



DEPARTMENT OF THE ARMY
PUBLIC HEALTH ACTIVITY- FORT LEWIS
9030 5TH STREET
JOINT BASE LEWIS-MCCHORD, WA 98433-9500

MCHB-RPL-JBT

31 July 2018

SUBJECT: Standard Operating Procedure (SOP), Registration of Cats and Dogs in Military Housing SOP # 8

1. REFERENCES:

- a. AR 40-905; Veterinary Health Services 29 August 2006
- b. United States Army Garrison, Alaska Regulation 210-11 21 June 2007
- c. North Haven Communities LLC Resident Guide
- d. Joint Base Elmendorf-Richardson (JBER) Tenant Handbook, January 2015

2. PURPOSE: This SOP establishes procedures to register cats and dogs of all ages introduced into Military housing, Fort Wainwright, JBER, and Eielson Air Force Base (AFB), Alaska.

3. SCOPE: This SOP is applicable to all personnel living on base at Fort Wainwright, JBER, and Eielson AFB

4. PROPONENT: The proponent for this SOP is the Director of Military housing (or a designated housing representative)

5. PROCEDURES:

a. Responsibilities. It is the responsibility of all members of the veterinary clinics to ensure registration of all pet residing on base is performed accurately.

b. The pet owner must come in to the Veterinary Treatment Facility (VTF) to fill out the required paperwork for registering their pet.

c. At the time of registration, the pet owner must present proof of microchip, current rabies vaccination and Distemper for a dog or cat respectively. These vaccinations will only be accepted if given to the pet by a licensed veterinarian.

d. All animals are required to have a rabies tag on their collar at all times for identification.

e. Although not required, the following are encouraged;

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(1) Intestinal parasite prevention.

(2) Flea and tick control.

(3) Heartworm prevention.

f. Once all of the required paperwork is completed by the owner, the owner will take proof of registration (Immunization Record) back to housing. The form will list the owner's home address, the pet's name, age and sex, and whether or not the animal is current on vaccinations or has a microchip. It is the owner's responsibility to take this paperwork back to housing to complete the registration process for housing. If an animal is not up to date on any of the requirements, the VTF employee will inform the owner and let them know that housing will require for them to get this done immediately to keep the pet in housing.

g. The VTF employee who received the paperwork from the owner will ensure that a new medical record is created for the owner's pet within 24 hours of receipt of the paperwork.

h. Housing will inform all new residents during their check-in orientation briefing of current pet registration requirements and procedures.

i. Owners will present a current Military, dependent, or retiree ID, all stating they are allowed medical services, card upon entrance to the VTF for registration.

6. The point of contact for this SOP is the undersigned at 907-361-2982.

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TAYLOR J. REYNOLDS
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REVIEWED BY:

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