

OPNAVINST 5585.2C
7 Sep 2012

**DEPARTMENT OF
THE NAVY
MILITARY WORKING
DOG PROGRAM**



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAV INSTRUCTION 5585.2C

From: Chief of Naval Operations

Subj: DEPARTMENT OF THE NAVY MILITARY WORKING DOG PROGRAM

Ref: (a) DoD Directive 5200.31E of 10 August 2011
(b) OPNAVINST 5530.14E
(c) AFI 23-126
(d) Office of the Armed Forces Medical Examiner,
Division of Forensic Toxicology Military Working Dog
Narcotic Training Aid Program Drug Training Aid
Accountability Guide, 01 Jul 2012
(e) OPNAVINST 8023.24B
(f) SWO20-AF-HBK-10, Motor Vehicle Driver's Handbook
Ammunition, Explosives and Related Hazardous
Materials, 1 April 1991
(g) NAVSEA TWO10-AA-ORD-010, Ammunition Unserviceable,
Suspended and Limited Use, 1 April 2000 (NOTAL)
(h) OPNAVINST 8020.14
(i) SWO20-AC-SAF-010, Transportation and Storage Data
for Ammunition, Explosives and Related Hazardous
Materials, 15 October 2010
(j) SECNAVINST 6401.1B
(k) NAVSEA OP 5, Volume 1 Ammunition and Explosives
Ashore, Seventh Revision, 15 January 2001 (NOTAL)
(l) OPNAVINST 8023.24B
(m) SECNAVINST 5820.7C
(n) Naval Military Personnel Manual, Article 7220-230,
7 December 2004

1. Purpose. To prescribe policies, procedures, and responsibilities for the administration of the Military Working Dog (MWD) Program at naval installations and activities per references (a) through (n). This instruction is a substantial revision and should be read in its entirety.

2. Cancellation. OPNAVINST 5585.2B; Forms: OPNAV 5585/9, OPNAV 5585/11, OPNAV 5585/12; and, Report Control Symbols: OPNAV 5585-2, OPNAV 5585-4, OPNAV 5585-5.

3. Background. The MWDs' unique capabilities are used by naval security forces (NSF) to defend bases and resources and to assist with enforcing military laws and regulations. Reference (a) establishes the U.S. Air Force as the Department of Defense (DoD) MWD executive agent (MWDEA), 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 and establishes installation and regional coordination responsibilities.

4. Concept. Like other highly specialized pieces of equipment, MWDs supplement and enhance the capabilities of military security forces. When integrated into existing military security forces, MWD teams enable those forces to perform their mission more effectively and, in many cases, with significant savings in manpower, time and money.

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

b. Patrol dog teams can be used not only for routine patrol duties, but also for intruder detection, tracking, and listening and observation posts. Patrol dogs can be used in areas of a military installation, e.g., housing, industrial, and flight line areas that don't pose physical hazards to the MWD team.

c. P/E, EDD, P/D, and DDD teams have the capability of detecting explosives or drugs that a human working alone would be unable to locate.

5. Action. Addressees will comply with provisions of this instruction.

6. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Forms and Reports. All U.S. Navy MWD personnel will establish and use the U.S. Navy's Working Dog Management System (WDMS) to manage forms and reports for the full lifecycle management of the MWD, to include medical status, utilization, training, operational assignment, and disposition of all MWDs.

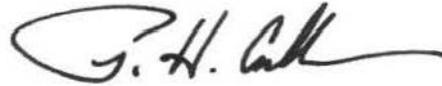
Forms and reports can be located at https://wdms.lackland.af.mil/WDMS_Navy/home/index.cfm. Drug Enforcement Administration (DEA) forms can be located at www.deadiversion.usdoj.gov.

a. For forms list and availability, see appendix A.

b. Report Control Symbols (RCS)

(1) OPNAV RCS 5585-1 Military Working Dog Status Report (OPNAV 5585/4) is located on page 6-1, paragraph 1c.

(2) OPNAV RCS 5585-6 MWD Validation After-Action Report is located on page 9-3, paragraph 9.



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CHAPTER 1
MILITARY WORKING DOG (MWD) MANNING

1. MWD Program Manager. Responsible for the development and dissemination of all MWD program policies; and shall determine the manning, training, equipment and material resourcing levels for all installations that require an MWD program. Responsible for tasking specific fleet kennel masters for MWD team deployment assignments. The MWD program manager reports to U.S. Fleet Forces Command (USFLTFORCOM) operational chain of command; must be a qualified master-at-arms (MA) E-8 or above, carry the Navy Enlisted Classification (NEC) 2006 (kennel master) and have a minimum of 5 years kennel master experience.

2. Fleet Kennel Master. There are three fleet kennel masters (continental United States (CONUS), Pacific and Europe/Southwest Asia/Africa). MWD assets assigned to strategic weapons facilities are managed by Strategic Systems Programs and not the fleet or regional kennel masters. Fleet kennel masters provide program oversight of the MWD assets within their area of responsibility. These duties include, but are not limited to, ensuring subordinate activities comply with the requirements set forth in this instruction; reporting the status of MWD assets, manning, training, equipping and material resourcing levels directly to the MWD program manager; and, assignment of special mission requests (e.g., U.S. Secret Service (USSS), Olympics, individual assignment (IA) taskings) to respective regions as requested by the MWD program manager. The fleet kennel master must be a qualified kennel master E-7 or above (MA NEC: 2006) with a minimum of 5 years kennel master experience.

3. Regional Kennel Master. Each Navy region has a designated regional kennel master who provides MWD program oversight of all MWD assets within his respective region and reports to the respective fleet kennel master the status of assigned assets. The region kennel masters' oversight duties include, but are not limited to, management of MWD inventory within the region; review of monthly and quarterly training and utilization records; management of special tasking assignments (e.g., USSS, Olympics, and IAs); MWD program reviews of individual kennels; and, decertification of dog teams. They provide technical expertise to the regional security officer and installation commanders. The regional kennel master must be a qualified kennel master E-7 or above (MA NEC: 2006) (may be E-6 with

approval from the program manager) with a minimum of 3 years kennel master experience. Other regional kennel master duties include:

a. Know the mission of the commands and advise the regional commanders on the best use of MWD teams.

b. Know the threats to and vulnerabilities of resources being protected by MWD teams and review regional procedures and instructions.

c. Report the status of MWD assets, manning, training, equipment, and material resourcing levels to the fleet kennel master and regional security officer as required.

d. Conduct semi-annual program reviews at each kennel facility under their respective region, unless required more frequently, to ensure compliance with this instruction. A formal report of all findings will be submitted to the installation commanding officers (ICOs). This review ensures administrative compliance with this instruction, proper use of MWD teams, and use of realistic training to enhance MWD proficiency levels.

e. Develop and maintain the short and long range mission readiness requirements for all MWD teams within the region, to include maintaining accurate records of team deployments.

4. Regional MWD Trainer. Responsible for ensuring all subordinate commands with MWD assets are conducting realistic and effective training. The goal of all MWD training is to produce and sustain capable MWD teams to execute missions in all operational areas. The regional MWD trainer must be a qualified kennel master E-6 or above (MA NEC: 2006) with a minimum of 3 years kennel master experience. The regional MWD trainer shall perform the following duties:

a. Conduct quarterly training reviews at each of the kennel facilities in their respective region to ensure proper and realistic training is conducted to enhance MWD proficiency levels.

b. Support the regional kennel master's semi-annual program reviews of installation MWD programs.

c. Assist the regional kennel master with assigned administrative duties.

5. Kennel Master. Exercises direct leadership over the MWD teams assigned at an installation and reports directly to the security officer for managing and operating the MWD section. The kennel master must be an E-6 (MA NEC: 2005) or above with a minimum of 4 years experience, and a graduate of the MWD Kennel Master course of instruction (MA NEC: 2006). At locations with 10 or more MWD teams, the kennel master shall be a dedicated billet. At locations with nine or less MWD teams, the kennel master shall be dual tasked as an MWD handler and kennel master. Where applicable, in addition to working his or her assigned MWD, the kennel master shall know the mission of the command and advise security personnel on the best use of assigned MWD teams. Other kennel masters duties include:

a. Know the threats to and vulnerabilities of resources being protected by MWD teams; assist in preparing standard operating procedures (SOP) and ensure handlers are knowledgeable of and follow all instructions related to their assignments.

b. Ensure a realistic MWD training program is developed and implemented to enhance MWD proficiency levels and that all teams complete required proficiency training and certification requirements. The proficiency levels shall be evaluated by conducting proficiency trials and on-duty evaluations per this instruction.

c. Ensure submission of complete and accurate reports and other required documentation to appropriate authorities. Generate the OPNAV 5585/15 Military Working Dog Activity Training and Utilization report monthly and submit it to the installation security officer for review and signature. This report will be maintained on file at the kennel for 24 months.

d. Perform duties in designated MA NEC: 2006 billet for a minimum of 48 consecutive months immediately following completion of MA NEC: 2006 school.

6. MWD Handler. Perform specialized duties with an MWD in support of antiterrorism, law enforcement and physical security operations. All MWD handlers must be a graduate of the 341st Training Squadron (TRS), Lackland Air Force Base (AFB) MWD

handler's course. Individuals cannot receive the MWD handler NEC through an on-the-job training (OJT) program or civilian course. MWD handlers shall:

- a. Assume full responsibility for the continuous care, welfare and training and use of their assigned MWD to ensure the highest state of physical conditioning and proficiency standards are maintained.
- b. Maintain all administrative records associated with the use and maintenance of assigned MWD.
- c. Maintain all military and in-rate qualifications commensurate with their pay grade.
- d. Be incorporated into the security department watch sections to provide the maximum possible coverage.

7. Prospective MWD Handlers. Must meet the following requirements:

- a. Strong desire to work with dogs.
- b. Complete the kennel support personnel qualification standards (PQS).
- c. Be worldwide assignable.
- d. Be physically fit and medically suitable to deploy.
- e. Obtain a written endorsement from a qualified kennel master (MA NEC: 2006).
- f. Submit NAVPERS 1306/7 Enlisted Personnel Action Request to program manager via chain of command.
- g. Agree to perform duties in designated 2005 billet for a minimum of 48 consecutive months immediately following graduation of MWD handler school.

8. Kennel Support Personnel. Personnel assigned to kennel support duties must be interested and willing to work with dogs. The kennel master or supervisor shall ensure support personnel are given OJT in the following: 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 assigned duties for misconduct, pending investigation, disciplinary action, etc., are not authorized to be assigned to kennel support duties. Kennel support personnel shall:

a. Complete kennel support PQS located in the PQS for Navy Security Forces Law Enforcement and Physical Security Operations (NAVEDTRA 43387).

b. Assist in the care and feeding of MWDs, and maintain kennel facilities and equipment.

c. Assist in maintaining the proficiency of all assigned MWD teams.

9. Security Training Assistance and Assessment Team (STAAT)

a. STAAT is responsible for conducting assessments of commands having an established MWD program. STAAT shall also conduct assistance and training visits as requested. STAAT personnel will report findings directly to the MWD program manager. STAAT personnel must be an E-7 or above (MA NEC: 2006) with a minimum of 5 years kennel master experience.

b. STAAT will conduct assessments every 2 years to ensure all MWD programs are in compliance with this instruction. If a kennel is rated unsatisfactory, STAAT will coordinate with the command to conduct a reassessment every year until the kennel is rated satisfactory. Commands that are 18-month tours or less for unaccompanied personnel will receive an annual STAAT inspection.

10. WDMS. Per reference (c), MWD units are required to use the U.S. Navy WDMS program to document, maintain and report data for assigned MWDs.

11. MWD Manning Requirements. MWD staffing includes kennel masters (MA NEC: 2006) and handlers (MA NEC: 2005) in support of P/E, P/D, and drug detector dogs small breed (DDD SB). These kennel master and handlers may be military or civilian. The MWD staffing is as follows:

a. Each region will be assigned a kennel master and MWD trainers as appropriate for the number of teams assigned within the region. Figure 1-1 outlines the regional kennel master and trainer manning standards:

Figure 1-1 Regional Kennel Master and Trainer Standards

Regional MWD Teams Size	Kennel Master/Trainer	Duties
Regional MWD, 1-20 teams	1 E-7 with MA 2006 NEC	Dedicated supervisor/trainer
Regional MWD, 21-40 teams	1 E-7 with MA 2006 NEC 1 E-6 with MA 2006 NEC	Dedicated supervisor Dedicated trainer
Regional MWD, 40+ teams	1 E-7 with MA 2006 NEC 2 E-6 with MA 2006 NEC	Dedicated supervisor Dedicated trainers

b. The installation specific requirements are determined by the number of personnel assigned to an installation (including tenant commands), the required operational capabilities (ROC) level of the installation, and the nature of the protected assets assigned to the installation, as outlined in figures 1-2, 1-3, and 1-4 below. Each MWD team will consist of a single MWD handler and one MWD. All installations designated as ROC 1 or 2 will have a dedicated MWD program. Installations designated as ROC 3 will not have a dedicated MWD program unless the nearest MWD kennel, either Navy or other service as supported by a memorandum of understanding or memorandum of agreement, is located greater than 75 miles from the installation. Installations designated as ROC 4 or ROC 5 will not normally have a supporting MWD program. The MWD program manager, working with the fleet kennel masters, will have the final authority for what the proper staffing levels are for installations authorized to have an MWD program.

