing requirements at the command.

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(3) Name, tattoo number.

(4) Age and length of service.

(5) Statement regarding MWD's temperament and certification status.

(6) Number of shipping crates required.

c. When MWDs are approved for return to Lackland AFB, shipments will be made by military/commercial air, using returning command's funds. If crates are required, they will usually be shipped by surface transportation using the returning command's fund cite.

3-12. Disposition of Trained/Untrained MWDs

a. MWDs will not be disposed of through sale, giveaway, or transfer to civilian law enforcement agencies or individuals.

b. No MWD will be disposed of by transferring to any agency (e.g., medical research and development, or clinical investigation) for the purpose of invasive research/training that would potentially compromise the health of such animal.

c. Dogs that become excess to user requirements or are unsuitable for military use will only be disposed of after approval from Lackland AFB by:

(1) Transfer to other government agencies.

(2) Euthanasia by competent authority when not disposed of under (1) above.

3-13. Transportation of MWDs

a. MWDs are shipped in conformance with Transportation and Travel, Military Traffic Management Regulation C8, AR 55-355; NAVSUPINST 4600.70; AFR 75-2; MCO P4600.14B, CH-8; and DSAR

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4500.3 CH-8 (NOTAL). MACR 76-1, Vol. 1, Part Two (NOTAL) also applies.

b. MWDs shipped to overseas locations are moved by military/commercial aircraft. A handler must accompany the shipment. MWD shipments within the continental United States (CONUS) are generally made by commercial air transportation under a Government Bill of Lading, and do not require handler escort. The using/receiving activity must provide a fund cite to cover the cost of transportation and temporary assigned duty expenses on escort handlers as required.

c. All live animals are restricted from shipment via commercial airlines as freight when the temperature is 45 degrees fahrenheit or less in the winter and 85 degrees fahrenheit or higher in the summer. Most airlines will allow shipment of MWDs as excess baggage when escorted by a handler during temperature restrictions.

d. MWD shipments must be closely monitored by all agencies involved in order to ensure compliance with rules and regulations of carriers' governing classifications and tariffs. Appropriate humane standards must be maintained at all times.

e. MWD shipping crates will be marked in bold letters "Caution-Military Working Dog." Metal shipping crates should contain a duckboard to allow the dog to rest/lie down without lying in urine. Plastic shipping crates should contain some type of absorbent materials, such as newspapers, to allow the dog to stay as dry as possible. A health certificate issued by a veterinarian must accompany the MWD when shipped to another state or country. Documentation for MWDs shipped via commercial air must contain a point of contact and telephone number to provide for timely pickup upon arrival.

f. All shipping crates, duckboards, food, and water pans must be returned to Lackland AFB within 10 working days after receipt of the dogs. Empty crates may be shipped by surface transportation or military air.

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MILITARY WORKING DOG

FOOD, WEIGHT, AND STOOL CHART

MWD: _____ TATTOO: _____ IDEAL WORKING WEIGHT: _____ MONTH/YEAR _____

<u>DATE</u>	<u>DIET</u>	<u>TIME FED</u>	<u>STOOL</u>	<u>WEIGHT</u>	<u>REMARKS</u>
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
26					
27					
28					
29					
30					
31					

****SPECIAL INSTRUCTIONS****

1. Weigh dogs at least weekly
2. Administer HEARTGUARD monthly

****MEDICATIONS****

<u>TYPE OF MEDICATION</u>	<u>DOSAGE</u>	<u>START DATE</u>	<u>STOP DATE</u>

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CHAPTER 4

DRUG TRAINING AID ACCOUNTABILITY, STORAGE, SECURITY, AND HANDLING

- 4-1. Drug Enforcement Administration (DEA)/Naval Criminal Investigative Service Regional Forensic Laboratory Registration.
- 4-2. Initial Procurement.
- 4-3. Drug Training Aid Accountability Folder.
- 4-4. Storage Requirements.
- 4-5. Handling Requirements.
- 4-6. Damaged Training Aids.
- 4-7. Inventories.
- 4-8. Revalidation of Training Aids (Recall).
- 4-9. Change of Primary Custodian.
- 4-10. Alternate Custodians/DEA Forms.

Enclosure (1)

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CHAPTER 4

DRUG TRAINING AID ACCOUNTABILITY, STORAGE, SECURITY, AND HANDLING

4-1. Drug Enforcement Administration (DEA)/Naval Criminal Investigative Service Regional Forensic Laboratory (NCISRFL) Registration. All MWD user commands within the continental United States (CONUS), Hawaii, Guam, and Puerto Rico are required to be registered with the DEA prior to requesting drug training aids. Commands outside the CONUS (OCONUS) will register only with NCISRFL.

a. DEA Registration. Each user command registered with the DEA will have one DEA registration number per command. The user command will be registered and authorized to have four controlled substances: Schedule I drugs, heroin (Code 9200); marijuana (Code 7360); hashish (marijuana resin (Code 7367)); and Schedule II drug, cocaine (Code 9041). Commands that have a documented need for methamphetamine will submit a request to the MWD program manager. Methamphetamine (Code 1105) is a Schedule II controlled substance. No other DEA codes will be used. The DEA forms will be prepared following DEA regulations dated 1 July 1973. The DEA regulations can be obtained from the DEA Registration Section, P.O. Box 28038, Central Station, Washington, DC 20038-8083. The DEA 222's will be safeguarded and kept under lock and key. A log book will be used to maintain accountability of the DEA 222's. Each DEA 222 has two numbers, an order number and a serial number. The order number will be logged on a single line entry and each transaction using a DEA 222 will be recorded.

b. Overseas Commands. Overseas commands not requiring DEA registration must register with the NCISRFL. The security officer/provost marshal makes the request, via the MWD program manager, and local chain of command, to the NCISRFL. The letter should include the country where the Drug Detector Dogs (DDDs) are located, the number of DDDs authorized, and the name and social security numbers of the primary and alternate drug training aid custodians. Both the primary and alternate drug training aid custodians must be U.S. military members. The letter should be updated as changes occur.

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4-2. Initial Procurement. Before proceeding with the initial procurement, secure storage facilities must be in place per paragraph 4-4.

a. DEA Registered Commands. Initial DEA registration is coordinated through the MWD program manager who will notify the NCISRFL when a command is ready to register with DEA. NCISRFL will forward a protocol letter to the appointed custodian with detailed instructions. The protocol letter and New Application for DEA Registration (DEA 225) will be sent to DEA. Upon receipt of a Controlled Substances Registration Certificate (DEA 223), the DEA 222 order form will be submitted to NCISRFL Norfolk via the MWD program manager for issuance of drug training aids.

b. Overseas Commands. User commands must submit a request to the MWD program manager, via local chain of command, for training aids. After approval is granted the training aids will be shipped.

c. The NCISRFL is the only authorized supplier of MWD drug training aids. The use of pseudo-narcotic training aids is prohibited except when specifically approved by the MWD program manager. All envelopes and packages mailed to the NCISRFL should be addressed as follows:

DIRECTOR
ATTN MWD SECTION
INVESTIGATIVE SERVICE REGIONAL FORENSIC LAB
9079 HAMPTON BLVD STE 110
NORFOLK VA 23505-1908

Telephone numbers for the NCISRFL are commercial 804-444-8615, DSN 564-8615; commercial fax 804-445-4272 or DSN 565-4272.

d. All training aids sent between NCISRFL and commands must be sent by registered mail.

e. The training aids will be issued in the form of pre-packaged, sealed and numbered kits. All commands with DDD teams will receive one standard drug training aid kit (figure 4-1). If MWD assets increase requiring additional training aids, the

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requesting command must submit appropriate documentation to NCISRFL via the MWD program manager (figure 4-2). If a team is lost to a command precluding the requirement for or reduction in the number of aids, a request for disposition will be sent via message or fax to NCISRFL.

f. Upon receipt of the required documentation NCISRFL will forward the authorized quantity of aids to the designated custodians with a Construction/Receipt of Training Aids form (figure 4-3). Upon receipt of the aids, only the primary/alternate custodian will open the package. Affixed to the outer wrapper will be a checklist. The following procedures will be followed when opening the inner package:

(1) Examine the inner wrappers. If tampering is suspected, make a report to the local Naval Criminal Investigative Service Resident Agent (NCISRA) and proceed no further until directed. If the wrapping is intact, the package may be opened.

(2) Inventory the contents. Compare serial numbers on the Construction/Receipt of Training Aids form (OPNAV 5585/9) with serial numbers on aids. If there are any discrepancies, notify NCISRFL immediately.

(3) Weigh each container to verify the weight recorded on the Construction/Receipt of Training Aids form.

(4) Check aids into Drug Training Aid Daily Issue/Return log book and store aids appropriately.

(5) Sign bottom of Construction/Receipt of Training Aids form.

(6) Send one copy of signed Construction/Receipt of Training Aids form to the NCISRFL.

4-3. Drug Training Aid Accountability Folder. Primary training aid custodians are required to maintain an accountability folder to keep a record of all training aid transactions with NCISRFL.

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The Drug Training Aid Accountability Folder will be maintained in the following order:

a. DEA 223. A full size copy of the registration will be placed on the outside of the drug safe.

b. DEA 225/225a.

c. Primary Custodian appointment letter.

d. Alternate Custodian appointment letter.

e. Authorized to handle drug training aid list.

f. Construction/Receipt of Training Aids form.

g. Recall letters for training aids returned to NCISRFL.

h. Semiannual inventories/change of custodian letters and inventory.

i. DEA 222 copy 1 (brown).

j. DEA 222 copy 3 (blue).

4-4. Storage Requirements. Security of the training aids is of primary importance. To ensure proper security and handling of training aids, the following procedures will be followed:

a. The training aids must be stored in a GSA-approved security container, such as NSN 7110-00-920-9320 (four-drawer) or NSN 7110-00-920-9310 (two-drawer). The following storage procedures are required to minimize odor contamination:

(1) When two-drawer safes are used, marijuana and hashish should be stored in the top with the heroin and cocaine in the bottom.

(2) With four-drawer safes, the aids should be stored from top to bottom as follows: marijuana, hashish, cocaine, and heroin.

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(3) Commands with methamphetamine training aids will, if possible, obtain a five-drawer safe, e.g., Mosler, NSN 7110-00-919-9193, and aids will be stored from top to bottom as follows: marijuana, hashish, cocaine, heroin, and methamphetamine. If a four-drawer safe is used the aids should be stored from top to bottom: marijuana and hashish (together, in the top drawer), cocaine, heroin and methamphetamine. If a two-drawer safe is used the marijuana and hashish should be stored in the top drawer, the cocaine, heroin, and methamphetamine in the lower.

b. Safes weighing less than 750 pounds must be secured to the wall or floor.

c. Safes must be located in an area that is manned on a 24-hour basis or protected by an intrusion detection system.

d. Do not store training aids within the kennel facility.

e. Training aids will be stored in separate containers in the safe. Ammunition cans are ideal for this purpose, and recommended for use. The following procedures will be employed prior to using ammunition cans for storage:

(1) Storage cans should be cleaned with mild soap/warm water solution followed by rinsing with alcohol. This removes any ammunition residual odor.

(2) Storage cans will then be air dried.

(3) The storage cans will not be painted or marked with any material that could cause an odor contamination.

(4) A paper tag should be affixed to the storage cans identifying them as a marijuana, hashish, cocaine, heroin, or methamphetamine containers.

4-5. Handling Requirements. Training aids will be under positive control at all times. Personnel authorized to use drug training aids will be trained on the protection requirements for controlled substances.

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a. The primary and alternate drug training aid custodians must be designated in writing by the security officer/provost marshal. The primary custodian will maintain a daily issue/return log to record daily transactions involving the drug training aids. This log should be kept in a bound log book, such as, NSN 7530-00-286-8363, or equivalent.

b. The custodian will ensure that all training aids are returned to the storage site by the end of the tour of duty. The training aids must be returned by the recipient.

c. Overnight storage of the training aids away from the central storage site is prohibited. On rare occasions when the handler is serving on temporary additional duty (TAD), and the training aids are required to maintain MWD proficiency, the permission of the security officer/provost marshal must be obtained. Record the authorization to possess drug training aids, specific types, quantities and training aid numbers on the handler's TAD orders. Drug training aids may be sent via registered mail to the TAD destination. All storage requirements must be adhered to, both in transit and at the TAD site. If travel to the destination will be interrupted, coordinate in advance with the nearest military installation or civilian police agency to secure training aids. Use a chain of custody document or hand receipt to record the chain of custody.

d. The daily issue/return log will be prepared in the following manner:

(1) The left hand side of the book will contain check-out entries and the right hand side check-in entries. The columns will be as follows: Date; Time; Type of Aid (i.e., MJ, HE, CO, HA); Serial Number (the serial number can be found on the lead wire seal affixed to the drug training aid); Net Quantity (the net quantity of the drug training aid can be found on the receipt document, e.g., marijuana (20 gms), hashish (1 gm), cocaine (3 gms)); Actual Weight Out (all drug training aids will be weighed upon issue/return); Signature of Custodian; Printed Name of Recipient; and Signature of Recipient.

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(2) Upon return of drug training aids, the following columns will be used: Date; Time; Type of Aid; Serial Number; Net Quantity; Actual Weight In; Signature of Recipient; Printed Name Of Custodian; Signature of Custodian; and Remarks. The remarks column will be used to make any entries involving the drug training aids, e.g., aid dented, leaking, damaged, or seal broken.

e. Extreme care will be used when handling drug training aids to prevent any cross substance or foreign matter contamination, i.e., plastic bags will not be used to transport drug training aids; glue, masking or scotch tape, labels or any other foreign matter will not be placed on, in or near the drug training aids. A scribe may be used to etch size, substance/serial on the metal can. Under no circumstances is an ink marker or pen to be used on any training aid. The drug training aids have a lead wire seal with a serial number and are sealed by the NCISRFL. Under no circumstances will training aids be opened. Aid integrity must be maintained at all times. Disposable clear plastic food service handlers gloves will be used when handling drug training aids to prevent human odor contamination and any absorption through the skin.

f. Upon completion of training, all training aids except marijuana will be wiped lightly with denatured alcohol and placed back into their storage cans. Drug training aids will be visually checked for physical signs of tampering or leakage each time they are checked out or checked in.

4-6. Damaged Training Aids. It is recognized that training aids used daily in training scenarios will sometimes become damaged or leak. These aids must be returned to the NCISRFL for evaluation. If a lead seal is broken the training aid must be returned to the laboratory.

a. If a drug training aid is found to be leaking or damaged, the following procedures will be followed:

(1) Separate the leaking aids from the other aids.

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(2) Send a message or a fax to the NCISRFL with info copies to the appropriate chain of command. The message should include the type, weight, and serial number of the training aid, the circumstances of the situation, and the telephone numbers, both commercial and DSN for the command. Do not forward an aid to the NCISRFL until permission has been obtained.

(3) Upon receiving disposition authority from NCISRFL, CONUS commands will complete the enclosed DEA 222 (copies 1 and 2) and the Training Aid Examination/Disposition Request (Figure 4-5). OCONUS commands need only fill out the Training Aid Examination/Disposition Request.

(a) Complete Training Aid Examination/Disposition Request and DEA forms, if applicable.

(b) Send aids via registered mail to NCISRFL.

(c) File copy 1 (brown) of DEA 222 in Drug Training Aid Accountability folder and send copy 2 (green) to DEA Division Office, if applicable.

(d) Log returned training aids out to NCISRFL in daily issue/return log.

b. To receive a replacement training aid, the following procedures will be followed:

(1) CONUS commands will fill out a DEA 222. Refer to instructions on the back of the blue copy.

(a) Send copies 1 and 2 to NCISRFL for replacement training aid.

(b) File copy 3 (blue) of DEA 222 in Drug Training Aid Accountability folder.

(c) Send copy of DEA 225/225a, custodian appointment letter, and power of attorney, i.e., the current custodian has changed since issuance of last registration to NCISRFL along with request for training aids.

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(2) OCONUS commands will complete a REQUEST FOR REPLACEMENT TRAINING AIDS form (figure 4-5). Include copy of custodian's appointment letter with request for training aids.

(3) NCISRFL will send a replacement aid via registered mail.

(a) When new training aids are received, log in as described in paragraphs 4-2f(1) through 4-2f(6).

(b) Return signed copy of Construction/Receipt of Training Aids form to NCISRFL.

4-7. Inventories. To ensure accountability of training aids, periodic inventories and reviews must be completed.

a. Semi-annual Inventory. Drug training aids/DEA 222s will be inventoried semi-annually and upon change of primary/alternate custodian. All training aids will be inventoried and total weight verified by a disinterested party, appointed by the security officer/provost marshal, using a calibrated scale. The disinterested party must be an individual senior in grade to the primary custodian, E-7/GS-9 or above. The disinterested party, upon completion of the drug/DEA 222 form inventory, will make an entry across both pages of the Drug Training Aid Daily Issue/Return log book and the DEA 222 form accountability log book that an inventory was conducted on a particular date and time and discrepancies were/were not noted. The entry will be signed, with name, rank and title under the signature. The disinterested party will send a letter to the security officer/provost marshal stating that a semi-annual inventory was conducted on a particular date and time. The disinterested party will list all drug training aids by serial number, type, weight, quantity and actual weight and all DEA 222 forms, by order form number on the inventory and will sign the original copy. The original will be forwarded to the security officer/provost marshal and a copy will be given to the drug custodian for the accountability folder. Any lost aids/aids suspected of being tampered with must be reported immediately to the nearest NCISRA for investigation.

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b. Tolerances. Although the training aids 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 aids are used. The following tolerances have been established as a guideline to be used in weighing training aids for daily issue and periodic inventories. Training aid weights that exceed these values should be returned to the laboratory for analysis and replacement.

	<u>Size of Training Aid</u>	<u>Tolerance</u>
Marijuana	20 grams	2.0 grams
	10 grams	1.0 grams
	5 grams	0.5 grams
	3 grams	0.2 grams
Hashish	All sizes	0.5 grams
Heroin	All sizes	0.2 grams
Cocaine	All sizes	0.2 grams
Methamphetamine	All sizes	0.2 grams

Even if the weight of a training aid is within these tolerances, but appears to be leaking, it must be returned to the laboratory for verification/destruction. If the custodian notices a gradual loss in weight for a particular training aid, he/she should not wait until the maximum tolerance has been reached before turning in the training aid. If the custodian, any individual involved in an inventory, or any individual using the training aid has any reason to believe that a training aid has been tampered with, the appropriate chain of command and the laboratory must be notified immediately.

4-8. Revalidation of Training Aids (Recall). Routine revalidation of training aids will be accomplished at 2-year intervals unless otherwise directed or required. Revalidation will be initiated in writing by the NCISRFL in the form of a recall package.

a. The recall package will consist of a recall letter, a list of training aids for recall, a Sample Training Aid

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Revalidation form and a blank Training Aid Revalidation form (OPNAV 5585/11) (figure 4-10).

(1) DEA-registered commands will receive a DEA 222 from the NCISRFL for return of the training aids.

(2) OCONUS commands will receive a Request for Replacement Training Aids (figure 4-6).

b. Any movement of drug training aids between a custodian and the NCISRFL must be accomplished via registered mail or hand delivery. The NCISRFL will mail the sending command a copy of the fully endorsed Training Aid Revalidation form. This copy will serve as the record of receipt.

c. Upon receipt of new drug training aids at the user site, follow initial procurement procedures outlined in paragraphs 4-2f(1) through 4-2f(6).

4-9. Change of Primary Custodian. The following procedures will be followed whenever the primary drug training aid custodian is relieved/transferred:

a. If the primary custodian is scheduled to leave the command he/she should have a legal officer prepare a power of attorney for DEA Order Forms (figure 4-7), authorizing someone else in the command to execute DEA 222s until such time as a new registration certificate is received. It is unnecessary to apply for a new registration certificate at the time of the primary custodian's leaving. When a renewal application is received, the newly authorized primary custodian should sign it.

(1) The power of attorney should be filed in the Drug Training Aid Accountability Folder behind the primary custodian's appointment letter.

(2) A copy of the Transfer of MWD Team DEA Registrant form (figure 4-8), should also be filled out and the registrant who is leaving should keep a copy for his/her personal record.

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b. OCONUS Commands. OCONUS commands changing custodians need only complete a Transfer of MWD Team Training Aid Custodian form (figure 4-9). The original should be placed in the Drug Training Aid Accountability Folder behind the primary custodian's appointment letter. The registrant who is leaving should keep a copy for his/her personal record.

4-10. Alternate Custodians/DEA Forms. Alternate custodians who are authorized to receive/send training aids to NCISRFL must have a power of attorney for DEA Order Forms, signed by the primary custodian. The power of attorney for DEA Order Forms should be filed in the Drug Training Aid Accountability Folder behind the alternate custodian's appointment letter.

Any questions regarding manufacture, distribution, or destruction of drug training aids should be directed to NCISRFL-Norfolk.

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DRUG TRAINING AID SETS

Substance	Size	Number	Total # of TA's	Total grams
Marijuana	20 grams	4	10	116
	10 grams	2		
	5 grams	2		
	3 grams	2		
Hashish	10 grams	1	5	20
	5 grams	1		
	3 grams	1		
	1 gram	2		
Heroin	5 grams	1	6	14
	3 grams	1		
	2 grams	2		
	1 gram	2		
Cocaine	5 grams	1	7	17
	3 grams	2		
	2 grams	2		
	1 gram	2		
Meth- amphetamine	5 grams	2	6	20
	3 grams	2		
	2 grams	2		

Figure 4-1

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SSIC:
Date

From: _____

To: Director, Naval Criminal Investigative Service Regional Forensic Laboratory, Norfolk

Via: Director, Naval Criminal Investigative Service (Code 24F6)

Subj: INITIAL/SUPPLEMENTAL REQUEST FOR MILITARY WORKING DOG DRUG TRAINING AIDS

- Encl: (1) List of dog names and tattoo numbers
- (2) DEA 222, Number _____
- (3) DEA Application/Registration for Schedules I and II (Use if initial order)

1. This activity is currently responsible for the training and periodic recertification of _____ drug detector dogs. These dogs are listed by name and tattoo number in enclosure (1). In order to fulfill this responsibility, the following training aids are required:

<u>TYPE</u>	<u>SIZE</u>	<u>NUMBER</u>	<u>TYPE</u>	<u>SIZE</u>	<u>NUMBER</u>
-------------	-------------	---------------	-------------	-------------	---------------

2. DEA 222 is attached as enclosure (2) (if required).

3. This request is (check one):

___ initial order [attach enclosure (3)].

___ a supplemental order.

4. Aids should be shipped via registered mail to _____ (provide a specific business address not a P.O. Box number. Also, show the name of the individual authorized to accept custody of the aids. Do not use titles such as "Commanding Officer", "Security Officer" or "Provost Marshal").

Signature

Printed Name

Figure 4-2

Enclosure (1)

CONSTRUCTION/RECEIPT OF TRAINING AIDS				ORDER FORM NUMBER	
FROM: NCIS REGIONAL FORENSIC LABORATORY 9079 HAMPTON BLVD STE 110 NORFOLK VA 23505-1908			TO:		
TYPE OF SUBSTANCE <input type="checkbox"/> COCAINE <input type="checkbox"/> HASHISH <input type="checkbox"/> HEROIN <input type="checkbox"/> MARIJUANA <input type="checkbox"/> METHAMPHETAMINE					
GRAM SIZE	CONTROL NUMBER	GROSS WEIGHT	GRAM SIZE	CONTROL NUMBER	GROSS WEIGHT
PACKAGED BY		SIGNATURE		DATE	
REMARKS					
ACKNOWLEDGEMENT OF RECEIPT					
PRINTED NAME AND GRADE OR RATE			SIGNATURE		DATE RECEIVED
COMPLETE NAME AND ADDRESS				TELEPHONE (DSN & COMM.)	

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Figure 4-3

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TRAINING AID EXAMINATION/DISPOSITION REQUEST

Complete one form for each training aid submitted. Seal each aid in a separate container; this container must provide a complete vapor seal. The individually sealed aids may then be combined in one single mailing package. Be sure the appropriate chain of custody blocks are properly completed.

Date: _____

From: _____

To: Director, Naval Criminal Investigative Service Regional Forensic Laboratory, Norfolk

Subj: RETURN OF DRUG TRAINING AIDS

1. The below described drug training aid is submitted for appropriate analysis/disposition.

SUBSTANCE TYPE (Check one):

- COCAINE
- HASHISH
- HEROIN
- MARIJUANA
- METHAMPHETAMINE

SERIAL NO.

DATE FIRST RECEIVED

HANDLER COMMENTS REGARDING THIS AID: _____

CHAIN OF CUSTODY

DATE & TIME

RELEASED BY

RECEIVED BY

=====

FOR LABORATORY USE ONLY

DATE: _____

REPORT OF ANALYSIS

Gross weight of aid at time of analysis: _____
 Weight of substance at time of analysis: _____
 Amount of substance used in analysis: _____ ; Amount remaining: _____
 _____ Qualitative finding: _____
 Quantitative finding (if applicable): _____ percent.
 Comments:

/S/ _____
Printed Name of Examiner

Figure 4-5

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REQUEST FOR REPLACEMENT TRAINING AIDS

COMPLETE THIS FORM TO OBTAIN A REPLACEMENT TRAINING AID(S) FOR AN OLD OR DAMAGED AID OR AIDS RECALLED BY THE LABORATORY.

FROM:

TO: *DIRECTOR
ATTN MWD SECTION
INVESTIGATIVE SERVICE REGIONAL FORENSIC LAB
9079 HAMPTON BLVD STE 110
NORFOLK VA 23505-1908*

<u>TYPE OF AID</u>	<u>SIZE OF AID</u>	<u>NUMBER</u>
(MARIJUANA, HASHISH,		(TO BE FILLED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE OF AUTHORIZED REQUESTOR

PRINTED NAME OF REQUESTER

DATE OF REQUEST

Figure 4-6

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POWER OF ATTORNEY FOR DEA ORDER FORMS
SAMPLE

Name of Command as listed on DEA Registration (Name of registrant)

_____ (Address of registrant)

_____ (DEA registration number)

Person who signed most recent renewal

I, _____ of registration (DEA 225a), the undersigned, who is authorized to sign the current application for registration of the above-named registrant under the Controlled Substances Act or Controlled Substances Import and Export Act, have made, constituted, and appointed, and by these presents, do make, constitute, and appoint **new person who will be authorized to sign DEA 222 forms**, my true and lawful attorney for me in my name, place, and stead, to execute applications for books of official order forms and to sign such order forms in requisitions for Schedule I and II controlled substances, in accordance with Section 308 of the Controlled Substances Act (21 U.S.C. 828) and Part 305 of Title 21 of the Code of Federal Regulations. I hereby ratify and confirm all that said attorney shall lawfully do or cause to be done by virtue hereof.

signature of person who signed DEA 225a

I, newly authorized person, hereby affirm that I am the person named herein as attorney-in-fact and that the signature affixed hereto is my signature.

signature of newly authorized person

Witnesses:

1. _____

2. _____

Signed and dated on the _____ day of _____, 19____, at _____.

