



AUSTRALIAN ARMY
Headquarters Forces Command

Victoria Barracks, PADDINGTON NSW 2021

HQFORCOMD/OUT/2014/X4555640

See distribution

COMD FORCOMD DIRECTIVE 114/14

FORCOMD ASSISTANCE DOGS

References:

- A. DI(A) PERS 33-1 *Support to Wounded, injured and Ill members* of 16 Oct 13
- B. COMD FORCOMD Directive 11/14 *Framework and process for management of wounded, injured or ill personnel in FORCOMD*
- C. Commonwealth *Disability and Discrimination Act 1992* – Sect 9
- D. NSW *Companion Animals Act 1998*
- E. QLD *Guide, Hearing and Assistance Dogs Act 2009*
- F. ACT *Domestic Animals Act 2000*
- G. NT *Anti Discrimination Act 1992*
- H. SA *Dog and Cat Management Act 1995*
- I. TAS *Guide Dogs and Hearing Dogs Act 1967*
- J. VIC *Domestic Animals Act 1994*
- K. WA *Dog Act 1976*
- L. HLTHMAN Vol 24 Part 6 Ch 3 *Veterinary products*
- M. LWP – CA (ENGRS) 2-5-1 *Explosive Detection Dogs*
- N. SUPMAN 4 (Ed 7) Ch 4 *Forage scales of issue*
- O. Australian Army Block Scale 03/01 Issue Number 7 *Dog Handling Equipment* dated 16 July 2013
- P. HD 604 *Use and disclosure of health information by Defence health personnel*

BACKGROUND

1. Effective and high quality support and management of our Wounded, Injured and Ill (WII) is essential to ensure FORCOMD personnel are returned to duty through recovery and rehabilitation, or successfully transitioned from the Army. Due to the diverse nature of individual members' healthcare and welfare support needs, WII management involves a broad range of services, support agencies, and programs.

2. A relatively new field of support available within FORCOMD to assist the recovery of our personnel is the provision of an assistance dog. FORCOMD Assistance Dog (FAD) is the term designated for a service dog that is individually trained to provide specialised assistance to a FORCOMD individual in accordance with State or Territory legislation, and has approval to access military bases.

AIM

3. The aim of this directive is to outline the policies and procedures for use of a FAD within FORCOMD establishments.

FRAMEWORK

4. The key principle of the WII framework is that unit commanders retain command, control and administration of their WII personnel at all times. FORCOMD members who are allocated a FAD are to be managed under the WII framework IAW References A and B. The use of an assistance dog is legislated under Reference C, and under individual State and Territory Acts listed at References D to K.

Definitions

5. Definitions which apply to this Directive are in Annex A.

Roles and responsibilities

6. In addition to the personnel and agencies that support WII members (outlined in Reference B), there are a number of specific responsibilities regarding the allocation of FAD to individuals or to staff members or an SRC. Roles and responsibilities which apply to this Directive are outlined in Annex B.

USE OF FAD

7. **Authority to use.** For the purpose of this Directive, a FAD is the HQ FORCOMD term designated for an assistance dog assigned by an authorised provider to a FORCOMD individual. FAD can only be allocated to a member undergoing rehabilitation, or to a staff member of an SRC. FORCOMD units and other organisations are not authorised to use or hold a FAD.

8. **Candidates for FAD.** Members who are eligible for the allocation of a FAD are MEC J32, J43, J44, J51 or J52, receiving treatment for long term and complex mental health concerns.

9. **Assistance dog providers.** Several agencies provide assistance dogs to individuals, and it is essential that dogs are trained to meet the individuals' needs. Assistance dog providers and trainers are required to be accredited, and applicants are to ensure they meet respective State requirements.

10. **FAD standards.** FAD must have advanced obedience training, and public access training. Annex A lists the different types of dogs used in rehabilitation and healthcare. The key difference between an assistance dog, a companion dog, and a therapy dog, is that assistance dogs can reduce debilitating symptoms of some psychological health concerns and can provide a number of benefits to their owner. Some of the benefits of FAD are outlined in Annex C.