Figure 1-2 P/D Team Standards
(ROC 1/2/Qualified 3 Installations)

Size of installation's population	P/D Teams Assigned
0-500	0
501-20,000	1
20,001-50,000	2
50,000 or more	3

Figure 1-3 P/E Team Standards
(ROC 1/2/Qualified 3 Installations)

Installation characteristic	P/E Teams Assigned	Note
ROC 1 Enclave	4 teams minimum	Manning will be evaluated and staffed based on mission requirements
ROC 2/3 Vehicle Inspection Lane	1 team per 8 hour shift when the inspection lane is open	
ROC 2/3 Piers	1 team per 4 piers used to moor priority A, B, or C assets; 1 team for weapons loading pier.	Reference (b)
ROC 2/3 Hangers	1 team per 10 hangers used to house tactical aircraft	
ROC 2/3 Flight Line	1 team per flight line with tactical aircraft assigned	

Figure 1-4 DDD Team Standards
(ROC 2 Installations)

Installation Characteristic	DDD Teams Assigned
ROC 2	1 DDD SB when submarines are permanently assigned

c. The administration and training of an MWD kennel is an integral aspect of ensuring qualification and training standards are maintained per this instruction. To accomplish this task, kennel masters with the NEC of MA 2006 shall be assigned to each Navy MWD kennel as specified in figure 1-5. In kennels with less than nine MWD teams, kennel masters will perform their supervisor duties in addition to being assigned to an MWD; in kennels with 10 or more MWD teams, the kennel master shall be a designated position.

Figure 1-5 Kennel Master Standards

Kennel Size	Kennel Supervisor	Duties
MWD Kennel, 1-5 teams	1 E-5 with MA 2006 NEC	Dual tasked as handler and supervisor
MWD Kennel, 6-9 teams	1 E-6 with MA 2006 NEC	Dual tasked as handler and supervisor
MWD Kennel, 10-16 teams	1 E-6 with MA 2006 NEC	Dedicated kennel master
MWD Kennel, 17-22 teams	1 E-7 with MA 2006 NEC 1 E-6 with MA 2006 NEC	Dedicated kennel master Dedicated trainer
MWD Kennel 23+ teams	1 E-7 with MA 2006 NEC 2 E-6 with MA 2006 NEC	Dedicated kennel master Dedicated trainers

CHAPTER 2
KENNEL FACILITIES AND EQUIPMENT

1. Kenneling Requirements. Before 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. Authorization for the use of civilian kennels in emergencies must be approved by the MWD program manager. Commanding officers (CO) shall ensure MWDs are afforded commensurate security and safety while being housed at civilian kennels. MWDs will not be kenneled at the handler's quarters except in cases of extreme emergency and only with approval of the MWD program manager.

2. Kennel Construction and Approval. After the MWD program manager has approved the request to establish an MWD program at a command, plans and detailed cost estimates will be forwarded for approval, via the chain of command, to the appropriate fleet kennel master. Modifying an existing facility or building should be considered as a first alternative. The kennel master and veterinarian must be included in all planning and design phases to ensure the kennel is both functional and practical. Kennel designs for various climates are available from the 341st TRS, Lackland AFB. Kennel facilities will be constructed with the following criteria:

a. Kennel Placement. Location of kennel facilities must be carefully considered. Areas of concern are: shade, temperature control, ventilation, drainage, ease of cleaning, separation of MWDs, and safety. Adequate security lighting is essential. The following are additional considerations when selecting a suitable location:

(1) Odors and Noise. Do not locate kennel facilities in an area that may be harmful to the MWDs' senses. Avoid areas near aircraft runways or 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 or 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.

(2) Water Supply. Large quantities of hot and potable cold water are required for MWD and handler sustainment, hygiene and cleaning.

(3) Fencing. Perimeter fencing is required to be at least 8 feet high, topped with a minimum single 7 to 9 gauge strand of barbed wire vice a top guard, with no ground clearance.

(4) Signs. The signs shall be constructed of sheet metal, measure 30 inches by 40 inches and wording must be visible for at least 50 meters. The backgrounds 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. Signs will be posted on all sides of the kennel and training areas.

(5) Waste Disposal. Facility engineers must be contacted with regard to waste disposal. Alternate waste disposal systems must be developed in cases where facility or municipal waste disposal systems are not capable of accepting animal waste or are non-existent.

(6) Kennel Flooring. To facilitate cleaning and minimize the potential spread of disease, kennel surfaces shall be sloped to drainage and be impervious to wet conditions.

(7) Individual Dog runs. The inside run area shall be 5 by 5 feet. The outside run area shall be 5 by 6 feet. Adjacent dog runs shall be separated by concrete masonry unit partitions to a height of 4 feet to prevent injury to the MWDs.

(8) Support Space. An area must be provided to accommodate a food preparation and work and treatment area. This must include a deep sink for food preparation and sanitary functions.

(9) Drains. All drain lines in the kennel should be a minimum of 6 inches in diameter and should be designed to sustain flow velocities that will maintain self cleansing action. Floor drains should be included in the central corridor and on the inside and outside of each kennel run to aid cleaning of kennels.

b. 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. The training area should be located near the kennels. All training areas must meet the following criteria:

(1) The entire training area must be fenced. Fencing is required to be at least 8 feet high per reference (b).

(2) The surface of the training area must be free of items that are harmful to the handlers and MWDs, e.g., sharp rocks, broken glass, sand burrs, holes, etc. The surface should be graded to prevent standing water.

(3) The minimum size of the training area should be approximately 75 feet by 150 feet to allow adequate room for off-leash training exercises.

(4) A confidence course should be built in each training area. Contact the 341st TRS, Lackland AFB, for confidence course construction criteria.

3. Kennel and Training Area Maintenance. Proper maintenance of kennels reduces overall operating costs. As a minimum, kennel runs will be thoroughly cleaned daily to ensure proper sanitation is maintained. Only kennel cleaning solutions approved by the U.S. Army veterinarian may be used. Conduct daily safety and sanitation inspections to identify and correct minor discrepancies before they become major problems. Any discrepancies that cannot be readily corrected will be reported to the proper authority. Training areas must be kept clean and vegetation closely trimmed. Dogs should not be allowed to urinate and defecate in the training area; however, if a dog defecates in a training area, the fecal matter must be removed immediately.

4. Kennel Security. Per reference (b), MWD facilities are designated as level 1 restricted areas. The CO shall further identify entry requirements including:

- a. Those personnel authorized access.
- b. Visitor control.

- c. Identification systems.
- d. Access control procedures.
- e. Security clearance requirements (including any requirements for maintenance and custodial personnel).
- f. All sides of the kennels and training areas will be posted with appropriate signs as noted in paragraph 2a(4) above.
- g. Perimeter fencing will be installed per the Unified Facilities Criteria.

5. Minimum Requirements for Unattended Kennels

- a. MWD handlers and kennel support must be on call at all times.
- b. The kennel facility and all occupied kennel runs must be secured. Access must be readily available for the on-call handler and kennel support personnel and the security supervisor, if assigned.
- c. The kennel facility and each MWD must be checked by security personnel at least every 4 hours unless required more often due to emergency conditions (i.e., sick or injured MWD). Kennel checks must be recorded in a logbook maintained at the kennel and annotated in the communications log at security dispatch.

6. SOPs. Written SOPs shall be approved by the security officer and address implementation of key elements from this instruction to ensure safe and efficient MWD operations. Additionally, the SOP must cover off-duty conduct of MWD personnel, including temporary additional duty assignments. The SOP will mandate a policy of no alcohol consumption while in the caretaker status of an MWD.

7. Kennel Safety. Safety of MWDs, handlers, and visitors to kennels is paramount. Specific safety measures include, but are not limited to:

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 positive control of MWDs when moving from one place to another within the fenced 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 with which one is not familiar.

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, then kneel and hold the dog close to their chest with the dog's head beneath their arms. The responsible 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 and persons in the area. When it becomes necessary to approach other dog teams, MWDs must be held on short leashes. This ensures 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 shall be observed at all times.

g. Handlers with MWDs on leash must give an audible warning upon entering and 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 an MWD with any object with the intent to harm. Use of shock collars, relaxation collars, or pinch collars is forbidden unless directly authorized in writing by the program manager.

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

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

j. Handlers will only use a kennel chain, leather collar and choke chain to stake out MWDs. Leashes will never be used to stake out or tie an MWD to an object. Additionally, never stake out or tie an MWD to a vehicle - the MWD could be injured if the vehicle is moved.

k. MWDs will never be left unobserved while staked out.

l. Many MWDs are territorial and have the 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 ripping and tearing of the flesh and may disable the dogs. In breaking up a dogfight handlers shall:

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

(2) Holding just above the snap end of the leash, slip the other hand underneath the MWD's collar.

(3) Grasp the collar tightly.

(4) Grab the throat of the MWD with the other hand at a point just below the MWD's lower jaw.

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

m. If a handler is bitten by an MWD, use the same procedure to effect a release as used to separate two fighting MWDs. Never attempt to jerk away from the MWD because this action may cause a serious wound.

n. 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 the arms to push the MWD away, and at the same time, slowly turn in

a circle to keep the MWD off balance. This procedure keeps the dog from seriously harming its handler and is a means for the handler to rebuke the MWD for attempting to attack.

o. MWDs will not be left unattended except when they are housed in their kennels, at the discretion of the kennel master or installation SOP, or in emergency situations. During an emergency, the following rules will be observed:

(1) Use the leather collar, choke chain, and a kennel chain to stake out an MWD. Do not use a leash.

(2) Do not stake out an MWD where it could injure itself or others.

(3) Never stake out or tie an MWD to a vehicle.

(4) An MWD may be staked out to a non-movable object such as a large tree or fence as long as it is out of the way of pedestrian and vehicular traffic.

(5) Ensure the MWD has shade during hot weather.

(6) Check the MWD often to make sure that it is not in distress.

p. Procedures for an MWD bite report. Anytime an MWD bites anyone, regardless of the severity of the bite, an e-mail detailing the incident must be forwarded via the regional and fleet chain-of-command to the MWD program manager within 24 hours of the incident. The e-mail shall contain a full synopsis of the bite to include any amount of work time loss by the handler and or quarantine time incurred by the MWD, to include photos of the bite. The report will delineate any corrective actions associated with the incident to ensure it doesn't occur again.

8. MWD Equipment. Each piece of equipment has a specific purpose and is required for the effective training and utilization of an MWD. The handler must be familiar with all of these items and know how to properly use them. Additionally, MWDs must be acclimated with all equipment used. Minimal equipment requirements are located in appendix B. Additional equipment necessary to effectively train or use the MWDs in

specific areas may be required. Safety is the first consideration in the maintenance of MWD equipment. An inspection of all equipment should be conducted daily. Any equipment found to be unserviceable, included frayed leashes, must be repaired or replaced immediately.

9. 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 an MWD overnight must make proper arrangements with the host kennel before travel occurs.

10. Stray Animal Facilities. Stray animal facilities shall not be located within 100 yards of MWD kennels nor will stray animals be transported in MWD vehicles. Handlers or kennel support personnel will not be used to support functions of stray animal facilities.

11. MWD Vehicles

a. An appropriate number of properly equipped security force vehicles (recommend one vehicle for every two MWDs), shall be available for use by the MWD personnel. MWD vehicles shall be configured to allow the handler to immediately access the MWD, preferably a sport utility or large sedan. Vans and pick-up trucks are not recommended for transportation of MWDs but could be used as support vehicles for transporting multiple MWDs for logistical purposes, e.g., emergency evacuation or mission staging. If possible, the MWD vehicle should include inserts or remote bailout systems which provide maximum safety and effectiveness for MWD teams. Ensure MWDs exit the patrol vehicle on the non-traffic side of the vehicle.

b. MWDs shall not be transported in privately owned vehicles or on the front passenger seat of any vehicle.

c. MWD vehicles shall be clearly marked on both sides. In foreign countries, the signs shall be lettered in the language of the host country as well as in English. The wording "CAUTION MILITARY WORKING DOG" must be stenciled on both sides of the vehicle in 3-inch letters.

CHAPTER 3
VETERINARY CARE, FEEDING, DISPOSITION, AND TRANSPORTATION

1. Veterinary Services. Per reference (a), the U.S. Army is responsible for MWD veterinary services. The area U.S. Army veterinarian will designate in writing a local civilian veterinarian to be used in emergency situations.
2. MWD Readiness. MWD health and readiness will be closely monitored and categorized to determine availability for required missions. This process is a kennel master and veterinarian coordinated effort to continuously assess and evaluate assigned assets. Veterinarians will forward MWD readiness reports to the security officer for review and acknowledgement with a copy kept on file in the kennels for 2 years. Readiness determines the MWD's deployment category. Deployment categories are defined in reference (c).
3. First Aid for MWDs. First aid kits shall be kept in the kennel facility and in all MWD vehicles.
4. Medication. Handlers will administer prescribed medication(s) to MWDs per veterinarian direction.
5. Food, Weight, and Stool Charts. OPNAV 5585/8 Military Working Dog Food, Weight, and Stool Chart will be maintained on each MWD. The amount of food and condition of the stool will be recorded daily. The MWD's weight will be recorded once a week (not to exceed 7 calendar days).
6. MWD Working Weight. Veterinarians will assign an ideal working weight for each MWD, and the handler is responsible for ensuring the MWD maintains this weight. MWDs will be weighed weekly with adjustments to physical conditioning and or food rations being made as necessary to maintain the ideal working weight. Food reward MWDs will be weighed twice a week with results being reported to the veterinarian monthly.
7. Feeding Requirements. The U.S. Army Veterinary Service will provide a standard diet and associated dog food for all MWDs.