THIS POWER OF ATTORNEY EXPIRES ON THE DATE THE PRESENT DEA REGISTRATION EXPIRES.

*** Original of this document should be placed in command's files; one (1) copy should be sent to the NCISRFLL when ordering training aids.

Figure 4-7

TRANSFER OF MWD TEAM DEA REGISTRANT
SAMPLE

This is to confirm the termination, on (date),
of (old registrant) as the authorized DEA
registrant for (activity). An inventory of those
Military Working Dog (MWD) controlled substance training aids
currently held by this facility and for which (old registrant)
was responsible, reveals no discrepancy in number and all aids appear
properly sealed.

By separately executed power of attorney, (old registrant) has
authorized (new registrant) to execute applications for
books of official order forms and to sign such order forms in
requisition for Schedule I and II controlled substances.

(old registrant) is hereby relieved of responsibility
for the security of this activity's MWD training aids or controlled
substances procured by this activity from this date henceforth.

Signature (Commanding Officer)

Date

Figure 4-8

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TRANSFER OF MWD TEAM TRAINING AID CUSTODIAN
SAMPLE

This is to confirm the termination, on (date) , of
 (former custodian) as the authorized Military
Working Dog Training Aid Custodian for (activity) .

An inventory of those Military Working Dog (MWD) controlled
substance training aids currently held by this facility and for
which (former custodian) was responsible, reveals no
discrepancy in number and all aids appear properly sealed.

 (former custodian) is hereby relieved of
responsibility for the security of this activity's MWD training aids
or controlled substances procured by this activity from this date
henceforth.

Signature (Commanding Officer)

Date

Figure 4-9

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CHAPTER 5

EXPLOSIVE TRAINING AID ACCOUNTABILITY, HANDLING,
STORAGE, SAFETY, SECURITY, AND TRANSPORTATION

- 5-1. General Explosive Safety Training.
- 5-2. Explosive Qualification/Certification.
- 5-3. Explosive Standard Operating Procedures.
- 5-4. MN01 Canine Explosive Scent Kit.
- 5-5. Requirements for Establishment of Explosive Detector Dog Program.
- 5-6. Initial Distribution of MN01 Canine Explosive Scent Kit.
- 5-7. Ordering Replacement Training Aids.
- 5-8. Disposition of Unsafe/Unserviceable Explosives.
- 5-9. Explosive Characteristics.
- 5-10. Explosive Detector Dog Training Safety Procedures.
- 5-11. Storage Requirements.
- 5-12. Primary and Alternate Custodians.
- 5-13. Explosive Training Aid Accountability Folder.
- 5-14. Daily Issue/Return Log.
- 5-15. Inventories.
- 5-16. Transportation Requirements.

Enclosure (1)

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CHAPTER 5

EXPLOSIVE TRAINING AID ACCOUNTABILITY, HANDLING,
STORAGE, SAFETY, SECURITY, AND TRANSPORTATION

5-1. General Explosive Safety Training. All personnel involved in training evolutions using the canine explosive scent kit shall be thoroughly trained in all aspects of explosive storage, safety, security, handling, and transportation. Annual training shall be conducted by Explosive Ordnance Disposal (EOD) personnel or qualified weapons department personnel. Upon completion of training, written documentation shall be forwarded to the primary custodian for inclusion into the explosive training aid accountability folder.

5-2. Explosive Qualification/Certification. All personnel required to handle explosives will be qualified/certified in the safe storage, transportation, and handling of explosives per reference (b). Qualified/certified personnel will be designated in writing by the commanding officer.

5-3. Explosive Standard Operating Procedures (SOPs). Written SOPs shall be developed prior to any operation involving explosives per references (c) and (d).

5-4. MN01 Canine Explosive Scent Kit. The MN01 canine explosive scent kit is a wooden box containing explosive training aids used for testing/training explosive detector dogs (EDDs). It is identified by a Department of Defense Identification Code (DODIC)/Navy Ammunition Logistics Code (NALC) and National Stock Number (NSN). The total explosive weight (net explosive weight) of the kit is 18 pounds. The following information pertains:

<u>DODIC/NALC</u>	<u>NSN</u>	<u>Dimensions</u>	<u>Weight</u>
MN01	1375-01-192-7411	35" long by 12.8" wide, by 10.5" deep	80 lbs.

The scent kit contains explosive training aids provided in individual M19A1 metal boxes maintained in the following order:

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<u>Explosive Component</u>	<u>DODIC/NALC</u>	<u>NSN</u>	<u>Amount</u>
Water Gel	MY77	1375-01-180-5779	Six, ½ lb. sticks
Smokeless Powder	MY57	1375-00-772-1370	Two, 1 lb. cans
¹ Time Fuse	M670	1375-00-028-5246	Six, 5 ft. lengths
² Composition C-4	M023	1375-01-330-0749	Three, 1-1/4 lb. blocks
Trinitrotoluene (TNT)	M031	1375-01-329-7175	Six, ½ lb. blocks
Detonating Cord	M456	1375-01-332-9665	Six, 5 ft. lengths
Ammonium Nitrate Dynamite	M585	1375-00-096-3098	Six, ½ lb. sticks
Nitroglycerin Dynamite	M587	1375-00-096-3095	Six, ½ lb. sticks

¹ Time fuse is not included in Marine Corps Canine Explosive Scent Kits.

² One 1-1/4 lb. block of C-4 will be cut in half prior to shipment.

5-5. Requirements for Establishment of EDD Program. Guidelines for commands developing an EDD program are listed below:

- a. Request a threat assessment from the local Naval Criminal Investigative Service (NAVCRIMINSERV) office to determine if the need for an EDD program exists.
- b. Ensure explosive storage facilities, per reference (c), are available for the storage of class/division 1.1 explosives.
- c. Request 30,000 series ammunition/ordnance allowance, if not already established, to Commander, Naval Ordnance Center;

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Code N41; Indian Head, MD via Commander, Naval Surface Warfare Center Crane Division; Code PM4; Crane, IN. The request will include the DODIC/NALC and NSN for the canine explosive scent kit and all components thereof.

5-6. Initial Distribution of MN01 Canine Explosive Scent Kit.

Submit a requisition per reference (e), for a MN01 canine explosive scent kit. The command will receive the scent kit along with eight empty M19A1 containers to be used for transport of explosive components from the storage site to the training area. Components of the scent kit may be replaced one or more times.

5-7. Ordering Replacement Training Aids. The MN01 canine explosive scent kit and its components have a periodic safety inspection requirement, and a safety service life. Refer to reference (c) for the explosive inspection criteria and frequency. The requirements in reference (c) shall be included in the activities storage and issue SOPs. In addition to the requirements in reference (c), restrictions, suspensions, and limitations may be issued at any time against the kit/individual components. Reference (f) and Notices of Ammunition Restrictions provide this information. If the training unit retains custody of the explosives, and the unit is not on distribution for this publication, assure that the ordnance activity/ammunition stock point that issued the kit/component is advised of the kit's location. The dynamite components have a shelf life of 18 months from the date of manufacture, and must be replaced accordingly. The MN01 canine explosive scent kit is produced for initial distribution/special situations; therefore, is not normally a stocked item. Explosive materials in need of replacement due to contamination or loss of effectiveness may be ordered individually by submitting a requisition. Due to shipping and transportation restrictions, commands outside the continental United States needing several explosive component replacements, may order a complete scent kit.

5-8. Disposition of Unsafe or Unserviceable Explosives.

EOD personnel shall be notified immediately of any explosives that are unsafe or suspect. Explosives that are unserviceable for training purposes due to contamination/loss of scent

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effectiveness shall be turned in to the nearest ordnance facility where a determination will be made on the explosives serviceability and suitability for other explosive purposes.

5-9. Explosive Characteristics. Personnel associated with explosives shall be familiar with the physical characteristics of each type of explosive used; the sensitivity to shock, heat, electricity, moisture; the corrosive agent of each of the explosives, and the hazards related to each type of explosive used. Additionally, EDD team personnel should familiarize themselves with improvised explosive devices (IEDs).

a. Water Gels. Water gels/blasting slurries are a new commercial group of blasting agents. They consist of nitrocellulose mixtures, with/without TNT, and are generally white/grayish in appearance. A gel-like powdered metal, such as aluminum, may be added to increase their performance. Water gels can be poured into irregular or wet bore holes to fill all available space with explosives. Most water gels require an explosive booster/primer for detonation; however, water gels that can be detonated by using a blasting cap are also manufactured. Water gels may be packaged in plastic bags/tubes, 1-1/2 to 8 inches in diameter, or may be found in plastic jars/containers.

b. Smokeless Powder

(1) Smokeless powder is the standard propelling powder for small arms, cannons, and in a slightly different form, some rockets. Smokeless powder is predominantly gun cotton (nitrocellulose) with additives to improve performance. This material is dissolved in a mixture of ether or alcohol and then extruded into small diameter cylinders/rods. These cylinders/rods are cut into short lengths and dried to evaporate the solvents. Generally the smaller the size of the smokeless powder grain the faster is the burn rate. The grains are usually coated with graphite for small arms applications and appear gray/black. Larger grains will normally appear to be brown to reddish.

(2) Unconfined, smokeless powder burns. The rate of burning increases with both temperature/pressure. For this reason, it is frequently used in fabricating pipe bombs.

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Detection is dependent on the degree to which the material is sealed and the age of the material.

c. Time Fuse. Time fuse is a green fiber cord with yellow markings wrapped in water proof covering. It contains black powder, a mixture of 74 percent potassium nitrate, 16 percent charcoal, and 10 percent sulfur. Time fuse is very sensitive to electro-static discharge and can be ignited by an ordinary match. Black powder is frequently used in fabricating pipe bombs since it will explode under the slightest confinement. Special care should be taken to ensure time fuse does not come in contact with water/moisture.

d. Composition C-4 Plastic Explosive. C-4 is a composite explosive containing 91 percent RDX and nine percent non-explosive plasticizers. C-4 is white to light brown in color and does not stain the hands. C-4 is often used in letter bombs as it can easily be shaped to fit the letter. Even though only a small amount of C-4 is used, it has such a strong odor that detection should be relatively easy. C-4 is available as a block demolition charge in 1-1/4 or 2-1/2 pound blocks.

e. Trinitrotoluene (TNT). TNT is the most common military explosive. Alone or as a part of a composite explosive, TNT is widely used as a booster, bursting, and demolition charge. TNT is a standard explosive that serves as a basis for rating other explosives. The TNT most likely to be found will be in 1/4, 1/2, or 1 pound blocks. When TNT is removed from its cardboard container, it is light yellow to light brown in color. TNT gradually turns dark brown after several days of exposure to sunlight. Some TNT may also be gray in color because of the addition of graphite during manufacture. TNT can be absorbed through the skin, causing headaches, anemia, and skin irritation.

f. Detonating Cord. Detonating cord contains 42 - 50 grains of PETN per foot. The white crystalline powder core is wrapped with a six-layer sheath of textile and plastics with an outer sheath of yellow/olive drab plastic. Detonating cord will detonate at a speed of approximately 21,000 feet per second. It is supplied in rolls and coils and is approximately 0.20 inches in diameter. Detonating cord may be tied around, threaded

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through, or knotted inside explosives to cause detonation. Detonating cord is also used when a simultaneous detonation of a number of explosive charges is planned and it's not practical to use electrical detonators for this purpose. A single line of detonating cord can be laid out from the firing point in a path that will pass near all of the explosive charges. Feeder lines of detonating cord are used to connect between the charges and the main line. A blasting cap is attached to one end of the main line of the detonating cord to initiate detonation of all charges simultaneously. Other types of detonating cord contain from 10 - 400 grains of PETN/RDX per foot (diameter varies accordingly). The outer sheath may be plastic/textile in solid/striped color and is manufactured under brand names such as "Primacord," "Detacord," "Detonating Fuse," "Cordeau Detonant," or "Cord Tex."

g. Ammonium Nitrate Dynamite. This dynamite contains approximately 31 percent ammonium nitrate, 16.5 percent nitroglycerin, 38 percent sodium nitrate and the balance is a sulfur/starch mix. It is equivalent to 40 percent nitroglycerin dynamite and has a detonation speed of approximately 11,000 feet per second. When the wrapper is removed, ammonium nitrate dynamite appears light tan to light brown in color and has a pulpy, granular, slightly moist, oily texture. It has the same odor as nitroglycerin dynamite because of its strong nitroglycerin content. It may produce severe headaches after a short period of contact. Although aspirin and other pain relievers have little effect on such headaches, some relief may be obtained by drinking black coffee. The dynamite is provided in 8-inch by 1-1/4 inch diameter sticks protected by a waterproof wrapper.

h. Nitroglycerin Dynamite. This dynamite contains approximately 40 percent nitroglycerin, 45 percent sodium nitrate, and the balance is wood pulp, having a detonation speed of approximately 18,000 feet per second. When the wrapper is removed, nitroglycerin dynamite will appear light brown in color and will have a pulpy, granular, slightly moist, oily texture. Because of its nitroglycerin content it may produce severe headaches after a short period of contact. Although aspirin and other pain relievers have little effect on such headaches, some relief may be obtained by drinking black coffee. The dynamite is

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pulpy, granular, slightly moist, oily texture. It has the same odor as nitroglycerin dynamite because of its strong nitroglycerin content. It may produce severe headaches after a short period of contact. Although aspirin and other pain relievers have little effect on such headaches, some relief may be obtained by drinking black coffee. The dynamite is provided in 8-inch by 1-1/4 inch diameter sticks protected by a waterproof wrapper.

h. Nitroglycerin Dynamite. This dynamite contains approximately 40 percent nitroglycerin, 45 percent sodium nitrate, and the balance is wood pulp, having a detonation speed of approximately 18,000 feet per second. When the wrapper is removed, nitroglycerin dynamite will appear light brown in color and will have a pulpy, granular, slightly moist, oily texture. Because of its nitroglycerin content it may produce severe headaches after a short period of contact. Although aspirin and other pain relievers have little effect on such headaches, some relief may be obtained by drinking black coffee. The dynamite is provided in 8-inch by 1-1/4 inch diameter sticks protected by a waterproof wrapper.

NOTE: Nitroglycerin and ammonium nitrate dynamite should be rotated 180 degrees, within their respective containers, on a monthly basis to prevent exudation/crystallization of the nitroglycerin and base materials.

i. Sodium Chlorate/Potassium Chlorate. Sodium/potassium chlorates are substances which can be used in improvised explosive devices (IEDs). These chlorates are available through pharmaceutical or chemical supplier. The strength/odor is affected by exposure to air or moisture. Chlorates used for training need to be replaced frequently (about every 3 months) because of their rapid loss of odor. Dispose of old chlorates per local SOPs. Sodium chlorate/potassium chlorate may NOT be stored with the MN01 kit.

5-10. EDD Training Safety Procedures. The following training

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c. Prior to training, the fire department should be notified of the training location, and amount/type of explosives to be used. There shall be a minimum of four appropriate fire symbols posted around the training area so that they are clearly visible from all approach roads used by fire fighters. An appropriate type fire extinguisher (type B/C) will be readily available in the training area.

d. Personnel handling explosive training aids shall wear disposable "food service" type gloves to assure that the explosives are not contaminated by other explosive materials and to prevent nitroglycerin absorption into the skin. A different set of gloves should be worn for each type of explosive component. Avoid contacting the exterior surface of the M19A1 storage/transfer boxes with the gloves.

e. Smoking is prohibited within 100 feet of explosives used in training/trials.

f. Personnel not actively involved in training exercises shall be evacuated to a minimum of 100 feet from the site of the explosives.

g. Blasting caps, squibs, explosives detonators, or any other type of initiator/device shall not be in the training area.

h. Explosive training aids will not be placed near heat or spark producing items, i.e., electrical wiring, radiators, electric heaters, heating vents, or any other source of potential initiation.

i. Explosive training aids will not be concealed in metal containers during proficiency training/trials. Inadvertent initiation could produce fragmentation of the metal container.

j. Training aids will be in place for the minimum time necessary for required odor dispersion, search, and recovery. Collect training aids immediately after the training period.

k. MWDs shall not be allowed to touch/pick up any explosive training aid.

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l. Training aids will be kept under constant surveillance.

m. Warning signs will be posted 100 feet around the perimeter of the training area. Wording should be in white on a red background. Signs should read: DANGER - MILITARY EXPLOSIVE TRAINING IN PROGRESS - KEEP OUT. If located in a foreign country, wording should also be in the language of the host country.

n. When explosive training is conducted in vehicle parking areas, entrance and exit points to the area will be secured/monitored. The area selected should have the least amount of pedestrian/vehicle traffic to reduce disruption of the training evolution.

o. Personnel involved in planting explosive training aids will record the exact location of each aid planted.

p. Upon completion of training, and prior to departure from the training area, the recipient of the training aids shall conduct an inventory of all training aids.

5-11. Storage Requirements. Explosives will be stored per reference (c). If appropriate existing facilities are not available for storing Department of Defense hazard Class/Division 1.1 and compatibility group D explosive materials, the procurement, placement, and use of a portable explosive magazine may be authorized.

a. Portable Magazine Procurement. All portable explosive magazines are procured through a single point for all Navy applications. For further information for the procurement of portable explosive magazines and the installation of the high security lock contact:

Crane Division
Naval Surface Warfare Center
Code 3046
Crane, Indiana 47522-5030
DSN 482-5860 or commercial (812)-854-5860

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b. Placement of Portable Magazine. The portable explosive magazine shall be placed/positioned per reference (c). Although these magazines are physically capable of being moved, once site approval has been granted it cannot be moved/relocated without new site approval.

5-12. Primary and Alternate Custodians. Primary and alternate custodians shall be designated in writing by the security officer/provost marshal. Original letters of designation will be maintained in the explosive training aid accountability folder. There shall be one primary custodian and as many alternates as deemed necessary.

5-13. Explosive Training Aid Accountability Folder. The primary/alternate explosive custodians are required to maintain an explosive accountability folder to keep a record of all qualifications, certifications, designation letters, etc. The accountability folder shall be maintained in the following order:

- a. Primary custodian letter of designation.
- b. Alternate custodian letter of designation.
- c. Person(s) designated to handle explosive training aids.
- d. Copies of explosive drivers license, state drivers license and medical certificate of all qualified personnel.
- e. EOD annual safety briefing letter of attendance.
- f. Copies of certification/qualification forms, signed by the board chairman, for all personnel authorized to handle explosives.
- g. Semi-annual/change of custodian inventories.
- h. Explosive shipping/custody documents.
- i. All explosive correspondence in/out.

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5-14. Daily Issue/Return Log. The primary custodian will maintain a daily issue/return log to record daily transactions involving explosive training aids. This log should be kept in a bound log book, such as NSN 7530-00-286-8363, or equivalent. The daily issue/return log will be prepared in the following manner:

a. The left hand side of the book will contain the following check-out entries: Date/Time Out; Type of Aid; Quantity; Custodians Printed Name and Signature; Recipients Printed Name and Signature.

b. The right hand side of the book will contain the following check-in entries: Date/Time In; Type of Aid; Quantity; Printed Name and Signature of Recipient; Printed Name and Signature of Custodian; and Remarks. The remarks column will be used to make any entries involving the explosive training aids, i.e., periodic inspection results, final disposition, etc.

c. Explosives failing the inspection performed per reference (c) shall not be moved from the inspection location/used in any manner. Notify EOD for disposal. Explosives that are no longer serviceable for training purposes shall be turned into the nearest ordnance facility, and log entries made to the effect.

5-15. Inventories

a. Explosive training aids are to be inventoried semiannually and upon change of primary/alternate custodian. All training aids shall be inventoried and total amount verified by a disinterested party (EOD personnel are recommended to satisfy this requirement due to their ability to recognize degradation in explosives). The disinterested party must be an individual senior in grade to the primary custodian, E-7/GS-9 or above.

b. Upon completion of the inventory, the disinterested party shall make an entry across both pages of the daily issue/return accountability log book that an inventory was conducted on a particular date and time and any discrepancies noted and sign their name, rank and title. The disinterested party shall forward a letter to the commanding officer stating

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that a semiannual inventory was conducted on a particular date and time. The disinterested party shall list all explosive training aids as described in the explosive training aids shipping documents by NALC, type, weight, and quantity on a particular date on the inventory and shall sign the original copy. The original copy shall be forwarded to the commanding officer and a copy shall be given to the explosive custodian for the accountability folder.

c. Any loss of training aids will be reported immediately to the local NAVCRIMINSERV office and EOD personnel, if available. Notify the MWD program manager, via chain of command, by naval message.

5-16. Transportation Requirements. Explosives will be transported only in government vehicles meeting the criteria under references (g) and (h). Vehicles will be certified as safe for explosive transportation by explosives safety personnel. Only personnel classified as hazardous material drivers shall operate motor vehicles carrying explosives.

a. Before each use, the driver of the vehicle shall inspect the vehicle to ensure that it is in good mechanical condition and safety equipment is in working order. Corrective action of all discrepancies noted will be taken prior to using the vehicle to haul explosives. This inspection should include the following:

(1) The vehicle must have two approved Class B/C (CO₂ or dry chemical) fire extinguishers that are fully charged. One extinguisher shall be mounted on the outside of the vehicle on the driver's side and the other mounted on the inside of the vehicle cab.

(2) All electrical wiring must be in good condition with all connections properly attached.

(3) Fuel tanks/lines must be secure and free of leaks.

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(4) Brakes, tires, steering, and other equipment must be in proper working order. Tire inflation pressure should be checked daily and adjusted, if necessary.

(5) Exhaust systems must be free of leaks, oil, grease and fuel.

(6) Explosive "A" (class 1.1) placards must be mounted on all four sides of the vehicle.

(7) A copy of NAVSEA OP 2239 shall be kept in the cab of the explosive vehicle.

b. Each type of explosive material will be transported in its designated M19A1 transfer/shipping container.

c. Explosives will only be transported in the cargo compartment area and will be properly secured with tie-down straps/chains prior to movement of the vehicle.

d. Under no circumstances will personnel/MWDs ride in the cargo compartment with the explosive.

e. Wheel chocks will be used to block the drive axle when the vehicle is parked to prevent the vehicle from rolling.

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CHAPTER 6

DRUG/EXPLOSIVE DETECTOR DOG CERTIFICATION REQUIREMENTS

- 6-1. Probable Cause Folder.
- 6-2. Military Working Dog Training Folder.
- 6-3. Legal Aspects.
- 6-4. Certification/Decertification Requirements.
- 6-5. Disposition of Military Working Dogs Failing to Certify/
Recertify.

Enclosure (1)

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CHAPTER 6

DRUG/EXPLOSIVE DETECTOR DOG CERTIFICATION REQUIREMENTS

6-1. Probable Cause Folder. Information and records must be maintained on all patrol/drug detector (P/DD), drug detector dogs (DDs), patrol/explosive (P/E), and explosive detector dogs (EDDs) to provide a legal basis for the establishment of probable cause to authorize further searches of suspect items, areas, or persons. The search granting authority must be confident of the detector dog's ability to successfully detect the odor of drugs/explosives. To provide this assurance, a probable cause history will be maintained for each detector dog team in the following manner:

a. Section 1

(1) DD 1834, Military Working Dog (MWD) Service Record (figure B-1).

(2) Lackland Air Force Base (AFB) form 375. (Initial training and certification information provided by Lackland AFB).

(3) OPNAV 5585/4, MWD Status Report. (Completed by the Law Enforcement/Physical Security (LEPS) Assistance Team).

b. Section 2. Quarterly Review. A quarterly review record (figure 6-1), showing when the search granting authority, not a designee, reviewed these records. The search granting authority should review detector dog folders each quarter and document the results by date, signature, and command.

c. Section 3. Resume of training/experience for MWD/handler (figure 6-2). A brief summary of the background training of the handler which includes courses attended, graduation dates, substances for which the team is trained to detect, and type of response/reward. The resume should be signed by the kennel master/supervisor.

d. Section 4. Command Validity Certification/Demonstration Record (figure 6-3). A certification letter which

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shows the search granting authority or designee witnessed a detection demonstration including the date, the substances used, and results of the team's effort. The demonstration should include each substance the dog is trained to detect and a residual odor test (drug detector dogs only). OPNAV 5585/6 (figure B-9), is normally completed by the kennel master/supervisor and should be attached to the certification letter.

e. Section 5. OPNAV 5585/3 (figures B-4 and B-5). This record provides documentation of detector dog proficiency trials/actual search situations. The past 12 months of this record will be kept in the probable cause folder. Older records will be filed in the MWDs archive folder.

6-2. MWD Training Folder. All training documentation must be maintained on detector MWDs. The past 12 months of records will be kept in the MWD training folder and the remainder in the MWDs archive folder. The training folder will be set up in the following manner:

a. Section 1. Explosive/Drug Detector Training Record (figure B-7).

b. Section 2. OPNAV 5585/1. MWD Training/Utilization Record (figure B-2).

6-3. Legal Aspects. There are several legal considerations in using drug/explosive detector dog teams since the apprehension of offenders is involved.

a. The use of detector dog teams to discover drugs/explosives must be authorized by the search granting authority. The command authorization rule applies to all searches, including random searches and searches of vehicles, buildings, vessels, aircraft, etc.

b. Initial certification of P/DD, DDD, P/E, and EDD teams is done at Lackland AFB prior to shipment to user commands. To meet the legal requirements permitting their operational use, each P/DD, DDD, P/E, and EDD team must undergo validity certification when first assigned to a command. P/DD and DDD

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teams must maintain 90 percent accuracy on each odor that the dog is certified to detect. Proficiency trials will include at least 10 trials per month for each drug the dog is trained to detect. P/E and EDD teams must maintain 95 percent accuracy on each odor that the dog is certified to detect. Proficiency trials will include at least five trials per month for each explosive odor that the dog is certified to detect. Additionally, detector dogs may not have a false response rate higher than 4 percent (formula: number of aids multiplied by .04 equals the allowable number of false responses).

