



DEPARTMENT OF THE ARMY
NORTH PLAINS DISTRICT VETERINARY COMMAND
833 McCLELLAN AVENUE
FORT LEAVENWORTH, KS 66027-1361

MCVS-GPN-R

26 December 2007

MEMORANDUM FOR RECORD

SUBJECT: POLICY LETTER FOR All Veterinary Treatment Facility (VTF) Clients

1. The primary mission of the U.S. Army Veterinary Corps is food safety and security, as well as the medical care of Military Working Dogs and Commanding Generals Color Guard Horses. Privately Owned Animals (POAs) are seen on a mission available basis. Military veterinary care for POAs is considered a privileged benefit, and no services are free of charge. Telephones are answered as mission permits.
2. IAW FR 40-18, all animals residing in Installation Housing must be registered at the VTF within 10 days of arrival of the pet. If you use a civilian veterinarian, proof of yearly vaccinations are required at the VTF.
3. Bringing children into confined areas, such as the VTF, with a large number of animals allows for potential injuries. The VTF is not responsible for any injuries. Please take this into account when scheduling your appointment, and try to make other arrangements for your children. Children under the age of twelve (12) must be supervised at all times. **Keep your children and animals under strict control at all times.**
4. Any animal living on base must be implanted with a microchip for identification purposes. If you live on post and refuse to have your pet micro-chipped, your name will be forwarded to the Housing Office and the Garrison Commander for appropriate action. **Failure to comply with this policy will result in the mandatory removal of your animals from post and/or termination of on-post housing.**
5. **ALL ANIMALS ARE REQUIRED TO BE ON A LEASH OR IN A CARRIER! NO EXCEPTIONS.** IAW FR 40-18 All Pit Bulls (Pit Bull, Staffordshire terrier, and American Staffordshire terrier), Rottweiler's, and Chow Chows must be muzzled while in the VTF. Any aggressive and fractious animals are required to be muzzled regardless of breed. Failure to comply may result in the loss of VTF privileges and may result in the loss of on-post housing.
6. All animals that are required to have insurance IAW FR 40-18 and/or VTF policy must present documentation **AT THE TIME OF REGISTRATION OR WITHIN 10 DAYS of signing** this document. We reserve the right to request proof of insurance during any visit to the VTF.
7. The VTF is a medical facility and must be afforded the same respect. Appointments at the VTF are limited. (If you are more than 15 minutes late you will be rescheduled.) Allow adequate notification (24 hours or more) of cancellations or rescheduling so the VTF can fill those appointments with other pets needing care. Appointments can be made by calling (785)239-3886 during normal duty hours Monday thru Friday 0730-1530.

8. You are required to document the transfer of ownership of any animal that is no longer in your possession with the VTF and with Microchip Company. You are financially responsible for any changes a pet incurs as long as it is registered in your name.
9. You must clear the VTF prior to PCS/ETS by picking up your pets records at the VTF to bring in your new veterinarian. Inform the VTF if your pet is deceased within 14 days of the occurrence, the records will be destroyed.
10. Payment is due upon completion of services. We accept cash, check, (no starter or post-dated checks), and all major credit cards (no STAR Card). Medications, goods, and services are all non-refundable.
11. Health Certificates: Transporting an animal across state lines requires a health certificate and examination within 10 days of the animal's arrival to the destination state. Each country (and state in the U.S.) has specific health requirements. For travel outside the Continental U.S., contact the VTF well in advance for these requirements (if you have computer access, please refer to www.aphis.usda.gov).
12. Breeding: IAW AR 40-905 "Veterinary Services will not be provided in support of any commercial operation raising animals (pets or livestock) for profit." **Breeding animals on the installation is prohibited.** We reserve the right to refuse service to your animal(s) if involved in breeding, regardless of on or off post status.
13. Failure to comply with the above policies may result in loss of privileges and possibly on-post housing.
14. POC for this policy is the undersigned at (785 239-2737).

//Original Signed//
AMANDA J. MCGUIRE
CPT, VC
Chief, Veterinary Services
Fort Riley Branch

I, _____ (printed name) have read, understand, and agree to comply with the above information and policies of the Fort Riley Veterinary Services.

Signature

Date