11. **Legislative requirements.** FAD are required to meet respective State and Territory legislation requirements including registration, vaccination, certification and any additional tests, such as the QLD Public Access Test (PAT), prior to gaining approval for base access. Noting the varying requirements across States and Territories, as a minimum FAD should be trained to meet the standards outlined in Annex D.

FAD APPLICATION PROCESS

12. FORCOMD members who wish to gain approval for a FAD to access military bases and units are required to apply through their chain of command.

13. Unit COs are to conduct an Individual Welfare Board (IWB) for the member as the mechanism to liaise with the respective rehabilitation specialists and discuss allocation of a FAD. The intent for the allocation of a FAD to FORCOMD members is to assist in their recovery. Once the member is upgraded, the FAD will no longer require access to military bases. The member's requirement for the FAD, is to be reviewed at each IWB and identified in the member's Individual Welfare Plan (IWP), and communicated to the member.

14. **Individual application.** Once identified and supported by member's unit, the application is to be coordinated through respective Fmn/TC Health and Wellbeing Officer (HWO). The application form for FAD is attached at Annex E. An application checklist is also provided at Annex F. The FAD application process for individuals is outlined in Annex G. The process for FAD base access approval is:

- a. Individual confirms their intent to apply for FAD to the chain of command
- b. Healthcare professional provides support for the application
- c. Individual's chain of command conducts an assessment of the workplace, holds an IWB, and if suitable recommends application
- d. The application is passed to the Fmn/TC HWO who is to coordinate:
 - (1) Recommendation from the unit CO of any Military Working Dogs (MWD) or Explosive Detection Dogs (EDD) located on base
 - (2) Recommendation from the DSRG Base Support Manager (BSM) for FAD base access.
 - (3) Presentation of the FAD application to the SADFO (or their delegate) for approval
 - (4) Tracking and archiving of approved FAD applications.

15. **SRC application.** A staff member of an SRC may volunteer to be allocated a FAD for use with WII individuals attached to the SRC. The application process for staff of an SRC is:

- a. OIC SRC confirms intent for an SRC staff member to apply for a FAD to the chain of command. A staff member of the SRC must be identified to be the primary carer of the FAD, and a care plan is to be developed if any of the responsibilities for caring for the FAD will be shared with other SRC staff. The OIC SRC is responsible for detailing any restricted areas to the FAD, and drafting a workplace agreement for the SRC staff member, which is to be forwarded with the application. A template for the workplace agreement is provided in Annex H.
- b. There is no requirement for HC professional supporting comments, or an IWB
- c. The application is passed to the Fmn/TC HWO who is to coordinate:
 - (1) Recommendation from the local unit CO of any MWD or EDD located on base
 - (2) Recommendation from the local DSRG BSM for FAD base access
 - (3) Presentation of the FAD application to the SADFO, or their delegate, for approval

(4) Tracking and archiving of approved FAD applications.

16. **Registration.** FAD are required to be certified and registered in accordance with the local, State or Territory regulations. Proof of this registration is to be provided with the base application. Initial registration fees may be covered by the assistance dog provider, or may be free under State or Territory legislation; however, personnel assigned FAD are responsible for coordinating and maintaining any ongoing registration requirements.

17. **Vaccination.** FAD are required to be vaccinated prior to gaining base access, including C5, heartworm, flea and tick treatments. Information pertaining to vaccination and veterinary products is outlined in Reference L. The assistance dog provider may initially coordinate this prior to handover; however, personnel assigned FAD remain responsible for ensuring vaccinations are up to date. Assistance dog providers may have an ongoing sponsorship arrangement with a veterinary service for vaccinations. If available, ADF veterinary services may be used to support FAD allocated to SRC staff. All FAD with base access must have proof of current vaccinations.

FAD ADMINISTRATIVE REQUIREMENTS

18. **Access to military areas.** Although FAD will be approved to access military bases, a number of areas will remain restricted. These areas are to be detailed in the individual's workplace acknowledgement, and depending on State or Territory regulations, and military base activities, may include areas such as:

- a. MWD or EDD areas
- b. Safety Critical Areas
- c. food preparation areas
- d. health facilities including:
 - (1) an in-patient ward
 - (2) a procedure room
 - (3) areas where standards of hygiene are maintained at a significantly high level for the purpose of preventing infection or spread of disease.