6-4. Certification/Decertification Requirements

a. When P/DD, DDD, P/E, and EDD teams are first assigned to a duty station, the search granting authority or designee (preferably the station security officer/provost marshal) must witness a demonstration of the team. After the demonstration, the search granting authority, not a designee, must review the MWDs probable cause folder certifying the team as reliable and credible. After the initial command certification, recertification requirements are as follows:

(1) The search granting authority, not a designee, must review the probable cause folders at least once a quarter. A demonstration of the team's capabilities is not required for quarterly recertification unless the records reflect a lessening of the team's reliability.

(2) When a new handler is assigned, the new team must be recertified as in paragraph 6-3 before being assigned to operational duty.

(3) For P/DD and DDD team's, when proficiency training/trials has been interrupted for 30 consecutive days or more, commanding officer's recertification is required. For P/E and EDD teams, full recertification is required by the LEPS Assistance Team.

(4) Drug detector and explosive detector teams that fail to maintain 90 percent and 95 percent proficiency respectively, for each of the required odors for a period of 30

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days are considered decertified. Detailed documentation concerning the suspected reason for substandard proficiency and results of retraining efforts will be forwarded to the Echelon 2 commander via the chain of command. In all cases, detector dog teams failing to maintain required proficiency standards for more than 60 days will require full recertification by the LEPS Assistance Team.

(5) Full/partial decertification/recertification may be required any time the search granting authority has reason to doubt the team's reliability.

(6) Full recertification is required each year in the absence of any of the circumstances listed in paragraphs 6-4a(1) through 6-4a(5).

b. To prevent a requirement for recertification following a handler's extended absence, the kennel master/supervisor or other qualified detector dog handler should conduct proficiency training/trials at least once a week, using all required odors.

c. DDDs/EDDs will be evaluated/certified in obedience tasks and confidence course by the kennel master/supervisor.

d. FOR USMC ONLY: The installation commander is authorized to recertify detector dogs. The installation commander may delegate this authority to a subordinate, i.e., the Provost Marshal, without diminishing the reliability of the MWD team. In such cases, the subordinate to whom the installation commander has delegated this authority must witness the required demonstration, and attest to the results in the command validity certification/demonstration record, which is then placed at page 5 of the MWD probable cause folder. While the actual delegation of authority need not be in writing, the subordinate to whom the authority has been delegated should sign the certification record "By direction" of the installation commander. Provost Marshals are strongly encouraged to establish this arrangement with their respective installation commanders.

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6-5. Disposition of MWDs Failing to Certify/Recertify

a. If a detector dog is not able to continue its duties for any reason, or fails to maintain certification, and concentrated retraining efforts fail to correct the situation within 30 days, the circumstances must be thoroughly documented. Documentation should include the following:

(1) The apparent cause of failure.

(2) A statement from the veterinary stating whether or not the dog's physical condition has a bearing on the failure.

(3) Detailed and accurate documentation of the results of all training efforts to include the following:

(a) Sizes and numbers of training aids used.

(b) Type of reward used.

(c) Methods of concealment.

(d) Results of trials.

(e) Ideal working weight.

(f) Weekly weight charts.

b. Send this documentation package to the MWD program manager, via the chain of command. The LEPS Assistance Team will conduct an on site evaluation and provide one of the following recommendations:

(1) Continue retraining efforts.

(2) Return the MWD to Lackland AFB.

(3) Decertify the MWD and recommend disposition.

OPNAVINST 5585.2B
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MEMORANDUM FOR THE RECORD

From: Commanding Officer
To: Security Officer/Provost Marshal

Subj: QUARTERLY REVIEW RECORD ICO MA2 JOHN D. DOE, USN,
123-61-6283 AND MWD RICO, 300J

1. The detector dog trial/use records, quarterly reports, and demonstration records contained within this folder were reviewed as indicated below per OPNAVINST 5585.2B.

DATE REVIEWED	REVIEWING AUTHORITY SIGNATURE	COMMAND
DATE REVIEWED	REVIEWING AUTHORITY SIGNATURE	COMMAND
DATE REVIEWED	REVIEWING AUTHORITY SIGNATURE	COMMAND
DATE REVIEWED	REVIEWING AUTHORITY SIGNATURE	COMMAND
DATE REVIEWED	REVIEWING AUTHORITY SIGNATURE	COMMAND
DATE REVIEWED	REVIEWING AUTHORITY SIGNATURE	COMMAND
DATE REVIEWED	REVIEWING AUTHORITY SIGNATURE	COMMAND

Figure 6-1

Subj: RESUME OF TRAINING AND EXPERIENCE FOR MWD AND HANDLER

HANDLER: MA2 John D. Doe, USN, 123-45-6789

Graduation Date: MWD Dog Handler Course - 1 Jun 95

Date Reported: 15 Jun 95

MWD: Rico, Tattoo 300J

Certification Date: (Patrol) - 7 Sep 93, (Detector) - 6 Jun 93

Handler Experience: Petty Officer Doe was awarded NEC MA-2005, and assigned to Naval Support Activity, Naples in June 1995 after completion of the MWD handler course at Lackland AFB, TX. Upon arrival at this command, he was assigned to handle MWD Rico, 300J and completed command validity certification on 1 Jul 95.

NOTE: Seizures since command certification: Marijuana 100 gms., cocaine 10 gms.

MWD History/Training: MWD Rico was received at Lackland AFB on 19 May 1989 and was enrolled in Patrol/Narcotic Class 930606. Rico demonstrated no major deficiencies during training. He was certified for detection of marijuana, hashish, heroin, and cocaine. Rico is a passive (sit) response for reward of food. He was received onboard Naval Support Activity, Naples, in October 1993.

Susan K. Shanks
MAC(SW), USN
Kennel Master

Figure 6-2

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From: Commanding Officer, Naval Air Station, Oceana
To: Security Officer, Naval Air Station, Oceana

Subj: DETECTOR DOG DEMONSTRATION ICO MA2 JOHN D. DOE, USN,
199-36-2300 AND MWD RICO, TATTOO 300J

1. At approximately 0900, 29 June 1995, I witnessed a detector dog demonstration at Barracks 400, NAS Oceana. The Executive Officer, Commander Radigan and the Security Officer, Lieutenant Junior Grade Scott were also present for the demonstration.

2. The team of Petty Officer Doe and MWD Rico demonstrated their ability to detect and respond to the following:

<u>TRAINING AID #</u>	<u>TYPE</u>	<u>WEIGHT</u>	<u>LOCATION</u>
0001	Marijuana	5 gms	Room 121, Under pillow, Bunk "A"
0009	Hashish	5 gms	Room 125, Right side of top dresser drawer
0111	Cocaine	2 gms	Room 129, Duffle bag
2022	Heroin	5 gms	Room 133, Left side of bathroom cabinet
Residual odor	Marijuana		Lounge end table.

NOTE: The marijuana was placed in a plastic cup on an end table in the lounge area. This aid was left in position for approximately 10 minutes and then removed.

Results of search: MWD Rico successfully located and passively responded to each training aid/residual.

3. All training aids were placed by the kennel master, MAC(SW) Shanks, approximately 30 minutes prior to the initiation of this demonstration.

JOCELYN E. BRATTON

Figure 6-3

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Enclosure (1)

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CHAPTER 7

DRUG/EXPLOSIVE DETECTOR DOG TRAINING AND USE

- 7-1. The Purpose of Training.
- 7-2. Where to Train.
- 7-3. When to Train.
- 7-4. Proficiency Trials.
- 7-5. MWD Proficiency Training Plan.
- 7-6. Proficiency Training.
- 7-7. Training Definitions/Common Deficiencies/Corrective Actions.
- 7-8. Procedures for Changing MWDs Reward.
- 7-9. Procedures for Locally Training Patrol Dogs for Detection Capabilities.
- 7-10. Use of Detector Dog Teams.
- 7-11. Services Not Provided By Detector Dog Teams.
- 7-12. On Base Searches/Inspections.
- 7-13. Off Base Searches/Inspections.
- 7-14. Shipboard Use.
- 7-15. Detection in Vehicles.
- 7-16. Detection in Aircraft.
- 7-17. Detection in Warehouses.

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CHAPTER 7

DRUG/EXPLOSIVE DETECTOR DOG TRAINING AND USE

7-1. The Purpose of Training. Detector dog teams (DDTs) require continual proficiency training to maintain skills necessary to perform required tasks. Without frequent reward reinforcement for correctly performing a task, the dog would lose its proficiency rapidly. Likewise, the ability of the handler to identify and respond to the dog's behavior is lessened.

7-2. Where to Train. Training should be conducted in areas that closely simulate actual tasks required to perform. Due to the lingering scent of people, recently vacated facilities add realism to explosive detection training. To ensure all security personnel understand the capability/uniqueness of DDTs, demonstrations should be provided for non-MWD personnel. The following factors should be varied for each training period to avoid repetitious patterns:

- a. The general training area.
- b. The time of day of the exercise.
- c. The number, type, and amount of training aids used.
- d. The specific location of the training aid placement within the training area.
- e. The type of training aid container, i.e., cloth bag, cigar box, paper bag, etc.
- f. The type of distractor material planted with the training aid.
- g. The length of time the training aid is left in place before the search.
- h. The person used to handle/plant training aids. Disposable clear plastic food handlers gloves should be used to prevent contamination.

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- i. The height/depth training aids are planted.
- j. The size of the room/area in which the aids are planted, i.e., auditorium, office, closet, desk drawer, etc.
- k. The handler's attire (explosive detection training) to parallel realistic situations, i.e., flak vest/helmet, casual civilian wear, business suits (as required during Presidential tasking).

7-3. When to Train. Training exercises should be conducted during the handler's normal shift and as often as needed to prevent loss of proficiency. Important factors are the quality of training and the length of time lapsed between task performances. Establish a training schedule, kept in the MWDs training record, that maintains peak proficiency.

7-4. Proficiency Trials. Proficiency trials are conducted at least once per week by the kennel supervisor to test the reliability of assigned DDTs. Training aids will be planted within the dogs current proficiency level by someone other than the assigned handler. Proficiency levels are outlined in appendix H. The handler will not know the location of trial aids. During proficiency trials, the MWD will receive a positive or negative score for each aid. Explosive detector dogs (EDDs) should receive a minimum of five aids per odor per month and drug detector dogs (DDD) should receive 10 aids per odor per month. The MWD's monthly proficiency percentage is derived from the results of proficiency trials. Documentation requirements are described in appendix B.

7-5. MWD Proficiency Training Plan. The kennel master/handler should identify existing deficiencies/corrective actions and develop a MWD proficiency training plan. Additionally, the training plan should include the necessary criteria to increase detection proficiency capabilities as outlined in appendix H. The training sessions should follow the guidelines described in the training plan to achieve desired goals.

7-6. Proficiency Training. Proficiency training is conducted by the kennel supervisor/handler to correct deficiencies, and to

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increase the level of detection. Initial training at Lackland Air Force Base (AFB) taught the dog to follow a search pattern and to recognize/respond to a learned odor. Detector dogs possessing only these basic skills are not fully prepared for real world situations. They will be required to search for long periods of time, under adverse conditions, locating drug/explosive odor that has been masked, sealed, or otherwise concealed. Once assigned to a command, it is the kennel supervisor/handler's responsibility to conduct advanced training to ensure the MWD is fully proficient and effective to meet the required mission. Ensure sufficient training to maintain required proficiency standards is conducted for excess MWDs.

a. The first step in MWD training is to define a goal and establish the criteria to achieve that goal. Using the successive approximation method, the handler establishes the criteria necessary for the MWD to meet before it is considered to have learned the new task. For example, in order for the MWD to be considered proficient at a new task, it must successively locate and respond to a training aid, planted at a predetermined height and depth, five times per day for 10 consecutive days.

b. During proficiency training, the handler must know the exact location of each training aid and assist the MWD in locating the substance by using the training technique that produces the optimum result. During training sessions, handlers will not allow the dog to "walk" a training aid at anytime. If the handler notices a positive change in the dog's sniffing behavior, he/she will wait until the MWD locates source (training aid location) and responds to the substance. If the response is not at source, a sufficient amount of time should be allowed for the MWD to locate source on its own. Handlers should not use hand presentation to solve this problem as it conditions the dog to rely on the handler to locate source. An effective method is for handlers to shorten up on the leash and position their bodies preventing MWDs to leave the odor. For high areas, the command of "hup," with a verbal reinforcement of seek, may be used.

c. Proficiency training will not be used to calculate a MWDs monthly proficiency percentage. However, proficiency training time will be documented as outlined in appendix B.

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d. Proficiency training/trials may be conducted during the same session. The training aids used for trials will be identified by an asterisk or yellow highlighted on the OPNAV 5585/6, Canine Validity Test Data, to allow for easy reference during proficiency percentage/time calculations.

7-7. Training Definitions/Common Deficiencies/Corrective Actions. All dogs are different and the handler should determine and apply the training techniques that produce the optimum behavior. The following definitions are provided to assist in applying techniques:

a. The Conditioning Model. This model is used to train a dog new tasks and handlers/trainers must be able to apply it at all times. The model is described below:

(1) Stimulus Discriminative (SD) - input the dog receives from any of its senses, i.e., command.

(2) Response (R) - action the dog takes as a result of that input.

(3) Reinforcement (RF) - what the handler does as a result of that action, i.e., reward.

b. Just Noticeable Difference (JND). JND is the dog's ability to be able to detect slight changes/differences pertaining to a specific sense, i.e., smelling of a weak odor as opposed to a stronger odor, the hearing of low volume noises as opposed to louder volumes, and the feeling of light pressure as opposed to progressively heavier pressure.

c. Absolute Threshold (AT). There must be a certain amount of odor concentration for the dog to detect. This minimal level of odor is referred to as the dogs AT and it is a JND between no detectable odor and enough for the dog to recognize. The AT is a fixed amount of odor that is required in order for the dog to recognize it.

d. Point of Saturation. This means that when a stimulus concentration is raised to or beyond that point, the dog can no

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longer detect an increase/decrease in the concentration of that stimulus. When a dog locates a higher JND, it will search for one still higher and so on until it either reaches source or the point of saturation.

e. Successive Approximation. This is a method used to train a MWD to perform a new task. The dog is taught a more complex task through a series of simpler tasks using intermediate goals. Never advance the dog until proficient at each step. The handler/trainer should identify the final desired behavior, break that behavior down into a series of simpler behaviors, and teach the behaviors one at a time. The final goal will be achieved as the dogs learns the simpler tasks. To keep from confusing the MWD, change only one variable at a time, i.e., height/depth.

f. Some of the common deficiencies with detector dogs and the corrective action is listed below:

(1) Fringe Response. The dog does not respond (sit) at the source of the odor.

Conditioning Model Example #1

<u>SD</u>	<u>R</u>	<u>RF</u>
Dog encounters absolute threshold	Dog sits at absolute threshold	(a) Reward the dog
		(b) Work the dog closer using presentation, and reward the dog when it responds on source
		(c) Withhold reward until dog responds on its own.

If the training aid is placed in locker #3, the dog may encounter fringe odor and respond on locker #1 or #2. If the dog does this in training, it probably does it in actual searches. This might account for why the dog has non-productive responses in locations

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where drugs are probable. In the example above there are three different RFs to choose from.

In (a), the handler rewards the dog for the response and using successive approximation ensures that each subsequent response given by the dog is closer to the source before rewarding. Handlers choosing (a), may eventually achieve the desired results; however, this method may take longer to reach the desired behavior as the dog is rewarded for sitting on fringe odor.

In (b), the dog is conditioned to rely on the handler to present the area where it is supposed to sit. If this is done in actual searches where the handler does not know the location of the substance, the dog will still rely on the handler to make a hand presentation. To eliminate this problem, apply the learning model.

The only portion of the learning model that the handler can change is the reinforcement. Handlers should think about how the dog is affected by their actions and what can be done to change the information given to the dog. The dog is conditioned each time it's rewarded that the response was correct and will continue to make similar responses for further rewards. The goal is to reward the dog for responding on source, not fringe, without handler assistance.

The best solution is (c), withholding the reinforcement until the dog displays the optimum behavior. By withholding the reinforcement, the dog is conditioned to solve the problem on its own and will eventually start searching in an attempt to locate the exact location of the training aid. This technique should not be done to the point that it frustrates the dog. Find a balance in your corrective actions.

(2) False Response. The dog has a problem with false responding (FR). Detector dog teams that are prone to FRs lose probable cause reliability and credibility.

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Conditioning Model Example #2

<u>SD</u>	<u>R</u>	<u>RF</u>
Unknown	Dog sits, no odor present	(a) Escape dog away (b) Do not allow the dog to sit (c) Stand still and wait for the dog to get up and begin searching on its own.

Handlers choosing RFs (a) or (b) above are conditioning the dog to rely on the handler to provide information. Statistics indicate that normally these reinforcements do not solve the FR problem. The most effective method, while the dog is in the FR position is (c), the handler should stand perfectly still and watch the dog. After no reward is received, the dog will start searching again on its own. This is called extinction training whereby the dog learns that the FR behavior yields no positive reinforcement.

(3) Walking the Training Aid. The dog has a problem with smelling a learned odor and not responding. During actual searches this could be disastrous.

Conditioning Model Example #3

<u>SD</u>	<u>R</u>	<u>RF</u>
Dog encounters AT	Dog does not respond	(a) Circle dog back to aid (b) Tap back (c) Do not allow dog to leave the odor.

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MWDs must be conditioned to respond on source the first time they comes to it. Selecting RFs (a) or (b) above, the dog learns not to respond at AT the first time because it is conditioned to rely on the handler to bring it back to the training aid. The correct RF is (c), to not allow the dog to walk out of odor once its encountered. The handler must know the exact location of the training aid and once the dog indicates it is on odor, hold position giving the dog only enough leash to work to source.

(4) Scanning. The dog does not search using a methodical pattern missing productive areas.

Conditioning Model Example #4

<u>SD</u>	<u>R</u>	<u>RF</u>
Seek	Dog searches, using no pattern missing productive areas	(a) Use hand presentations (b) Block the dog using handler's body (c) Use systematic aid placement.

The RF in (a) and (b) are incorrect. This conditions the dog to rely on the handler for all areas to be searched. Hand presentations are distracting and introduce a variety of novel odors directly to the dogs nose. The dog must then discriminate between the odors on the hand and that of a training aid. Blocking the dog with the handlers body tends to frustrate the dog and only provides a temporary solution. The correct RF is (c), to systematically use aid placement to condition the dog to search productive areas. Scanning is often caused by handlers placing the first training aid 10 or more feet into the training session causing the dog to forge ahead in an attempt to locate the first aid. Aid placement helps keep the dog in the proper search pattern, sniffing productive areas along the way. It also helps to reduce/eliminate presentation and handler blocking. It

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is important that handlers do not exceed the time/distance that the MWD must work before receiving RF.

7-8. Procedures for Changing MWDs Reward. The MWDs reward is determined during initial training at Lackland AFB and noted on the MWD Service Record, DD 1834. The selected reward drives the dog's behavior and although the dog may appear to be motivated by another reward, the motivation usually is not sustained and will negatively affect proficiency standards. If the kennel master/supervisor determines the need to change a MWDs reward, the following should occur:

a. Screen MWD training records for MWD's previous reward difficulties.

b. Contact Law Enforcement/Physical Security (LEPS) Assistance Team for guidance.

c. Forward requests for reward change via the appropriate chain of command to the MWD program manager at CNO (N09N3)/NAVCRIMINSERV (Code 24F).

7-9. Procedures for Locally Training Patrol Dogs for Detection Capabilities. When a command determines the need to locally train patrol dogs for detection capabilities, the following criteria must be complied with:

a. Screen MWD training records for previous detector training.

b. The command must have assigned personnel knowledgeable of proper protocol training.

c. Request authorization via the chain of command to the MWD program manager, prior to commencing any training.

d. Upon completion of training, MWD will be evaluated by the LEPS Assistance Team for certification and stock number change. EDDs must be evaluated by the LEPS Assistance Team prior to actual detection use.

7-10. Use of Detector Dog Teams (DDTs). DDTs are the most capable and versatile resource for the detection of illegal drugs/explosives. MWD use is coordinated at each command within the constraints imposed by military/federal law. The local Staff Judge Advocate (SJA) and reference (I) can provide advice and updated guidelines pertaining to proper search/seizure. All searches will be conducted within these guidelines without exception.

a. Publicity of the presence and effective use of DDTs may help reduce illegal drug use/trafficking and the introduction of explosives. When a patrol MWD team is used in law enforcement/security operations, the public may assume the team is trained in drug/explosive detection, which acts as a strong deterrent.

b. Base ingress/egress gates provide an excellent drug/explosive check point. The key to successful interdiction and enforcement operations at gate/check points is through practical assignment times/locations.

c. For safety purposes, only those individuals trained to assist a MWD team will be permitted to actively participate in training scenarios/operational evolutions. Additionally, for safety and liability purposes MWD teams will not be used to conduct searches of individuals. Command representatives will be advised to maintain a safe distance from the MWD.

d. The date, time, and location of the search will not be published. Requests for DDTs by telephone/message are not recommended as the element of surprise may be lost. Individual contact is always the best method.

e. The minimum number of personnel, preferably only the commanding officer, executive officer, and security officer/provost marshal, need to have prior knowledge of the search.

f. The areas to be searched should be cleared of all non-essential personnel. No one should be allowed to remove suitcases, sea bags, parcels or other items. Personnel who must

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dress to leave the area should be observed to prevent the removal of small parcels/contraband.

g. All vents, fans, windows and air conditioning units should be secured, except in cases of explosive detection, prior to the arrival of the MWD team in order to permit maximum retention of scent.

h. The area to be searched should be cleared of all toxic/volatile substances, paints, metal/wood shavings, broken glass, oil/grease spills, powdered substances, unsecured foods, and other items which might distract or be harmful to the MWD team. The MWD handler may refuse to search any space not considered safe.

I. Photography will not be permitted during actual searches; however, demonstrations may be arranged through the kennel master/local public affairs office.

j. In order to avoid possible injury, all routes used by the MWD team should be cleared of personnel.

k. MWD handlers are available for testimony concerning their operations at non-judicial, judicial, or administrative proceedings.

7-11. Services Not Provided By DDTs. The DDTs sole function is to indicate, on the basis the dog's response, the suspected location of controlled substances/explosives. The team will not provide the following services:

- a. Laboratory testing services for suspected contraband.
- b. Legal advice, other than to testify to the dogs' abilities.
- c. Provide emergency ordnance disposal services.

7-12. On Base Searches/Inspections. The use of a DDT to discover illicit narcotics must be authorized by the search granting authority over the particular facility to be searched.

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The command authorization rule applies to all searches, including random vehicle inspections conducted at ingress/egress points, barracks, buildings, vessels, or aircraft. It is permissible for a single authorization to permit several operations; however, use of a DDT must be command authorized in cases where the Fourth Amendment becomes a factor. Common areas such as vehicles in parking lots are subject to inspection by DDTs at any time as they are considered exterior inspections.

a. To justify ordering a search, the search granting authority must have assurance regarding the ability of the detector dog to successfully detect drugs/explosives. The probable cause folder, as described in chapter 6, demonstrates that the DDT is reliable enough to establish probable cause to authorize further searches of suspect items/areas.

b. Searches will be conducted at the direction of the search granting authority. All functions concerning the search, i.e., coordination, personnel assignment, duration, etc., shall be the responsibility of the search granting authority or security officer/provost marshal.

c. The kennel master/supervisor, will cancel/reschedule a search due to the non-availability of teams, higher priority commitments, or MWD health reasons as approved by the security officer/provost marshal. The requesting command will be notified as far in advance as possible.

d. The kennel master/supervisor is authorized to terminate any search for reasons of misconduct, hazardous situations, or noncompliance with requirements of this instruction. Within 2 working days, the kennel master/supervisor shall prepare a letter of cancellation to the requesting command.

7-13. Off Base Searches/Inspections. The installation commander can approve direct requests from local law enforcement per reference (j). Additional information for support of Federal, State, and local law enforcement is located in chapter 9 of this instruction.

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7-14. Shipboard Use. The use of MWDs aboard ship present special problems that require careful planning. It is the kennel supervisor/handler's responsibility to introduce the MWD to shipboard operations as follows:

a. When introducing a MWD to a ship, choose a day/time, if possible, that the ship is not at full operating tempo. Conduct several walk throughs of all areas including movement up/down ladders. Some ladders are constructed in a manner that may cause MWDs to catch their toe nails, which could be pulled out. Other ladders are so steep that the MWD might refuse to negotiate them. Prior conditioning of the MWD should alleviate these problems. Kennel masters anticipating using detector dog teams aboard ship should train on shipboard type ladders during obedience course training.

b. Conduct simple training scenarios, as necessary, until the MWD can effectively work throughout the ship, including machinery and engineering spaces. MWDs should not be directly exposed to flight operations due to the high probability of hearing damage. Caution should be exercised by handlers to ensure that they do not overwork the MWD, particularly when working in hot areas, such as engine rooms.

c. The handler is responsible for cleaning up all stool/urine.

d. Handlers should be aware of shipboard ventilation systems and their possible effects.

e. MWD teams used in support of U.S. Coast Guard (USCG) counter drug operations should contact the USCG for assistance in the training/use.

f. Storerooms. Handlers should be very conscious of the safety risk for the MWD throughout the search.

g. Machinery Spaces/Engine Rooms. Handlers must remember that these spaces are a safety/health hazard to the MWD because of various types of fumes/heat. The MWD must be kept on enough

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leash to work effectively and given frequent relief from the heat.

h. Galleys/Sculleries. These areas should be inspected routinely as any other space. Searches should be conducted during non-meal hours.

7-15. Detection in Vehicles. Most vehicle searches are conducted in an open area environment and have many distractors such as passing autos, people working in and around the area, and curious bystanders. Ensure driver and passengers exit and remain away from the vehicle.

a. The handler must be able to distinguish the dog's interest in extraneous odors in and about the vehicle, i.e., dog urine, human odors, etc., from an actual response.

b. When searching the exterior of a vehicle ensure MWD sniffs door seams, undercarriage, engine compartment, and trunk.

c. Do not allow the MWD to enter the vehicle unless the MWD detects odor from the outside and further inspection is necessary.