8. Disposition and Reporting of Incapacitated MWDs

a. COs authorize euthanization of MWDs based on an extreme medical condition or recommendation by the veterinarian. In all cases, excluding an extreme medical condition, request for disposition packages shall be submitted to the 341st TRS, Lackland AFB, via the chain of command.

b. Request for disposition packages must include the following:

(1) Statement regarding MWD's health, temperament, and certification status.

(2) Name and tattoo number.

(3) Age and length of service.

c. Once a medical disposition package has been received by the MWD program manager, he or she will approve and forward the completed package to the DoD MWD disposition coordinator, Lackland AFB. The program manager will make appropriate notification to the respective fleet kennel master that the MWD is authorized to be placed in a caretaker status. This allows training to be discontinued, prolonging the health of the MWD until it is declared excess by the disposition board.

d. Death certificates must contain a brief statement explaining the reason for euthanasia.

e. The DD Form 1834 Military Working Dog Service Record will be e-mailed to Lackland AFB (copied to MWD program manager), with the final disposition information filled in. Once Lackland AFB receives final documentation, the MWD will be removed from WDMS inventory. The installation security department is required to retain original DD 1834 for a minimum of 3 years.

9. Redistribution and Reporting of Excess Trained MWDs. Excess MWD assets will be reported to the appropriate echelon 2 commander via the chain of command. Disposition may include transfer of asset within the same geographic area, to another area of operation, or return to Lackland AFB.

a. The receiving activity shall fund the cost of transportation as well as any temporary assigned duty expenses for the escorting handlers.

b. Commands transferring excess MWDs to Lackland AFB shall fund and coordinate transportation of the asset.

c. MWDs shipped to outside the continental United States (OCONUS) are moved by military or commercial aircraft. A handler must accompany the transportation. MWD movements within CONUS are generally made by commercial air transportation under a government bill of lading, and do not require handler escorts.

d. All MWDs are restricted from shipment as freight via commercial airline 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 during temperature restrictions when escorted by a handler. Prior to travel verify specific rules and regulations with airline.

e. MWD shipping crates will be marked in bold letters "Caution-Navy Police Dog."

10. Shipping Crates. All 341 TRS shipping crates, food pans and water pans must be returned to the 341 TRS within 10 working days after receipt of the MWD. Return empty crates by means of surface transportation or military air only. The gaining command is responsible for shipping costs per reference (c).

CHAPTER 4
DRUG TRAINING AID ACCOUNTABILITY GUIDE

1. Command Registration. All MWD user commands within CONUS, Hawaii, Guam, and Puerto Rico (considered CONUS for MWD purposes) are required to be registered with DEA before requesting training aids. Contact must be made with state authorities to determine if state registration is required. Commands OCONUS must register only with the Armed Forces Medical Examiner System (AFMES), Division of Forensic Toxicology, MWD Laboratory at Dover AFB, Delaware (per reference (d)).

a. The DEA will provide one registration number per command. Upon receiving the DEA Form 223 DEA Controlled Substance Registration Certificate, a copy of this form along with MWD Form 01 Initial Request Letter must be sent to AFMES. Under this registration the command will be authorized to possess the following training aids:

(1) Schedule 1: Hashish (Code 7360), heroin (Code 9200), marijuana (Code 7360), methylenedioxy-methamphetamine (MDMA) (Code 7405)

(2) Schedule 2: Cocaine (Code 9041)

(3) Schedule 2N: Methamphetamine (Code 1105)

b. Registration with the DEA is valid for 1 year. The DEA Form 223 indicates the date registration expires. Approximately 45 days prior to the expiration date, the command should receive a DEA Form 225A Annual Renewal Application for DEA Registration Certificate. After submission to the DEA, a copy of the completed DEA Form 225A must be sent to AFMES. Upon receipt of the new DEA Form 223, fax or e-mail a copy to AFMES. All CONUS commands are required to have a current DEA Form 223 on file. If the DEA registration expires, all drug training aids will be recalled. See the DEA Diversion Control Web site at www.deadiversion.usdoj.gov for an electronic copy of DEA 225 Application for DEA Registration Certificate, DEA 225A and related instructions.

c. Upon registration, the command must appoint in writing primary and alternate custodians. Primary and alternate

custodians must be U.S. active duty military members or general schedule (GS) civilians. AFMES must have a copy of these letters on file.

d. All OCONUS commands must register by sending an initial request letter directly to AFMES via the MWD program manager (OCONUS commands are not required to register with the DEA). The MWD program manager will contact AFMES with the approval recommendation. The OCONUS initial request letter shall include the following information and be updated as changes occur:

(1) Location of the DDDs, including complete mailing address and country.

(2) Contact information for the command, primary custodian, and alternate custodian to include: e-mail, telephone, fax numbers, and country codes (if applicable).

(3) The last four digits of the Social Security numbers of the custodians.

(4) Number of DDDs authorized for the command.

e. Commands that have a documented need for methamphetamine and hashish will submit a written request for these drug training aids to the MWD program manager. The request must include supporting statistics of known use or distribution pertaining to these drugs.

f. The use of pseudo-narcotic training aids is prohibited except when specifically approved by the MWD program manager.

g. Additional information is listed in the MWD drug training aid accountability guide located in WDMS library.

2. Storage Requirements. Pursuant to section 1301.72 of the Code of Federal Regulations, title 21, the following security guidelines are required for the proper security and handling of drug training aids. Safes will be used to store drug training aids. Safes weighing less than 750 pounds must be secured to the floor or wall. Safes must be located in an area that is continuously manned or protected by an intrusion detection system. Each command is responsible for enforcement of these guidelines:

a. Training aids must be stored in a General Services Administration-approved security container such as national stock number (NSN) 7110-00-920-9320 (four drawer) or NSN 7110-00-920-9193 (five drawer). The following storage procedures are required to minimize odor contamination:

(1) Four Drawer Safe. Store aids from top to bottom with marijuana and hashish together in the top drawer, cocaine in the second, heroin in the third and methamphetamine and MDMA together in the bottom drawer.

(2) Five Drawer Safe. Store aids from top to bottom with marijuana in the top drawer, hashish in the second, cocaine in the third, heroin in the fourth, and methamphetamine and MDMA together in the fifth.

(3) Two Drawer Safe. Store aids from top to bottom with marijuana and hashish together in the top drawer, and cocaine, heroin, methamphetamine and MDMA together in the bottom drawer.

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

(1) All existing markings must be removed from ammunition cans.

(2) The interior of storage cans will be cleaned with mild soap and warm water solution and then rinsed with alcohol. This removes any ammunition residual odor.

(3) Air dry the ammunition cans.

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

(5) Affix a paper tag to the ammunition can to identify the type of training aid enclosed.

c. A list of personnel authorized access to the safe, and a copy of the DEA registration, will be affixed to the outside of the safe.

3. Procurement, Delivery and Receipt of Training Aids. AFMES will send the primary custodian a summary information sheet for the command. The command summary sheet will annotate the mailing address, custodians, custodian contact information, date of last inventory, a list of damaged training aids, and any outstanding information (e.g., damage training aid letters, signed shipping receipts) that the command needs to submit to AFMES. The custodian shall make necessary corrections and return the documents to AFMES. AFMES will subsequently complete the order.

a. U.S. and Guam commands (DEA registered) must have the following information on file or AFMES will not complete the order.

(1) Copy of unexpired DEA Form 223, or copy of DEA Form 225A verifying renewal application.

(2) Current letters of designation for primary and alternate custodians.

(3) Current inventory of training aids (within the last 6 months).

(4) Satisfactory analysis of any returned training aids.

b. U.S. and Guam commands will submit DEA Form 222 Official Order Form to AFMES for issuance of training aids. Only the DEA registrant or person (or power of attorney, if applicable) may complete the form. Instructions for the form are on the back of the blue copy. See the DEA Diversion Control Web site, www.deadiversion.usdoj.gov, for further clarification and instruction.

c. Commands must have the following information on file with AFMES:

(1) Current letters of designation for primary and alternate custodians (must match person who orders aids from AFMES).

(2) Current inventory of training aids (within the last 6 months).

(3) Reason for returning training aids.

d. Commands will submit a request for replacement training aids to AFMES. Custodian(s) will complete the order form.

(1) Training aids sent between AFMES and commands must be sent via registered mail or Federal Express. All shipments require a tracking number and a signature upon receipt. Packages should only be labeled as "LAW ENFORCEMENT MATERIALS." Labeling of packages, registered mail labels or customs documents with the words "Controlled Substances" or "Narcotics" is strictly prohibited. Request a return receipt when shipping aids to AFMES, if available.

(2) The drug training aids will be issued in the form of pre-packaged, sealed kits with an assigned serial number on the tag. All commands with DDD teams will receive one standard training aid kit. The requirements for hashish and methamphetamine are based on incidents in the local community or command, and justification must be routed and approved through the MWD program manager. All requests for additional kits or aids must be submitted in writing via the MWD program manager to AFMES outlining justification. If the command no longer requires procurement of drug training aids or requests a reduction in the number of drug training aids, notification should be sent via the MWD program manager to AFMES.

(3) AFMES will forward the authorized quantity of aids to the designated custodians with an MWD Form 04 Construction/ Receipt of Training Aids. Upon receipt of the drug training aids, only the primary or alternate custodian will open the package. Each box is completely sealed twice with packaging materials (brown paper, newspaper, bubble wrap). The shipping documents can be found between the two layers of packaging material.

(4) Open the training aid shipping package using the two man rule, to include primary and alternate custodians:

(a) Carefully remove the outer layer of wrapping.

(b) Remove and follow the step by step checklist. Immediately notify Naval Criminal Investigative Service (NCIS) and AFMES of any discrepancies. Complete the incoming gross weight and acknowledgement of receipt portion of the MWD Form 04. E-mail or fax MWD Form 04 to AFMES.

(5) Custodians will mark each training aid identifying size, substance, and serial number. Information will be engraved on metal cans, and marked on cloth bags using number 2 pencils. Use of ink markers or pens is prohibited.

4. Accountability. The command must appoint in writing primary and alternate drug training aid custodians. Primary and alternate training aid custodians must be U.S. active duty military members or GS civilians. Contractors are not authorized to be custodians. AFMES must have a copy of these letters on file.

5. Drug Training Aid Accountability Record. Primary custodians are required to maintain a Drug Training Aid Accountability Record of all drug training aid transactions. The record will contain the following:

- a. Original DEA Form 223. (A full size copy of the DEA Form 223 will be maintained on the outside of the drug safe.)
- b. DEA Form 225 or 225A, as appropriate.
- c. Primary custodian appointment letter.
- d. Alternate custodian appointment letter.
- e. List of personnel authorized to handle drug training aids.
- f. MWD Form 04.
- g. MWD Form 06 Chain of Custody (Recalls only).
- h. All correspondence with AFMES.
- i. Semi-annual inventories/change of custodian letters and respective inventory.

- j. DEA Form 222 copy 1.
- k. DEA Form 222 copy 3.

6. Drug Training Aid Inventories. To ensure accountability of training aids (CONUS and OCONUS) and DEA Form 222s (CONUS only), inventories are required semi-annually and upon change of primary or alternate custodians. Inventories should also be carried out periodically as determined by the security officer. In the event of custodian changes or the command ordering drug training aids from AFMES, an updated inventory of the drug training aids will be sent to AFMES along with the new custodian letters. The following inventory procedures will be followed when conducting drug training aid inventories:

a. All training aids will be inventoried and the total weight (using a calibrated scale) will be verified by a disinterested party. The disinterested party must be an E-7 or GS-9 or above. The same disinterested party cannot be used to perform consecutive inventories.

b. Upon completion of the drug and DEA Form 222 inventory forms, the disinterested party will make an entry across both pages of the drug training aid issue and return log and the DEA Form 222 accountability log that an inventory was conducted on a particular date and time and discrepancies were or were not observed. The entry will have the name, rank, title and signature of the disinterested party.

c. The disinterested party will forward a letter to the security officer or provost marshal stating that an inventory was conducted on a particular date and time. The letter will list all the drug training aids by serial number, type, weight, quantity and gross weight. The letter will also list all of the DEA Form 222s, by order form number on the inventory, and will sign the original copy.

d. The original letter, with the initials of the security officer indicating review of the original document, will be kept on file inside the drug training aid accountability folder.

