



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5046

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26 July 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy 19-12, Animals in the Workplace

1. References:

- a. 29 CFR 35.136 – Service Animals.
- b. Americans with Disabilities Act of 1990, 42 USCS 12101 et seq.
- c. Army Regulation 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, 24 September 2010.
- d. Army Regulation 40-905, Veterinary Health Services, 29 August 2006.
- e. Army Regulation 420-1, Army Facilities Management, 24 August 2012.
- f. Army Regulation 690-12, Equal Employment Opportunity and Diversity, 22 December 2016.
- g. DODI 1300.27, Guidelines on the Use of Service Dogs by Service Members, 7 January 2016.
- h. Fort Drum Regulation 40-6, Control of Animals and Communicable Diseases of Animals, 31 October 2011.

2. Supersession: This memorandum supersedes Garrison Policy 19-12, Animals in the Workplace, 30 April 2019.

3. Applicability: This policy applies to all Department of the Army Civilians, and active duty military personnel assigned or attached to any unit or element subordinate to the authority of the Commander, United States Army Garrison Fort-Drum.

4. Purpose: To establish policy prohibiting non-service animals from Fort Drum facilities.

5. Consistent with references and this policy, USAG employees are prohibited from bringing animals into the workplace unless they have an approved reasonable

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accommodation to do so. Animals are prohibited in Garrison public use buildings by customers/clients unless the animal is a qualified service animal.

6. Department of the Army Civilians (DA Civilians), Soldiers or their Family members, patrons or customers of a facility or service, who wrongfully bring a pet to a workplace or public use facility will be asked to remove the animal from the premises. The owner of the pet will be liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning/maintenance costs will be charged in full to the owner.

7. An employee who requires the help of a service animal will be permitted to bring a service animal to their workplace only after they have requested and received reasonable accommodation in accordance with the Army's procedures for providing reasonable accommodations for individuals with disabilities. Employees who are granted a reasonable accommodation allowing them to bring a service animal in the workplace will be required to execute and abide by a Service Animal Handler's Agreement.

8. Under the Americans with Disabilities Act (ADA), which is applicable in the Federal workplace in accordance with the implementing regulations of the Rehabilitation Act, service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Emotional support, therapy, comfort or companion animals are not considered service animals under the ADA.

9. The use of a service dog by a service member on Fort Drum, to include in Federal workplaces, is governed by DODI 1300.27. Service member requests for the use of a service dog in facilities must be made through their chain of command and may be approved in accordance with DODI 1300.27.

10. Any DA Civilian with a complaint regarding an animal in their workplace may bring the matter to the attention of their immediate supervisor.

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11. Point of contact for this memorandum is the Equal Employment Opportunity Office at (315) 772-6911.

JEFFERY P. LUCAS
Colonel, AG
Garrison Commander

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