7-16. Detection in Aircraft. Familiarize the MWD with odors that are peculiar to aircraft/support equipment. Vehicle movement may be present in the area, and aircraft that just landed will contain a large amount of human odor and food stuffs. The following is the recommended search procedure for aircraft:

a. Approach the aircraft approximately 15 to 20 feet from the downwind side and begin the search. Move nose to tail or wing to wing, depending on the wind direction. Move to the nearest downwind point on the aircraft where the MWD team can check the accessible parts such as landing gear, wheel wells, and cargo hold. If possible, search the cargo hold with the baggage inside; however, if it is too confined, the baggage must be unloaded and checked separately. Ground power units and vehicles that are in close proximity to the aircraft will also be cleared.

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b. The aircraft commander or crew chief should be present during the search and should assist in identifying suspicious baggage or anything that may seem out of place.

c. After the outside area has been thoroughly searched, proceed to the inside area. If the search is started from the front of the aircraft, the cockpit should be cleared before entering the passenger area. When searching the passenger compartment, use a back and forth pattern; check the back, front, and under each row of seats. In searching a cargo aircraft, such as a C-130, use the same search pattern used to clear buildings.

7-18. Detection in Warehouses. These areas present unusual problems because of wind circulation, distractions, and inaccessibility to all productive areas. Large areas should be broken down into several smaller areas. The handler must ensure that the MWD maintains a high-low systematic pattern. Non-essential personnel and other distractions should be kept to a minimum to enhance the team's efforts.

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CHAPTER 8

PATROL DOG CERTIFICATION, TRAINING, AND USE

- 8-1. Certification/Proficiency Standards.
- 8-2. Patrol Dog Task Ratings.
- 8-3. Military Working Dog (MWD) Training Folder.
- 8-4. Proficiency Trials.
- 8-5. Training Definitions/Techniques.
- 8-6. The Purpose of Training.
- 8-7. Where and When to Train.
- 8-8. MWD Proficiency Training Plan.
- 8-9. Proficiency Training.
- 8-10. Gunfire Training.
- 8-11. Use of MWD Patrol Teams.
- 8-12. MWD Operational Safety Procedures.
- 8-13. Use of Force.
- 8-14. Policy on Releasing MWDs.
- 8-15. Walking Patrols.
- 8-16. Mobile Patrols.
- 8-17. Building Checks/Searches.
- 8-18. Vehicle Parking Lots.
- 8-19. Bachelor Enlisted Quarters/Bachelor Officer Quarters.
- 8-20. Alarm Responses.
- 8-21. Fund Escorts.

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- 8-22. Moving Traffic Violations/Investigations.
- 8-23. Identification/Apprehension of Individuals.
- 8-24. Conditions Affecting Tracking.
- 8-25. Short Track.
- 8-26. Intermediate Track.
- 8-27. Advanced Track.

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CHAPTER 8

PATROL DOG CERTIFICATION, TRAINING, AND USE

8-1. Certification/Proficiency Standards. Military Working Dogs (MWDs) must meet/maintain certain certification standards before actual use. Kennel masters/supervisors determine the team's readiness for patrol duties. A command demonstration of patrol dog capabilities is recommended to provide a better understanding of their usefulness and effectiveness during daily law enforcement and physical security operations. The only formal certification requirement is the validation assessment conducted by the Law Enforcement/Physical Security (LEPS) Assistance Team. Certification standards/proficiency levels are outlined in appendix I.

8-2. Patrol Dog Task Ratings. Specific tasks are given different degrees of importance showing the difference between tasks that must be performed at a high level of proficiency and those that are less critical. Criteria for each task is located in appendix I.

a. Critical. Overall operational effectiveness is seriously degraded by failure to perform a critical task. Unless ill/physically disabled, dogs that fail to perform these tasks for 3 consecutive days are considered unreliable and should be entered into extensive corrective training. If the dog fails to respond to corrective training, possible decertification should be started. The following tasks are considered critical:

- (1) false run.
- (2) stand-off.
- (3) attack.
- (4) search and call-by.
- (5) building search.
- (6) patrolling and intruder detection.

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(7) small arms fire.

(8) obedience command of "STAY."

b. Semi-critical. Overall operational effectiveness is not substantially degraded by failure to perform a semi-critical task, but corrective training must be applied to eliminate the deficiency. The following tasks are considered semi-critical:

(1) escort.

(2) vehicle patrol.

(3) obedience commands of "SIT", "DOWN", and "HEEL."

c. Non-critical. Overall operational effectiveness is not degraded by failure to perform a non-critical task, but corrective training must be applied to eliminate the deficiency. The following tasks are considered non-critical:

(1) obedience course.

(2) tracking.

8-3. MWD Training Folder. All training documentation must be maintained on patrol MWDs. The past 12 months of records will be kept in the MWD training folder and the remainder in the MWDs archive folder. The training folder will be set up in the following manner:

(a) Section 1. DD 1834, MWD Service Record. (figure B-1).

(b) Section 2. Lackland Air Force Base (AFB) form 375. (Initial training and certification information provided by Lackland AFB).

(c) Section 3. OPNAV 5585/4, MWD Status Report. (Completed by the LEPS Assistance Team).

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(e) Section 4. OPNAV 5585/1. MWD Training/Utilization Record (figure B-2).

8-4. Proficiency Trials. A proficiency trial is an evaluation of the dog's ability to perform tasks at a required proficiency level. A trial for each task should be conducted at least monthly by the kennel master/supervisor to ensure assigned patrol dog teams are safe and effective for use in patrol sections. Documentation requirements are described in appendix B.

8-5. Training Definitions/Techniques. All dogs are different and the handler must understand and apply the training techniques that produce the optimum behavior. Criteria should be defined and goals set prior to beginning each training session.

a. Successive Approximation. This is a method used to train a MWD to perform a new task. The dog is taught a more complex task through a series of simpler tasks using intermediate goals. Never advance the dog until proficient at each step. The handler/trainer should identify the final desired behavior, break that behavior down into a series of simpler behaviors, and teach the behaviors one at a time. The final goal will be achieved as the dog learns the simpler tasks.

b. Reward Training. Reward training is one of four methods used to train dogs to perform tasks on command. When a dog makes a correct or near correct response, it gets a reward. When the dog does not respond, or makes an incorrect response, it does not get a reward. Verbal/physical rewards must have value to the dog for reward training to be effective. Socialization of dog and handler in initial training is designed to gain reward value for verbal/physical praise.

c. Reward Schedules

(1) Continuous Reward Schedule. A reward (verbal/physical) is given immediately when the dog makes a correct response. Dogs initially making near correct responses are rewarded as they make subsequent responses nearer and nearer to the correct response. Shaping the dog to make the correct

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response requires a slight delay in giving your dog a reward; however, an excessive delay may lead to frustration.

(2) Extinction Schedule. No reward is ever given when the dog makes no response or an incorrect response. In initial training, using this schedule with the continuous reward schedule, the dog learns the correct response from the incorrect response. If the reward is of sufficient value to the dog, the dog will select the right response to get the reward.

NOTE: The dog must complete each task with 100 percent accuracy before proceeding to the fixed ratio and variable ratio reward schedules.

(3) Fixed Ratio Reward Schedule. A reward is given to the dog after it makes two or more correct responses. The two or more responses do not necessarily have to be the same responses. To start a dog on this schedule, every second correct response is rewarded. When the dog consistently makes two responses to get a reward, three responses will then be required. By increasing the number of responses one at a time and allowing the dog to perform at each level with 100 percent proficiency, a high fixed ratio reward schedule can be reached. If the proficiency is inadequate at any time, decrease the number of responses required by the dog to get a reward and then proceed as before, adding one response at a time.

(a) Example 1.

Continuous Reward Schedule: One Correct
Response = Reward

Extinction Schedule: Incorrect Response = No
Reward

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(b) Example 2. Fixed Ratio Reward Schedule:

2 correct responses = 1 reward

3 correct responses = 1 reward

4 correct responses = 1 reward

NOTE: The dog must perform each step at 100 percent accuracy before going on to the next step.

(4) Variable Ratio Schedule. Once the dog has learned to perform on a high fixed ratio reward schedule, the variable ratio reward schedule is used. The maximum number of responses required by this schedule must have been learned by the dog on a fixed-ratio schedule. Select a range of responses required (i.e., five to 10 responses) and reward the dog randomly within this range. For example, the dog has learned to respond correctly 15 times on a fixed-ratio reward schedule. Reward the dog somewhere between five and 10 correct responses on a random basis. The dog learns it must respond correctly more than 10 times to get a reward. This reward schedule, once attained, gives you greater control of your dog's behavior than the continuous or fixed ratio reward schedules.

(5) Fixed-Interval Reward Schedule. A reward is given when the dog is required to respond for a fixed period of time. In initial training, a short period of time must be selected. If the dog does not respond correctly, a shorter period of time must be selected until the dog responds correctly to get a reward. As in the fixed ratio reward schedule, short periods of time (5 seconds), are added to the interval and the dog is required to attain 100 percent accuracy at each interval. If the dog fails to respond correctly for the required length of time, adjust the time requirement of a response to a lower time requirement.

NOTE: In initial training, you must maintain a fixed interval reward schedule with a continuous, fixed, or variable ratio reward schedule. Dogs will always be on two schedules at the same time. Example: When the dog correctly responds to the command "SIT," it is rewarded immediately; however, as the reward

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is successfully delayed, the dog learns that the command "SIT" has a time requirement. The reward given satisfied the continuous reward and the fixed interval requirement.

(6) Variable Interval Reward Schedule. Once the dog has learned to perform any task for a specified period of time on a fixed interval reward schedule ("STAY" in the "SIT" or "DOWN" position for 3 minutes) the variable interval reward schedule is used. Select a time range (1 to 2 minutes) and reward the dog on a random basis within this period.

Example: The dog has learned to respond correctly for 3 minutes on a fixed interval reward schedule. Reward the dog somewhere between the 1 and 2 minute time requirement on a random basis. The dog will learn that it must respond for at least 1 minute and will not be required to respond longer than 2 minutes to obtain a desired reward. This reward schedule, once attained, gives the handler greater control of the dog's behavior than the fixed interval reward schedule.

NOTE: The fixed variable ratio reward schedule and the variable interval reward schedule provide greater stimulus control than other reward schedules. Every effort should be made to train and keep dogs on these two schedules.

d. Avoidance Training. The dog learns not to make an incorrect response to avoid a verbal/physical correction. A continuous reward schedule is followed in avoidance training. Every time the dog makes an undesired response, it receives one correction.

(1) The method of pairing verbal/physical praise or verbal/physical correction within .5 seconds of each other is called "Classical Conditioning." Physical correction/praise are unconditioned stimuli (UCS). They cause the dog to feel either good or bad which are known as unconditioned responses. When the UCS is paired with verbal praise, "GOOD BOY," or verbal correction, "NO," a sufficient number of times (approximately 40 to 50) they can elicit a good or bad feeling in the MWD in the absence of the UCS. The verbal praise, "GOOD BOY," and

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correction, "NO," are conditioned stimuli and the responses to the stimuli are conditioned responses.

(2) Physical/verbal correction are paired within 0.5 seconds in avoidance training to teach the MWD not to make a specific response.

(3) Physical/verbal praise are used simultaneously as the reward to teach the MWD to make a specific response.

(4) Pairing a command within 1 second of the correction, "NO," will allow commands to eventually elicit a conditioned response (a feeling similar to that caused by a physical correction.) For this reason, commands and verbal corrections should be separated by one or more seconds.

e. Extinction Training. The handler ignores the dog's incorrect response and rewards the correct response. The undesired behavior will be extinguished as the dog learns that it will not be rewarded for incorrect responses.

f. Escape Training. This technique is conditioning the dog by the use of pressure. As with other training techniques, escape training has positive/negative effects on training. Generally, MWDs will yield to lighter forms of pressure and resist heavier pressures. The MWD learns by escaping pressure and this should be used to cue the dog into making the correct response. This method should be used in place of avoidance training in almost every instance.

g. Stimulus Control. The ability to control the dog's behavior is a result of gaining stimulus control. The dog learns that it is rewarded for performing a certain task correctly.

(1) Strength of Reward. Initial socialization training of the dog and handler is designed to increase the value of verbal/physical praise in order to make reward training more effective. The ball, food (detection tasks), or other play

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objects provide greater reward strength which helps in gaining stimulus control.

(2) Failure to use avoidance training and reward schedules correctly reduces the value of verbal/physical praise.

8-6. The Purpose of Training. MWD teams require continual proficiency training to maintain required skills since their normal day-to-day duties do not provide the necessary practice in all the skills they have been trained to perform. Without frequent reward reinforcement for performing a task correctly, the dog rapidly loses its proficiency becoming an ineffective and unsafe asset.

8-7. Where and When to Train. Training should be conducted in areas that closely simulate actual tasks required to perform and should be conducted during the handler's normal shift as often as needed to prevent loss of proficiency. Realistic scenarios should be designed to include training in several tasks, i.e., building search involving detecting, apprehending, and escorting the suspect from the scene. To ensure all security personnel understand the capability/uniqueness of patrol dogs, training should include non-MWD personnel used for backup, etc. Important factors are the quality of training and the length of time lapsed between task performances.

8-8. MWD Proficiency Training Plan. The kennel master/handler should identify existing deficiencies/corrective actions and develop a MWD proficiency training plan. Additionally, the training plan should include the necessary criteria to increase patrol proficiency capabilities to higher levels as outlined in appendix I. The training sessions should follow the guidelines described in the training plan to achieve desired goals.

8-9. Proficiency Training. Proficiency training is conducted by the kennel supervisor/handler to correct deficiencies, and to increase the level of patrol capabilities. Initial training at Lackland AFB taught the dog the basic law enforcement skills; however, dogs possessing only these basic skills are not fully prepared for real world situations. They will be required to perform advanced skills, working long periods of time under

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adverse conditions. Once assigned to a command, it is the kennel supervisor/handler's responsibility to conduct advanced training to ensure the MWD is fully proficient and effective to meet the required mission. Training should be conducted for each task at least once per week. Use the MWD Student Guide provided for each handler at Lackland AFB for training procedures on obedience, confidence course, and controlled aggression.

a. The first step in MWD training is to define a goal and establish the criteria to achieve that goal. Using the successive approximation method, the handler establishes the criteria necessary for the MWD to meet before it is considered to have learned the new task. For example, in order for the MWD to be considered proficient at a new task, it must successively perform a running stand-off, five times per day for 10 consecutive days.

b. Training exercises should be conducted with the emphasis placed on MWD/handler weaknesses. Concentrate on the critical tasks as outlined in appendix I, and do not let exercises become routine and monotonous.

c. To reduce training time and frequency as much as possible, training exercises should be developed that combine performance of as many tasks as possible.

d. Use of the shock collar, relaxation collar, or "Schutzhund" pinch collar are forbidden. The above items are not authorized in the kennel/training area for any purpose. Kicking, hitting or striking a MWD with any object with intent to harm is also prohibited.

e. Hidden wraps should be used in aggression training as MWDs will be less aggressive without the visual stimulation of the exterior wrap, and it provides for more realistic training.

f. Ensure sufficient training to maintain required proficiency standards is conducted for excess MWDs.

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8-10. Gunfire Training. The purpose of gunfire training is to condition the dog to be tolerant/controllable during gunfire by the handler or and back-up personnel.

(a) The minimum amount of blank ammunition made available for MWD training shall be 50 rounds of .38 caliber/9mm per MWD per quarter.

(b) Personnel involved in gunfire training must remember to never back a dog down (causes fear) with gunfire. Use successive approximation, decreasing the distance, until the required behavior is achieved. Use only blank ammunition and never fire a weapon directly at a dog/person.

(c) As the dog's confidence increases, larger caliber weapons should be introduced.

8-11. Use of MWD Patrol Teams. MWD patrol teams (patrol, patrol/drug, and patrol/explosive) used in normal law enforcement operations are a tremendous psychological deterrent to potential violators and should be used in all areas of the base. Further psychological benefit is derived by conducting periodic public demonstrations. The MWD teams are an integral part of an active Crime Prevention Program, and support community oriented policing activities.

a. MWD demonstrations provide good public relations, psychological value, and encourage handlers to maintain MWDs at the highest level of proficiency. Publicizing the MWD program through local news media and conducting special demonstrations for civilian/military clubs and organizations enhances community relations and can deter potential violators from entering a naval installation. Demonstrations using explosives are not authorized.

b. MWD patrol teams should be used judiciously in confrontation situations, since their presence could escalate a situation. They should not be deployed on the front lines in riot control situations but be standing by for use, if necessary. MWD handlers who are confronted in a housing area, club, etc., should use discretion in entering a building with a MWD. If

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possible, the handler should leave the dog in the patrol unit or wait for additional patrolmen to arrive.

c. Perimeter Security Patrols. MWD patrol teams may be used to supplement existing security measures. When used randomly during higher threat conditions, patrol teams are an excellent tool to increase detection and to enhance deterrence.

8-12. MWD Operational Safety Procedures. MWD handlers must constantly be aware of and alert to the things going on around them. They must recognize when the MWD is uneasy or becoming agitated and what events/conditions cause the MWD to react accordingly. Below are precautions handlers must practice at all times:

a. Keep the dog on a short leash when working in or around large numbers of people.

b. Ensure MWD has the necessary temperament and socialization prior to allowing physical contact with non-MWD personnel. Some MWDs are excellent for school talks, etc.; however, they are not "pets"; exercise extreme caution at all times.

c. Handlers should keep MWDs on a leash except when released to attack. Before releasing a MWD to search a building, a handler must give a verbal warning to inform anyone that may be in the building that the MWD is about to be released.

d. Handlers will never give up control of a MWD to anyone other than trained MWD handlers/veterinary personnel.

e. When handlers challenge an unknown person, approach a suspect, check a person's identification, or are involved in any situation that requires them to divert attention from the MWD, they must always inform the person/persons that the MWD will attack on command.

f. Never assume that a person knows the potential danger of the MWD.

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8-13. Use of Force. MWDs trained to attack, i.e., Patrol, P/DD, and P/E detector dogs, must be considered a weapon, and many of the restrictions that apply to the use of firearms also apply to the release of the MWD against a suspect. Releasing the MWD or allowing it to bite while on-leash, is not considered using deadly force, but the handler must not release a MWD or allow it to bite until all other, less forceful means have failed. Methods of force listed from the least severe to the most severe are as follows:

- a. Physical apprehension and restraint, e.g., come-along holds, take-downs, etc.
- b. Restraints such as handcuffs.
- c. Chemical Agents.
- d. Police Batons.
- e. **MWDs**.
- f. Firearms.

8-14. Policy on Releasing MWDs. While MWD bites are seldom fatal, they are usually very serious. Drug/explosive detector dogs will never be released against a suspect. Release policy shall be included in local standard operating procedures.

- a. Before releasing a MWD, the handler must:
 - (1) Be sure that the MWD will perform a stand-off (cease an attack) upon command.
 - (2) Be sure that the MWD obeys the commands "OUT" and "HEEL."
 - (3) Be sure that the MWD has identified the same target as the handler.
 - (4) Give a verbal warning order to halt or the handler will release the MWD.

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(5) Warn bystanders to cease all movement.

b. When releasing a MWD to attack, the handler must:

(1) Follow the MWD as closely as possible.

(2) Call the MWD off the attack immediately if it is attacking someone other than the suspect.

(3) Call the MWD off the attack as soon as the suspect stops/indicates surrender.

(4) Regain leash control of the MWD as soon as possible.

c. MWDs will not be released:

(1) If no suspect is in sight.

(2) In areas where children are present, except as a last resort short of using a firearm. If children involved in minor incidents fail to halt when challenged, the handler should follow them to their quarters instead of releasing the dog.

(3) Into a large crowd of people.

(4) In cases of minor offenses.

8-15. Walking Patrols. Walking patrol duties include checking buildings, parking lots, industrial and housing areas. The following should be considered when using MWD teams for this function:

a. A MWD team used during daylight hours in congested areas provides a psychological deterrent. Patrol MWDs are tolerant of people, and the presence of a large number of people does not significantly reduce the MWDs usefulness.

b. The MWDs detection ability is more effective during darkness/limited visibility when there are fewer distractions. A person may flee a crime scene at night without being detected by

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security patrolmen; however, a patrol MWD may detect a fleeing person and, if necessary, pursue, attack, and hold the individual.

c. A larger number of buildings and parking lots can be checked/searched with a MWD team than by a single person.

d. Periodic use of MWD patrol teams around on-base dependent schools, especially when school is starting and dismissing, may deter potential vandals, child molesters, exhibitionists, and illegal drug activities.

e. MWD patrol teams may be used to provide security for resources such as communications facilities, equipment, or command posts.

8-16. Mobile Patrols. Mobilizing MWD teams significantly increases their area of coverage and makes it possible for the team to perform more functions during a shift. The team is usually unaccompanied, but other security police personnel may go with them since the MWD can work in close proximity with people.

a. While patrolling, the handler may allow the dog to be off-leash in the rear of the vehicle. The MWD should remain in the sit position as much as possible to observe the surroundings and activities. To prevent eye injury from insects or other foreign matter, the MWD must not be allowed to place its head out of the window.

b. Mobile patrols are most effective when the team uses the ride-awhile-walk-awhile method. The patrol is able to cover a larger patrol area and the exercise keeps the MWD alert.

8-17. Building Checks/Searches. A MWD team is especially effective in checking and searching buildings such as commissaries, base exchanges, finance offices, banks, and warehouses. The team can physically check doors and windows with the dog on-leash. For the MWD to use its scenting ability, the handler should always approach buildings from the downwind side.

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8-18. Vehicle Parking Lots. The MWDs presence may deter potential acts of theft/vandalism and is effective in detecting unauthorized personnel.

a. Greater effectiveness is achieved by alternating between vehicle/foot patrol; for example, the handler patrols in a vehicle, periodically dismounting with the MWD and walking through the parking lots.

b. During darkness, when there is no activity, the team should approach from the downwind side. If the MWD responds, the handler should challenge the individual for identification and possible apprehension.

c. Should a suspect try to escape/evade apprehension, and the handler is reasonably certain the suspect has committed or attempted to commit a crime, the handler may release the MWD (after a verbal warning is given) to pursue, attack, and hold. If it is unsafe to release the MWD, the handler may follow the individual by using the MWD to scout/track.

8-19. Bachelor Enlisted Quarters/Bachelor Officer Quarters (BEQ/BOQ). Patrol MWDs in BEQ/BOQ areas tend to decrease unlawful acts. Greater effectiveness is obtained when the MWD team alternates between mobile/foot patrol. MWD patrols should be used both day and night creating an effective psychological deterrent. Contact with area residents helps to reinforce the MWDs tolerance of people. The handler is responsible for determining how much socialization the MWD needs.

8-20. Alarm Responses. In responding to the activation of an alarm system, the MWD team should be one of the first on the scene. The MWD may be used to search and clear the building/area and assist in apprehensions. If the MWD is used to track a suspect, other persons should not contaminate the area with scents and tracks that can confuse the dog.

8-21. Fund Escorts. During fund escorts, a patrol MWD provides both a psychological deterrent against potential robbery and additional protection against an actual attempt. Unlike people, a patrol MWD does not fear an armed person and, if fired upon,

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will pursue and attack. This is an important point to emphasize during demonstrations and news releases.

a. While escorting fund custodians to and from the vehicle, the MWD team should be slightly to the rear to observe hostile acts. If a robbery is attempted, a verbal warning will be given and the suspect will be approached with the MWD on-leash.

b. Fund custodians who are reluctant to ride in the same vehicle with a patrol MWD should ride in another vehicle, with the MWD team following.

8-22. Moving Traffic Violations/Investigations

a. When a traffic stop is made, the MWD may accompany the handler on-leash without interfering with the issuance of traffic citations. The presence of the MWD will cause most offenders to cooperate.

b. MWD teams should not be used for routine traffic directing duties or accident investigation duties. In warm weather, MWDs left in vehicles can become overheated in a short time due to lack of shade/poor ventilation. The handler must ensure that there is ample ventilation.

NOTE: When a handler must leave a MWD unattended in a vehicle, all windows in the vehicle must be rolled up far enough to prevent the MWD from escaping/injuring itself.

8-23. Identification/Apprehension of Individuals. To check identification or make an apprehension, the handler must advise the individual that the MWD will attack upon command. After an apprehension, a search of the suspect is always completed with the MWD in guard position. If possible, a back-up patrol unit should be used to transport personnel in custody. If the handler must transport the suspect, the MWD should be positioned in the back seat and the suspect in the front passenger seat.

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8-24. Conditions Affecting Tracking. Kennel supervisors/handler's must understand some of the conditions that can affect the dog's performance prior to conducting training exercises.

a. The dog takes the human scent not only from the ground but also from the air near the ground. A strong wind can spread the scent so sparsely over an area that the dog may have difficulty detecting it. A track laid into the wind blows the scent straight to the dog. A wind blowing across a track may cause the dog to work from a few feet to several yards downwind of the track. To encourage the dog to pick up the scent directly from the ground, all initial tracks should be laid downwind from the starting point.

b. Many dogs track with their nose 6 inches or more above the ground, periodically lowering their noses to pick up a stronger scent. The training supervisor must design exercises to determine if the dog naturally tracks this way.

c. The ideal surface for tracking is an open field with short, damp vegetation. A hard dry surface does not hold a scent well. Heavy rain will wash away the scent while a damp surface will allow the scent to remain.

d. The scent dissipates faster when the temperature is high; therefore, the early morning/late afternoon hours are most favorable tracking periods. Humidity, which improves the scent, is usually not as high during peak temperature periods.

e. Conflicting smells, such as smoke/fumes from chemicals/fertilizers, affect the dog's ability to detect and follow a track. These odors may mask the scent the dog is trying to follow.

f. The age of the track is another factor that must be taken into consideration. A track laid on a hot dry surface disappears soon after being laid.

8-25. Short Track. The short track is at least 100 yards and runs from one point straight to another. The track should be

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preplanned and all persons involved should know the start and end points. This is primarily so that the handler can stay on the track even though the dog loses it. If the dog strays from the track, the pace of the handler/dog are slowed until the dog recovers and returns to the track.

a. To leave a good scent pad, the decoy scuffs his/her feet in one spot, making a circle about 25 inches in diameter. The decoy then scuffs his/her feet on the ground in a straight line for about 100 yards downwind from the starting point and drops to the ground. On this track, the decoy should stay at the point where the track ends.

b. When the decoy has completed laying the track, the handler should lead the dog to about 6 feet short of the scent pad and attach the 360-inch leash to the dog's harness.

c. After the dog sniffs the scent pad, give the command "TRACK," pronouncing it in a slow and drawn-out manner, with the hand making a sweeping downward and outward motion.

d. Allow the dog to move out half the length of the leash. Stay on the track even though the dog may wander off. If the dog persistently strays off the track, stop and call the dog back and let it sniff the track. The command is repeated and the dog is allowed to move out only about 6 feet on the leash.

e. If the dog fails to follow the track, a mild form of agitation should be given at the scent pad by the decoy and again when the dog locates the decoy. On the initial track, when using agitation, the dog should be in a position to watch the decoy until he/she drops to the ground. The dog is then allowed to track at a slow pace.

f. Regardless of the technique used in teaching the dog to track, the dog should be successful in finding the decoy and must receive praise from the handler. Mild corrections should be given in a displeased tone of voice rather than in a harsh tone of voice. Jerking on the harness results in the dog raising its head making it difficult for it to perform correctly.