7. Handling Requirements. Training aids and DEA Form 222s are controlled items. Personnel authorized to use drug training aids shall be trained on the protection requirements for

controlled substances. Personnel authorized to handle drug training aids shall be designated in writing by the installation security officer.

a. Any lost, stolen, or misplaced DEA Form 222s, shall be reported to the DEA via NCIS, information copies to AFMES. Voided and completed training aid order forms shall be retained for 2 years.

b. The primary custodian shall maintain a daily training aid log and the DEA Form 222 accountability log. The accountability log shall be kept in a bound logbook, such as, NSN 7530-00-286-8363, or equivalent.

c. The daily training aid log will be prepared as follows:

(1) The left hand side of the logbook will contain the following columns from left to right:

(a) Date

(b) Time

(c) Type of aid (i.e., marijuana, heroin, cocaine, hashish, methamphetamine, and MDMA)

(d) Serial number

(e) Quantity

(f) Actual weight out (all drug training aids will be weighed with a calibrated scale upon issue for training)

(g) Signature of custodian

(h) Printed name of recipient

(i) Signature of recipient

(2) The right hand side of the logbook will contain the following columns from left to right:

- (a) Date
- (b) Time
- (c) Type of aid
- (d) Serial number
- (e) Quantity
- (f) Actual weight in (all drug training aids will be weighed with a calibrated scale upon return)
- (g) Signature of recipient
- (h) Printed name of custodian
- (i) Signature of custodian
- (j) Remarks

d. The DEA Form 222 accountability log will be prepared as follows:

- (1) Order number
- (2) Date received
- (3) Date used
- (4) Remarks

e. Custodians will ensure that all training aids are returned to the central storage site. When operations dictate and training aids are required to maintain proficiency, the security officer may authorize storage away from the central site.

f. Training aid integrity must be maintained at all times. Under no circumstances shall training aids (metal container or cloth bag) be opened. Extreme care must be used to prevent cross substance or foreign matter contamination. Disposable non-powder latex or plastic food service handler's gloves shall be used when handling training aids. To prevent any cross

substance or foreign matter contamination items such as plastic bags shall not be used to transport drug training aids. Glue, masking tape or scotch tape, labels or any other foreign items shall not be placed on, in or near the drug training aids.

g. Upon completion of training, all training aids, except for marijuana, shall be wiped lightly with only denatured alcohol and placed back into the storage or ammunition cans.

8. Damaged or Leaking Training Aids. Drug training aids shall be examined for physical signs of tampering, damage or leakage each time they are checked out or checked in.

a. Tampered with, stolen or lost training aids shall be reported immediately via the chain of command to the local NCIS office.

(1) DEA registered commands must submit DEA Form-106 Report of Theft or Loss of Controlled Substances within 15 days.

(2) OCONUS commands shall forward the incident complaint report (OPNAV 5580/1) to AFMES within 15 days.

b. Damaged or leaking drug training aids shall be handled and reported to AFMES using the following procedures:

(1) Record the gross weight of the aid after the damage or leaking occurred. Seal it in a container (i.e., plastic bag, ammunition can) and place it in the safe. Damaged training aids shall not be stored with other training aids. The damaged or leaking drug training aid shall be accounted for in all inventories until it is recalled and shall not be used for subsequent training.

(2) Complete a memorandum for the record describing the damaged or leaking training aid. File the original in the drug training aid accountability folder and forward copies to AFMES, CO, regional kennel master, fleet kennel master, and MWD program manager. The AFMES memorandum shall include:

(a) Type, gross weight, issued weight and weight after damage.

- (b) Serial number.
- (c) Circumstances leading to the damage or leakage.
- (d) Point of contact information.

(3) AFMES will issue a recall packet. Upon receipt, follow the procedures for recall a training aid and record the transaction in the drug training aid issue and return log.

9. Drug Training Aid Tolerances. It is recognized that there will be a slight variation in weight due to handling and the conditions under which the aids are stored and used. The following tolerances are established as a guideline when weighing training aids for daily issue and periodic inventories:

<u>Controlled Substance</u>	<u>Training Aid Drug Weight</u>	<u>Tolerance</u>
Cocaine	all weights	0.2 grams
Heroin	all weights	0.2 grams
Marijuana	20 grams	2.0 grams
	10 grams	1.0 grams
	5 grams	0.5 grams
	3 grams	0.2 grams
MDMA	all weights	0.2 grams
Hashish	all weights	0.5 grams
Methamphetamine	all weights	0.2 grams

10. Revalidation of Drug Training Aids (Recall). Routine revalidation of training aids will be accomplished at 2-year intervals. AFMES will initiate revalidation of drug training aids. File copy 1 of DEA Form 222 in the drug training aid accountability folder and send copy 2 to the DEA division office.

a. OCONUS commands will receive a MWD Form 02 Request for Replacement Training Aids for submission to the MWD program manager.

b. AFMES will send the command a copy of the fully completed MWD Form 03 Recalled Training Aid Examination/Disposition Analysis which must be filed in the drug training aid accountability folder.

c. AFMES is solely responsible for the destruction of all drug training aids. Commands are not authorized to destroy any drug training aids. AFMES is required to account to the DEA for all quantities of controlled substances used in the training.

11. Change of Personnel. An inventory of all training aids and DEA Form 222s will be completed before the primary custodian leaves the command. Copies of the inventory will be sent to AFMES for verification and accountability.

a. A transferring DEA registrant will prepare an MWD Form 07 Power of Attorney for use until a new DEA Form 223 is received. It is not necessary to apply for a new registration certificate. Newly appointed DEA registrants will sign DEA Form 225A upon receipt.

b. OCONUS commands that change custodians shall complete an MWD Form 09 Transfer of Training Aid Custodian. The original will be filed in the drug training aid accountability folder and a copy will be forwarded to AFMES.

CHAPTER 5
**EXPLOSIVE TRAINING AID ACCOUNTABILITY, HANDLING, STORAGE,
SAFETY, SECURITY, AND TRANSPORTATION**

1. General Explosive Safety Training

a. Prior to initial use of a canine explosive scent kit, personnel shall be thoroughly trained in explosive storage, safety, security, handling, and transportation.

b. Explosive training kit users shall receive explosive safety training annually, delivered by explosive ordnance disposal (EOD) personnel or qualified explosives handling personnel inside the security department. Upon completion of training, written documentation shall be forwarded to the primary custodian for inclusion in the explosive training aid accountability folder.

2. Explosive Handling Certification. Personnel required to handle explosives shall be certified in the safe storage, transportation, and handling of explosives per references (e) and (f). Explosive handling personnel will be designated in writing by the security officer.

3. Explosive SOPs. Written local SOPs shall be developed prior to any operation involving explosives per references (e) through (l).

4. Navy Ammunition Logistics Code (NALC) MN76/MN77 Canine Explosive Scent Kits. The MN76/MN77 canine explosive scent kits contain explosive training aids. They are identified by a DoD identification code (DODIC) and NALC, and an NSN. The components of the MN76/MN77 canine explosive scent kits will not be cut, separated or divided. The total net explosive weight of the MN76 kit is 12 pounds and the MN77 kit is 5.5 pounds. The following information pertains:

<u>DODIC/NALC</u>	<u>NSN</u>	<u>Dimensions</u>	<u>Weight</u>
MN76	1375-01-480-1389	35"L by 12.8"W by 10.5"D	68 lbs.
MN77	1375-01-480-1385	35"L by 12.8"W by 10.5"D	64 lbs.

L = length; W = width; D = depth; lbs. = pounds

a. The MN76 canine explosive scent kit contains the following explosive training aids:

<u>Explosive Component</u>	<u>DODIC/NALC</u>	<u>NSN</u>	<u>Amount</u>
Smokeless Powder	MY57	1375-00-772-1370	Two, 1 lb. bottles
Time Fuse	DWDU	1375-01-480-1357	Six, 5 foot (ft.) lengths
Composition C-4	M023	1375-01-330-0749	Three, 1¼ lb. blocks
Trinitrotoluene (TNT)	M031	1375-01-329-7175	Six, ½ lb. blocks (TNT)
Detonating Cord	M456	1375-01-332-9665	Six, 5 ft. lengths
Nitroglycerin (NG) Dynamite	M587	1375-00-096-3095	Six, ½ lb. sticks

b. The MN77 canine explosive scent kit contains the following explosive training aids:

<u>Explosive Component</u>	<u>DODIC/NALC</u>	<u>NSN</u>	<u>Amount</u>
Blasting Agent	DWDR	1375-01-480-1349	Two, 1 lb. sticks
Ammonium Nitrate and Fuel Oil (ANFO)	DWDS	1375-01-480-1343	Six, 1/3 lb. bags
Semtex 1A	DWDT	1375-01-480-1331	Three ½ lb. bars

5. Procurement of MN76/MN77 Canine Explosive Scent Kit

a. Request 30,000 series ammunition or ordnance allowance, if not already established, to Commander, Naval Ordnance Safety and Security Activity, Indian Head, MD, via Director, 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(s) and all components thereof.

b. Commands will receive the scent kits along with 11 empty M19A1 containers to be used for transport of explosive components to and from the storage site and training area.

6. Ordering Replacement Training Aids. 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 OCONUS requiring several explosive component replacements, may order a complete scent kit. To ensure timely delivery, orders should be made 12 months prior to expiration of current aids.

7. Disposition of Unsafe or Unserviceable Explosives. EOD personnel shall be notified immediately of any explosives that are unsafe or suspect. Per references (g) and (h), EOD personnel shall also be notified of NG dynamite that has exceeded its shelf life expiration date and which cannot be shipped to a designated disposal facility. Explosive contaminated materials (material potentially presenting an explosive hazard), or explosives that are unserviceable for training purposes due to contamination or loss of scent effectiveness, shall be referred to the Navy's designated disposition authority and logistics management specialist located at Navy Supply Global Logistics Support - Ammunition for disposition instructions.

8. Explosive Characteristics and Safety Considerations and Hazards. Personnel associated with explosives shall be familiar with the physical characteristics of each type of explosive used; the respective sensitivity to shock, heat, static electricity, and moisture; the health and human effects of each explosive; and any other hazards related to each type of explosive as described in the respective material safety data sheet (MSDS). Additionally, EDD team personnel should

familiarize themselves with improvised explosive devices (IEDs) by obtaining appropriate instruction or training from subject matter experts or via other authorized modes of training.

a. Smokeless Powder

(1) Smokeless powder is the standard propelling powder for small arms, cannons, and in a slightly different form, some rockets. Single base smokeless powder in the scent kit, is made predominantly from gun cotton (nitrocellulose) with additives to improve performance and stability. It is produced in the form of black, small diameter cylinders and rods. Generally, the smaller the size of the smokeless powder grains the faster the burn rate. Larger grains will normally appear to be brown to reddish in color.

(2) Unconfined, smokeless powder burn rates. The rate of burning increases with both temperature and pressure. For this reason, it is frequently used in fabricating pipe bombs. Detection is dependent on the degree to which the material is sealed and the age of the material. Smokeless powder must be stored away from heat sources or direct sunlight as this could accelerate its decomposition. The storage container is provided with adequate venting to allow for the release of gases as it ages. The stabilizer content of the smokeless powder is checked annually throughout its service life to ensure its continued safety for use. Consult the MSDS for more information on human health effects and related safety information.

b. Time Fuse. Time fuse is a green fiber cord with yellow markings, wrapped in a waterproof covering. It contains black powder, a mixture of 74 percent potassium nitrate, 16 percent charcoal, and 10 percent sulfur. Time fuse (black powder) 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 shall be taken to ensure time fuse does not come in contact with water or moisture since this may affect its sensitivity. Ensure that the taped ends of each strand remain intact, and replaced immediately if accidentally removed.

c. Composition C-4 Plastic Explosive (C-4). C-4 is a composite explosive containing 91 percent research development

explosive (RDX) and 9 percent non-explosive plasticizers. C-4 is white to off-white or light brown in color and is putty-like in texture, and oily in odor due to the presence of the plasticizer ingredients. RDX is the energetic component and, therefore, caution shall be exercised when handling this explosive as the threats of electrostatic discharge, friction, and impact sensitivities can all negatively affect safe handling. C-4 is available as a block demolition charge in 1-1/4 pound size. The blocks shall not be cut into smaller sections since the exposed explosive may come in contact with alkalis (bases), strong acids, glass particles, sand or metal fragments which are all hazardous sensitizers.

d. 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. The TNT found in the canine scent kit is in the form of 1/4 pound blocks pressed into two increments and encased in a cardboard tube. TNT is light yellow to light brown in color, and may have a strong odor and bitter taste if the bare explosive is exposed in air. Bare TNT gradually turns dark brown after several days of exposure to sunlight. TNT can be absorbed through the skin, causing headaches, anemia, and skin irritation; therefore use of the proper safety attire is essential when handling this explosive. Bare TNT is susceptible to the effects of electrostatic discharge (ESD), impact and friction sensitivities, alkalis, strong acids, sand, glass particles, and metal fragments. Defective TNT blocks, where the end caps are removed, shall not be used for training. Execute disposal actions per reference (g) guidelines.

e. Detonating Cord. Detonating cord contains 42 to 50 grains of pentaerythritol tetra nitrate (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 and olive drab plastic. Detonating cord will detonate at a speed of over 25,000 feet per second. It is supplied in rolls and coils and is approximately 0.20 inches in diameter. Detonating cord in the scent kit is in 5 foot sections taped at each end to prevent the PETN grains from spilling. If the tape is accidentally removed, immediately secure with fresh tape. The threats of ESD, especially impact sensitivity and contact with alkalis, strong acids, glass particles, sand and metal fragments, are hazards to avoid. The detonating cord in the scent kit shall

not be cut into smaller sections. Check the MSDS for additional information regarding personnel health effects of this explosive.