19. **Command considerations.** Once an individual is identified as a FAD applicant, the member's CO is required to conduct an assessment on their suitability. The CO is the approving authority for access of FAD to their unit work areas. The CO is to consider common access areas within their garrison. Given the provision of FAD is a relatively new concept, the CO is to be proactive in liaising with other units and agencies within the garrison. Part of the application for base access is the CO's recommendation and statement regarding the suitability of the work place and any areas to for the FAD to be restricted or prohibited from entering. These considerations are to also to include the member's working arrangements and living circumstances, compliance with their rehab plan, suitability for a dog in their work environment, and any other cultural or personal sensitivity. Any limitations are to be detailed in the individual's workplace agreement at Annex H.

20. **Suitability of accommodation.** Prior to submitting a FAD application, the member and their chain of command should seek advice from the FAD provider as to the suitability of the member's living accommodation. In some circumstances, live-in accommodation on-base

and some types of rental accommodation may not be suitable for a FAD, and could potentially reduce the effectiveness of the FAD in the member's recovery.

21. **Health of FAD.** Personnel allocated a FAD are to read Reference M, Chapter 11 – *Infectious and contagious diseases*, which provides information regarding symptoms and treatment of common dog diseases. If personnel allocated a FAD have concerns relating to the health of their dog, advice is to be sought from their local veterinarian provider.

22. **Funding.** Currently there is no policy relating specifically to support of FAD. Fmn/TC should apply the intent of IAW References N and O to ensure that members assigned a FAD are supported effectively. Funding is also available for FAD from existing SRC allocations.

23. **Pet insurance.** Emergency treatment for dogs can be costly and individuals assigned a FAD should consider pet insurance options to cover their FAD in case of emergency, particularly where members retain ownership of the FAD post rehabilitation. For FAD assigned to SRC staff Pet Insurance may be provided through SRC funding.

24. **Kennelling.** Personnel allocated FAD remain responsible for the care of their dog during their absences. In the event that an alternate carer cannot be identified, individuals assigned FAD will be responsible for any expenses associated with kennelling of their FAD. SRC staff assigned a FAD are to seek assistance within the staff of the SRC to care for the dogs during any absence. Alternate kennelling may be provided using SRC funds if required. At no time is a FAD to be kennelled with MWD or EDD.

25. **Mistreatment.** The responsibility for ethical handling and treatment of the FAD rests with the member. Mistreatment of FAD is considered a serious offence, and all instances of animal cruelty or abuse are to be immediately reported to the chain of command and/or the assistance dog provider. Animal cruelty, including neglect or abandonment, are to be reported via phone or online form to the RSPCA Inspectorate team in the respective State or Territory. If any form mistreatment is confirmed, the FAD may be removed from the member at the discretion of the member's CO.

26. **Off base military activities.** Military activities occurring off base may not be appropriate in terms of duty of care for the FAD or to other individuals. There may also be concerns related to permits or access for dogs. FAD are not permitted to attend external base military activities without prior approval of the CO.

27. **Dog bites.** Bites or injuries sustained from a FAD are to be raised to the chain of command and actioned on *Sentinal* as a WHS injury.

28. **Ownership of FAD.** Members should anticipate that the assistance dog provider will provide FAD on the agreement that the member will retain ownership after MEC upgrade or transition from the ADF. This arrangement must be formally discussed between the member and the assistance dog provider prior to accepting the FAD, and included in the FAD application. Decisions to return a FAD to the provider must only occur following consultation with the member, the member's chain of command, and the assistance dog provider.

29. **Death of FAD.** If a FAD dies the individual assigned is to notify their chain of command and the assistance dog provider in writing, and provide the circumstances of the death. Disposal of the dog is to be in accordance with local legal and veterinary regulations. In the event that a member's FAD is severely injured or ill and requires to be put-down, written advice must be provided by the treating veterinarian, and the disposal is to comply with any terms and conditions outlined by the assistance dog provider.