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8-26. Intermediate Track. This track is at least 1/2-mile in length and includes turns and articles the dog must find. As in the short track, preplanning an intermediate track is necessary so that the handler can help the dog in making the turns and locating the articles.

a. The intermediate track should be limited to two turns until the dog gains proficiency. The turns should be made at no more than a 45-degree angle during an intermediate track and each turn should be identified by a marker.

b. Articles such as a small piece of wool, leather, rubber, or cloth can be used. The decoy puts a scent on the article by rubbing it between his/her hands.

c. The dog is not required to pick up the article, but should make some indication that it is there. The type of indication the dog makes can be a number of things, such as stopping momentarily, or turning the head toward the location of the article as it passes by. If the dog should miss the article, pick it up and keep it for use as a refresher scent if the dog loses the track later.

d. The intermediate track, unlike the short track, is laid perpendicular to the wind. This creates a new problem in that the dog may be forced to work from a few feet to several yards downwind of the track to pick up the airborne scent.

e. The decoy begins at the planned starting point by scuffing his/her feet to make a good scent pad. Then moves out on the designated route by walking along normally, occasionally scuffing the feet. When the decoy reaches the point where the article is placed, he/she puts both hands to the ground to increase the scent.

f. When the decoy goes into the turn and comes out of it, he/she strengthens the scent by making a small scent pad. The decoy then continues to lay track and remains at the end of it until the dog team arrives. The procedures used by the decoy to help the dog in following the track should be gradually eliminated as the dog's proficiency increases.

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g. At the beginning of these exercises, the handler/dog should be in a position to observe the decoy's route. The primary purpose of watching the decoy is to excite the dog with the decoy's movement. The handler can help excite the dog by occasionally saying in a suspicious voice, "Where is he?" or "What's he doing?" After the decoy is out of sight, wait for the prescribed time before moving toward the scent pad. The time limit varies with each dog and each exercise.

h. Approach the scent pad and change over to the tracking harness before continuing to the scent pad. Allow the dog to smell the scent pad and give the verbal and physical command, "TRACK." As the dog starts out, let the 360-inch leash out as far as practical.

i. Observe the dog's performance for indications such as alerting on an article, or losing the track. The dog may indicate that it has lost the scent by raising its head high and circling the handler or moving rapidly back and forth trying to find the track (the latter will usually happen if it has missed a turn).

j. If any of the above indications occur, stop immediately and begin slowly taking in the leash, bringing the dog back. If the dog is actively searching for the scent, it should be allowed to continue. This searching process is called "casting."

k. If the dog stops and begins looking for the decoy, bring the dog back and repeat the verbal/physical command, "TRACK." As the dog starts off, keep a short leash until the dog has the track again. If the dog fails to find the scent, take the dog back along the track as far as necessary until the dog finds the track.

8-27. Advanced Track. This track is used for dogs that have shown a marked degree of proficiency in tracking. All dogs do not have the ability to track for long periods or follow old tracks.

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a. In planning this track, a map should be prepared so the handler, if necessary, can help the dog. The tracks should be 1 or 2 hours old and at least 1-mile long. The decoy lays a track by making a scent pad and then walks at a normal pace, occasionally breaking into a run.

b. At every other turn, the decoy makes a scent pad, if the dog needs it to track. The decoy starts the track the same as in the intermediate track and runs and walks intermittently to reach the hiding place.

c. The articles, rather than being placed on the track, are dropped. At turns, it may be necessary to place markers for the handler to indicate a change in direction. If markers are not used, separate scent pads for the dog to follow are made to indicate the new direction.

d. The diversionary decoy crosses the initial track, but should cross using caution to prevent confusing the dog. A diversionary track is used so the handler can learn what the dog may do when confronted with a new problem. Initially, the handler must know exactly where the tracks cross to observe the dog's reaction when it comes to the diversionary scent.

e. It must be emphasized that incentives are extremely important in getting the dog to follow a scent. The handler must stay flexible in the approach to tracking, allowing for latitude to make any necessary adaptations that result in a successful performance.

f. Some MWDs are completely unsuited for tracking and show no willingness to track. Nothing can be gained by continually trying to make one of these dogs track. Therefore, once a kennel master/trainer is able to document a dog's unwillingness to track, further training in this task may be stopped. Contact LEPS Assistance Team for guidance.

g. Dogs that demonstrate a definite ability to track must be kept proficient. Tracking proficiency can be maintained by

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following a minimum of one advanced track per week. Trainers must set up the tracks so the dog's capabilities can be reinforced.

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CHAPTER 9

MILITARY WORKING DOG (MWD) SUPPORT TO FEDERAL,
STATE AND LOCAL LAW ENFORCEMENT AGENCIES

- 9-1. Concept of Operations.
- 9-2. Operational Control.
- 9-3. Responsibilities.
- 9-4. Mission Notification.
- 9-5. Use of Drug Detector Dog Assets Outside the Continental United States.
- 9-6. Team Composition.
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- 9-10. Explosive Detector Dog Personnel Accountability and Release Procedures.
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- 9-12. MWD After-Action Report for Support to Civilian Law Enforcement Agencies in Counterdrug/Explosive Detection Operations.
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- 9-14. Passports.
- 9-15. Safety Standards.
- 9-16. Damage Caused by MWDs.
- 9-17. Credentials.
- 9-18. Radios.

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9-19. Vehicles.

9-20. MWD Training and Use Records.

9-21. MWD Training Aids.

9-22. Veterinary Care.

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CHAPTER 9

MILITARY WORKING DOG (MWD) SUPPORT TO FEDERAL,
STATE, AND LOCAL LAW ENFORCEMENT AGENCIES (LEAs)

9-1. Concept of Operations. Headquarters, Air Force Security Police Agency (HQ AFSPA) has been designated as the Military Working Dog Executive Agent (MWDEA) by the Secretary of Defense, and serves as the primary focal point for processing requests from civilian LEAs (federal, state, and local). The MWDEA will coordinate and task all missions performed by MWD teams (MWDTs), regardless of service affiliation.

9-2. Operational Control. The Office of the Secretary of Defense (OSD), United States Secret Service (USSS), Department of State (DoS), United States Customs Service (USCS) points of contact (POC) will have operational control over drug/explosive detector dog (DDD/EDD) teams while assigned to support missions. When more than five MWD teams are assigned to a single mission a supervisor, not assigned to a MWD, shall accompany the teams. During missions with fewer than five MWDs, the senior ranking MWD handler, regardless of service affiliation, is designated as the supervisor. The supervisor will:

- a. Serve as the MWD representative during all on scene mission meetings conducted by the requesting agency.
- b. Assist in planning search schedules.
- c. Resolve problems during the mission involving MWD personnel.
- d. Prepare mission after-action report if extenuating circumstances develop during the mission.
- e. Perform other duties as required/directed.

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9-3. Responsibilities

a. MWD program manager

(1) Upon notification of a DDD/EDD-supported mission, the MWDEA will contact the MWD program manager at CNO (N09N3)/NAVCRIMINSERV (24F). The MWD program manager will immediately contact the major claimant (e.g., Commander in Chief, U.S. Atlantic Fleet, Commander in Chief, U.S. Pacific Fleet, Chief of Naval Education and Training, etc.) for the command closest to the mission location and confirm their ability to support the mission. If the MWD program manager is unavailable, the Law Enforcement/Physical Security (LEPS) Assistance Team will contact the major claimant. Once confirmed, the MWD program manager (or LEPS Assistance Team member) will forward that information to the MWDEA, who will in turn provide the command official tasking notification by message.

(2) Appoints a 24-hour primary/alternate POC capable of providing oversight on all related MWD missions.

(3) Maintains an up-to-date database on all Navy MWD assets.

b. MWDEA

(1) Upon receipt of a MWD request from OSD, USSS, DoS, USCS or other LEAs, determines what service should support the mission based on the geographical region, and task that service to fulfill the mission requirements based on availability of MWD assets.

(2) Receives and compiles necessary administrative data and operational information from each service.

(3) Maintains effective liaison with appropriate federal agencies, and intraservice departments.

(4) Establishes and distributes policies and standards appropriate to the mission requirements for administration of operational support.

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(5) Serves as the single interface among the services EDD personnel, USSS, DoS, or other federal agencies in matters pertaining to protective service missions.

(6) In conjunction with USSS Technical Service Division, DoS Office of Diplomatic Security, and DoD Explosive Ordnance Disposal (EOD), schedules, during each Presidential election year, a regional pre-election briefing.

c. Local Installation Commanders

(1) Per reference (i), upon receipt of a DDD request from a local LEA, provide DDD teams, provided the support is consistent with the installation's mission requirements and as long as no substantial expense is incurred by the command.

d. Security Officers/Provost Marshals

(1) Ensure only command certified MWDTs are sent on missions.

(2) Ensure a 24-hour POC is available to receive MWD mission information. The Drug/Explosive Detector Dog Mission Checklist (figure 9-1), may be used to record that information.

e. Kennel Masters/Supervisors

(1) Ensure MWDTs receive required proficiency training to maintain team reliability.

(2) Ensure immediate contact is made with the requesting agency POC. Information must include the handlers name and a 24-hour commercial call-back number if the agency POC is unavailable.

f. MWD Handlers

(1) Ensure telephone contact is made with the requesting agency POC as soon as possible after the handler has been tasked so that specific information can be passed on and billeting arrangements can be made.

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(2) Ensure MWD is examined by veterinarian and a valid DD 2209, Veterinary Health Certificate, is issued for travel.

(3) Ensure that the following equipment accompanies the team on the mission:

- (a) choke chain
- (b) 6-foot leash
- (c) stake-out chain
- (d) leather collar
- (e) muzzle
- (f) grooming equipment
- (g) feed pan/water bucket
- (h) vari-kennel
- (i) food
- (j) reward
- (k) associated medication(s)
- (l) bungee cords (to secure kennel in vehicle)
- (m) first aid kit
- (n) rain gear
- (o) training, probable cause, health records.

(4) Ensure positive control is maintained over the MWD throughout the entire mission.

9-4. Mission Notification. The USSS, DoS, USCS, or other LEAs will provide the MWDEA with written notification of each mission requirement via commercial "fax." The requesting agency must

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ensure notification takes place as soon as MWD requirements are determined. Notification must include the purpose of mission, mission location, number of teams requested, mission dates/times, lodging information, reporting instructions, mission number, agency POC, 24-hour commercial telephone number for POC, agency 24-hour operations center telephone number, and any other special reporting instructions.

a. Expedited requests (EDD support required within 24 hours) will be conducted via telephone. Written mission requests will be forwarded as soon as possible following telephone coordination.

b. The MWDEA will contact the OSD Executive Secretary for approval of all non-routine EDD requests prior to tasking the services/major claimants.

c. The MWDEA will direct requests for Navy MWD assets to the MWD program manager, who will in turn contact the major claimant closest to the mission location as discussed in paragraph 9-3a(1).

d. Upon receipt of a routine mission request, the MWDEA will immediately implement the following procedures:

(1) Identify the location of the closest unit to the mission location and contact the service POC.

(2) Provide the service POC all pertinent data received from the requesting agency as outlined in paragraph 9-4c.

e. No command will be tasked to provide support if the use of the DDD/EDD asset leaves the command without adequate MWD support to perform operational requirements, without approval of the commanding officer/security officer/provost marshal.

f. If the unit is able to fulfill the mission, all required information pertaining to that mission will be forwarded to the command by the MWD program manager.

g. If the command is unable to perform the mission the MWD program manager must notify the MWDEA immediately. The MWDEA

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will then determine where the next available MWDT will be requested.

h. If the command is unable to perform the mission after accepting, an immediate attempt must be made to contact the MWD program manager. The MWDEA will be contacted directly, if unable to contact the MWD program manager.

i. Once the team(s) supporting the mission is identified, the MWD program manager will provide the MWDEA with the handler's name, grade, SSN, command, telephone number, MWD's name and tattoo. The MWDEA will forward this information to the agency requesting support and provide the supporting command with a message outlining the tasking requirements.

j. Any team experiencing significant problems or delays in supporting the DDD/EDD mission should contact the program manager immediately for further guidance.

k. MWDEA POCs are

(1) EDD missions, commercial (505) 853-0031, DSN 263.

(2) DDD missions, commercial (505) 853-0029, DSN 263.

9-5. Use of DDD Assets Outside the Continental United States (OCONUS)

a. Foreign Country. Requests for OCONUS use of DDDs to support local LEAs in counterdrug missions shall be routed through the United States Embassy, in the country where the assistance is requested, to the responsible major claimant. The DoS shall be informed through Embassy channels. The major claimant shall forward the request to the Chairman, Joint Chiefs of Staff for approval, telephonically, if necessary.

b. Alaska, Hawaii, and U.S. territories/possessions. Request for OCONUS use of DDDs to support local LEAs in these areas shall be forwarded to the respective major claimant for action and approval. Requirements beyond the major claimant's

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capability to accomplish with existing on-board assets shall be referred to the MWDEA for resolution.

9-6. Team Composition. A certified MWDT shall consist of one handler and one command certified DDD/EDD. Spotters and other support personnel will not be used without the approval of the MWDEA, after coordination with the requesting agency. EDD personnel shall arrive at the mission location with a rental vehicle. Unmarked government vehicles may be used with prior approval of the requesting agency representative (agent-in-charge at mission location). DDD personnel shall also arrive at mission locations with a rental vehicle.

9-7. Restrictions on Use of MWDTs

a. The handler must have unencumbered control over the detection support effort and complete access to the area to be "sniffed."

b. The handler performs the sole task of working his/her dog and shall not take part in any other activities unless directed or authorized specifically by competent military authority.

c. EDD handlers will not handle or take custody of any explosive devices they may discover. When any EDD responds, EOD personnel or the agency POC will provide further instructions as to the EDD handler's actions.

d. A representative of the requesting agency must be present at all times when working a DDD/EDD. If the dog responds, the handler will advise the agency representative and withdraw. The team may then continue searching in another disassociated area.

e. MWDs will only be used in their capacity as drug/explosive detector dogs. DDD/EDDs will not be used to conduct searches of individuals or to conduct crowd control operations.

f. MWD handlers will not take part in any activity that conflicts with reference (k).

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g. MWDTs will not be used to seize evidence, track, attack, hold, or in any way help in the apprehension or arrest of persons. The handler may testify in civil court to explain the training received, past success rates of the MWD, events leading to employment in the particular detection support, and the results of the detection.

h. Handlers will not help in uncovering or moving any item that has been identified to have potential value as evidence.

i. Handlers will not set up or maintain a chain of custody for any evidence or other material planned for use in civilian courts.

j. Handlers will not engage in the execution of a warrant/arrest, or take part in any other law enforcement activity connected with the mission.

9-8. Funding/Reimbursement. The MWDEA will provide fiscal data and detailed reimbursement instructions, per references (1) through (n), to the respective supporting command via message to include fund cite, mission number, and other mission information (i.e., date, time, number of teams, reporting location, etc.).

a. Funding USSS Missions

(1) Support provided will be made on a reimbursable basis, to include travel, per diem, and rental vehicles.

(2) Temporary support directly relating to protection of the President, Vice President, or other officer immediately in order of succession to the office of the President, shall be borne by the command providing support. Costs of hotel rooms will be the responsibility of the USSS.

b. Funding DoS Missions. Support provided to the DoS will be made on a fully reimbursable basis, without exception, to include travel, per diem, and rental vehicles. Cost of hotel rooms will be the responsibility of the DoS.

c. Funding USCS Missions. Support provided to the USCS will be made on a reimbursable basis.

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d. Support to other federal agencies will be on a reimbursable basis.

9-9. Special Clothing/Weapons Requirements

a. Unless otherwise directed by the requesting agency, personnel assigned EDD support missions will wear conservative, dark colored business suits. Female handlers will wear business suits with slacks in lieu of skirts. For certain missions/portions thereof, casual clothing/coveralls may be required.

b. Personnel assigned DDD support missions shall wear the camouflage utility uniform, unless otherwise instructed by the MWDEA.

c. Individuals assigned as EDD handlers may be authorized a civilian clothing allowance per references (o) and (p).

d. Sidearms are not authorized unless directed by the USSS. Weapons policy for missions will be addressed in . confirmation message from the MWDEA.

9-10. EDD Personnel Accountability and Release Procedures. The very fluid nature of protective support and anticipated last minute changes to the protectee's schedule make it essential that both the MWD program manager and the MWDEA be able to contact EDD personnel rapidly while assigned to support missions. EDD handlers should allow for the rapid transmission of additional information regarding current/new missions by providing the MWD program manager a telephone number at the mission location where they can be contacted.

9-11. Problems Encountered on Missions. If confusion or disagreements arise during a mission, the MWD supervisor/handler shall meet privately with the agent-in-charge and attempt to resolve the issue. If the problem cannot be resolved, MWD personnel shall respond as directed by the agent-in-charge, unless directions would compromise the safety of the MWD team. If a problem occurs on a DDD/EDD mission, and an after-action report is warranted, the MWDEA will provide an informational copy of the report to the requesting mission agency.

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9-12. Military Working Dog (MWD) After-Action Report for Support to Civilian Law Enforcement Agencies in Counterdrug/Explosive Detection Operations. (Report Control Symbol OPNAV 5585-4)

a. An after-action report shall be submitted when an incident having possible consequences, or procedures with suggested improvements, warrants the attention of the MWD program manager/MWDEA.

b. After-action reports should be submitted within 5 days after the incident. The senior MWDT member shall send a typed after-action report through the parent service's POC to the MWDEA. The MWDEA will accomplish necessary follow-up action required to resolve such incidents and prevent any future recurrences.

c. The specific format for this report will be provided by the MWDEA.

9-13. Government-Issued Credit Cards. Each DDD/EDD handler should apply for and be issued a government credit card. Security officers/provost marshals, kennel masters, and MWD supervisors must ensure handlers are aware of the restricted use of government credit cards and the consequences of any unauthorized use.

9-14. Passports. Due to the potential for worldwide deployment in support of OSD, USSS, and DoS missions and the limited amount of time available for passport processing once tasked, each EDD handler must possess a valid government issue passport.

9-15. Safety Standards. Safety is of the utmost importance during DDD/EDD missions and the following measures will be taken:

(a) MWDs will remain on leash at all times.

(b) MWDs will be muzzled in crowded areas (hotel lobbies, airport terminals, etc.) when not conducting actual searches.

(c) MWDs should not be left unattended in vehicles. If situations dictate otherwise, handlers must ensure that the MWD remains in full view at all times and adequate ventilation is

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available. Vehicles used to transport MWDs must be equipped with air conditioning.

(d) MWD warning notices will be placed on hotel doors.

9-16. Damage Caused by MWDs. Damage caused by MWDs must be immediately reported to the agency POC. This includes damage caused to rooms, vehicles, or any other area during missions.

9-17. Credentials. USSS EOD pins are controlled/accountable items and handlers must maintain positive control over these items at all times. If a pin is either lost/stolen, contact the USSS POC immediately. USSS EOD pins must be returned prior to departing the mission location. Consult the supporting agency POC to determine disposition instructions for any other agency issued credentials prior to departing the mission location.

9-18. Radios. Radios may be issued to handlers during DDD/EDD missions. It is the handler's responsibility to ensure adequate protection is afforded these radios. Radios must be returned to the agency POC prior to departing the mission location. Explosive devices may be activated by radio and are not to be used by handlers during explosive search operations.

9-19. Vehicles. Rental vehicles must be reserved prior to the initiation of a MWD mission. Consult the agency POC to see if the supporting agency has reserved vehicles at the mission location. Ensure all vehicle accidents are reported to the agency POC immediately. All appropriate paperwork must be completed and returned to the rental vehicle company prior to departing the mission location.

9-20. MWD Training/Use Records. MWD training and use records will be completed daily when conducting support missions. Records will be completed as discussed in appendix B.

9-21. MWD Training Aids. The supporting agency POC is responsible for ensuring an adequate amount of training and reinforcement aids are made available throughout the mission. Handlers should ascertain from the agency POC whether or not training aids are available prior to departing their commands. Drug/explosive training aids will not be removed from

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Drug/explosive training aids will not be removed from installations unless authorized by service directives. If training aids are available, handlers are required to conduct proficiency training/trials on all odors once a week. Results of training/trials will be documented following appendix B.

9-22. Veterinary Care. Veterinary care will normally be coordinated by the requesting agency POC. Contact should be made with the nearest military veterinarian or local law enforcement K-9 unit if adequate veterinary care is not available.

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DRUG/EPLOSIVE DETECTOR DOG MISSION CHECKLIST

DATE RECEIVED: _____ MISSION #: _____ REIMBURSABLE: YES NO

REQUEST AGENCY: _____ PROTECTEE: _____

REPORTING LOCATION: _____

REPORT DATE/TIME: _____ / _____ RELEASE DATE/TIME: _____ / _____

AGENCY POINT OF CONTACT (POC): _____ TEL.# _____ EXT/RM: _____

PAGER # _____

LODGING INFORMATION:

RENTAL CAR INFORMATION:

(ESTABLISH LIAISON WITH MISSION POC ASAP)

CONTACTED POC DATE/TIME: _____

ADDITIONAL REPORTING INFORMATION: _____

MWDEA POCS:

EDD MISSIONS: (505) 853-0031 DSN 263

DDD MISSIONS: (505) 853-0029 DSN 263

Figure 9-1

CHAPTER 10

VALIDATIONS AND ASSIST VISITS

- 10-1. Introduction.
- 10-2. Policy.
- 10-3. Objectives.
- 10-4. Validation Visit - Initial Brief.
- 10-5. The Evaluation.
- 10-6. Grades.
- 10-7. Post-brief.
- 10-8. Written Reports.
- 10-9. Military Working Dog (MWD) Validation After-Action Report.
- 10-10. Re-evaluation.
- 10-11. Assistance Visits.
- 10-12. Evaluation Guides.

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CHAPTER 10

VALIDATIONS AND ASSIST VISITS

10-1. Introduction. The Military Working Dog (MWD) program manager at CNO (N09N3)/NAVCRIMINSERV (Code 24F) is directly responsible for the establishment of a validation/assist visit program. This includes the development of specific criteria necessary to ascertain whether the mission is satisfactorily accomplished and maintained.

10-2. Policy. Due to the critical nature of protecting human life and property the reliability/credibility of explosive detector dogs (EDDs) can not be overstated. To ensure EDDs maintain the highest standards of operational readiness in the war against domestic/international terrorism, commands with an EDD program shall receive annual validations. All other commands may be extended to an 18-month cycle, if requested via chain of command, to the MWD program manager at CNO (N09N3)/NAVCRIMINSERV (Code 24F). The Law Enforcement/Physical Security (LEPS) Assistance Teams or designated representatives, will coordinate the validation schedule with the command being assessed.

10-3. Objectives. The objectives of this validation program are:

a. To evaluate the efficiency/effectiveness of assigned MWD assets.

b. To determine the adequacy, quantity, and quality of available resources.

c. To determine the existence and nature of any deficiencies in administration/management of resources, and to evaluate effectiveness of mission accomplishment.

d. To ensure compliance with established policies and procedures.

e. To make recommendations to correct identified deficiencies.

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10-4. Validation Visit - Initial Brief. If desired, the commanding officer, or designee, shall receive a briefing regarding the validation visit.

10-5. The Evaluation. The LEPS Assistance Team's evaluation shall include:

- a. The performance, productivity, planning, and programming in support of the required mission.
- b. The level of command/tenant activity support.
- c. Sufficiency of MWD allowances to meet work load.
- d. An evaluation of each MWD team to ensure performance of required tasks in accordance with certification standards.
- e. The administration of records/reports.
- f. The security, accountability, and storage of training aids.
- g. The adequacy of veterinary support.
- h. Evaluation of kennels, vehicles, and support facilities.
- i. Appropriate quantity/maintenance of equipment.
- j. MWD teams use in supporting the command mission.
- k. MWD proficiency training/trials are conducted.

10-6. Grades. Only "satisfactory" or "unsatisfactory" grades will be assigned and reported as an overall evaluation. A "satisfactory" evaluation shall be assigned whenever mission accomplishment meets or exceeds minimum required standards. An "unsatisfactory" evaluation shall be assigned when mission accomplishment is below minimum required standards or the assigned assets are incapable of performing required tasks. An "unsatisfactory" evaluation must be fully supported in the visit

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report, and must be accompanied by all recommendations necessary to improve performance to an acceptable level.

10-7. Post-brief. The LEPS Assistance Team will conduct a post visit briefing with the commanding officer, or designee, to provide observations/recommendations.

10-8. Written Reports. Written evaluation reports will be prepared and submitted to the command evaluated and its chain of command. Observations/recommendations will be confined to important matters and presented in a concise manner. Written reports will be forwarded as soon as possible after conclusion of the visit.

10-9. MWD Validation After Action Report. (Report Control Symbol OPNAV 5585-6). No evaluation program is complete without proper follow up to ensure that appropriate action is taken on recommendations resulting from evaluations. Commanding officers shall submit after-action reports indicating the steps taken to correct all deficiencies and satisfy all recommendations listed in the report. Reports will be forwarded to the MWD program manager via the appropriate chain of command within 90 days of the receipt of the written report.

10-10. Re-evaluation. A re-evaluation will not normally occur unless MWDs are decertified. If MWD teams are decertified, a re-evaluation will be conducted within 90 days of the last day of the visit, dependent upon the availability of the LEPS Assistance Team.

10-11. Assistance Visits. Assistance visits are an essential part of MWD program management. If recertification efforts are beyond the technical expertise of local/regional kennel masters/supervisors, the LEPS Assistance Team may be requested. Requests for assistance should be addressed to the appropriate LEPS Assistance Team via the chain of command.