f. NG Dynamite. This dynamite contains NG (1 to 20 percent), sodium nitrate (0 to 50 percent), ethylene glycol dinitrate (8 to 76 percent), nitrocellulose (0 to 6 percent), and ammonium nitrate (0 to 75 percent), with the balance consisting of wood pulp. It has a detonation speed of approximately 18,000 feet per second and an 18-month shelf life. When the wrapper is removed, NG dynamite will appear light brown in color and will have a pulpy, granular, slightly moist, oily texture. The ethylene glycol dinitrate ingredient prevents freezing of the dynamite at low ambient temperatures and is also responsible for the majority of the odor in this dynamite. Because of its NG content it may produce severe headaches after a short period of contact. Always use food service gloves when handling this explosive and train in well ventilated areas. 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 long by 1-1/4 inch diameter sticks with a waterproof paper wrapper. NG dynamite is stable under normal conditions; however, do not allow the sticks to come in contact with heat, open flame, strong acids, or alkalis as these stimuli could cause an undesirable explosive reaction. Also, do not allow strong impact or shock to the sticks as these could also produce an undesirable explosive reaction. NG dynamite sticks should be rotated 180 degrees, within their respective packaging, on a monthly basis to prevent exudation or crystallization of the NG and base materials. Serviceable dynamite is hard to the touch while unserviceable dynamite is soft and mushy and may exhibit white crystals or a waxy exude on the exterior paper wrapper. Additionally, dynamite sticks with an open end in the paper wrapper, exposing the explosive filler material, is unserviceable and shall be removed from use. Rotation of the dynamite shall be annotated in the remarks section of the explosive check in and checkout log book.

g. Emulsion Blasting Agent. This is water in an oil mixture that consists primarily of ammonium nitrate (64 percent), with the remaining 36 percent consisting of sodium nitrate, petroleum hydrocarbons, and aluminum. The explosive is packaged in a thick cardboard cartridge enclosure, is fairly

thick, and is white in color. It has a slight oily odor. This material is stable at normal temperatures but may explode when subjected to very high temperatures as in a fire, and when subjected to shock especially when confined in large quantities. Acute overexposure via ingestion of large amounts of this material may cause skin discoloration, nausea, collapse, vomiting, abdominal pain, rapid heartbeat and breathing, coma, convulsion and even death. Do not allow this explosive to come in contact with peroxides and chlorates as this may cause an undesirable explosive reaction. Protective gloves shall be worn when handling this explosive.

h. ANFO. An explosive mixture that typically contains 96 percent ammonium nitrate and 4 percent fuel oil (number 2 diesel fuel). Its appearance is white with a very noticeable fuel oil odor. Ingestion of large amounts of this material may cause nausea, skin discoloration, collapse, vomiting, abdominal pain, rapid heartbeat and breathing, coma, convulsion and even death. Respiratory protection, ventilation, and eye protection are not required under normal conditions. Conduct training in well ventilated areas. Do not allow the explosive to come into contact with peroxides and chlorates as this may cause an undesirable explosive reaction. Protective gloves shall be worn when handling this explosive. Refer to the MSDS for more detailed instructions on personnel safety and treatment of health effects resulting from overexposure.

i. Semtex 1A. Composed of 83 percent PETN, 16.8 percent binder and 0.2 percent taggant. The taggant is the chemical, Di-methyl-di-Nitro-Butane which is poisonous; therefore handling should be with proper protective gloves. Semtex was manufactured to release very little odor, but the taggant does have a relatively strong odor. The enclosure around each Semtex bar should not be cut or removed to release more of the odor. Due to the presence of PETN, all the threats such as ESD and especially impact sensitivity, contact with alkalis, strong acids, glass particles, and metal fragments, are hazards to avoid. Food service gloves shall be worn when handling this explosive.

j. Sodium Chlorate (SC) and Potassium Chlorate (PC). SC and PC are substances that can be used in IEDs. These chlorates are available through pharmaceutical or chemical suppliers. The strength and odor are affected by exposure to air or moisture.

Chlorates used for training shall be replaced frequently (about every 3 months) because of their rapid loss of odor. Dispose of old chlorates per local SOPs. SC and PC will NOT be stored with the MN76 or MN77 kit. Storage of chlorates should follow local hazardous material procedures.

9. EDD Training Safety Protocols and Procedures

a. Per references (e), (f) and (i), the staging, transportation and emplacement of training aids during a single training evolution shall not exceed 9 pounds. The total quantity of explosives used in a training exercise shall not exceed 9 pounds. Sodium and potassium chlorates and inert training aids do not count towards the 9-pound limit. The supplied M19A1 containers shall be used to transfer explosives to the training area.

b. Training with the MN76/MN77 canine explosive scent kit shall not be conducted during or when an electrical storm is within 10 miles of the training area. If time does not allow safe return to the storage area, personnel shall set a perimeter and position the explosives in an open area at least 670 feet from occupied buildings and or personnel.

c. Prior to training, notify the fire department of the training location, amount and type of explosives to be used. Post fire symbols and have type Bravo/Charlie (B/C) fire extinguishers available.

d. Use disposable "food service" gloves when handling training aids. Change gloves each time a different training aid is handled.

e. Smoking is prohibited within 50 feet of explosive training aids.

f. Maintain a 100-foot perimeter of the training area and post signs that read "DANGER MILITARY EXPLOSIVE TRAINING IN PROGRESS KEEP OUT." Wording shall be in white on a red background and viewable from 100 feet. If located in a foreign country, wording will also be in the local language.

g. Explosive training aids shall not be placed near heat or spark producing items.

- h. Collect training aids immediately after the training period has ended.
- i. Training aids must be kept under constant surveillance.
- j. Explosive and inert training aid placement shall be recorded on an OPNAV 5585/6 Canine Validity Test Data. Original OPNAV 5585/6 forms shall be retained for minimum of 3 years.
- k. Training aids shall be inventoried upon completion of each training evolution. Prior to departing the training location, the explosive recipient and another explosive team member shall verify accountability of all training aids.

10. Storage Requirements. Explosives shall be stored per reference (h).

11. Primary and Alternate Custodians. Primary and alternate custodians shall be designated in writing by the security officer. 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.

12. Explosive Training Aid Accountability Folder. The primary and alternate explosive custodians are required to maintain an explosive accountability folder. The accountability folder shall contain the following:

- a. Custodian letters of designation.
- b. Person(s) designated to handle explosive training aids.
- c. Copies of explosive driver's license, state driver's license and medical certificate of all qualified personnel.
- d. EOD annual safety briefing letter of attendance.
- e. Explosive safety qualification and certification board forms for all personnel authorized to handle explosives.
- f. Training aid inventory results.

- g. Explosives shipping and custody documents.
- h. All explosive correspondence in and out.

13. Daily Transaction Log. The primary custodian will maintain a daily transaction log to record when explosive training aids are issued and returned. This log should be kept in a bound log book, such as NSN 7530-00-286-8363 or equivalent. A separate log shall be kept to record daily transactions involving chlorates. The daily issue and return log shall be prepared in the following manner:

- a. The left side of the book shall contain:
 - (1) Date and time out
 - (2) Type of aid
 - (3) Quantity
 - (4) Custodian's printed name and signature
 - (5) Recipient's printed name and signature
- b. The right side of the book shall contain:
 - (1) Date and time in
 - (2) Type of aid
 - (3) Quantity
 - (4) Recipient's printed name and signature
 - (5) Custodian's printed name and signature
 - (6) Remarks

14. Inventories

a. Explosive training aids are to be inventoried semi-annually, and upon change of primary and or alternate custodians, by a disinterested party (recommend personnel with

explosive background). The disinterested party must be an E-7 or GS-9 or above. The same disinterested party cannot be used to conduct consecutive inventories.

b. The disinterested party shall record the inventory results in the daily transaction log indicating date, time, and any identified discrepancies. The person conducting the inventory shall sign the daily transaction log, and forward a memorandum for the record to the CO stating the inventory was conducted and the results of the inventory. The CO will acknowledge the inventory by initialing the memorandum. A copy of the memorandum shall be filed in the explosive accountability folder.

c. Any loss of training aids shall be reported immediately.

15. Transportation Requirements. Explosives will be transported by personnel only in government vehicles that meet the container criteria in references (e) and (i). Vehicles will be certified as safe for explosive transportation by explosives safety personnel and only personnel licensed as explosive drivers shall operate the vehicle while it is carrying explosives.

CHAPTER 6
MILITARY WORKING DOG CERTIFICATION REQUIREMENTS

1. Probable Cause Folder. Records must be maintained on all MWDs to provide a legal basis for the establishment of probable cause. The probable cause folders for each MWD must contain documents in the following order:

a. DD 1834.

b. Lackland AFB Form 375a Detector Dog Certification.

c. OPNAV 5585/4 Military Working Dog (MWD) Status Report (assigned OPNAV Report Control Symbol 5585-1). OPNAV 5585/4 is completed by kennel master for each team on a monthly basis, and by the STAAT during the bi-annual assessment.

d. MWD and Handler Resume. The resume (figure 6-2) shall include a brief summary of the handler's training (courses attended, graduation dates, substances for which the team is trained to detect, and type of response and reward). The resume shall be signed by the kennel master or supervisor.

e. Command Validity Certification and Demonstration Record. A certification letter that shows the search granting authority (or designee by the installation CO) 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 (DDDs only). The respective OPNAV 5585/6 will be attached to the certification letter.

f. Probable Cause Record Review. A record review (figure 6-1) showing when the search granting authority, not a designee, reviewed these records. The search granting authority will review detector dog folders once a year, immediately following certification or re-certification of the detector dog team. Additionally, the probable cause record review will be signed by the search granting authority, at least once a year, for each tenant command which the detector dog team will be providing services.

g. OPNAV 5585/3 Detector Dog Training and Utilization Record (last 12 months).

h. OPNAV 5585/13 Explosive/Drug Detector Training Record (last 12 months).

i. OPNAV 5585/1 Military Working Dog Training and Utilization Record (last 12 months).

j. The MWD's archive folder will be retained until the MWD has been declared excess and the disposition coordinator has removed the MWD from DoD inventory via WDMS.

2. Legal Aspects. Use of DDD and EDD teams are viable tools to establish probable cause to search and seize evidence that may result in criminal prosecution. The following procedures shall be followed:

a. Use of detector dog teams to conduct inspections or searches must be authorized by the search granting authority.

b. MWD teams shall undergo validity certification when first assigned to a command, or when the MWD is reassigned to a new handler, annually, or upon change of search granting authority, conducted by the search granting authority (or designee). The designee shall not be personnel assigned as fleet, region, trainer or installation kennel master. Immediately after the demonstration, the search granting authority, not a designee, must review and sign the MWD's probable cause record review (figure 6-1), prior to the team conducting utilization, reflecting the team is certified reliable and credible.

(1) P/D and DDD teams must maintain 90 percent accuracy on each odor. Proficiency trials will include at least five trials per month for each drug odor the dog is trained to detect. Residual odor will not be used to calculate monthly proficiency.

(2) P/EDD and EDD teams must maintain 95 percent accuracy on each odor. Proficiency trials will include at least three trials per month for each explosive odor.

(3) Detector dogs may not have a false response rate higher than 4 percent (formula: number of trial aids only, multiplied by .04 equals the allowable number of false responses).

(4) During trial and training, training aids will not be removed and placed within the same training problem (also known as leap frogging or aid shuffling).

3. Certification and Decertification Requirements: After the initial command certification, recertification requirements are as follows:

a. Certified detector dogs that fail to maintain 90 percent or 95 percent proficiency, respectively, for a calendar month, shall be considered decertified.

b. Certified detector dogs that fail to conduct proficiency trials on all of the certified training aids in excess of 30 consecutive days shall be decertified by the command on the specific odor(s) missed. Decertification details shall be documented and forwarded to the MWD program manager via the chain of command. The MWD program manager will recommend to the CO, via the fleet and regional kennel masters, a course of action to recertify the MWD.

c. Recertification on all odors is required each year (not to exceed 365 calendar days from date of previous command certification).

d. In the event a certified MWD was unable to conduct proficiency trials or training in excess of 30 consecutive days due to a deployment or supporting USSS or Department of State (DoS) tasking, the MWD program manager may approve the MWD to only be required to conduct a full command recertification by the installation search granting authority.

e. To prevent a requirement for recertification following a handler's extended absence, the kennel master or supervisor, or other qualified detector dog handler shall conduct training with the respective MWD at least once a week, using all required odors.

f. The kennel master or supervisor shall evaluate MWDs in obedience tasks and the confidence course as part of the certification process.

4. Disposition of MWDs Failing to Certify or 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 shall include the following:

(1) The apparent cause of failure.

(2) A statement from the veterinarian stating whether or the dog's physical condition has a bearing on the failure.

(3) Detailed and accurate documentation of the results of all training efforts remedy the deficiency, 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 to the MWD program manager, via the chain of command. The STAAT will conduct an onsite 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.

Figure 6-1

MEMORANDUM FOR THE RECORD

From: Commanding Officer
To: Security Officer

Subj: PROBABLE CAUSE RECORD REVIEW FOR MWD LLUCY, Y001

1. The detector dog trial/utilization reports and demonstration records contained within this folder were reviewed as indicated below per OPNAVINST 5585.2C.

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

Figure 6-2

Subj: RESUME OF TRAINING AND EXPERIENCE FOR MWD AND HANDLER

Handler: MA3 Jon L. Dawg, USN, xxx-xx-6789

Graduation Date: MWD Dog Handler Course - 29 Nov 10

Date Reported: 15 Dec 10

MWD: Lucy, Tattoo Y001

Certification Date: (Patrol) - 17 Mar 10, (Detector) - 06 Jul10

Handler Experience: Petty Officer Dawg was awarded NEC MA-2005 and assigned to Naval Air Station North Island, San Diego, in December 2010, after completion of the MWD handler course at Lackland AFB, TX. Upon arrival at this command, he was assigned to handle MWD Lucy, B007, and completed command certification on 29Jan 2011.