30. **Ongoing training requirements.** Periods of training between the owner and the FAD are likely to be required during the initial allocation and for ongoing development. These training serials will be determined by the assistance dog provider. Personnel allocated a FAD are to meet all ongoing training requirements in accordance with terms and conditions outlined by the assistance dog provider.

31. **Training activities.** FAD are not permitted to attend Field Training Activities or to attend Military Training Ranges. FAD are not permitted to accompany their owners on any military courses.

32. **Certificate of disability.** Some States or Territories may require the member to provide a certificate of disability in order to be allocated an assistance dog. If required, the member's treating health professional should be consulted.

33. **Release of personal health information.** Release of personal health information is to be in accordance with Reference P. If an individual's health information is to be disclosed, the member must be given the opportunity to make an informed choice, and must provide consent in writing by completing Webform PM 615 – *Consent for the release of health information*.

34. **Reporting.** Fmn/TC HWO are responsible for the recording and tracking of FAD applications, archiving approved applications, and planning reviews and renewals of ongoing FAD allocations. Initially, FAD applications will be paper based coordinated through Fmn/TC HWO. Following the rollout of the WII SharePoint management tool, all FAD details are to be recorded in SharePoint.

35. **Potential administrative difficulties.** The provision of FAD is a relatively new initiative in Army. As such, unforeseen administrative difficulties may arise. Commanders and staff are to be proactive in resolving such issues at the garrison level. The pillars of the WII framework in Reference B provide guidance. Following resolution of any administrative difficulties, the outcomes should be forwarded to HQ FORCOMD Health and Wellbeing.

CONCLUSION

36. The use of FAD is an additional support option available to assist FORCOMD WII members in their recovery and rehabilitation. The use of FAD will require a flexible approach by commanders and close liaison with supporting units and other garrison organisations to ensure that the benefit to the supported member's recovery is maximised.



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16 Oct 14

Annexes:

- A. Definitions
- B. Roles and responsibilities for use of FAD
- C. Benefits of FAD
- D. Training standards for FAD

- E. FAD application form
- F. FAD application checklist
- G. FAD application process
- H. FAD handler acknowledgement template

Distribution

COMD 2 Div
COMD 1 Bde
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COMDT RMC-A
COMDT AKG

Internal:

COFS
G1
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For information:

DGPERS-A
COMD 1 Div
DSRG
JHC

DEFINITIONS

1. **Assistance dogs.** The Disability and Discrimination Act 1992 – Sect 9 outlines the requirements for an assistance dog, and this is further defined under State and Territory Acts. There may be some variation between State and Territory respective laws and these regulations are to be considered when applying for an assistance dog. For the purpose of this Directive, the types of dogs are defined as follows:
 - a. **Service dogs:**
 - (1) **Guide dogs.** Guide dogs take directional commands and find an appropriate path of travel. They indicate changes in elevation – even allowing for the handler to avoid obstacles at head-height – avoid oncoming traffic, navigate around obstacles and locate objects on command. The handler makes most of the decisions for the team, but guide dogs are carefully conditioned to refuse the Forward command under certain circumstances where it would be unsafe to proceed.
 - (2) **Hearing dogs.** Hearing dogs are trained to alert their handler to specific sounds, primarily in the home setting. Some hearing dogs are trained to work outside the home, alerting their handler to specific sounds in public settings and vehicles. Instead of barking, hearing dogs get the attention of their handler by touch – either a nose-nudge or pawing – then the dog leads the handler to the source of the specific sounds. Some trainers may teach the dog to lie down next to the handler to indicate a smoke alarm, after alerting the handler to the sound with a touch.
 - (3) **Assistance dogs.** An assistance dog supports people with a disability other than vision or hearing impairment. Some assistance dogs have mastered more than 50 tasks to assist their handler. A number of the performed tasks may also prove useful to individuals with hidden disabilities such as psychiatric disorder and potentially life-threatening medical problems or conditions which cause chronic pain.
 - b. **FORCOMD Assistance Dog (FAD).** A FORCOMD Assistance Dog is the HQ FORCOMD term designated for an assistance dog allocated by an authorised provider to a FORCOMD individual, which is approved to access a military base in support of that member.
 - c. **Therapy dogs.** A therapy or emotional support dog is a support dog for a person with health challenges and may work with that person to provide emotional comfort and promote a positive state of mind. These dogs may or may not have been task-trained, and generally support the person at home. Therapy or emotional support dogs are not classified as assistance dogs.
2. **Assistance dog provider.** Any agency approved under State or Territory law to train, test and provide assistance dogs is approved as a FAD provider. It must be noted that State and Territory legislation requirements may differ in order to be recognised as a trainer or training organisation, for example QLD trainers and institutions who want to certify assistance dogs must be approved under the QLD Guide, hearing and assistance dog Act 2009. FAD are to meet all State or Territory legislative requirements.