10-12. Evaluation Guides. The MWD evaluation guide outline is set forth below:

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SECTION I - GENERAL

A. Mission and Tasks

1. Overall mission/use of MWD assets.
2. Liaison with tenant activities.

B. Organization and Management

1. Chain of command.
2. Knowledge of security supervisors concerning MWD team capability, use, and integration within the department.

C. Safety

1. Safety program.
 - a. Standard Operating Procedures (SOP).
 - b. Drugs.
 - c. Explosives.
2. Required safety equipment.
 - a. Drugs.
 - b. Explosives.

SECTION II - ADMINISTRATIVE RECORDS

A. Probable Cause Folders

1. DD 1834.
2. Lackland Air Force Base (AFB) form 375.

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3. OPNAV 5585/4 (from previous LEPS Assistance Team assessment).

4. Quarterly Review.

5. Resume.

6. Command Validity Certification/Demonstration.

7. OPNAV 5585/3 (from previous 12 months).

B. MWD Training Folders

1. Detector Dogs

a. Explosive/Drug Detector Training Record.

b. OPNAV 5585/1 (from previous 12 months).

2. Patrol Dogs

a. DD 1834.

b. Lackland AFB form 375.

c. OPNAV 5585/4 (from previous LEPS Assistance Team assessment).

d. OPNAV 5585/1 (from previous 12 months).

C. Daily Training/Utilization Reports (5585/1 and 5585/3)

1. Properly documented and accurate.

2. Required trials, training, and use.

3. Monthly proficiency percentages derived from trials.

D. Explosive/Drug Detector Training Record

Properly documented/accurate.

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E. Daily Training/Utilization Supplemental (OPNAV 5585/2)

Properly documented/accurate.

F. Canine Validity Test Data (OPNAV 5585/6)

Properly documented/accurate.

G. SOP

Written/approved guidelines for tasks performed by MWD personnel.

H. General Maintenance of all Documents

Accurately documented in blue/black ink with no white outs.

SECTION III - KENNELS AND SUPPORT FACILITIES

A. General Condition

1. Cleanliness.

2. Safety.

(a) SOPs.

(b) First-Aid Kits.

B. Drainage

Adequate/operational.

C. Security

1. Perimeter fencing.

2. Routine checks on MWDs/facility.

3. Appropriate warning signs in place.

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D. Fire Protection

1. SOPs.
2. Required extinguishers.

E. Water Supply

1. Adequacy (hot and cold).
2. Operational.

F. Charts

1. Food, Weight, and Stool Charts maintained.
2. MWD meets ideal working weight established by veterinarian.

G. Lighting

1. Adequacy.
2. Security.

H. Training Area/Confidence Course

1. Safety/adequacy.
2. Maintenance.

I. Food Storage

1. Availability.
2. Inspection.
3. Storage area/container.

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SECTION IV - TRAINING AIDS

A. Availability

Required training aids onboard.

(a) Drugs.

(b) Explosives.

B. Drug Enforcement Administration (DEA) Registration (when applicable)

1. Registration is renewed yearly.

2. A full size copy of the current DEA Registration is posted on the drug safe.

3. DEA 222s are inventoried semi-annually.

C. Accountability

1. Primary/alternate custodians, and authorization to handle letters, are signed by commanding officer/security officer/provost marshal.

(a) Explosives.

(b) Drugs.

2. Aids checked in/out in accordance with applicable instructions.

(a) Explosives.

(b) Drugs.

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3. Semi-annual/change of custodian inventories properly conducted and annotated correctly in checkout/in log books

(a) Drugs.

(b) Explosives.

4. Aids inspected for signs of leakage, tampering, or contamination

(a) Drugs.

(b) Explosives.

5. Appropriate documentation maintained in accountability folders for receiving, shipping, and chain of custody

(a) Drugs.

(b) Explosives.

D. Security/Stowage

1. Aids stored in authorized areas/containers per chapters 4 and 5 of this instruction.

(a) Drugs.

(b) Explosives.

2. Security of training aids during use

(a) Drugs.

(b) Explosives.

E. Safety

SECTION V - VETERINARY SUPPORT

A. Availability

B. Health Records

1. Location/maintenance.
2. Semi-annual physicals.

C. Special Diets

1. Recommended/used.
2. Supplemented as required.

D. Kennel Sanitation Inspections

1. Conducted quarterly.
2. Written reports maintained.

E. Emergency Procedures

1. Evacuation.
2. Availability of military/civilian veterinary service phone numbers, location, etc.

SECTION VI - EQUIPMENT

A. Equipment

1. Sufficient quantity/quality.
2. Properly inspected/maintained.

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3. Sufficient quantity of blank ammunition.

B. Vehicles

1. Availability/maintenance.

2. Warning Signs.

3. Properly equipped.

4. Proper safety equipment

(a) MWDs/personnel.

(b) Explosive.

SECTION VII - PROFICIENCY TRAINING

A. Training

1. Proficiency training/trials being conducted.

2. All areas of command being used.

3. Deficiencies/corrective actions documented.

4. Training addressed to correct deficiencies/advance proficiency levels.

5. Excess MWDs receiving proficiency training/trials.

SECTION VIII - RECERTIFICATION/DECERTIFICATION
OF ASSIGNED ASSETS

A. MWD Obedience MWDs will be evaluated at minimum/post certification standards described in appendix I.

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B. MWD Tasks Performance

1. Patrol. MWDs will be evaluated/certified at minimum/post certification standards described in appendix I.

- (a) Non-critical tasks.
- (b) Semi-critical tasks.
- (c) Critical tasks.

2. Drug Detector. A minimum of two training aids per odor will be used to evaluate/certify MWDs in at least two different locations. All training aids will be planted at level three difficulty described in appendix H.

- (a) Ninety percent accuracy per odor.
- (b) Basic obedience/confidence course.

3. Explosive Detector. A minimum of two training aids per odor will be used to evaluate/certify MWDs in at least three to five different locations. All training aids will be planted at level three difficulty described in Appendix H.

- (a) Ninety-five percent accuracy per odor.
- (b) Basic obedience/confidence course.

C. Search Patterns

- 1. Safety.
- 2. Productive areas cleared.

D. Response

- 1. Passive (sit) response has not been changed.
- 2. Response distinctive.

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E. Reward

1. Identified reward has not been changed without prior approval from the MWD program manager.

2. Reward given in a timely manner.

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APPENDIX A

TABLE OF REFERENCES

- (a) SECNAVINST 6401.1A - Veterinary Health Services (NOTAL).
- (b) OPNAVINST 8023.2C - U.S. Navy Explosives Safety Policies, Requirements, and Procedures (Department of the Navy Explosives Safety Policy Manual) (NOTAL).
- (c) NAVSEA OP 5, Volume 1 - Ammunition and Explosives Ashore.
- (d) NAVSEAINST 8023.11 - Standard Operating Procedures for the Processing of Expendable Ordnance at Navy and Marine Corps Activities (NOTAL).
- (e) NAVSUP Pub 437 - Milstrip/Milstrap.
- (f) NAVSEA TW010-AA-ORD-010 - Ammunition Unserviceable, Suspended and Limited Use.
- (g) NAVSEA OP 2239 - Motor Vehicle Driver's Handbook Ammunition, Explosives and Related Hazardous Materials.
- (h) NAVSEA OP 2165, Volumes 1 and 2 - Navy Transportation Safety Handbook.
- (i) OPNAVINST 5580.1 - Navy Law Enforcement Manual (NOTAL).
- (j) DoD Instruction 5525.10 - Using Military Working Dog Teams (MWDTs) to Support Law Enforcement Agencies in Counterdrug Missions of 17 Sep 90 (NOTAL).
- (k) SECNAVINST 5820.7B - Cooperation with Civilian Law Enforcement Officials.
- (l) Public Law 94-524 - Presidential Protection Assistance Act of 1976, 18 U.S.C. 3056, Authorizes the U.S. Secret Service to Furnish Protection to Major Presidential or Vice Presidential Candidates.

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- (m) SECNAVINST 3020.4E - Employment of Department of Defense Resources in Support of the U.S. Secret Service (Implements DoD Directive 3025.13 of 13 Sep 85) (NOTAL).
- (n) SECNAVINST 5500.27A - Agreement Between the U.S. Secret Service and the Department of Defense Concerning Protection of the President and Other Officials (NOTAL) (Implements DoD Instruction 5030.34 of 17 Sep 86) (NOTAL).
- (o) Naval Military Personnel Manual - Article 2640260, Civilian Clothing Monetary Allowances.
- (p) DoD Instruction 1338.18 - Armed Forces Clothing Monetary Allowance Procedures of 29 Jul 85 (NOTAL).
- (q) SECNAVINST 5212.5C - Navy and Marine Corps Records Disposition Manual
- (r) OPNAVINST 5530.14B - Department of the Navy Physical Security and Loss Prevention.

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APPENDIX B

FORMS, REPORTS, AND RECORDS

1. Drug Enforcement Administration (DEA). The DEA will provide the following forms to be used in obtaining DEA Registration:

DEA 225/DEA225a	APPLICATION FOR REGISTRATION
DEA 222	CONTROLLED SUBSTANCE ORDER FORM FOR SCHEDULES I AND II.

2. Forms listed below may be ordered through the Naval Inventory Control Point, Philadelphia, PA:

OPNAV 5585/1	(7-83) S/N 0107-LF-055-8505	MWD TRAINING AND UTILIZATION RECORD
OPNAV 5585/2	(7-83) S/N 0107-LF-055-8510	MWD UTILIZATION RECORD (SUPPLEMENTAL)
OPNAV 5585/3	(7-83) S/N 0107-LF-055-8515	DETECTOR DOG TRAINING AND UTILIZATION RECORD
OPNAV 5585/4	(7-83) S/N 0107-LF-055-8520	MWD STATUS REPORT
OPNAV 5585/6	(8-83) S/N 0107-LF-055-8540	CANINE VALIDITY TEST DATA.

3. Reports

a. OPNAV 5585-1, Military Working Dog (MWD) Status Report, is located on page B-24, paragraph 8-f.

b. OPNAV 5585-2, Military Working Dog (MWD) Quarterly Summary Statement, is located on page B-28, paragraph 8-g.

c. OPNAV 5585-4, Military Working Dog (MWD) After Action Report for Support to Civilian Law Enforcement Agencies in Counterdrug/Explosive Detection Operations, is located on page 9-10, paragraph 9-12.

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d. OPNAV 5585-5, MWD/Handler Inventory Report, is located on page B-31, paragraph 8h.

e. OPNAV 5585-6, MWD Validation/Assistance Visit After Action Report, is located on page 10-3, paragraph 10-9.

f. These reports are approved for 3 years only from the date of this directive.

4. Maintenance of Accurate Records. The maintenance of accurate records is of paramount importance and should be prepared with the same care as other official documents. Entries should be made in blue/black ball point ink. Records must be maintained throughout the active service life of MWDs. These records document trends in areas such as training and use, performance and proficiency levels, medical history, and final disposition. All records must be maintained for the duration of the dog's service and are maintained and disposed of per reference (q). At the time of termination of active service of a MWD, the MWD Service Record (DD 1834) and all medical records must be forwarded to Lackland Air Force Base (AFB), via the MWD program manager at CNO (N09N3)/NAVCRIMINSERV (Code 24F), and the chain of command for appropriate action.

5. MWD forms, reports, and records are divided into four basic categories:

- a. Administrative Records
- b. Training and Use Records
- c. Reports and Evaluations, and
- d. Medical Records.

6. DD 1834 (10/71) MWD Service Record (figure B-1). This form is initiated at Lackland AFB at the time of procurement or certification. Entries made on the front side of this form will not be altered. The reverse side of this form provides a chronological list of the commands and handlers to which the MWD

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has been assigned and will be maintained by the kennel master/supervisor.

7. The following forms are approved for local reproduction:
 - a. OPNAV 5585/8 (1/97), MWD Food, Weight and Stool Chart
 - b. OPNAV 5585/9 (1/97), Construction/Receipt of Training Aids
 - c. OPNAV 5585/11 (1/97), Training Aid Revalidation
 - d. OPNAV 5585/12 (1/97), Drug/Explosive Military Working Dog (MWD) Quarterly Summary Statement
 - e. OPNAV 5585/13 (1/97), Explosive/Drug Detector Dog Training Record

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MILITARY WORKING DOG SERVICE RECORD							
BRAND NO. 300J	CALL NAME RICO	COLOR BROWN	HEIGHT 23"	WEIGHT 70 LBS	DATE WHELPED 811119	SEX MALE	BREED BM
DATE ACCEPTED 830425		FEDERAL STOCK NO. (Untrained) 8820009356677					
RECORD OF FORMAL TRAINING							
COURSE NO.	DATE ENTERED	DATE CERTIFIED	FEDERAL STOCK NUMBER ASSIGNED			NOMENCLATURE	
A7B81152A	830622	830913	8820009356677			P/DD	
REMARKS							
Responses: Passive (sit)							
Reward: Food							
Odor: A. Marijuana							
B. Hashish							
C. Cocaine							
FINAL DISPOSITION							
DATE	REASON			LAST UNIT OF ASSIGNMENT			

DD FORM 1834 1 OCT 71 REPLACES AF FORM 323, FEB 69, WHICH IS OBSOLETE.

(Reverse)

HANDLER	GRADE	SOCIAL SECURITY NO.	DATE ASSIGNED	UNIT OF ASSIGNMENT
DOE, JOHN D.	MA2	123-45-7890	830930	NAVSUPPACT NAPLES

Figure B-1

DD 1834

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8. The guidelines listed below will be useful in completing the following forms:

a. Military Working Dog Training and Utilization Record, OPNAV 5585/1 (figure B-2). This form is used to record daily and monthly performance in both training and actual use for each of the MWDs required patrol tasks, and is maintained by the MWD handler. This form will be used only to document detector dog, on/off leash obedience and obedience course training.

Block 1. Enter the month and year of the training period.

Block 2. Enter the MWD's name.

Block 3. Enter the MWD's tattoo number, which can be found on the inside of the left ear, or on the DD 1834.

Block 4. Enter the MWD's age, rounded to the nearest half year.

Block 5. Enter the type of MWD (i.e., patrol, patrol/drug detector, drug detector, patrol/explosive or explosive detector).

Block 6. Enter the organization and location to which the MWD is assigned (e.g., Security Department, NAS Pensacola, FL 32508-5217).

Section I - Tasks: In these blocks, the MWD is scored as "S" for satisfactory or "U" for unsatisfactory, according to certification requirements established in chapter 9. Any score of "U" requires an explanation on a separate sheet of bond paper (figure B-3), with comments documenting the corrective actions taken and results of these actions. Additionally, any score of "U" requires daily training of the unsatisfactory task until the MWD performs the task satisfactorily for 3 consecutive days. During periods of leave, temporary assigned duty (TAD), or MWD illness, appropriate annotations must be entered in the corresponding day block. For example, "LV" (handler on leave), "TAD" (handler on TAD), or "ED" (MWD excused from duty -

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medical). If the team does not have duty enter the word "OFF" in the appropriate day block.

Block A. Enter "S" or "U" in the top left triangle for the MWD's performance on-leash. The performance off-leash will be entered in the lower right triangle.

Block B. Enter "S" or "U" for the MWD's performance on the obedience course.

Block C. Enter the overall score for the handler in the upper triangle and the overall score for the MWD in the lower triangle.

Blocks C1, C2, and C3. Enter the distance in yards that the MWD responded to the intruder for each of the tasks listed in the upper triangle and enter score in the lower triangle.

Block D. Enter the appropriate score for aggression in the upper triangle and attack in the lower triangle.

Block E. Enter the appropriate score for false run.

Block F. Enter the appropriate score for stand off.

Block G. Enter the appropriate score for the performance during search in the upper triangle and the score for the call by in the lower triangle.

NOTE: MWDs will not be trained for re-attack. Draw a single line through "re-attack" and type "call by" in this block.

Block H. Enter the appropriate score for escort.

Block I. Enter the appropriate score for tracking.

Block J. Enter the appropriate score for vehicle patrol.

Block K. Enter the appropriate score for building search.

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Block L. Enter the appropriate score for the MWDs performance during gunfire. On the lower line enter the number of shots fired by the handler in the upper block and the number of shots fired by other personnel in the lower block.

Block M. As the kennel master/watch supervisor observes the team during actual on-duty situations, he/she will enter the appropriate letter for the tasks observed and appropriate score for these tasks.

Section II

Block A. Enter the amount of time, in hours, that the team is used on duty in the upper block and amount of time, in hours, that training is conducted in the lower triangle.

NOTE: Actual use time will be rounded to the nearest quarter hour. Examples:

.25	=	15 minutes
.50	=	30 minutes
.75	=	45 minutes
1.0	=	60 minutes

Block B. Enter the overall daily performance score.

Blocks 7 through 13 are self explanatory.

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SAMPLE**MWD Fiedel R008****February 1996****Deficiency (DEF)/Corrective Action (CA) Report:**

DEF-1 On 15 February 1996, MWD Fiedel failed to perform a sit from hand command given at 50 feet. No environmental distractions were noted by handler or trainer and the MWD was acclimated to the selected training site.

CA-1 I will decrease distance to a point where MWD will successfully perform sit by hand command. Once MWD is performing successfully at this distance I will increase my distance in 5-foot increments, never advancing until MWD performs at current level successfully. My target date for completion of this training task is 10 days. At that time, MWD will be evaluated at 50 feet. MWD will be evaluated by kennel supervisor/trainer upon completion of 10-day training period for effectiveness of selected corrective action.

DEF-2 On 20 February, MWD failed to maintain physical (stay) position and was not tolerant (barking and aggressive) when exposed to gunfire training from second (backup) patrolman. Distance from gunfire to MWD Fiedel was 30 yards. No other stimulus was introduced to include attack sleeve. MWD was acclimated to the selected training area.

CA-2 I will increase the distance between the shooter and the MWD until the sound of the shot does not evoke a negative behavior. When MWD maintains physical position and does not act aggressive when stimulated through the auditory sense, I will reinforce the desired behavior with verbal praise. I will decrease the distance from the shooter in 5-yard increments, never decreasing the increment until MWD is proficient. My target date for completion of this training task is 10 days. MWD will be evaluated by kennel supervisor/trainer upon completion of 10-day training period for effectiveness of selected corrective action.

Figure B-3

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b. Detector Dog Training and Utilization Record, OPNAV 5585/3 (figures B-4 and B-5). This form provides a method of documenting detector dog performance during proficiency trials and actual search situations. It is used in conjunction with OPNAV 5585/2 (MWD Utilization Record Supplemental) and is maintained by the respective handler.

NOTE: MWD proficiency training will not be recorded on this record. Use the Explosive/Drug Detector Dog Training Record to document all training (figure B-7).

Block 1. Enter the year and month of training.

Block 2. Enter the organization and location to which the MWD is assigned (e.g., Security Department, NAS Pensacola, FL 32508-5217). Also, enter the name of the MWD in the second Block 2 (Name of Dog).

Block 3. Enter the MWDs tattoo number which can be found on the inside of the left ear, or on the DD 1834.

Block 4. Enter the MWDs age, in years, rounded to the nearest half year.

Block 5. Enter the type of MWD (i.e., patrol/drug detector, patrol/explosive, drug detector, or explosive detector).

Legend (no block number).

Block 7. Enter the type of search being conducted (e.g., ship, aircraft, BOQ/BEQ, vehicle, etc.).

Block 8. There are three boxes for each type of search under every day of the month: time in hours, positive, and response. Enter the amount of search time, number of positive responses, and the total number of responses. For example, if the MWD searched for two and one half hours, had four positive responses out of four total responses, the entries would be as follows:

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Day one 2.5 (search time)
4 (positive responses)
4 (total responses).

Search time will be recorded as the time a team commences a search until the search is completed. Search time will be rounded to the nearest quarter hour.

Examples: .25 = 15 minutes
.50 = 30 minutes
.75 = 45 minutes
1.0 = 60 minutes

Block 9. Enter the total numbers for the month.

Block 10. Enter a daily score of "S" for satisfactory or "U" for unsatisfactory performance.

Block 11. Enter the total search time in hours for each day with the total time in the far right box.

Block 12. This block is used to record the MWDs proficiency percentage for each individual odor that the MWD is certified to detect. All drug detection MWDs are required to maintain 90 percent proficiency per odor. All explosive MWDs are required to maintain 95 percent proficiency per odor.

NOTE: MWD percentages are obtained from proficiency trials only. A minimum of five aids per odor for explosive detectors and 10 aids per odor for drug detectors per month will be used to determine proficiency percentages.

Blocks 13 through 19 are self explanatory.

Block 20. Enter the type of area that the proficiency trials were conducted (e.g., ship, aircraft, BOQ/BEQ, vehicles, etc.).

Block 21. Enter under the appropriate day in the top box the number of aids hidden. The middle box will be used to enter the number of positive responses and the bottom box will be used

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to document the sniff time. Sniff time will be recorded, in actual minutes, from the time each team starts the proficiency trial until completion.

Block 22. Enter the totals for the month for each of the categories.

Block 23. Enter the total number of non-productive (residual odor) responses in the upper triangle and total number of false responses (from detection trials only) in the lower triangle for each day.

Block 24. Enter the daily performance rating for each day as "S" for satisfactory and "U" for unsatisfactory.

Block 25. Enter the total training time in minutes for each day and the monthly total in the far right box.

NOTE: Any remarks concerning deficiencies or health problems with the MWD will be documented on a separate sheet of bond paper and attached to OPNAV 5585/3 (figure B-6).

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SAMPLE

MWD Rico 300J

June 1995

Deficiency (DEF)/Corrective Action (CA) Report:

DEF-1: On 8 June 1995, while conducting a trial, MWD Rico failed to detect 5 grams of heroin planted 6 feet high/3 feet deep concealed in an office supply cabinet for approximately 1 hour. MWD sniffed within 2 feet of the training aid. MWD was acclimated to the selected training area. No environmental distractions (ventilation/temperature) were noted at the time of the missed training aid.

CA-1: I will reduce the height in 1-foot increments until the MWD is able to detect/respond to the training aid. Once the MWD is responding to the aid, I will conduct 10 trials at concealment level using various locations and times. If MWD maintains proficiency at this level I will increase the height by 1 foot. My target date for completion of this training task is 30 days. MWD will be evaluated by kennel supervisor/trainer upon completion of 30-day training period for effectiveness of selected corrective action.

Figure B-6

B-15

Enclosure (1)

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c. Explosive/Drug Detector Dog Training Record, OPNAV 5585/13 (figure B-7). This form provides a method of documenting detector dog performance during proficiency training, and may be reproduced locally. Documentation requirements are as follows:

Block 1. Enter the month and year of period being documented.

Block 2. Enter the organization and location to which the MWD is assigned (i.e., Security Department, NAS Jacksonville, FL 32212).

Block 3. Enter the name of the dog.

Block 4. Enter the MWD's tattoo, which can be found on the inside of the left ear.

Block 5. Enter the MWD's age (in years) rounded to the nearest half year.

Block 6. Enter the type of detector dog (i.e., patrol/explosive, explosive detector, patrol/drug, or drug detector).

Block 7. Enter the type of area that the proficiency training was conducted (i.e., BOQ/BEQ, vehicle, warehouse, etc.).

Block 8. Enter under the appropriate day in the top box the number of aids hidden. The middle box will be used to enter the number of positive responses and the bottom box will be used to document the sniff time. Sniff time will be recorded in actual minutes from the time each team starts the proficiency training until the team has completed.

Block 9. Enter the totals for the month under each of the categories.

Block 10. Enter the daily performance rating for each day as "S" for satisfactory and "U" for unsatisfactory.

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Block 11. Enter the total training time in minutes for each day and the monthly total in the far right box.

Blocks 12 through 18 are self explanatory. Enter the required information.

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d. Military Working Dog Utilization Record (Supplemental), OPNAV 5585/2 (figure B-8). This form is applicable to all detector dogs and is maintained by the respective handler. Residual odor responses are not to be documented on this form. It provides a method to record each positive response and document the results of field and lab tests for all substances seized as a result of the MWDs response.

Blocks 1 through 6. Enter the requested information similar to previous forms in this appendix.

Column A. Enter the date of the first positive response for the month and each subsequent positive response.

Column B. Enter the time of the response.

Column C. Enter the exact location of the response, e.g., glove compartment of vehicle, Missouri license number JO-7108.

Column D. Enter a brief description of the evidence obtained, e.g., suspected cocaine, suspected marijuana, etc.

Column E. Enter the approximate quantity of substance in the upper triangle and the unit of measure in the lower triangle, e.g., 25/gms.

Column F. Enter the type of field test performed and the results of that test. The date of the test is to be entered in the second half of this column.

Column G. Enter the lab that performed the test and the results of the test. Enter the date of the test in the second half of this column.

Column H. Enter the case control number assigned to the incident/complaint report.

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Column I. Enter two asterisks (**) in this column to denoting any remarks on the reverse side of the form.

Blocks 7 through 13 are self explanatory.

B-20

Enclosure (1)

DEPARTMENT OF THE NAVY										1. MONTH AND YEAR	
MILITARY WORKING DOG UTILIZATION RECORD (Supplemental)										JUNE 1996	
2. NAME OF DOG			3. TATTOO		4. AGE IN YEARS		5. TYPE OF DOG			6. ORGANIZATION AND LOCATION	
BANDIT			V001		5		PATROL./DRUG			SECURITY DEPARTMENT NAS PENSACOLA FL 32508-5217	
ITEM NO.	A. DATE	B. TIME	C. LOCATION	D. SUBSTANCE/ITEM	E. QTY/UM*	F. FIELD TEST & DATE	G. LAB TEST & DATE	H. CASE NUMBER	I.	J.	
1	2	1105	BEO 700, RM 123	SUSPECTED MARIJUANA	5 GM.	D-MGM 2	NORVA 25	02JUN960507N2			
2	5	1430	BEO 646, RM 115	SUSPECTED COCAINE	3 GM.	VOL-TAX 24	NORVA 7/15	24JUN960107N5			
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											

7. HANDLER'S NAME (Last, First, Middle Initial)	8. GRADE	9. HANDLER'S SIGNATURE	10. REVIEWED BY (Signature and Title)
JOHNSON, JAMES S.	MA2	<i>James S. Johnson</i>	<i>B. Beckwith</i> SECURITY OFFICER
11. IMMEDIATE SUPERVISOR'S NAME (Last, First, Middle Initial)	12. GRADE	11. SUPERVISOR'S SIGNATURE	
SMITH, JOSEPH	MAC	<i>Joseph Smith</i>	

Figure B-8

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e. Canine Validity Test Data, OPNAV 5585/6 (figure B-9). This form will be used during training/trials of explosive/drug detector dogs.

