

CHAPTER 16 – PROVISIONING AND ACCOUNTING FOR MILITARY WORKING DOGS

GENERAL

1601. This Chapter provides tri-Service policy for Military Working Dogs (MWDs).

1602. **Responsibilities.** The following have associated responsibilities for MWD ration i.e. dog food supply and accounting:

- a. Army HQ. Head Of Capability Combat Service Support (HoC CSS) is Defence Lead for all MWD capability and is responsible for ensuring the rations selected meet the nutritional and welfare needs of MWD within the UK and overseas. Army HQ HoC CSS sponsors the technical aspects of this chapter to the Defence Catering Manual.
- b. The Defence Animal Training Regiment (DATR) at Melton Mowbray provides ~~some~~ MWD and personnel training for all MWD agencies.
- c. The RAF Specialisation Sponsor, SO3 FP Plans, is based at RAF Honnington and is responsible for all matters relating to RAF MWD.
- d. The Ministry of Defence Police Force Dog Officers (FDOs) are based at MDP HQ Wethersfield and are responsible for all matters relating to MDP MWD.
- e. The following are responsible for the audit of MWD ration accounts on behalf of HoC CSS. They are to ensure that documentation reference MWD ration accounts are being completed in accordance with this JSP:
 - (1) Veterinary Services Training and Advisory Team (VSTAT).
 - (2) Provost Marshall (RAF)'s Dog Inspectorate (PMDI) based at RAF Honnington.
 - (3) MDP – FDOs.

1603. **Entitlement to Dog Food.** The following categories of dog are entitled to rations:

- a. Service dogs and dogs held on approval pending acceptance to service, which are held at DATR.
- b. Privately owned dogs used in support of military operations or exercises, e.g. Search and Rescue, subsequent to authority from HoC CSS.
- c. Approved canine Regimental Mascots (as sanctioned by PS12).
- d. Service dogs on official home trials prior to live cast are entitled to be rationed for the duration of the home trial.

1604. **Daily Ration Scale for Food.**

- a. There is huge variation over the amount of food any individual MWD will require each day. Factors which cause this variation include breed, weight, work rate and environmental factors. An outline guidance range is provided at table 16.1. Within these guidelines, handlers must be empowered to increase or decrease their MWD's daily food allowance in accordance with weekly weigh-ins and current levels of work. A percentage of dogs will require daily amounts of food outside of these guidelines. In these cases, a Veterinary Officer's Certificate (Annex A) must be provided to authorise the demand and

daily feeding outside of the guideline range. If there are any doubts about the amount to feed a MWD the advice of a Veterinary Officer must be sought.

Table 16.1

Dog Type		Amount (g) Daily
Small Dogs	< 20 kg	150 – 500 g
Medium Dogs	20 – 30 kg	200 – 700 g
Large Dogs	> 30 kg	350 – 850 g

b. MWDs will be provisioned from a range of products listed on MJDI as detailed in Table 16.2 below:

Table 16.2

	NATO Stock Number	Type
a.	8710 99 602 0476	Large Dog
b.	8710 99 277 2759	Medium Dog
c.	8710 99 413 2309	Performance
d.	8710 99 732 4794	Intestinal
e.	8710 99 480 9201	Dermatosis
f.	8710 99 498 9954	Canned

The majority of MWD will be fed exclusively on dry dog food. However, some MWDs may require a proportion of their feed to be canned dog food. **Canned dog food can only be demanded by a unit upon receipt of a Veterinary Officer’s Certificate, detailing the reason and daily amount required.** The Veterinary Officer will state on the certificate when the authority to demand tinned dog food is to be reviewed, with the time period not to exceed 1 year. Canned dog food will **not** be supplied to operational theatres. If canned food is required in an operational theatre, a Veterinary Officer’s Certificate (Annex A) should be raised and the canned dog food can then be sourced locally. In the event that local purchase is unavailable the Veterinary Officer’s Certificate, complete with details of the diet, should be presented to the Caterer to provide a suitable substitute of cooked rations. The Veterinary Officer’s Certificate is to be retained as the authority to provide these rations.

c. Additionally, some MWDs may require the long-term use of specialised prescription diets. A Veterinary Officer’s Certificate is required, stating the reason, details of the prescription diet and daily amount required. The Veterinary Officer’s Certificate will state when the authority to feed a specialised prescription diet is to be reviewed, the time period not exceeding 1 year. The certificate provides the authority for the diet to be locally purchased from a civilian veterinary surgeon. The costs of the prescription diet are set against RAC Code: PAA 002; Local Project Code: [S900574300](#).

d. Periodically the Veterinary Officer may need to authorise a short term (< 1 week duration) change in diet for a MWD. If the variation is for chicken and rice diet, the Veterinary Officer’s Certificate is to be completed, as detailed above, and the diet is to be produced by the Caterer. A miscellaneous bill is to be raised by the IP and added to the Crown Ration Account for repayment.