3. **Certificate of disability.** A certificate of disability is a document stating that an individual has a disability. This may be required under some State or Territory legislation for the individual to be issued an identity card to support access of their assistance dog to public areas, and it also distinguishes a certified assistance dog from a pet or companion dog. It must be signed by a registered health practitioner, medical practitioner, occupational therapist, physiotherapist or speech therapist.
4. **Individual Welfare Plan (IWP).** The IWP is a written record of the decisions, outcomes and recommendations from an IWB. It outlines the agreed and intended course of action to manage the WII member's injury/illness, rehabilitation, wellbeing and welfare support. If an individual is allocated a FAD the IWP is to include the relevant information.
5. **Informed Choice.** An individual is to be provided with adequate information for them to make a decision on whether to consent to the release of their personal or sensitive health information. In order for an individual to make a decision based on informed choice, they are to be informed of the intended use of the medical and health-related information, the impact the information has on their health, well-being and welfare support plans and the consequences and/or possible effects should the medical and health-related information be not made available. This ensures the individual takes all the above information into consideration prior to deciding if consent will be provided.
6. **Public Access Test (PAT).** QLD legislation requires an assistance dog to conduct a PAT to assess that the dog is safe and effective in a public place or a public passenger vehicle, and able to be controlled by the handler. The PAT indicates the minimum standard that a dog must achieve to be considered safe and effective, and the PAT can only be conducted by an approved individual or training institution approved under the QLD Guide, hearing and assistance dog Act 2009.

ROLES AND RESPONSIBILITIES FOR USE OF FORCOMD ASSISTANCE DOG

Overall Coordination and Management

1. Commanders remain responsible for the overall health, wellbeing and welfare of all members under their command, are to retain command and control of their WII members at all times, and provide ongoing administrative support. Commanding Officers play a significant role in identifying and supporting individuals suitable for allocation of FAD, as well as ensuring comprehensive assessment of workplace suitability for the use of FAD. The allocation of a FAD to an individual is to be reviewed at their IWB.

Senior ADF Officer (SADFO)

2. Base SADFO, or their delegate, are the approving authority for FAD allocated to individuals, or staff of SRCs, to gain access to FORCOMD bases and units. SADFO are responsible for ensuring respective organisations, including DSRG and RAE units (if applicable) support the application. In the event that the base SADFO is RAN or RAAF, the application is to be raised through the Senior Army Officer on base.

Health Professional Support

3. Health Professional in support of the allocation of a FAD to an individual is critical to providing advice to their chain of command. FORCOMD members who wish to utilise FAD on base must have written support from their treating Health Professional.

Defence Support and Reform Group (DSRG)

4. The DSRG Base Support Manager (BSM) on each base is accountable for the coordination and administration of base wide plans including Security, WHS and Base Support Agreements. Allocation of FAD to an individual or staff of an SRC must gain support of the respective DSRG BSM to ensure the assistance dogs are appropriately registered and vaccinated.

Military Dog Commanders

5. Local unit Commanders who are responsible for the management of Military Working Dogs (MWD) and Explosive Detection Dogs (EDD) are to recommend applications for FAD. Management, housing, training and access to MWD and EDD require special considerations, and the access of non-military dogs within the same base requires close consultation with the military dog unit Commander. Where applicable, persons requesting allocation of a FAD to a base that utilises MWD or EDD must gain support from the unit Commanding Officer; this also includes bases with RAAF working dogs. MWD and EDD working dog unit Commanders are to designate any areas restricted to FAD and note this on the application for and member's workplace acknowledgement form.