Block 1. Enter the type of test being performed, (e.g., explosive/drug training or trial).

Block 2. Enter year, month and day of training.

Block 3. Enter location of test (i.e. BEQ 761 NAVSTA Charleston, SC).

Blocks 4 and 5 are self explanatory.

Block 6. Enter the type of training aid planted. (For drug training, enter the training aid serial number).

Block 7. Enter the height and depth of each training aid in feet and inches.

Block 8. Enter the quantity of each training aid.

Block 9. Enter the time each training aid was planted.

Block 10. Enter the location of each training aid planted.

Block 11 and 12 are self explanatory.

Block 13. Enter the beginning and ending times that the trial/training problem was performed (i.e., sniff time).

Block 14. Enter appropriate score for each training aid.

NOTE: The only recognized symbols for documenting proficiency training are positive responses (+) and handler assisted positive responses (a plus symbol with a circle around it). The only recognized symbols for documenting proficiency trials are positive responses (+) and missed training aids (-).

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f. Military Working Dog (MWD) Status Report (Report Control Symbol) (RCS) OPNAV 5585-1)), (figures B-10 and B-11). (This form will be used in lieu of OPNAV 5585/4 which is under revision and will be issued at a later date as a Change Transmittal to this instruction). This form will be used by kennel masters/supervisors to evaluate assigned MWD teams and to aid in the development of the MWD proficiency training plan. It is also used by the LEPS Assistance Team during annual validations for the certification process. A copy of each form used by kennel masters/supervisors will be maintained in the dog's training folder. The form completed by the LEPS Assistance Team will be forwarded to the command upon completion of the annual validation and will be maintained in section 1 of the probable cause folder.

Block 1. This report will be addressed to the commanding officer of the assigned team.

Block 2. Enter title and organization of evaluator.

Block 3. Enter the name of the MWD.

Block 4. Enter the breed of the MWD.

Block 5. Enter the tattoo number of the MWD. (Can be found inside the left ear, or on DD 1834).

Block 6. Enter the whelp date from the DD 1834.

Blocks 7 and 8. Enter date, and names of persons performing evaluation.

Block 9, Part A, Items 1 through 8. Enter the MWDs performance on the confidence course, subtracting two points for each non-critical task that the MWD fails to perform.

Block 9, Part B, Items 1 through 6. Enter the MWDs performance for the required semi-critical tasks, subtracting 15 points for each task the MWD fails to perform accurately.

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Block 9, Part C. Enter the MWDs performance for each of the required critical tasks, subtracting 25 points for incorrect responses.

Block 9, Part D. Enter an "X" on the required line for any deficiencies in the MWDs performance. Total Parts A, B, and C, and enter total points lost for performance. A total score of 79 points or less will decertify the MWD for patrol assignment.

Block 10, A through F. This block is used for drug detector MWDs. Enter the percentage per odor for the MWDs performance in trials. A score of 89 percent or less on any of the required odors will decertify the MWD as a drug detector.

Block 11, A through H. This block is used for explosive detector MWDs. Enter the percentage per odor for the MWDs performance in trials. A score of 94 percent or less on any of the required odors will decertify the MWD for assignment as an explosive detector.

Block 12, A through F. Enter the date for recertification/decertification for the MWD, as well as the type of response and reward.

Block 13. Enter the evaluator's name, grade, and title.

Block 14. Enter the signature of the evaluator.

Block 15. Enter a detailed description of the MWDs deficiencies, including attempts to correct the deficiency.

Block 16. Enter any information concerning handler traits that affect the MWD's performance.

Block 17. Enter dates of commanding officer demonstrations for all commands.

Block 18. Enter future training recommendations.

Blocks 19 through 22 are self explanatory.

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MILITARY WORKING DOG (MWD) STATUS REPORT								
1 TO Commanding Officer NAVSUPPACT Naples, It.				2. FROM LEPS Assistance Team, Norfolk, Va.				
3. DOG'S NAME Arras		4 BREED BM		5. TATTOO NUMBER 380P		6. WHELP DATE 87/08		
7. EVALUATOR & DATE James, Jackie E. 950328				8. EVALUATOR & DATE White, Charles N. 950328				
9. PATROL DOG EVALUATION								
Each dog starts with 100 points. The point value beside each requirement will be subtracted if that requirement is not accomplished by the dog. The dog must maintain 80 points or more to certify.								
PART A - NON CRITICAL TASKS - OBEDIENCE COURSE (Subtract two points each time a dog fails to respond correctly)				PART A - NON CRITICAL TASKS - OBEDIENCE COURSE (Subtract fifteen points each time a dog fails to respond correctly)				
(1) STEPS		(2) HURDLE NO 1		(1) OBEDIENCE "HEEL"		(2) "HEEL/SIT"		
(3) HURDLE NO. 2		(4) HURDLE NO. 3		(3) "SIT"		(4) "DOWN"		
(5) WINDOW		(6) A FRAME		(5) ESCORT		(6) VEHICLE PATROL		
(7) DOG WALK		(8) TUNNEL						
POINTS LOST - PART A				POINTS LOST - PART B				
PART C - CRITICAL TASKS (Subtract twenty-five points each time dog fails to respond correctly.)				PART D - DOG DEFICIENCIES ("X" appropriate block(s).) (List future training recommendations on reverse.)				
(1) FALSE RUN "STAY" -25		(2) ATTACK "GETEM"	"OUT" -25	"HEEL"	(1) OBEDIENCE WEAK		(2) CONTROLLED AGGRESSION X	
(3) SEARCH AND CALL BY		(4) STAND-OFF "GETEM"	"OUT" -25	"HEEL"	(3) INTRUDER DETECTION		(4) BUILDING SEARCH	
(5) BUILDING SEARCH		(6) GUNFIRE	HANDLER	DECOY -25	(5) GUNFIRE		(6) DRUG	
SCOUTING/PATROLLING OLFACTORY (Smell)		AUDITORY (Hearing)		VISUAL		(7) EXPLOSIVES		(8) OTHER (List)
POINTS LOST - PART C 100				TOTAL POINTS LOST (PARTS A, B, & C) 100				
10. NARCOTIC ODORS				12. CERTIFICATION DATA (Enter Date)				
a. MARIJUANA 90%		b. HASHISH 90%		a. PATROL DOG		(1) RECERTIFIED	(2) DECERTIFIED 950328	
c. COCAINE 90%		d. HEROIN 90%		b. PATROL NARCOTIC		(1) RECERTIFIED 950328	(2) DECERTIFIED	
e. METHAMPHETAMINE %		f. OTHER (List) %		90%		(3) RESPONSE Passive	(4) REWARD Food	
11. EXPLOSIVE ODORS				c. PATROL EXPLOSIVE		(1) RECERTIFIED	(2) DECERTIFIED	
a. COMMERCIAL DYNAMITE % AMMONIUM NITRATE DYNAMITE %		b. TIME FUSE %				(3) RESPONSE	(4) REWARD	
c. WATER GEL %		d. SMOKELESS POWDER %		d. DRUG DETECTOR DOG		(1) RECERTIFIED	(2) DECERTIFIED	
e. DET CORD %		f. C-4 %		e. EXPLOSIVE DETECTOR DOG		(3) RESPONSE	(4) REWARD	
g. TNT %		h. POTASSIUM CHLORATE % SODIUM CHLORATE %		f. TRACKING SHORT		INTERMEDIATE	ADVANCED	
13. TYPE NAME, GRADE AND TITLE OR MWD EVALUATOR JAMES, JACKIE E., MACS(AW), LEPSLANT				14. SIGNATURE OF MWD EVALUATOR				

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REMARKS

15. DEFICIENCIES

DEF-1 MWD IS NOT OBEДИENT OF HANDLER COMMANDS.

CORRECTIVE ACTION-1 USE SUCCESSIVE APPROXIMATION, RETURN TO SIX FOOT LEASH. HANDLER MUST HOLD MWD ACCOUNTABLE FOR EACH COMMAND. WHEN COMMAND IS GIVEN MWD WILL NOT BE GIVEN A SECOND COMMAND. IF MWD FAILS TO PERFORM WITH FIRST COMMAND HANDLER WILL ASSIST MWD INTO CORRECT POSITION. DURING SHAPING OF MWD BEHAVIOR IN OBEДИENCE TASK HANDLER SHOULD USE REWARDS THAT ARE VALUED BY THE MWD.

REWARDS SHOULD INITIALLY BE USED AS CONTINUOUS REINFORCEMENT WORKING TO VARIABLE AND ULTIMATELY EXTINGUISHING THE REWARD. IF THE MWD SHOWS A DECLINE IN OBEДИENCE HANDLER CAN REINTRODUCE THE REWARD AS NEEDED.

NOTE: REWARDS THAT ARE SELECTED MUST NOT INTERFERE WITH OTHER TASK OR REWARDS.

DEF-2 MWD IS DEFICIENT IN CONTROLLED AGGRESSION.

CORRECTIVE ACTION-2 USE SUCCESSIVE APPROXIMATION, REDUCE DISTANCE TO A POINT WHERE MWD WILL PERFORM THE TASK ON A CONTINUAL BASIS. REDUCE AMOUNT OF STIMULUS GIVEN BY DECOY. HANDLER AND DECOY MUST HAVE COMPLETE UNDERSTANDING PRIOR TO START OF EACH TRAINING TASK TO ENSURE MWD IS NOT PERFORMING A TASK THAT IS BEYOND ITS CAPABILITY.

USE REWARDS DURING PATROL TASK THAT ASSIST YOU IN GAINING BEHAVIORAL CONTROL, SUCH AS THE BALL, KONG, OR FOOD. TIMING AND METHOD OF INTRODUCTION ARE EXTREMELY IMPORTANT. PAIRING OF COMMAND AND REWARD DURING STAND-OFF OR OUT IS CRITICAL FOR GAINING BEHAVIORAL CONTROL. IT MUST BE REMEMBERED THAT ANY REWARDS USED WITH THE EXCEPTION OF VERBAL AND PHYSICAL PRAISE MUST BE EXTINGUISHED OR ONLY USED ON AN INFREQUENT BASIS TO MAINTAIN DESIRED BEHAVIOR.

16. HANDLER TRAITS

17. DETECTOR DOG

18. TRAINING RECOMMENDATION: (Prior to next assessment, train MWD to perform following tasks:)

1. MEET POST CERTIFICATION STANDARDS OF OPNAVINST 5585.2A.
2. INCREASE DETECTION ABILITY TO LEVEL #5.

19. PRINT NAME, GRADE AND TITLE OF IMMEDIATE SUPERVISOR

20. SIGNATURE OF IMMEDIATE SUPERVISOR

21. PRINT NAME AND GRADE OF SECURITY OFFICER

22. SIGNATURE OF SECURITY OFFICER

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g. Drug/Explosive Military Working Dog (MWD) Quarterly Summary Statement, OPNAV 5585/12, (RCS OPNAV 5585-2), (figure B-12). This summary is applicable to all drug/explosive detector dogs. User activities will submit Drug/Explosive MWD Quarterly Summary Statements to the MWD program manager, with information copies to regional coordinators, type commanders and fleet CINCs no later than 15 days after the end of the reporting quarter. If teams are TAD, kennel masters/supervisors are still responsible for obtaining and submitting the information. To ensure timely reporting, the quarterly summary statement may be forwarded by message, fax or telephone to the MWD program manager. Current deployability criteria must be maintained by the program manager for all MWDs, to also include patrol dogs. Deployability criteria on patrol dogs must be included with command quarterly summary statement information.

Block 1. Enter fiscal year and quarter.

Blocks 2 through 8. Self explanatory.

Block 9. Enter total hours per week of detector dog use for reporting period.

Block 10. Enter total hours per week training/trial times for reporting period.

Block 11. Enter deployability category (See Chapter 3).

Block 12. Enter number of bomb threats P/E or EDD responded to for reporting period.

Block 13. Enter number of actual searches conducted for reporting period.

Block 14. Enter the quantity and value of each explosive found for reporting period.

Block 15. Enter the quantity (in grams), and value for each drug (or each piece of paraphernalia) found for reporting period.

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Block 16(A). Enter name of agency receiving support.

Block 16(B). Enter agency funding the request.

Block 16(C). Enter total man-hours committed to support.

Block 16(D). Enter costs incurred by command (both reimbursable or non-reimbursable).

Block 16(E). Enter number of responses (both productive and non-productive).

Block 16(F). Enter all seizures, e.g., \$16,161.00 in suspected drug money, etc.

Block 17(G). **For USMC Only.** Enter date of last command certification.

Block 17. Self explanatory.

1. DRUG/EXPLOSIVE MILITARY WORKING DOG (MWD) QUARTERLY SUMMARY STATEMENT							FY	QTR
2. COMMAND	3. UIC	4. HANDLER'S NAME	5. RATE	6. TATTOO	7. MWD	8. TYPE OF DOG		
9. DETECTOR DOG USE TIME:							11. DEPLOYABILITY STATUS:	
10. DETECTOR DOG TRAINING TIME:							12. NUMBER OF BOMB THREATS:	
13. SEARCHES	TOTAL	14. FOUND	QTY	VALUE	15. FOUND	QTY	VALUE	
VEHICLES		NITRO DYNAMITE			MARIJUANA			
SHIP		AMMONIA DYNAMITE			HASHISH			
BARRACKS		TNT			COCAINE			
AIRCRAFT		DET CORD			HEROIN			
BUILDING		WATER GEL			METHAMPHETAMIN			
BAGGAGE		C-4			PARAPHERNALIA			
WAREHOUSE		TIME FUSE			OTHER			
POST OFFICE		SMOKELESS POWDER						
OTHER		POTASSIUM						
		SODIUM CHLORATE						
		OTHER						
16. AID TO CIVILIAN/FEDERAL AGENCIES								
(A) AGENCY RECEIVING SUPPORT:				(D) COST INCURRED BY COMMAND:				
(B) FUNDED BY:				(E) MWD RESPONSES:				
(C) TOTAL MAN-HOURS:				(F) SEIZURES:				
(G) DATE OF LAST COMMAND CERTIFICATION:							17. REMARKS:	

OPNAV 5585/12 (1/97) (May Be Reproduced Locally) Figure B-12

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h. MWD/Handler Inventory Report, (RCS OPNAV 5585-4). This report is submitted to the MWD program manager and Echelon 2 commander with an information copy to the regional coordinator when:

- (1) A new handler/MWD reports on board
- (2) A handler/MWD transfers
- (3) A handler is reassigned from one MWD to another, or
- (4) Whenever a MWD is housed at a location other than its parent command for more than 5 days.

Inventory reports are due within 5 working days after one of the above events takes place, and should be in the following format:

Handler InformationMWD Information

- | | |
|---|----------------------------|
| (A) Name | (A) Name |
| (B) Rate | (B) Breed |
| (C) SSN | (C) Sex |
| (D) PRD | (D) Weight |
| (E) EAOS | (E) Tattoo number |
| (F) Type/location/date of training | (F) Whelp date |
| (G) NECs held | |
| (H) Date received on board | (H) Date received on board |
| (I) Name/tattoo number of assigned MWD. | |

i. Medical Records. The U. S. Army Veterinary Corps (or local veterinarian if not serviced by U. S. Army Veterinary

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Corps) is responsible for information entered in MWD medical records. Those records are:

(1) DD 1626, Veterinary Necropsy Report. This is prepared and distributed as required by U. S. Army Technical Bulletin, Medical 283.

(2) DD 1741, Military Dog Immunization Record. This record serves as the official record for all immunizations administered to the MWD.

(3) DD 1742, Military Dog Clinical Record. This record is a detailed chronological record of the MWDs medical history, and all veterinary care provided to the MWD is entered.

(4) DD 1743, Death Certificate of MWD. This certificate is used to close out accountability for MWDs. Death certificates must be signed by a veterinary officer.

(5) DD 1745, Animal Euthanasia. The veterinary officer must be furnished written approval for euthanasia action from the commanding officer, or his/her representative. All recommendations and permission for euthanasia will become part of the MWDs permanent medical record.

(6) DD 1829, Record of Military Dog Physical Examination. This form is used to record the results of physical examinations on MWDs.

(7) DD 2209, Veterinary Health Certificate. This form will be prepared when a MWD is moved or shipped from one command to another, interstate, or to a foreign country. To comply with federal, state, and foreign regulations, two copies of this certificate must be provided to the handler that accompanies the MWD. A copy will be placed in the MWDs health record and a copy will be airmailed to the receiving command, marked to the attention of Security/MWD Section.

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APPENDIX C

KENNEL SUPPORT JOB QUALIFICATION REQUIREMENTS

(May be reproduced locally)

LAST NAME	FIRST NAME	MI	RATE	SSN
<u>MWD UNIT</u>			<u>DATE</u>	<u>KENNEL MASTER/ SUPERVISOR</u>
1. Discuss MWD kennel security.			_____	_____
2. Discuss regulations concerning other dogs in the kennel.			_____	_____
3. Discuss security department MWD SOPs.			_____	_____
4. Discuss administrative forms and maintenance of records.			_____	_____
<u>KENNEL FACILITIES AND EQUIPMENT</u>				
1. Discuss inspection of training area for harmful materials.			_____	_____
2. Demonstrate kennel and training area inspection.			_____	_____
3. Explain kennel compound safety in the following events:				
a. Horseplay			_____	_____
b. MWD activity in kennel compound			_____	_____
c. Uncontrolled dog loose in kennel area			_____	_____
d. Dog fight			_____	_____
e. Dog bite to persons.			_____	_____
4. Discuss, when does kennel safety begin.			_____	_____

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	<u>DATE</u>	<u>KENNEL MASTER/ SUPERVISOR</u>
5. Discuss kennel facilities and equipment upkeep.	_____	_____

6. Discuss emergency procedures in case of fire, bomb, or other natural disasters at the MWD kennels.	_____	_____
---	-------	-------

HEALTH CARE AND FEEDING

1. Name two different types of parasites found on MWDs.	_____	_____
---	-------	-------

2. Discuss grooming, bathing, and health checks.	_____	_____
--	-------	-------

3. Discuss medication administration.	_____	_____
---------------------------------------	-------	-------

4. Discuss first aid/emergency medical procedures for MWDS.	_____	_____
---	-------	-------

5. Discuss individual MWD feeding requirements.	_____	_____
---	-------	-------

6. Demonstrate feeding.	_____	_____
-------------------------	-------	-------

7. Explain sanitizing MWD kennel.	_____	_____
-----------------------------------	-------	-------

SEARCH TECHNIQUES

1. Discuss drug search pattern techniques.	_____	_____
--	-------	-------

2. Discuss duties and responsibilities while conducting drug searches/inspections.	_____	_____
--	-------	-------

DRUG DOG TRAINING AIDS

1. Discuss training aid placement.	_____	_____
------------------------------------	-------	-------

2. Discuss checking in/out training aids.	_____	_____
---	-------	-------

3. Discuss security while in possession of training aids.	_____	_____
---	-------	-------

4. Discuss validity sheets (OPNAV 5585/6).	_____	_____
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	<u>DATE</u>	<u>KENNEL MASTER/ SUPERVISOR</u>
5. Discuss procedures for damaged/leaking training aids.	_____	_____

PATROL TRAINING

1. Discuss reasons for patrol training	_____	_____
2. Discuss the MWD basic senses.	_____	_____
3. Discuss basic MWD commands.	_____	_____
4. Discuss/demonstrate the following:		
a. Decoy/handler safety.	_____	_____
b. Aggression/titration level of MWDs.	_____	_____
c. Tracking.	_____	_____
d. False run/false run into bite.	_____	_____
e. Suspect escort.	_____	_____
f. Stand-off.	_____	_____
g. Search/call by	_____	_____
h. Gunfire (Handler, back-up, decoy).	_____	_____
i. Scouting.	_____	_____
j. Building search.	_____	_____
k. Act a decoy w/MWD on leash.	_____	_____
m. Act as decoy w/MWD off leash.	_____	_____

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<u>DATE</u>	<u>KENNEL MASTER/ SUPERVISOR</u>
-------------	--------------------------------------

EXPLOSIVE DOG TRAINING

- | | | |
|---|--|--|
| 1. Discuss checking in/out of explosive training aids. | | |
| 2. Discuss training site preparation. | | |
| 3. Discuss training aids placement. | | |
| 4. Discuss search techniques/pattern. | | |
| 5. Pass medical exam for handling explosives. | | |
| 6. Possess US Government Motor Vehicle Operator's ID Card (Annotated Explosive Driver). | | |
| 7. Pass explosive handler's certification board. | | |
| 8. Discuss training aid handling clearance zone. | | |
| 9. Discuss training aid handling during a storm. | | |
| 10. Discuss training aids rotation for safety considerations. | | |
| 11. Explain and demonstrate spotter responsibilities. | | |

I understand all requirements and the regulations concerning my performance as: kennel support_____/decoy_____/explosive_____/drugs_____. I feel that I am qualified to perform the above stated duties.

	/	
SIGNATURE		DATE

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I verify the qualification of _____ as
understanding the duties for: kennel support_____/decoy_____/
explosive_____/drugs_____.

_____/_____
SIGNATURE OF DATE
KENNEL MASTER/SUPERVISOR

Qualification approved for: kennel support_____/decoy_____/
explosive_____/drugs_____.

_____/_____
SIGNATURE OF DATE
SECURITY OFFICER/PROVOST MARSHAL

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APPENDIX D

KENNEL AND TRAINING AREA PLACEMENT/CRITERIA

1. Kennel Placement and Military Working Dog (MWD) Protection.

Location of kennel facilities must be carefully considered. Determine kennel site with a view toward cost reduction, such as modifying an existing facility/building. If this is not feasible, the placement of the kennel should be such that security, support, and other administrative functions can be provided from existing buildings. Areas of concern are: shade, temperature control, ventilation, drainage, ease of cleaning, separation of MWDs, and safety. Civil engineers and veterinarians must be consulted. The objective is to build a kennel, meeting essential requirements, at the least cost. Adequate security lighting is a must. The following considerations will be observed in selecting a suitable location:

a. Odors/Noise. Do not locate kennel facility in an area which may be harmful to the MWDs senses. Avoid areas near aircraft runways/taxiways, engine test cells, small arms ranges, or other areas where the average sound level for any 24-hour period exceeds 75 decibels. In addition, MWDs that are continually disturbed by pedestrian/vehicular traffic, industrial activity, and other distractions cannot be expected to function properly. Where feasible, the kennel should be located so that natural barriers such as hills, trees, and large shrubs separate these areas from the kennel facility.

b. Water Supply. Large quantities of hot and potable cold water are needed for cleaning and drinking. Impurities in the water can be a source of disease for both handler and MWDs.

c. Fire Protection. Water-type fire extinguishers are generally used in the kennel area. At least one fire extinguisher must be provided for each 2,500 square feet in the kennel and support buildings. Local surroundings, however, may cause the type and number of fire extinguishers to vary. Fire department inspectors should be consulted for fire extinguisher requirements.

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d. Fencing. Perimeter fencing will meet requirements per reference (r). Fencing will be 8 feet high topped with a single seven to nine gauge strand of barbed wire vice a top guard, with no ground clearance.

e. Off-Limits Signs. All sides of the kennel and training areas will be posted with "Off-Limits Military Police Dog" signs. The signs will be constructed of sheet metal, measure 30 inches by 40 inches and wording must be visible for at least 50 yards. The background will be white; the words "Off-Limits" and "Danger" will be in red letters; and the wording "Military Police Dog" will be in blue striping. In foreign countries, signs will be lettered in the language of the host country, as well as English.

f. Waste Disposal. Facility engineers must be contacted with regard to waste disposal. Alternate waste disposal systems must be developed in cases where facility/municipal waste disposal systems are not capable of accepting animal waste or are non-existent.

2. Training Area. A secure training area is required to provide a place where training in advanced obedience, confidence training, and correction of deficiencies in off-leash control, can be held. To simplify problems of transportation, the training area should be located near the kennels. All training areas must meet the following criteria:

a. The entire training area must be fenced.

b. The surface of the training area must be free of items that are harmful to the handlers/MWDs, i.e., sharp rocks, broken glass, sand burrs, holes, etc. The surface should be graded to prevent standing water.

c. The minimum size of the training area should be approximately 75 feet by 150 feet to allow adequate room for off-leash training exercises.

d. A confidence course should be built in each training area. The obstacles may be built from salvaged materials. Each obstacle must have padding and a non-skid surface to prevent

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injuries to the MWDs. Contact the 341 Training Squadron, Lackland Air Force Base, San Antonio, TX for guidance.

3. Kennel Criteria

a. Sufficient electrical outlets (weather type) are to be provided such that portable electric heaters can be connected during freezing conditions.

b. All openings leading to areas within the building are to be protected with insect screening.

c. To facilitate cleaning and minimize the potential spread of disease, kennel surfaces shall be impervious; i.e., concrete floor surfaces shall be steel trowel finished and sealed. Concrete masonry unit partitions between kennels are to have a liquid glaze applied surface.

d. Provide drainage troughs in kennel spaces to simplify washdown and associated waste disposal. The kennel floor should be sloped to the troughs.

e. Provide a hot water heater of sufficient capacity to manage required washdowns and clean-up.

f. The size of each kennel, including the circulation space, shall not exceed 75 square feet per dog. Kennel run dimensions will be constructed using the following guidelines:

(1) The outside run area will be a minimum of 4'6" wide by 5'4" in length. Maximum size of 5 x 6 feet.

(2) The inside run area will be a minimum of 4'10" wide by 4'6" in length. Maximum size of 5 x 5 feet.

g. A support space, 150 square feet maximum, can be provided to accommodate a food preparation and work/treatment area.

h. A deep sink will be provided in the support space for food preparation and sanitary functions.

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i. Adjacent kennels shall be separated by concrete masonry unit partitions to a height of 4 feet to prevent injury to the animals.

j. Roof overhang shall extend beyond drain troughs. This is necessary to avoid overloading the sewage system during heavy rains.