1605. **Dog Food Supply.** The basic MWD diet is to be demanded through MJDI. The food supply procedures detailed in Chapter 4 regarding receipt of deliveries, quality standards and accounting arrangements are to be adhered to at all times. The Unit QM Dept (or equivalent) is responsible for the supply and issue of all dog food for entitled MWDs. MWD holding units are responsible for demanding, controlling and accounting for dog food for entitled MWDs through a nominated unit Dog Food Account holder.

1606. **Demands for MWD Food.** Unit Dog Food Account holder must submit a demand for the full requirement of dog food items required (including special diets) to the Unit QM Dept (or

equivalent) on a weekly basis using the basic indent form at Annex F. Special dietary requirements must be accompanied by a Veterinary Officer's Certificate.

1607. Issues for Dog Food. The unit Dog Food Account holder will collect the dog food and sign and retain the duplicated indent, Annex F, as confirmation of issue for the Dog Food account the other copy being held by the Unit QM department. In accordance with Defence Food Quality Standards MWD rations must have a minimum shelf life of 3 months at the time of issue to the unit.

1608. MWD Dog Food Accounting and Audit. The unit Dog Food Account Holder under the supervision of the Unit's QM Dept or equivalent, is responsible for completion of the Dog Food Demand Proforma at Annex B to calculate the total monthly requirement for MWD rations, and for completion of the Account of Dog Food Consumption (Annex C) at the end of the month and reconciling it against the signed copy of the indent issued with the dog food. Any excess dog food should be carried forward to the following month and deducted from the requirement for that month. Any deficits must be reported to the unit CoC and investigated appropriately. All paperwork must be retained at unit level for audit purposes; internal audit of the MWD dog food account should be conducted regularly by the unit CoC in accordance with local SOPs, external audit will be conducted as detailed in para 1602e.

1609. Privately Owned Dogs Employed on SARDA Duties. Members of the RAF Mountain Rescue Team (MRT), whose privately owned dogs are registered with and hold a registration certificate with the Search and Rescue Dog Association (SARDA) may be fed at public expense when employed on official SARDA and MRT training or operations. The number of dogs is not to exceed 5 ordinarily. Issues of these rations are to be accounted for in accordance with the instructions above. The Certificate at Annex D is to be completed for all SARDA dogs employed on MRT SAR duties and retained with the ration account.

1610. Dogs on Approval. Dogs on approval for acceptance into service are entitled to be fed at public expense. They are to be provided dog food in line with this JSP and accounted for in accordance with Annex E.

1611. Defence Animal Training Regiment (DATR). Due to the numbers of dogs in training, the DATR will utilise Annex E, rather than Annexes B & C detailed above.

1612. Packing and Storage of Dog Food. Dog food should be segregated from foodstuffs liable to cross-contamination, odour and possible bacterial spoilage. Ideally, dog food should be stored in a separate location to a main food store. Further guidance on the correct storage of dog food is provided in the "Code of Practice for the Welfare of MWD", JSP 950 Vol 12, Leaflet 6-1-1, Annex A refers.

1613. Regimental Mascots. Regimental Mascots are those sanctioned by PS12 and are entitled to be fed at public expense. The point of contact is the Secretary of the Army Honours and Distinctions Committee. Canine Regimental Mascots are to be rationed in line with this JSP. Where they may require a specialist diet due to their breed, the Veterinary Officer VSTAT must be consulted.

1614 – 1699. Reserved.

CHAPTER 16 ANNEX A – VETERINARY OFFICERS CERTIFICATE - EXTRA/SPECIAL RATIONS

Reference:

A. JSP 456 Pt.2 Vol 2 1604a - c.

In accordance with Reference A, this is to certify that:

MWD Name and No:

Unit:

Requires the extra/special rations detailed below for a period of days.
(Note – Maximum period that certificate can authorise is 365 days.)

Commencing on:

Requirement, Extra Ration Prescribed and Daily Quantity to be Fed:

Authorised by:

Veterinary Officer's Signature:

Name:

Rank:

Date:

Contact Details:

CHAPTER 16 Annex B – DOG FOOD DEMAND PROFORMA - MWD

Unit: _____ Month Rations Required For: _____

Number of MWD on ration strength: _____

Daily amount to be fed for each dog: _____

No of Dogs	MWD Name	Performance Diet	Maintenance Large Breed	Maintenance Medium Breed	Intestinal Formula	Dermatoid Diet	Canned Food	Other	Other	Remarks
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
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36										
37										
38										
39										
40										
Daily Diet Totals (a):										

Sponsor – HoC CSS

	Performance diet	Maintenance Large Breed	Maintenance Medium Breed	Intestinal Formula	Dermatoid Diet	Canned Food	Other	Other
a. Daily diet totals								
b. Days per month								
c. Total monthly diet required (a x b)								
d. Diet Demanded ¹								

Veterinary officer's certificates for special diets are attached.

Authorised by:

Signature:

Name:

Rank:

Date:

¹ Diet demanded may have to be rounded up to the standard issue weight for each diet.