Welfare Support

6. **Formation/ Training Centre (Fmn/TC) Wellbeing Officers.** Unit Welfare Officers (UWO), and Fmn/TC Health and Wellbeing Officers/Warrant Officers (HWO/HWWO) are responsible for advising the chain of command and supporting individuals who wish to be allocated FAD. Fmn/TC HWO are the conduit between organisations required to support FAD applications for base entry, and are to maintain regular consultation with key contacts.

Fmn/TC HWO are to record details of all personnel allocated FAD and provide statistics to HQ FORCOMD G1 Branch on request.

7. **Army – Support to wounded, Injured and Ill Program (A-SWIIP).** A-SWIIP is still developing overarching Defence assistance dog policy and will liaise with RAN, RAAF and DSRG organisations.

8. **HQ FORCOMD.** The HQ FORCOMD G1 Personnel Branch, WII Section is responsible for the development and provision of this Directive and provision of any further guidance on the use of FAD within FORCOMD units.

BENEFITS OF FORCOMD ASSISTANCE DOGS (FAD)

1. FAD can provide support their handlers in a number of ways including:
 - a. Provide a buffer or a shield for the handler in crowded areas by creating a physical boundary
 - b. Extinguish flashbacks or assist in coping with emotional overload by bringing handler into the “here and now”
 - c. Stand behind handler to increase feelings of safety, reduce hyper-vigilance, and decrease the likelihood of the handler being startled by another person coming up behind them
 - d. Conducting an environment search
 - e. Wake handler to alarm, or wake handler from nightmares
 - f. Turn on/off lights
 - g. Help balance unsteady handler/provide physical support for balance
 - h. Remind/alert handler to take medication
 - i. Interrupt obsessive behaviours
 - j. Alert handler to change in mental state (i.e. panic attack, anxiety attack, manic episode, etc).
2. The success of an assistance dog also extends beyond the immediate tasks provided by the dog, through the development of the human-canine relationship to provide:
 - a. Provide relief from feelings of isolation
 - b. Increase sense of wellbeing, or increase sense of security
 - c. Give a sense of purpose for living
 - d. Increase self-efficacy and self-esteem
 - e. Provide a safe and secure relationship in which one can give and receive love and affection without the possibility of rejection
 - f. Provide dependable and predictable love, affection and nonjudgmental companionship
 - g. Provide motivation to exercise
 - h. Facilitate social interactions.

TRAINING STANDARDS FOR FORCOMD ASSISTANCE DOGS (FAD)

1. Training standards for FAD will be determined by the assistance dog provider in order to ensure the dogs meet State and Territory legislation. Some States and Territories require providers to be legislated under respective Acts, and assistance dogs may be required to pass public access testing to be certified. Proof of the FAD achieving these levels is required to be submitted with the application to gain military base access. As a minimum FAD should be able to conduct the following:
 - a. The dog must be completely at ease around all people, including men, women and children and in a wide variety of environments
 - b. The dog must be in good health and fully vaccinated to a minimum of Canine 5 (C5) level and parasite free. A veterinarian certificate must be available confirming these requirements.
 - c. The dog must show no unreasonable levels of aggression to any other dog whilst under the control of the handler/recipient.
 - d. The dog must promptly respond to the handler/recipient's call to sit, drop, stay, and come when off-lead.
 - e. The dog must be able to walk alongside the handler/recipient's in a controlled manner, on a variety of different surfaces, in public places such as parks, shopping malls, shop-scapes, and not show extreme discomfort or distress.
 - f. Dog must be at ease and remain under control of the handler/recipient in a heavy pedestrian traffic scenario such as a train station, airport, and shopping centre.
 - g. Dog must be at ease in a private motor vehicle and public transport.
 - h. The dog must demonstrate minimal reaction and/or a prompt recovery to loud noises and sudden movements.
 - i. The dog must not urinate or defecate inappropriately in public places.