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APPENDIX E
GOVERNMENT STOCKED EQUIPMENT

<u>NSN</u>	<u>ITEM</u>	<u>BASIS OF ISSUE</u>
3770-00-163-9542	Blanket, dog	1 per dog
3770-00-555-9959	Brush, dog grooming	2 per dog
3770-00-162-6207	Chain, dog kennel, collar, steel, 72 inches long	2 per dog
3770-00-951-6418	Collar, dog leather, w/"D" ring and buckle, 18 inches	2 per dog
3770-00-255-6191	Collar, dog steel chain, choke, 24 inches	2 per dog
3770-00-922-7643	Comb, dog	2 per dog
3770-00-170-1495	Muzzle, dog, leather, russet	2 per dog
7240-00-160-0455	Pail, utility	2 per dog
3770-00-951-3230	Pan, dog, feeding, aluminum 3 quart capacity	2 per dog
3770-00-171-1258	Leash, dog w/swivel and snap, leather lead type	2 per dog
3770-00-171-1256	Leash, dog, w/swivel and snap, cotton webbing, long OD, 360 inches long, 5/8-inch wide	1 per dog
3770-00-105-2717	Muzzle, dog	1 per dog

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8415-01-122-0674	Dog attack trainers sleeve	2 per 1-3 dogs
8415-01-122-0678	Dog attack trainers sleeve	2 per 1-3 dogs
8415-01-122-0679	Dog attack trainer sleeve	2 per 1-3 dogs
8415-01-122-0680	Dog attack trainers sleeve	2 per 1-3 dogs
8415-01-122-0682	Dog attack trainers sleeve	2 per 1-3 dogs
8415-01-122-0685	Dog attack trainers sleeve	2 per 1-3 dogs
8415-01-122-0686	Dog attack trainers cuff	2 per 1-3 dogs

NOTE: This listing is not all inclusive. Additional equipment necessary to effectively train MWDs can be purchased from canine equipment distributors. Check with your supply department prior to ordering.

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APPENDIX F

MILITARY WORKING DOG (MWD) FIRST AID

1. Disease Prevention. The importance and nature of their demanding work places MWDs in a special class. Every effort must be made to keep the MWD in the best possible state of health. The veterinarian is able to apply his/her knowledge in an effort toward treatment, prevention and control of diseases, but requires the handler's help. It is the handlers' responsibilities to be familiar with their MWD's normal attitude. Any changes from the dog's normal attitude must be reported to the veterinarian immediately. It is not expected that handlers be capable of recognizing and diagnosing specific diseases; it is, however, important to recognize signs of illness and be able to intelligently report these signs to the veterinarian.

2. Pulse. The normal pulse rate is from 70 to 100 beats per minute depending upon the breed and size of the dog. The pulse may be felt on the left side of the dog just back of the elbow joint or on the femoral artery, which is located on the inner side of either hind leg. The pulse is counted for 30 seconds and the total is multiplied by two. Since exercise/excitement causes the pulse to quicken, the dog should be at rest when the pulse is taken. During illness, the pulse is faster than normal or varies considerably, becoming stronger or weaker than normal.

3. Temperature. Almost every serious ailment shows itself in the dog's body temperature. If the dog acts lifeless, looks dull-eyed, and gives the impression of illness, check its temperature. A rectal thermometer of either plastic or glass is best suited for this procedure. Although uncommon, there is always the hazard of possible breakage should the dog become excited during insertion. However, the dog is easily calmed if you sooth it when the routine is taking place. As a safety precaution, always muzzle the dog before taking its temperature. Hold the dog securely, and insert the thermometer, which has been lubricated with vaseline/mineral oil. Hold the thermometer in

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place for 2 to 3 minutes. The thermometer must be securely held to prevent it from completely entering the dog's rectum. Remove the thermometer carefully and take a reading. The average normal body temperature for dogs will be between 101 - 102 degrees Fahrenheit. Excitement may raise the temperature slightly, but any rise of more than a few points is cause for alarm, and a veterinarian should be consulted.

4. Administering Medication. The handler may have to restrain the dog and administer medication. The procedures described below are for a right-handed person. A left-handed person can use the same procedures by reversing positions.

a. Capsules/Tablets. If the veterinarian prescribes medicine in the form of tablets/capsules, it should be given either with food or by placing the tablets/capsules in the dog's mouth to swallow. The recommended procedure is given below.

STEP 1. The handler places the fingers of the left hand over the muzzle, and inserts the left thumb under the lip and between the dog's upper and lower right canine teeth. Use caution in doing this and do not force the dog's lip against the teeth, for this causes undue pain which will cause an increase in the dog's resistance to treatment.

STEP 2. The handler places the left thumb against the roof of the dog's mouth which will cause the dog to open its mouth immediately.

STEP 3. The handler places the capsule/tablet in the dog's throat at the extreme rear of the tongue to prevent the dog from spitting it out.

STEP 4. The handler quickly removes the right hand and with the left hand, closes the dog's mouth and gently massages the dog's throat. The entire procedure must be done as quickly and smoothly as possible, for a fumbling or delayed approach increases the dog's apprehension and resentment.

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b. Liquid Medication. The administration of liquid medicine is best done with the assistance of another person. With the left hand, the handler holds the upper and lower jaws together. With the right hand, the assistant pulls the dog's lips away from the teeth. When this is done, the dog's nose is pointed upward forming a natural funnel by the lip. The assistant pours the liquid into the funnel. Use caution in giving liquid medicine by mouth. Elevate the head only to an angle just above the horizon. If the head is raised any higher, the dog has difficulty swallowing. Give the liquid slowly, thereby giving the dog adequate time for swallowing. If given too rapidly, the liquid may get into the dog's trachea, nose, or lungs, thus causing possible damage. Use particular caution in giving oily liquids. If any signs of distress appear such as coughing or struggling, allow the dog to lower his head and rest before proceeding any further. Do not give medication by mouth if the dog is unconscious or cannot swallow.

5. First-Aid for MWDs. In general, a dog will heal its wounds by licking them. If it swallows anything harmful, chances are that it will throw it up. Treat the dog's wounds as you would your own. Wash out the dirt and apply an antiseptic. If you fear that the dog has swallowed poison, get the dog to the veterinarian's immediately. In the meantime, try to locate the source of poisoning. If the dog has swallowed, for example, a cleaning fluid kept in the kennel, check the label to see if inducing the dog to vomit will be harmful (depending on the type of poison swallowed). It is extremely important to report signs of injury/disease to the veterinarian as soon as possible so that proper treatment may be administered. There are times, however, when the dog's condition is of such an emergent nature that the handler may have to administer first-aid before the arrival of a veterinarian. In all emergency situations, the veterinarian should be notified as soon as possible.

a. Restraint. When a dog has been injured, or is suffering from any condition which requires emergency action on the handler's part, the dog experiences a situation in which there is pain/distress. The dog may respond to the handler's actions in a

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unpredictable manner, i.e., struggling violently, attempting to bite, etc. These are natural and normal reactions for a dog under such circumstances, but these reactions may result in further injury to the dog, to the handler, or to anyone assisting. It is important that the handler properly control and restrain the dog before attempting to administer first aid in any emergency situation. The handler should confidently approach the distressed dog by speaking in a soothing/calm voice lowering the dog's fear or apprehension. Whether or not to apply a muzzle depends on the nature of the emergency situation. If the animal is unconscious, a muzzle must not be applied. If there is difficulty in breathing or if there are severe wounds about the head, it is not wise to use a muzzle. In most cases, however, a muzzle should be used to protect the handler and anyone helping. There are several types of muzzles which may be used; the plastic basket muzzle is the best. This is the safest muzzle and permits free breathing.

(1) The plastic basket muzzle should be used whenever possible in an emergency situation remembering that the dog can still inflict injury; therefore, caution should be exercised.

(2) Another type of muzzle which can be used is the field muzzle. To apply the muzzle tighten the choke chain on the dog's neck by pulling the leash tightly with the right hand. Place the left hand, palm up, under the choke chain on the dog's neck and grasp the leash tightly as it passes through the palm of the left hand. Continue to wrap the leash once around the dog's neck and bring it up and across the left side of the dog's head. Finally, wrap the leash twice around the dogs muzzle and grasp it with the left hand. This muzzle may be used when the plastic/leather basket muzzle is not available or when it is believed that the basket muzzle would not provide adequate safety. Do not use the leash muzzle when the dog is overheated, having difficulty breathing, or when there is an indication that it may vomit. Do not leave it on for long periods of time in hot weather.

b. Wounds. Accidents, unfortunately, will happen so it is best to be prepared. If the dog's foot/leg has been cut badly,

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bandage the wound as tightly as possible to stop the bleeding. A wad of cotton may serve as a pressure bandage, which will ordinarily stop the flow of blood. Gauze wrapped around the cotton will hold it in place. Usually, applying such pressure to a wound will sufficiently stop the blood flow; however, for severe bleeding, such as when an artery is cut, a tourniquet may be necessary. Apply a tourniquet between the injury and the heart, if the bleeding is severe. Tourniquets can be improvised from a number of articles such as a belt, leash, necktie, bootlace or a piece of gauze bandaging material. The tourniquet will interfere with the blood supply of the leg; therefore, the tourniquet must be loosened every 5 to 8 minutes to keep tissue alive. Apply the tourniquet 3 or 4 inches above the wound with just enough pressure to control the bleeding. After placing a pressure bandage securely in place, remove the tourniquet. Do not apply a bandage over a tourniquet as the tourniquet may be forgotten and cause tissue damage. Take the dog to a veterinarian immediately since a tourniquet should not be left in place any longer than 15 minutes. Blood coming from an artery is bright red in color and will spurt in unison with the heart beat. From a vein, it is dark red and continuous in flow.

c. Fractures. Most fractures occur in one or more of the dog's limbs; therefore, immediately restrain the dog to prevent further injury. Keep the dog warm and quiet as some degree of shock usually accompanies a serious fracture. Whenever possible, do not move the dog until the veterinarian arrives. If this is not practical apply a splint to the leg before moving the dog. Fractures of the legs which are close to the body cannot be splinted. Splinting consists of fastening the leg to a firm object such as a stick/board by means of gauze bandage, strips of cloth, the leash, or similar material. The leg must be fastened both above and below the point of fracture immobilizing the leg. Apply the splint firmly but not so tightly that blood circulation in the leg is impaired. If the ends of the broken bone are protruding through the skin, cover the area with a clean, preferably sterile, gauze bandage before applying the splint. If the fracture cannot be splinted, transport the dog on a firm litter. The litter can be made from strips of board fastened

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together or from a sheet of plywood. It should be large enough to permit the dog to recline comfortably. Do not attempt to set the fracture as this causes the dog to suffer needlessly and might result in greater damage to the fracture. This is a job that must be done by a veterinarian.

d. Injuries of the Internal Organs. Internal injuries may be accompanied by internal bleeding and shock. Paleness of the membranes of the dog's mouth and eyes, rapid shallow breathing or a glassy look in the eyes may be apparent. Body temperature begins to drop and the lips and feet feel cold. If it's suspected that the dog may be suffering from internal injuries, keep it as warm and quiet as possible. Call for veterinary assistance immediately.

e. Snake Bites. If a dog is bitten by a poisonous snake, open up the wound with any available instrument that is sharp and clean. Squeeze the wound to cause a fair amount of blood to flow. This will wash the poison from the wound as much as possible. The dog should be taken to the veterinarian immediately so antitoxins can be administered. If the bite has been sustained on the leg, it is advisable to apply a tourniquet if at all possible, to keep the poison from flowing further. If the dog is bitten on the face or neck, immediately remove the choke chain as swelling occurs rapidly and may interfere with breathing. If medical help is not immediately available, an ice pack may be placed above the bite area until help arrives. Check frequently to make sure the ice pack does not freeze tissues.

f. Poisoning. Follow the procedures listed in paragraph 5.

g. Overheating. Overheating represents a very serious medical emergency in which immediate action by the handler may be necessary to save the dog's life. In the summertime/hot climates, overheating occurs when the dog is unable to eliminate its body heat rapidly enough. One sign of overheating is a very high body temperature (105 degrees Fahrenheit or more). Other signs may include poor response to commands, weakness, unsteady gait, vomiting, difficult or labored breathing, convulsions, and

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collapse. First-aid treatment consists of carrying the dog as quickly as possible to the nearest shade. If the dog must be moved more than a short distance to the shade or to the treatment facility, transport it in a vehicle. Walking or running it only serves to increase the overheating problem and must not be done. Body temperature can be lowered by running/sponging cold water over the head, body, and legs. If a stream or body of water is available, immerse the dog. Be sure the dog's head is above water at all times so that water cannot get into the lungs. If ice is available, massage it over the body and legs. Ice packs may be placed on the inside of the forelegs near the body or on the inside of the dog's thighs. Large veins are close to the surface in these areas and body temperature can be lowered rapidly. Cool the body temperature to 103 degrees Fahrenheit. To prevent overheating, keep vigorous exercise to a minimum in hot weather and allow frequent rest periods. Also, adequate ventilation is necessary when a dog is being transported.

h. Bloat. Bloat is an acute enlargement of the dog's stomach. The distended stomach may contain a mixture of gas, food, and water. Bloating may occur within a few hours after eating, and following the consumption of large quantities of water. This most often happens after hard exercise when the dog is returned to the kennel and allowed to consume unlimited amounts of water. Shortly after drinking the water, a noticeable enlargement of the abdomen occurs just behind the ribs and primarily on the left side. The dog will act restless and may show signs of pain in the abdominal region. The dog will attempt to vomit or have a bowel movement, which may or may not be successful. Breathing will be difficult or labored due to pressure of the enlarged stomach on the chest. Handlers encountering a bloated dog should immediately alert the veterinarian, stop all water and food consumption, and give the dog moderate exercise such as slow walking. After walking, a bloated dog will be able to relieve itself by having frequent bowel movements or by passing large amounts of gas. Serious cases of bloat may require extensive medical/surgical treatment. Several measures are used for the prevention of bloating. After training or working, dogs should not be fed for at least 2 hours.

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This gives them time to relax and satisfy their thirst before food enters the stomach. Dogs should be given small amounts of water during training or when working in hot weather to prevent excessive thirst from developing. When dogs are kenneled after working/training, there should be only 3 inches of water in the bucket during the next hour. At the end of this cooling off period, the bucket can be one-quarter to one-third filled with water. By this time the dog should have cooled off enough that it will not feel the need to drink excessive amounts of water.

I. Burns and Scalds. Burns and scalds may be caused by hot liquids, chemicals, fire, and friction. A first-degree burn is indicated by reddened skin, a second-degree burn by blistering, and a third-degree burn by damage to deeper tissue and a cooked appearance. If an MWD sustains a serious burn, call the veterinarian immediately as shock quickly follows such a burn. The dog should be kept warm and quiet, wrapped in a blanket. Clean the burn gently, removing any foreign matter such as bits of grass, hair or dirt. Act as quickly as possible. Prevent exposure to air by applying a clean cloth/piece of gauze, soaked in a solution of Epsom salts or bicarbonate of soda to a pint of clean, warm water. The dog should be muzzled to prevent it from interfering with the dressing. If the burn or scald is a minor one, clip hair away from the affected area and apply a paste of bicarbonate of soda and water. Apply it thickly to the burned area and try to keep the dog from licking it off.

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APPENDIX G

FOOD MODIFICATION PROGRAM

1. Purpose. The food modification program is a problem solving technique used to enhance the "sniffing behavior" in detector dogs. It allows the handler to have complete control over the reward. Food should not be used in place of other rewards that motivate the dog, i.e., ball, "kong," or toy.
2. Background. The food modification program is used on food reward detector dogs experiencing a decline in search drive during detector training and use. The reward of food is not meaningful enough to some dogs to produce the optimum behavior when it knows it will be fed in the kennel anyway. Therefore, feeding the dog in the kennel is eliminated and the dog is only fed when responding to odors it was trained to detect during daily training evolutions. A conditioned stimulus based upon a survival instinct provides a strong motivator. Through the use of this program, the proficiency capabilities of detector dogs can be increased significantly.
3. Implementation. To implement the food modification program follow the below guidelines:
 - a. Initially, the dog will only be fed during training sessions and not in the kennel. Training will be conducted 7 days a week until the dog demonstrates a substantially increased "sniffing behavior" and all inconsistencies in performance are extinguished.
 - b. During detection training, the dog should be rewarded using small increments of the standard diet for each positive response. Any remaining food will be fed at the last training aid for the day.
 - c. The dog should be exposed to enough training aids during the day to allow for consumption of the normal daily ration.
 - d. Weekly weights will be maintained to ensure the dog remains within the prescribed working weight.

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e. The training session should be terminated if the dog demonstrates a lessening in motivation/drive. To continue would result in the handler rewarding less than the optimum behavior.

f. The process is continued until the desired "sniffing" behavior is achieved, at which time, on non-training days, the dog can be fed in the kennel. Further feeding through training sessions only is extremely labor intensive to maintain. Avoid conducting short training sessions at the end of the day just to satisfy the food modification process. This conditions the dog to expect a training aid at short intervals, affecting its ability to conduct realistic searches for extended periods of time without false responding.

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APPENDIX H

DETECTOR DOG PROFICIENCY LEVELS

1. The height/depth criteria for planting training aids for each detector dog proficiency level is listed below. The higher the level achieved by the detector dog team, the more capable the dog is to locate and respond to real world drugs/explosives.

Level Three	0 - 6 feet high	0 - 1-foot deep
Level Five	6 - 7 feet high	1 - 2 feet deep
Level Seven	7 - 8 feet high	2 - 3 feet deep
Level Nine	8 - 9 feet high	3 - 4 feet deep
Level Twelve	9 feet + high	5 feet + deep

2. Before training to a higher level is conducted, the dog must be proficient on all odors at the current level. Depending on the quality/quantity of training, the average time frame for detector dogs to achieve the next higher level is 1 year.

3. During proficiency trials, training aids should be planted, varying the size, at all levels for which the dog is proficient.

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APPENDIX I

PATROL DOG CERTIFICATION STANDARDS/PROFICIENCY LEVELS

1. The minimum/post certification standards listed below must be met prior to actual use in a patrol section. Military Working Dogs (MWDs) must be proficient in these tasks to be considered a safe, reliable and credible asset. Use successive approximation and extinction training to shape the MWDs behavior. Security supervisors should ensure that MWDs are tolerant of surrounding personnel to prevent safety mishaps. MWDs will not be trained to attack without command (search and re-attack).

a. Level Three (Minimum Certification Standards). These standards are the basic certification requirements for dogs assigned to a command less than 6 months.

(1) Obedience Commands. From the heel position and at least 10 feet away, the dog must perform "SIT," "DOWN," "HEEL," and "STAY" on command by the handler. Only one physical correction per four commands is allowed.

NOTE: The "SIT," "DOWN," and "HEEL" commands are semi-critical tasks; however, the "STAY" command is a critical task due to controlled aggression safety requirements.

(2) Obedience Course (Non-critical). On command, the dog (on-leash) must be able to negotiate the obedience course at a moderate pace.

NOTE: MWDs 8 years of age and older, are exempt from the obedience course.

(3) Controlled Aggression. The five phases of controlled aggression are as follows:

(a) False Run (Critical). On command of "STAY," the dog must remain in the heel/sit position, off-leash, and not attack when approached by a person. The person, wearing a hidden arm protector, approaches no closer than 4 feet from the dog and returns to the starting position. The arm protector must not

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touch the dog or be used to provoke the dog to make an incorrect response.

(b) Attack (Critical). The dog must stay in the heel/sit position, off-leash, and on the command of "GET HIM" attack a person wearing a hidden arm protector from at least 40 feet away. The dog must continue the attack, holding for at least 15 seconds, and releasing on the "OUT" command.

(c) Stand-Off (Critical). On the "OUT" command (after being sent to attack), the MWD must cease pursuit of the agitator and return to the handler on the "HEEL" command. On hearing the "OUT" command, the agitator must cease all movement raising his/her hands.

(d) Search and Call-By (Critical). On the "STAY" command, the dog must remain in the down/sit position while the handler searches a person. After the search, the handler moves to a position about 2 feet to the right and 10 feet to the rear of the person, commanding the dog to "HEEL." The dog must go to the heel position without attacking.

(e) Escort (Semi-critical). The handler and dog (off-leash) escort the person for at least 10 yards. The dog must not attack the decoy unless commanded by the handler.

(4) Building Search (Critical). The dog, while on-leash, must locate and respond to one person in a building. The dog must not attack the person unless commanded by the handler.

(5) Patrolling and Intruder Detection (Critical). The dog, while on-leash, must detect a person by scent, sound, and sight. The following criteria apply:

(a) Detect, respond, and follow to source, the scent of a person hidden 50 yards upwind.

(b) Detect, respond, and follow to source the sound made by a person 100 feet downwind.

(c) Detect, respond, and pursue a person in plain view 100 feet downwind.

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(d) Pursue and attack (on command only) during intruder detection.

(6) Vehicle Patrol (Semi-critical). The dog must ride calmly inside a security vehicle displaying no aggression toward passengers/driver.

(7) Small Arms Fire (Critical). The dog must not be adversely affected by or become uncontrollable during gunfire by the handler/back-up personnel. It must hold its position during all gunfire; however, it must not be deterred from attacking on command.

(8) Tracking (Non-critical). Dogs demonstrating a potential in tracking should be identified/trained, if command mission dictates. Tracking certification will be under paragraph 1b(8). Contact the Law Enforcement and Physical Security Assistance Team for guidance.

b. Level Five (Post Certification Standards). Each MWD must meet and maintain post certification standards within 6 months of assignment to a command.

(1) Obedience Commands. From the heel position and at least 50 feet away, the dog must perform "SIT," "DOWN," "HEEL," and "STAY" on command by the handler. Only one correction per five commands is allowed. On the "STAY" command, the dog must remain in the sit/down position for at least 3 minutes.

NOTE: The "SIT," "DOWN," and "HEEL" commands are semi-critical tasks; however, the "STAY" command is a critical task due to controlled aggression safety requirements.

(2) Obedience Course (Non-critical). On command in the heel position, the dog (off-leash) must negotiate the obedience course at a moderate pace.

NOTE: MWDs 8 years of age or older, are exempt from the obedience course.

(3) Controlled Aggression. The following tasks should be conducted in all areas of the base using real life scenarios.

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(a) False Run (Critical). On the "STAY" command, the dog must remain in the heel position (off-leash) and not attack when confronted by a group of at least two persons. Both persons, wearing concealed arm protectors, should approach no closer than 4 feet from the dog and return to the starting position. The MWD should not be touched/provoked, and no hostile gestures made toward the handler.

(b) Stand-Off (Critical). While on patrol the MWD team encounters a person who runs away when challenged by the handler. On the command of "GET HIM" the dog pursues the suspect. On the "OUT" command, the suspect stops all movement raising his/her hands. The dog must stop the pursuit and return to the handler on the "HEEL" command.

(c) Attack (Critical). After the "GET HIM" command, the suspect turns to meet the attacking dog. The decoy must be at least 40 feet away. The dog must bite the arm protector, hold for at least 15 seconds, release on the "OUT" command, and return to the handler at the "HEEL" command.

(d) Search and Call-By (Critical). On the "STAY" command, the dog must remain in the sit/down position, while the handler searches the suspect. After the search, the dog must return to the heel position on command without attacking.

(e) Escort (Semi-critical). With the dog in the heel position, the handler and dog must escort the suspect for at least 10 yards to an awaiting vehicle. The dog must stay in the heel position, off-leash, and not attack while the suspect is placed in the vehicle.

(4) Building Search (Critical). The dog, while on-leash, must locate and respond to three people in different locations. The dog must not attack unless commanded to do so.

(5) Patrolling and Intruder Detection (Critical). The dog, while on-leash, must detect a person by scent, sound, and sight. The following criteria applies:

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(a) Detect, respond, and follow to source the scent of a person hidden 50 yards upwind.

(b) Detect, respond, and follow to source the sound made by a person 100 feet downwind.

(c) Detect, respond, and pursue a person in plain view 100 feet downwind.

(d) Pursue and attack (on command only) during intruder detection.

(6) Vehicle Patrol (Semi-critical). The dog must ride calmly in a security vehicle displaying no aggression toward passengers/driver. In addition, the handler must exhibit control over the MWD by demonstrating procedures for entering/exiting vehicle. Dogs will not be allowed to ride with their heads outside of the window.

(7) Small Arms Fire (Critical). The dog must not be adversely affected by or become uncontrollable during gunfire by the handler/back-up personnel. It must hold its position during all gunfire; however, it must not be deterred from attacking on command.

(8) Tracking Certification (Non-critical). If the command mission dictates, MWDs identified as potential trackers should receive the following training to meet the below certification standards:

(a) Short Track

(1) The dog must track fresh human scent for at least 100 yards from one point straight to another.

(2) The track should be laid downwind from the starting point.

(b) Intermediate Track

(1) The dog must track fresh human scent for at least 1/2 mile.

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(2) The track should be laid perpendicular to the wind containing two turns made no more than a 45-degree angle.

(3) The dog should make some indication on articles placed by the decoy.

(c) Advanced Track

(1) The dog must track human scent, 1 to 2 hours old, for at least 1 mile.

(2) The dog should make some indication on articles dropped by the decoy.

(3) The track should be laid using multiple turns and at least two cross tracks.

2. The following levels are for advanced MWDs in preparing them to meet daily real-life situations in an effective and proficient manner. MWDs should be proficient at post certification standards prior to commencement of advanced training. Depending on the quality/quantity of training, the average time for patrol dogs to achieve the next higher level is 1 year.

a. Level Seven

(1) MWD remains in sit/down position during false run consisting of two decoys circling the MWD. The handler should be at least 6 feet from the dog.

(2) MWD performs a running stand-off. On the "OUT" command the dog ceases pursuit while the decoy continues to run from the dog. The dog returns to handler on "HEEL" command.

(3) On command, the MWD attacks and releases while the decoy continues agitation.

(4) When decoy breaks and runs during off-leash escort, MWD does not give chase during handler challenge "Halt or I'll release my dog."

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(5) Tolerant of excessive movement by decoy during search and call-by.

(6) On command, MWD heels on the right side of handler.

(7) MWD performs "COVER" command. On command, the dog and handler drop quickly to the ground in the prone position.

(8) If command mission requires, MWD performs a short track.

(9) If command mission requires, MWD crawls on command.

b. Level Nine

(1) On command, the MWD attacks and releases while decoy continues agitation. On the "OUT" command, MWD remains at the decoy in the sit/stay position.

(1) MWD escorts decoy that is making multiple turns, back to handler.

(3) MWD is tolerant of physical contact by handler/decoy, i.e., scuffling/fighting during apprehension.

(4) MWD performs obedience and confidence course from the heel right position.

(5) MWD performs "COVER" command during gunfire.

(6) If mission requires, MWD performs intermediate track.

c. Level Twelve

(1) Performs all tasks, including controlled aggression, from heel right position.

(2) MWD remains in down position during gunfire while handler, in the prone position, uses it as cover.

(3) If mission requires, MWD performs advanced track.