NOTE: Seizures since command certification: TNT 2 lbs. and 5 lbs of Smokeless Powder.

MWD History/Training: MWD Lucy was received at Lackland AFB on 02 February 2010 and was enrolled in the Patrol/Explosive Detection program. Lucy demonstrated no major deficiencies during training. She was certified for detection on Smokeless Powder, Time Fuse, C-4, TNT, Det cord, Nitro-Dynamite, Sodium Chlorate, and Potassium Chlorate. On 29 February 2011, she was certified by STAAT for detection of Emulsion Blasting Agent, Anfo, and Semtex. Lucy is a deferred response (passive sit or down) response for a ball reward. She was received onboard Naval Air Station North Island, San Diego, in August 2010.

JOHN N. SMITH
MAC USN
Kennel Master

Figure 6-3

From: Commanding Officer, Naval Air Station, North Island
To: Security Officer, Naval Air Station, North Island
Subj: DETECTOR DOG DEMONSTRATION FOR MA2 MADY E. KATZ, USN, AND
MWD LUCY, TATTOO Y001

1. At approximately 0900, 29 January 2011, I witnessed a detector dog demonstration at Barracks 783, NAS North Island. The Executive Officer (name) and Security Officer (name) were present for the demonstration.

2. The team of Petty Officer Katz and MWD Lucy 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	5gms	Room 121, under pillow, bunk A
0009	Hashish	5gms	Room 125, right side of top dresser drawer
0111	Cocaine	2gms	Room 129, duffle bag
2022	Heroin	5gms	Room 233, left side of locker
2309	MDMA	5gms	Room 237, left side of mattress
2857	Meth	5gms	Room 256, behind door
0002	Marijuana	Residual	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 Lucy successfully located and passively responded to each training aid/residual.

OPNAVINST 5585.2C
7 Sep 2012

3. All training aids were placed by the Kennel Master, MAC Martin, approximately 30 minutes prior to the initiation of this demonstration.

B. R. WROOLIE

*Note: If the Security Officer is observing the demonstration then the title block will be as follows:

From: Security Officer, Naval Air Station, North Island
To: Commanding Officer, Naval Air Station, North Island

SAMPLE

CHAPTER 7
DRUG AND EXPLOSIVE DETECTOR DOG TRAINING AND USE

1. Purpose. Detector dog teams require continual training and trials to ensure performance is maintained at optimum levels.
2. Training Environment. Training evolutions shall be conducted in areas that closely simulate the environment in which the teams will be expected to routinely operate (occupied barracks, access control points, Navy Exchange, office spaces, etc.).
3. Proficiency Trials. Proficiency trials shall be conducted once per week by a certified MWD team. Location of training aids during a proficiency trial will remain unknown to the handler. Training aids will be planted within the dog's current proficiency level by someone other than the handler (proficiency levels are outlined in table 7-1.) The MWD's proficiency percentage is derived from the results of proficiency trials for the calendar month. All proficiency trials will be documented on the back of OPNAV 5585/3.

Table 7-1

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

- a. Certified EDDs are required to perform three proficiency trials per odor per month. Trials are to be conducted only by the assigned team's certified handler.
- b. Certified detector dogs are required to perform five proficiency trials per odor per month. Trials are to be conducted only by the assigned team's certified handler.
- c. Any certified team exceeding 30 consecutive days without conducting a trial on every odor is decertified and requires a full command recertification except in situations listed in chapter 6, paragraph 3d.

4. Proficiency Training. Training is the conduit for providing detector dog teams the required skills to perform in real world situations. Kennel masters and supervisors are responsible for ensuring that proper training is conducted. Training is also provided to condition the detector dog teams to search for long periods of time, under adverse conditions, and locating drug and explosive odor that have been masked, sealed, or otherwise concealed. All proficiency training shall be documented on the OPNAV 5585/13.

a. All certified P/EDD and P/Ds are required to conduct a minimum of 10 hours of detection utilization per week.

b. All certified explosive and drug detector dogs are required to conduct a minimum of 15 hours of detection utilization per week.

c. All detector dog teams are required to conduct, at minimum, 2.5 hours of training and trials (combined) per week.

d. For excess dogs, detector training is required to be conducted by a qualified handler at least once a week, using all required odors.

e. Training will not be conducted during the same session as proficiency trials. The objective of each training and trial evolution shall be clearly defined.

f. Proficiency trials may be conducted on non-certified detector dog teams prior to command certification. These trials shall not be used to calculate the MWD's monthly proficiency percentage once command certified. These trials will be documented on front and back of OPNAV 5585/13 and comments made on OPNAV 5585/6.

5. Procedures for Changing MWD's Reward. The MWD's reward is determined during initial training at Lackland AFB and noted on the DD 1834. The selected reward drives the dog's behavior. In cases where the motivation is not being effective the kennel master or supervisor will determine whether the method of reward should be changed. Forward requests for reward change via the appropriate chain of command to the MWD program manager.

6. Use of Detector Dog Teams. Detector dog use will be coordinated with each command, within the constraints of military and Federal law. Kennel masters will consult local staff judge advocates on issues pertaining to search and seizure policy.

a. For safety purposes, MWD teams will not be used to conduct searches of individuals.

b. The date, time, and location of the search and inspection will not be published to the public. Scheduled inspections will be scheduled by the kennel master or supervisor and forwarded up a limited chain of command for CO signature. Copies of the approved schedules will be kept to the minimum number of personnel possible: preferably the CO, executive office and security officer. Handlers will be instructed to maintain strict custody of the schedules. At no time will the schedule be posted within view of unauthorized persons.

c. Outside command search and inspection, requests will be forwarded from the requesting commander to the security officer responsible for MWD services. Requests shall be in the form of an official letter or e-mail. The kennel master or supervisor will schedule the search or inspection based on availability of teams.

7. Services Not Provided By Detector Dog Teams. Detector dog teams will not provide the following services:

a. Laboratory testing for suspected contraband.

b. Legal advice, other than to testify to the dog's abilities.

c. Emergency ordnance disposal.

8. Search and Inspection Process. The senior person responsible for the space to be searched will assist the MWD team in executing the following:

a. Clear the area of all non-essential personnel. No one will be allowed to remove suitcases, sea bags, parcels or other items. Personnel who must dress to leave the area will be observed to prevent the removal of small parcels and contraband.

b. If possible, secure all vents, fans, windows and air conditioning units (except in cases of explosive detection searches) prior to the arrival of the MWD team.

c. Except in cases of explosive detection searches, clear the area of all toxic and volatile substances; paints; metal and wood shavings; broken glass; oil and 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.

d. Prohibit photography during searches and inspections.

9. On-Base Searches and Inspections. Searches are conducted under the purview and direction of the search granting authority. The command authorization rule applies to all searches and inspections. It is permissible for a single authorization to permit several operations; however, use of a detector team 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 detector dog teams at any time as they are considered exterior inspections.

a. The search granting authority shall review and sign the probable cause folder prior to authorizing any searches or inspections.

b. All actions in support of the search or inspection, (coordination, personnel assignment, duration, etc.), shall be the responsibility of the search granting authority or the security officer, if so directed.

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

d. When the kennel master or supervisor terminates a search or inspection for reasons of misconduct, hazardous situations, or noncompliance with requirements of this instruction, a letter

of cancellation will be generated and forwarded within 3 working days and forwarded to the requesting command via the security officer.

10. Off-Base Searches and Inspections. The installation commander has authority to approve requests for MWD support from local law enforcement. Additional information for support of Federal, State, and local law enforcement is located in chapter 9 of this instruction.

11. Shipboard Searches. The use of MWDs aboard ships requires careful planning. For safety reasons, it is highly recommended that MWD teams conduct familiarization and detection training on board ships. The time to introduce MWDs to a ship is not when the team has been requested by a command or a bomb threat or suspicious package event has occurred. The kennel supervisor or handlers will consider the following when introducing an MWD to shipboard operations:

a. Select a day and time when the ship is not at full operating tempo, if at all possible. Conduct several walkthroughs of all areas, including movement up and down ladders, prior to performing any training. Ladders present challenges that prior training may alleviate.

b. Once the MWD appears comfortable with the ship environment, conduct simple training scenarios until the MWD can effectively work throughout the ship, including maneuvering ladders, machinery and engineering spaces. Environmental conditions such as excessive noise and heat should be closely monitored and may influence the duration of the search. Safety and health of the MWD takes priority over completing a search.

c. The handler is responsible for cleaning up all stool and urine prior to leaving inspection or training area.

d. Handlers should be aware of the shipboard ventilation system and its possible effects.

e. Contact the U.S. Coast Guard for training assistance when supporting their counter drug operations.

f. Searches and inspections of galleys and sculleries should be part of the requested search or inspection process. Inspections should not be conducted during meal hours.

12. Vehicle Searches. Ensure all occupants of the vehicle are directed to exit and remain clear of the vehicle.

a. The handler should ensure the MWD sniffs all productive areas of the vehicle, including door seams, undercarriage, engine compartment, and trunk. To facilitate same, the occupants of the vehicle will be instructed to open all vehicle compartments, the hood, the trunk and any other storage areas. Doors of the vehicle will be left open during the search and inspection.

b. Do not allow the MWD to enter the vehicle unless further inspection is indicated.

13. Aircraft Searches. Handlers will familiarize the MWD with odors that are peculiar to aircraft or support equipment via training evolutions similar to those associated with ships. The following are search procedures for aircraft:

a. Meet the aircraft commander or flight chief at the plane and discuss assistance required during the search.

b. Approach the aircraft approximately 15 to 20 feet from the downwind side and begin the search. 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; unload baggage and check separately, if needed.

c. After the outside of the aircraft has been thoroughly searched, proceed to the inside. 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.

14. Warehouse Searches. The interior of a warehouse shall be broken down into several small search areas. The handler shall use a high and low systematic pattern when conducting the search.

15. MWD Support to Federal, State, and Local Law Enforcement Agencies (LEA). Headquarters, Air Force Operations Center (HQ OPSCENT), has been designated as the 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 regardless of service affiliation. Per reference (m), USSS requests are required by law to provide EDD teams in support of the President of the United States, Vice President of the United States, and First Lady of the United States.

a. Upon notification of an EDD supported mission from HQ OPSCENT, the MWD program manager will immediately task the appropriate fleet kennel master that shall be required to support mission.

b. MWD handlers assigned to support a mission shall bring all of the appropriate MWD gear for the time period requested, have a valid DD 2209 Veterinary Health Certificate issued for travel, and shall observe the following safety requirements at all times:

(1) MWD handlers are responsible for the actions of their MWD and must maintain positive control at all times.

(2) MWDs shall remain on leash at all times.

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

(4) 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 available.

(5) MWD warning notices shall be placed on hotel doors.

(6) During mission in-briefs the handler shall provide a safety brief to mission team members about what actions should be taken in the event of an emergency involving either the handler or MWD.

c. Restrictions on use of MWD teams in support of Federal, State, and local LEAs.

(1) The handler must have unencumbered control over the detection support effort, and complete access to the area to be searched.

(2) The handler performs the sole task of working their assigned dog and shall not take part in any other activities unless directed or authorized specifically by competent military authority.

(3) All handlers shall not handle or take custody of any explosive device or contraband they discover. When any MWD responds, EOD personnel or the agency point of contact shall provide further instructions as to the handler's actions.

(4) A representative of the requesting agency must be present at all times when working a detector dog.

(5) Detector dogs shall not be used to conduct searches of individuals or conduct crowd control operations.

(6) MWD handlers shall not take part in any activity that conflicts with reference (h).

(7) MWD teams shall not be used to help in the apprehension or arrest of persons, although the handler may testify in follow on court proceedings.

(8) During mission support, no one is authorized to touch or pet the MWD unless they are a qualified MWD handler except in emergency situations.

d. Local law enforcement support may be authorized by the CO, provided the support is consistent with the installation's mission requirements and no substantial expense is incurred by the command.

e. Each MWD handler is required to have a valid government travel credit card.

f. Due to the potential for worldwide deployment in support of DoD, USSS, and DoS missions, and the limited amount of time available for passport processing, all MWD handlers must possess a valid government issued passport.

16. Special Clothing/Weapons Requirements

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

b. Personnel assigned drug missions shall wear the Navy working camouflage uniform, unless otherwise instructed by the agent in charge.

c. Individuals assigned as explosive handlers may be authorized a civilian clothing allowance per reference (n).

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

CHAPTER 8
MILITARY WORKING DOG PATROL BASIC SKILLS AND PATROL
CERTIFICATION, TRAINING, AND USE

1. Certification and Proficiency Standards. MWDs must meet and maintain certain certification standards before actual use. Security officers are responsible for determining the team's readiness to assume duties on the installation and shall conduct an annual certification of all Patrol dogs assigned. This certification also applies when a new handler is assigned to an MWD, prior to the team being used. During the patrol certification, the team must demonstrate the ability to perform all required tasks to at least a level 3 minimum certification standard. Certification standards and proficiency levels are outlined in appendix C. A certification letter that shows the security officer witnessed a patrol demonstration, including the date, the phases of patrol demonstrated, and results of the team's effort, shall be included in the probable cause folder.