**ANNEX E TO
COMD FORCOMD DIRECTIVE 114/14
OCT 14**

FORCOMD ASSISTANCE DOG APPLICATION FORM

Applicant's Details				
PMKeys	Rank	Initials	Surname	Unit
MEC Status		Contact details		
Assistance dog provider			Agency POC Name	Agency POC Ph Number
Ownership of the dog following rehabilitation: to be retained by the member <input type="checkbox"/>				
to be returned to the provider <input type="checkbox"/>				
Comments: 				
Signature	Date		Applicant's Contact Details	
Health Facility				
PM101 Attached	Y	N		
Supporting Report Attached	Y	N		
Health Professional Comments (NO MEDICAL IN CONFIDENCE DETAILS): 				
Application is:	Recommended		Not Recommended	
Signature	Printed Name		Rank	Date
Commanding Officer Recommendation				
Member aware of commitments	Yes	No	Comments:	
Workplace suitable	Yes	No	Comments:	
Are any work areas restricted access to FAD	Yes	No	Comments:	
Comments: 				
Application is:	Recommended		Not Recommended	
Signature	Printed Name		Rank	Date

Military Working Dog/ Explosive Detection Dog Commanding Officer Recommendation			
Are any work areas restricted access to FAD	Yes	No	Comments:
Comments:			
Application is:	Recommended		Not Recommended
Signature	Printed Name		Rank Date
Base Support Manager			
Proof of Breed attached	Yes	No	Comments:
Proof of Sex attached	Yes	No	Comments:
Proof of Training attached	Yes	No	Comments:
Proof of Registration as Assistance Dog attached	Yes	No	Comments:
Proof of Vaccinations	Yes	No	Comments:
Application Entered into Register	Yes	No	Reference Number:
Comments:			
Application is:	Recommended		Not Recommended
Signature	Printed Name		Rank Date
Base Senior ADF Officer			
Application is:	Approved	Not Approved	Renewal Date (12 months):
Signature	Printed Name		Rank Date
Distribution: Original to FMN/ TC Health Wellbeing Officer. Copy to local DSRG, Members Unit, and Member. File ref - X4614643			

FORCOMD ASSISTANCE DOG APPLICATION CHECKLIST

Applicant's Details

Family name:	Given Names:
PMKeys Number:	Unit:

Does the assistance dog provider meet State/ Territory laws and training regulations?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Are registration and dog training certification attached?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Is evidence of dog's current vaccinations attached?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Medical Officer/ Health Professional recommendation:

Is supporting recommendation from a health professional attached?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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Applicant's Commanding Officer recommendation:

Has a risk assessment for FAD within the workplace completed?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Are restricted areas identified?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Is the FAD workplace agreement with member completed and attached?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Has an IWB regarding allocation of FAD been completed?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

CO MWD or EDD (if applicable) recommendation:

