



REPLY TO  
ATTENTION OF

Department of the Army  
PUBLIC HEALTH ACTIVITY- FORT LEWIS  
9040 Jackson Avenue  
TACOMA, WA 98431

MCHB-RPL-BT

12 December 2017

## MEMORANDUM FOR FORT WAINWRIGHT VETERINARY TREATMENT FACILITY (VTF) CLIENTELE

### SUBJECT: Fort Wainwright VTF Policies

1. All cats and dogs residing in government quarters are required to be registered at the Fort Wainwright VTF within seven (7) days of arrival or acquisition in accordance with USAG-AK Regulation 210-11.
2. Pets are seen by appointment only. Animals MUST be registered with the Fort Wainwright VTF prior to making an appointment.
3. If a scheduled appointment cannot be kept, please call the VTF at (907)361-3013 at least 24 hours prior to cancel or reschedule. Failure to cancel or show for an appointment prevents another client from being seen during that appointment slot.
4. Clients arriving 5 minutes late for a scheduled appointment may be rescheduled at the discretion of the VTF.
5. Payment is due upon services rendered. If you have any questions concerning the cost of a procedure or medication, please ask the technician prior to treatment.
6. For their and your safety, all pets must be on a leash or in a carrier while in the VTF.
7. Services are not provided to commercial operations that breed animals for profit.
8. Complete policy letters for any of the above topics are available for your review.
9. Point of contact is the undersigned at (907)361-3013.

TAYLOR J. REYNOLDS  
CPT, VC  
VTF OIC, Fort Wainwright VS

I have read and understand the policies of the Fort Wainwright Veterinary Treatment Facility.

Print Name

Signature

Date