2. MWD Task Ratings. Specific tasks are given degrees of importance between critical, semi-critical, and non-critical tasks.

a. Critical Tasks. Overall operational effectiveness is seriously degraded by failure to perform a critical task. Unless ill or physically disabled, patrol 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, the MWD shall be decertified in patrol. The following tasks are critical for both patrol dogs and P/Ds:

- (1) False run.
- (2) Stand-off.
- (3) Attack.
- (4) Out and guard.
- (5) Building search.
- (6) Patrolling and intruder detection.

(7) Small arms fire. (Due to MWDs supporting worldwide deployments, all MWDs shall be tolerant of gunfire, although not considered a critical task for straight detector dog.)

(8) Obedience command of "STAY."

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

(1) Vehicle patrol.

(2) Obedience commands of "SIT", "DOWN", and "HEEL."

c. Non-critical Tasks. 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 non-critical:

(1) Obedience course.

(2) Tracking.

3. Proficiency Trials. A proficiency trial is an evaluation of the dog's ability to perform tasks at a required level of proficiency. The kennel master or supervisor shall conduct a proficiency trial for each task at least monthly. All proficiency trials shall be documented on OPNAV 5585/4. If the patrol certified dog is unable to satisfactorily perform all required critical tasks by the end of the month, the patrol dog team is considered unreliable and shall be decertified. Once deficiencies have been corrected, the patrol dog team is required to recertify with the security officer. If the team fails to recertify after 90 days of extensive training, the kennel master or supervisor should submit supporting documentation requesting a stock number change removing the patrol qualification to the 341st TRS, Lackland AFB, via the MWD program manager.

4. The Purpose of Training. MWD teams require continual proficiency training to maintain certification and to meet patrol requirements. All proficiency training shall be documented on the OPNAV 5585/1.

5. Where and When to Train. Training shall be conducted in areas that closely simulate the environment teams will be expected to routinely operate in. Realistic scenarios will be designed to include training in several tasks, e.g., building searches involving detecting, apprehending, and escorting a suspect from the scene. To ensure all security personnel understand the capability and uniqueness of patrol dogs, training should include non-MWD personnel in support of the evolution.

6. Proficiency Training. Proficiency training is conducted by the kennel supervisor, trainer, or handler to increase the level of patrol capabilities and to correct identified deficiencies. Initial training at the 341st TRS, Lackland AFB, teaches the dog only the basic patrol and obedience skills. Once assigned to a command, it is the kennel supervisor and handler's responsibility to conduct advanced training to ensure the MWD is fully capable of meeting required missions. At a minimum, training will be conducted on each task once per week.

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 (see appendix D), 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 stand-off, it must successively perform a running stand-off 5 times per day for 10 consecutive days.

b. Training exercises should be conducted with the emphasis on MWD and handler weaknesses. Concentrate on the critical tasks as outlined in appendix C.

c. Training exercises should combine performance of as many tasks as possible within a single event.

d. Use of the shock collar, relaxation collar, or pinch collar is strictly prohibited except when authorized by program manager.

e. Kicking, hitting or striking an MWD with any object is strictly prohibited.

f. Bite suits and agitation muzzles will be the primary tools used during aggression training.

g. Training should be varied to ensure MWDs are not conditioned to anticipate the next command (i.e., all phases of aggression should not normally be conducted in one training session).

7. Gunfire Training. Gunfire training conditions the MWD to be tolerant and controllable during gunfire by the handler, back-up personnel, or aggressor forces.

a. The minimum amount of blank ammunition for MWD training shall be 10 rounds of either .38 caliber or 5.56mm per MWD. All MWDs are required to perform gunfire training every other week, including straight detector dogs.

b. In the absence of blank rounds, live fire ranges or weapons simulators with a sound system, can be used as an alternative gun fire method until blank ammunition can be obtained. At no time will live fire ranges or weapons simulators routinely replace blank .38 caliber or 5.56mm blank ammunition training. Training will be documented on the front and back of OPNAV 5585/1.

c. Personnel involved in gunfire training must remember to never place the dog in an over-stressed situation ("back a dog down") with gunfire such that it seeks escape. Use successive approximation, decreasing the distance between the dog and the gunfire, until the required behavior is attained.

8. Use of MWD Patrol Teams. MWD patrol teams (patrol, P/D, and P/E) used in normal antiterrorism operations, are a tremendous psychological deterrent to potential threats at installations and should be used in all areas of the base. Further psychological benefit is derived by conducting periodic public demonstrations.

a. MWD demonstrations provide good public relations and covert psychological benefits (deterrence). They also encourage handlers to maintain their MWDs at peak proficiency.

Publicizing the MWD program through local news media, and conducting special demonstrations for civilian and military clubs and organizations, enhances community relations and deters potential violators. Of special note, though, demonstrations using high explosives are not authorized.

b. MWD patrol teams should be used judiciously in confrontational situations, since their presence could easily escalate the event. They should not be deployed on the front lines in riot control situations, but could be standing by, in the background, for future use. Their mere presence acts as deterrence to more aggressive acts on the part of protestors. MWD handlers shall use discretion when entering a building where an expectation of large crowds, such as housing areas and moral welfare and recreation facilities, can present a potential risk. If possible, the handler should leave the dog in the MWD vehicle or wait for additional patrolmen to arrive.

c. 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 of intruders and enhance deterrence.

9. MWD Operational Safety Procedures. MWD handlers must constantly be aware of and alert to their surroundings. They must recognize when the MWD is uneasy or becoming agitated and what events and conditions may have caused 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 crowds.

b. Ensure the MWD has the necessary temperament and socialization prior to allowing physical contact with non-MWD personnel. Some MWDs are excellent for school talks; however, they are not "pets" - exercise extreme caution at all times. For safety reasons, MWDs are not allowed to be touched by any person other than handler and kennel support personnel, except for emergency situations.

c. Handlers should keep MWDs on a leash except when necessary to employ the dog. Before entering a building, the handler must give a verbal warning to inform anyone in the building that an MWD is about to enter.

d. Handlers will never give up control of an MWD to anyone other than trained MWD handlers, kennel support, or 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 or persons that the MWD is trained to attack.

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

10. Use of Force. MWDs trained to attack, i.e., patrol, P/D 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 an MWD against a suspect. Releasing the MWD, or allowing it to bite, is not considered using deadly force, but the handler must not release an MWD, or allow it to bite, until all other, less forceful means have failed. Note: MWDs are a force escalation capability in which the employment can cause injury or death. Methods of force, listed from the least severe to the most severe, are as follows:

a. Professional presence, verbalization, restraining, and detaining:

(1) Includes display of authority as an NSF and such nonverbal means of communication as body language, demeanor, and manner of approaching.

(2) Verbalization involves the direction and commands given to the subject.

(3) Restraining and detaining include an officer laying hands on a subject with the intention of gaining control of the subject. Also included in this level would be the application of temporary restraining devices such as handcuffs and leg restraints.

b. Compliance techniques includes joint manipulations, pressure-point applications, take-down techniques, and the use of intermediate weapons in control-type configurations.

c. Intermediate force includes chemical agents such as oleoresin capsicum-based products; the use of impact weapons in an impact mode; patrol MWDs; and the use of personal weapons such as hands, feet, elbows, and knees to strike a subject.

d. Deadly force is force that a person uses causing, or that a person knows or should know would create a substantial risk of causing death or serious bodily injury, e.g., firearms.

11. Policy on Releasing MWDs. While MWD bites are seldom fatal, they are usually very serious. Detector dogs shall never be released against a suspect. A release policy shall be included in local SOPs.

a. Before releasing an MWD, the handler must:

(1) Be confident the MWD will perform a stand-off (cease an attack) upon command.

(2) Be confident the MWD will obey the command "OUT."

(3) Be confident the MWD has identified the same target as the handler.

(4) Give a verbal warning prior to releasing the MWD.

(5) Warn bystanders to cease all movement.

b. When releasing an 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 intended target.

(3) Call the MWD off the attack as soon as the suspect has surrendered.

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

c. MWDs will not be released:

(1) In areas where children are present, except as a last resort short of using a firearm.

(2) Into a large crowd of people.

(3) In cases of minor offenses.

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

b. The MWD's intruder detection ability is more effective during darkness or limited visibility, when there are fewer distractions. A person may flee a crime scene at night without being detected by security patrolmen; however, a patrol MWD may detect a fleeing person and pursue and assist in the apprehension of the individual.

c. A larger number of buildings and parking lots can be checked and searched with an MWD team more efficiently than a standard NSF patrol team.

d. Periodic use of MWD patrol teams around critical assets provide a significant visual deterrent from possible terrorists or criminal activities.

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

13. 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 force personnel may assist them.

a. While patrolling, the handler may allow the dog to be off-leash in the rear of the vehicle. To prevent eye injury from insects or other foreign matter, however, 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 dismounts keep the team alert.

14. Building Checks and Searches. An 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. When conducting a search of a building with a possible intruder or suspect, give a verbal warning for the individual to come out prior to conducting the search. The MWD can be used off leash while conducting the building search, if authorized by the security officer, and if it is proficient at that skill, but should be used on leash during all routine building searches.

15. Vehicle Parking Lots. The MWD's presence in parking lot patrols may deter potential acts of theft and vandalism, and is effective in detecting any unauthorized personnel.

a. Greater effectiveness is achieved by alternating foot patrols and vehicle patrols, using an unpredictable pattern.

b. During darkness, when there is no activity, the team should approach from the downwind side. If the MWD indicates the presence of someone, and the team locates the individual(s), the handler should challenge the individual for identification and possible apprehension.

c. Should the handler suspect a crime has been committed, and the suspect attempts to escape or evade apprehension, the handler may release the MWD (after a verbal warning is given) to pursue, attack, and hold the suspect. If it is unsafe to release the MWD, the handler may follow the individual by using the MWD to scout or track (if certified).

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

17. 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 or area and assist in any apprehensions. A verbal warning is required prior to entering the building. The MWD can be used off leash while conducting the building search, if command authorized, and if the team has the requisite skills.

18. Funds Escorts. During funds escorts, a patrol MWD provides both a psychological deterrent against potential robbery and additional protection against an actual attempt.

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

b. Funds custodians are not authorized to ride in an MWD security vehicle. The security escort vehicle shall follow behind the funds custodian's vehicle during the funds escorts.

19. Moving Traffic Violations and Investigations

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

b. MWD teams shall not be used for routine traffic directing duties or accident investigation duties.

c. When a handler must leave an MWD unattended in a vehicle (per approval of kennel master or SOP), all windows in the

vehicle must be rolled up far enough to prevent the MWD from escaping or injuring itself, but efforts must be taken to prevent heat stress injuries.

20. Identification and 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 by back up personnel, with the MWD in guard position. A back-up patrol unit should be used to transport personnel in custody. Never transport a suspect in the rear with the MWD.

CHAPTER 9
VALIDATIONS AND ASSIST VISITS

1. Introduction. The MWD program manager at USFLTFORCOM Antiterrorism Force Protection (N3AT) is directly responsible for the establishment of a validation or assist visit program. This includes the development of specific criteria necessary to ascertain whether the mission is satisfactorily accomplished and maintained.

2. Policy. Due to the critical nature of protecting human life and property, the reliability and credibility of EDDs cannot be overstated. To ensure detector MWDs maintain the highest standards of operational readiness in the war against domestic and international terrorism, STAAT shall conduct assessments every 2 years to ensure all MWD programs are in compliance with this instruction. Commands that are 18-month tours or less for unaccompanied personnel shall receive an annual STAAT inspection. If a kennel is rated unsatisfactory, STAAT shall conduct an assessment annually until the kennel is rated satisfactory. The NCIS STAAT, or designated representatives, shall coordinate the validation schedule with commands that have an established MWD program. STAAT shall also conduct assistance and training visits as requested. STAAT personnel shall report findings directly to the MWD program manager.

3. Objectives. The objectives of the validation program are:

a. To evaluate the efficiency and 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 or 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.

4. Validation Visit-Initial Brief. If desired, the CO, or designee, may receive a briefing regarding the validation visit.

5. The Evaluation. STAAT's evaluations shall include:

a. The performance, productivity, planning, and programming in support of the required mission.

b. The level of command and tenant activity support.

c. Sufficiency of MWD allowances to meet the work load.

d. An evaluation of each MWD team to ensure performance of required tasks per certification standards.

e. The administration of records and 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 and maintenance of equipment.

j. MWD teams use in supporting the command mission.

k. MWD proficiency training and trials are conducted.

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

7. Post-brief. The STAAT will conduct a post visit briefing with the CO, or designee, to provide observations and recommendations.

8. Written Reports. Written evaluation reports will be prepared and submitted to the command evaluated and its chain of command. Observations and recommendations will be confined to important matters and presented in a concise manner. Written reports will be forwarded within 30 days after conclusion of the visit.

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. COs shall submit after-action reports indicating the steps taken to correct all deficiencies and satisfy all recommendations listed in the report. Reports shall be forwarded to the MWD program manager via the appropriate chain of command within 90 days of receipt of the written report.

10. Re-evaluation. A re-evaluation will not normally occur unless detector MWDs are decertified. If detector MWD teams are decertified, NCIS STAAT will be notified within 90 days of the last day of the visit for a re-evaluation, dependent upon the availability of the STAAT.