Application supported and FAD details recorded?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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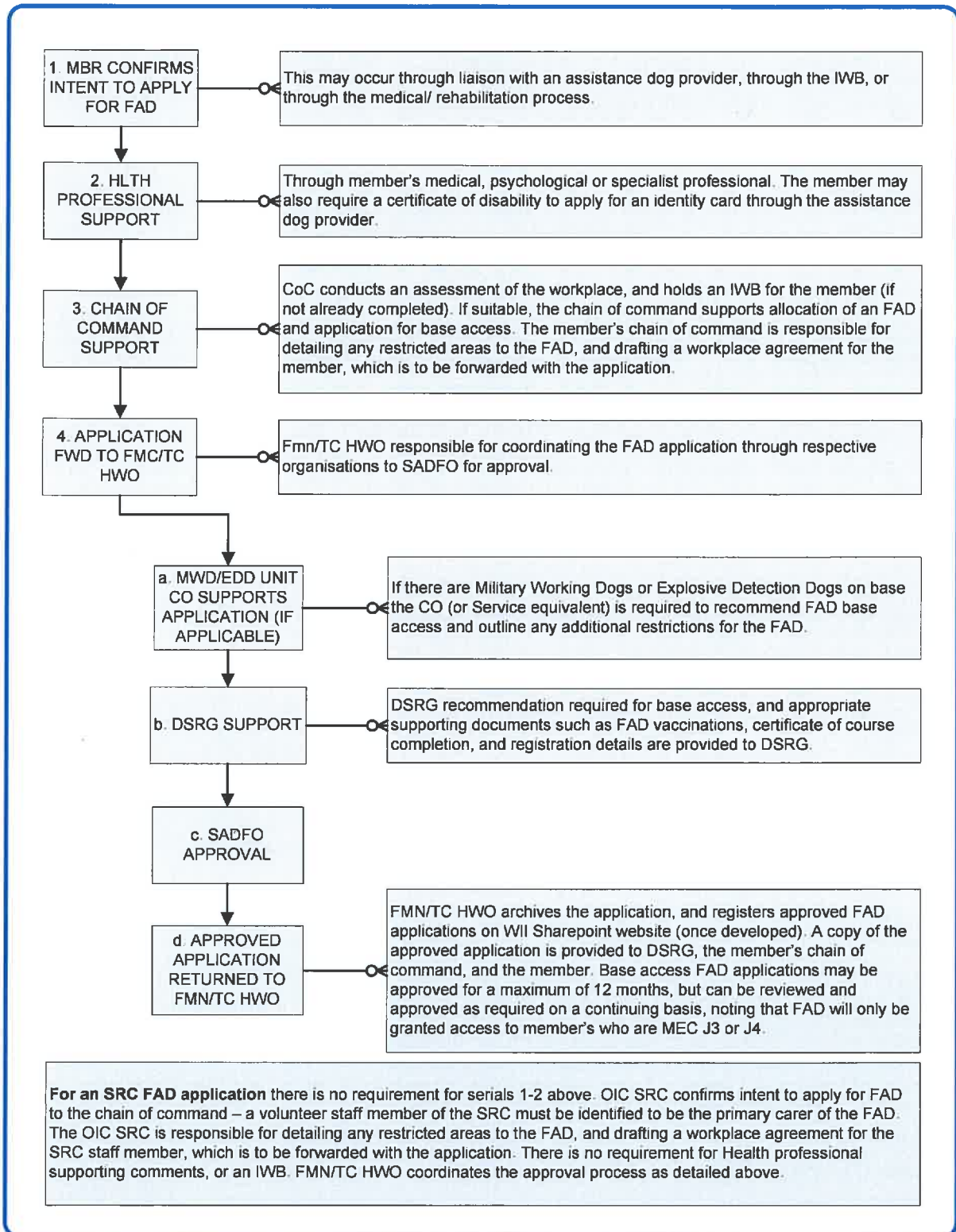
DSRG recommendation:

Application supported and FAD details recorded?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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FMN/TC HWO

Following SADFO approval, have details of FAD been loaded onto WII Sharepoint website?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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FORCOMD ASSISTANCE DOG APPLICATION PROCESS



FORCOMD ASSISTANCE DOG - HANDLER ACKNOWLEDGEMENT TEMPLATE

To: SADFO (*Insert Base Name*)

I,
(PMKeys) (Rank) (Name in Full) (Unit)

Hereby acknowledge that:

1. I have read and understood COMD FORCOMD Directive 114/14 – *FORCOMD Assistance Dogs* and I am fully aware of my responsibilities regarding use of a FORCOMD Assistance Dog.
2. I agree to any terms and conditions outlined by the assistance dog provider regarding care and training for the FAD.
3. As a result of gaining approval for my assistance dog to access a military base I am accountable for the control and management of the dog at all times.
4. I understand that base access for my assistance dog may be removed at any time as directed by the SADFO, based on advice from DSRG and my chain of command.
5. I acknowledge that my assistance dog will no longer require base access if I am MEC upgraded to MEC J1 or J2.
6. I acknowledge that the following areas are restricted, and are not accessible by my assistance dog:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
7. I agree to notify my chain of command should my circumstances change regarding my assistance dog.

.....
(Signature of member) (Commanding Officer signature)

.....
(Name of member in full) (Name of Commanding Officer)

Date: Date:

Original of this form is to be forwarded with application to respective SADFO for approval. Copy to be provided to member, unit, and Fmn/TC HWO.