CHAPTER 16 Annex C – ACCOUNT OF DOG FOOD CONSUMPTION - MWD

Unit:

Month Ended:

Date	Daily diet total fed (in weight) for each diet type								Remarks
	Performance Diet	Maintain Lrg Breed	Maintain Med Breed	Intestinal Formula	Dermatoid Diet	Canned Food	Other	Other	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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26									
27									
28									
29									
30									
31									
Monthly Total Used Per Diet Type (d):									

Sponsor – HoC CSS

	Performance diet	Maint Lrg Breed	Maint Med Breed	Intestinal Formula	Dermatosis Diet	Canned Food	Other	Other
a. Stock brought forward from previous month								
b. Receipts during account period								
c. Total receipts (a + b)								
d. Monthly consumption								
e. Stock balance to carry forward (c – d)								

Authorised by:

Signature:

Name:

Rank:

Date:

CHAPTER 16 Annex D - PRIVATELY OWNED DOGS ON SARDA / MRT DUTIES

Unit:

Date:

1. Rations required for (Nos)..... privately owned dog/dogs* employed on Search and Rescue duties on:.....(Date).

2. It is certified that the dog/dogs* concerned hold/s* a SARDA Registration Certificate and will be/was* employed on official SARDA or MRS training/actual operations* on the date stated above.

Signature: (OIC MRT)

Name:

Date:

For Dog Food Account Holder Use:

The number of dog rations claimed in the Dog Food Account is:

	Dog's Name	Diet Name	Daily Amount to be Fed	Total Number of Days	Total Diet Required (weight)
1					
2					
3					
4					
5					

Signature:

Name:

Date:

CHAPTER 16 Annex E – DATR DOG FOOD ACCOUNT

Part 1 – Daily Account
 Month:

Date	Voucher No		Daily Nos	Postings		Commodities Received							Commodities Issued								
	Receipt	Issue		In	Out	Perf	Maint L	Maint M	Intest	Derm	Tinned	Other	Other	Perf	Maint L	Maint M	Intest	Derm	Canned	Other	Other
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
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30																					
31																					
Totals			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Part 2 – Summary of Receipts and Issues

Commodity	Perf	Maint L	Maint M	Intest	Derm	Canned	Other	Other
Unit of Account	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg
a. Stock carry forward								
b. Receipts during period								
c. Total receipts								
d. Issues								
e. Stock to carry forward								

Part 3 – Amounts Admissible

Commodity	Perf	Maint L	Maint M	Intest	Derm	Canned	Other	Other
Unit of Account								
a. Total dog days								
b. Amounts admissible								
c. Average per dog								
d. Extra feeds								
e. Total admissible								

The issue of extra feeds shown at part 3d were authorised on the Veterinary Officers Certificates numbered EF1 to EF...

Part 4 – Reconciliation Statement

Commodity	Perf	Maint L	Maint M	Intest	Derm	Canned	Other	Other
Unit of Account	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg
a. Admissible (part 3e)								
b. Received (part 2b)								
c. Overdrawn								
Balance								
d. Under drawn								
e. Previous Balance								
f. Carry Forward Balance								

Part 5 – Any Explanatory Remarks which may be necessary:

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Part 6 – I certify that the forgoing statements represent a true and

Accurate account of the receipt and issue of dogs and dog rations

For the month of

Date:

Signature:

Appointment:

CHAPTER 16 Annex F – DOG FOOD INCIDENT FORM - MWD

Demanding Unit:		Dog Food Required by (date)	
Dog Food Demanded By:		Print Rank and Name:	
Telephone Number:		Signature	

UNIT USE					Accountant Use		
The following packs of dog food are required. – (Orders are to be requested in Kg)					Qty Received	Cost	Total Cost
Adult Maintenance Small / Med Breed	D of Q	No. of Kg	Quantity Req:				
Adult Maintenance Large Breed	D of Q	No. of Kg	Quantity Req:				
Intestinal Formula	D of Q	No. of Kg	Quantity Req:				
All Breeds Perf High Activity	D of Q	No. of Kg	Quantity Req:				
Dermatosis Response	D of Q	No. of Kg	Quantity Req:				
Overweight / Sterilised	D of Q	No. of Kg	Quantity Req:				
Overweight / Sterilised	D of Q	No. of Kg	Quantity Req:				
					TOTAL COST OF DOG FOOD		

The above items have been supplied and will be accounted for in accordance with JSP 456 Vol 2 Chapter 16. Copies of this form are to be held with the MWD Dog Food Account to back up any expenditure. The supplier invoice, in the event of local purchase, is to be attached for audit. When extra / special rations such as Chicken, Rice or Oil are required it is to be submitted on a Veterinary Form as listed in JSP 456 Chapter 16.

All items listed above have been issued to:

Signature:	Print Name:	Date:
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Items issued an accounted for by:

Signature:	Print Name:	Date:
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