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

12. Evaluation Guides. The MWD evaluation guide is provided in appendix E.

APPENDIX A
LIST OF FORMS AND REPORTS CONTROL

1. See the DEA Diversion Control Web site at www.deadiversion.usdoj.gov for an electronic copy of DEA forms and related instructions.
 - a. DEA 222 CONTROLLED SUBSTANCE ORDER FORM FOR SCHEDULES I AND II.
 - b. DEA 223 DEA CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
 - c. DEA 225 APPLICATION FOR DEA REGISTRATION CERTIFICATE
 - d. DEA 225A ANNUAL RENEWAL APPLICATION FOR DEA REGISTRATION CERTIFICATE
2. DD Form 1834 MILITARY WORKING DOG SERVICE RECORD is available for download from the DoD Forms Web site <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>
3. Lackland AFB Form 375a, DETECTOR DOG CERTIFICATION (OPR: 341 TRS) is issued by Lackland AFB upon final certification of the individual MWD.
4. Forms listed below are available on the Working Dog Management System (WDMS) https://wdms.lackland.af.mil/WDMS_Navy/home/index.cfm and are available for download from Naval Forms OnLine <https://navalforms.documentservices.dla.mil/web/public/home>
 - a. OPNAV 5585/1 MILITARY WORKING DOG TRAINING & UTILIZATION RECORD
 - b. OPNAV 5585/2 MILITARY WORKING DOG UTILIZATION RECORD SUPPLEMENTAL
 - c. OPNAV 5585/3 DETECTOR DOG TRAINING & UTILIZATION RECORD
 - d. OPNAV 5585/4 MILITARY WORKING DOG (MWD) STATUS REPORT (OPNAV RCS 5585-1)

- e. OPNAV 5585/6 CANINE VALIDITY TEST DATA
- f. OPNAV 5585/8 MILITARY WORKING DOG FOOD, WEIGHT, AND STOOL CHART
- g. OPNAV 5585/13 EXPLOSIVE/DRUG DETECTOR DOG TRAINING RECORD
- h. OPNAV 5585/15 MILITARY WORKING DOG ACTIVITY TRAINING AND UTILIZATION RECORD
- i. NAVPERS 1306/7 ENLISTED PERSONNEL ACTION REQUEST

5. Forms listed below are available from the Armed Forces Medical Examiner System, Division of Forensic Toxicology, Military Working Dog Laboratory at Dover AFB, Delaware:

- a. MWD Form 01 INITIAL REQUEST LETTER
- b. MWD Form 02 REQUEST FOR REPLACEMENT TRAINING AIDS (OCONUS ONLY)
- c. MWD Form 03 RECALLED TRAINING AID EXAMINATION/DISPOSITION ANALYSIS
- d. MWD Form 04 CONSTRUCTION/RECEIPT OF TRAINING AIDS
- e. MWD Form 06 CHAIN OF CUSTODY (RECALLS ONLY)
- f. MWD Form 07 POWER OF ATTORNEY FOR DEA ORDER FORMS
- g. MWD Form 09 TRANSFER OF TRAINING AID CUSTODIAN (OCONUS ONLY)

6. NAVEDTRA 43387 Personnel Qualification Standards (PQS) for Navy Security Forces Law Enforcement and Physical Security Operations
<http://www.netc.navy.mil/Development.aspx> (requires CAC Log-in)

**APPENDIX B
REQUIRED EQUIPMENT LIST**

<u>ITEM</u>	<u>BASIS OF ISSUE</u>
Blanket	1 per dog
Dog grooming brush	2 per dog
Stake out chain - 72 inches long	2 per dog
Leather collar	2 per dog
Steel chain choke collar	2 per dog
Leather lead, 3ft	2 per dog
Leather lead, 6ft	2 per dog
Lead 30ft	2 per dog
Leather agitation muzzle	2 per dog
Stainless steel feeding pans	2 per dog
Stainless steel water pans	2 per dog
Puppy dog bite sleeve	1 per kennel
Dog bite sleeve	1 per kennel
Hidden bite sleeve	1 per 1 to 3 dogs
Bite suit	1 per 1 to 6 dogs
Patrol harness	2 per dog
Basic first aid kit	1 per dog

Note: This equipment list is not all inclusive. Additional equipment should be acquired to meet command's mission.

APPENDIX C
PATROL DOG CERTIFICATION STANDARDS AND PROFICIENCY LEVELS

1. The minimum or post certification standards listed below must be met prior to actual use in a patrol section. 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 shall not be trained to attack without command.

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 phases of controlled aggression are as follows:

(a) False Run (Critical). On command of "STAY," the dog must remain in the heel or 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 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 or 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 or her hands.

(d) Out (Critical). On hearing the "OUT" command, the MWD shall obey.

(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.

(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 or driver.

(7) Small Arms Fire (Critical). The dog must not be adversely affected by or become uncontrollable during gunfire by the handler or 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 and trained, if command mission dictates. Tracking certification is 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 or 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.

(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 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.

(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 or driver. In addition, the handler must exhibit control over the MWD by demonstrating procedures for entering and exiting vehicle. Dogs shall 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 or 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 ½ mile.
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 and 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 or 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."

(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 or stay position.

(2) MWD is tolerant of physical contact by handler or decoy, i.e., scuffling or fighting during apprehension.

(3) MWD performs obedience and confidence course from the heel right position.

(4) MWD performs "COVER" command during gunfire.

(5) 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.

APPENDIX D
PATROL TRAINING DEFINITIONS AND TECHNIQUES

1. Training Definitions and 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 an 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 or 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 and 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 and or physical praise.

c. Reward Schedules

(1) Continuous Reward Schedule. A reward (verbal or 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 response requires a slight delay in giving the 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 at any time; decrease the number to get a reward and then proceed as before, adding one response at a time.

(a) Example 1. If the proficiency is inadequate of responses required by the dog as before, adding one response Continuous Reward Schedule:

1. One correct response equals a reward
2. Extinction Schedule: incorrect response reward equals no reward

(b) Example 2. Fixed Ratio Reward Schedule:

1. Correct response equals one reward
2. Correct response equals one reward
3. Correct response equals one 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., 5 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 5 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 the handler greater control of the 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, the handler 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 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 or 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 and physical praise or verbal and physical correction within .5 seconds of each other is called "Classical Conditioning." Physical correction or praise is considered unconditioned stimuli (UCS). They cause the dog to feel either good or bad - 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 unconditioned stimulus UCS. The verbal praise, "GOOD BOY," and correction, "NO", are conditioned stimuli and the responses to the stimuli are conditioned responses.

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

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

2. Conditions Affecting Tracking. Kennel supervisors and handlers 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 or 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 or fumes from chemicals or 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.

3. Short Track. The short track is at least 100 yards and runs from one point straight to another. The track should be 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 and dog are slowed until the dog recovers and returns to the track.

a. To leave a good scent pad, the decoy scuffs his or her feet in one spot, making a circle about 25 inches in diameter. The decoy then scuffs his or 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 or 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. Pulling on the harness results in the dog raising its head, interfering with the dog's ability to perform the track correctly.

4. 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 or 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 or 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 or 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 or 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.

g. At the beginning of these exercises, the handler and 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 and 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.

5. 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.

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 or trainer is able to document a dog's unwillingness to track, further training in this task may be stopped. Contact STAAT for guidance.

g. Dogs that demonstrate a definite ability to track must be kept proficient. Tracking proficiency can be maintained by following a minimum of one advanced track per week. Trainers must set up the tracks so the dog's capabilities can be reinforced.

APPENDIX E
MWD EVALUATION GUIDE

SECTION I - GENERAL

1. Mission and Tasks
 - a. Overall mission and use of MWD assets.
 - b. Liaison with tenant activities.
2. Organization and Management
 - a. Chain of command.
 - b. Knowledge of security supervisors concerning MWD team capability, use, and integration within the department.
3. Safety
 - a. Safety Program
 - (1) SOPs
 - (2) Drugs
 - (3) Explosives
 - b. Required Safety Equipment
 - (1) Drugs
 - (2) Explosives

SECTION II - ADMINISTRATIVE RECORDS

1. Probable Cause Folders
 - a. DD 1834
 - b. Lackland AFB Form 375a
 - c. OPNAV 5585/4 (from previous STAAT assessment)

- d. Probable cause record review
 - e. Resume
 - f. Command validity certification and demonstration
 - g. Patrol certification and demonstration
 - h. OPNAV 5585/3 (from previous 12 months)
2. MWD Training Folders
- a. Detector Dogs
 - (1) Explosive and drug detector training record
 - (2) OPNAV 5585/1 (from previous 12 months)
 - b. Patrol Dogs
 - (1) DD 1834
 - (2) Lackland AFB Form 375a
 - (3) OPNAV 5585/4 (from previous STAAT)
 - (4) OPNAV 5585/1 (from previous 12 months)
 - (5) Patrol certification and demonstration (for straight patrol dogs)
3. Daily Training Utilization Reports (5585/1 and 5585/3)
- a. Properly documented and accurate.
 - b. Required trials, training, and use.
 - c. Monthly proficiency percentages derived from trials.
4. Explosive and Drug Detector Training Record. Properly documented and accurate.
5. MWD Utilization Record (Supplemental) (OPNAV 5585/2). Properly documented and accurate.

6. Canine Validity Test Data (OPNAV 5585/6). Properly documented and accurate.
7. SOP. Written and approved guidelines for tasks performed by MWD personnel.
8. General Maintenance of all Documents. Accurately documented in black ink with no white outs.

SECTION III - KENNELS AND SUPPORT FACILITIES

1. General Condition
 - a. Cleanliness
 - b. Safety
 - (1) SOPs
 - (2) First-aid kits
2. Drainage. Adequate and operational.
3. Security
 - a. Perimeter fencing
 - b. Routine checks on MWDs and facility
 - c. Appropriate warning signs
4. Fire Protection
 - a. SOPs
 - b. Required extinguishers
5. Water Supply
 - a. Adequacy (hot and cold)
 - b. Operational

6. Charts

- a. Food, weight, and stool charts maintained.
- b. MWD meets ideal working weight established by veterinarian.

7. Lighting

- a. Adequacy
- b. Security

8. Training Area and Confidence Course

- a. Safety and adequacy
- b. Maintenance

9. Food Storage

- a. Availability
- b. Inspection
- c. Storage area and container

SECTION IV - TRAINING AIDS

1. Availability. Required training aids on board.

- a. Drugs
- b. Explosives

2. DEA Registration (when applicable)

- a. Registration is renewed yearly.
- b. A full size copy of the current DEA registration is posted on the drug safe.
- c. DEA Form 222s are inventoried semi-annually.

3. Accountability

a. Primary and alternate custodians, and authorization to handle letters, are signed by CO and or security officer.

(1) Explosives

(2) Drugs

b. Aids checked in and out per applicable instructions.

(1) Explosives

(2) Drugs

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

(1) Drugs

(2) Explosives

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

(1) Drugs

(2) Explosives

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

(1) Drugs

(2) Explosives

4. Security and Stowage

a. Aids stored in authorized areas or containers per chapters 4 and 5 of this instruction.

- (1) Drugs
- (2) Explosives
- b. Security of training aids during use.
 - (1) Drugs
 - (2) Explosives

5. Safety

SECTION V - VETERINARY SUPPORT

1. Availability

2. Health Records

- a. Location and maintenance.
- b. Semi-annual physicals.

3. Special Diets

- a. Recommended and used.
- b. Supplemented as required.

4. Kennel Sanitation Inspections

- a. Conducted quarterly.
- b. Written reports maintained.

5. Emergency Procedures

- a. Evacuation.
- b. Availability of military and civilian veterinary service phone numbers, location, etc.

SECTION VI - EQUIPMENT & TRAINING

1. Equipment

- a. Sufficient quantity and quality.
- b. Properly inspected and maintained.
- c. Sufficient quantity of blank ammunition.

2. Vehicles

- a. Availability and maintenance.
- b. Warning signs.
- c. Properly equipped.
- d. Proper safety equipment.
 - (1) MWDs and personnel
 - (2) Explosives

3. Training

- a. Proficiency training or trials being conducted.
- b. All areas of command being used.
- c. Deficiencies and corrective actions documented.
- d. Training addressed to correct deficiencies and advance proficiency levels.
- e. Excess MWDs receiving proficiency training or trials.

**SECTION VII - RECERTIFICATION AND DECERTIFICATION
OF ASSIGNED ASSETS**

1. MWD Obedience. MWDs shall be evaluated at minimum or post certification standards described in appendix C.

2. MWD Tasks Performance

a. Patrol. MWDs shall be evaluated and certified at minimum or post certification standards described in appendix C.

- (1) Non-critical tasks
- (2) Semi-critical tasks
- (3) Critical tasks

b. Drug Detector. A minimum of two training aids per odor shall be used to evaluate and certify MWDs in at least two different locations. All training aids shall be planted at level three difficulty, described in chapter 7, table 7-1.

- (1) Ninety percent accuracy per odor.
- (2) Basic obedience and confidence course.

c. Explosive Detector. A minimum of two training aids per odor shall be used to evaluate or certify MWDs in at least three to five different locations. All training aids shall be planted at level three difficulty, described in chapter 7, table 7-1.

- (1) Ninety-five percent accuracy per odor.
- (2) Basic obedience or confidence course.

3. Search Patterns

- a. Safety
- b. Productive areas cleared

4. Response

- a. Passive (sit) response has not been changed
- b. Response distinctive

5. Reward

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

b. Reward given in a timely manner.