



DEPARTMENT OF THE ARMY
HEADQUARTERS, THEATER VETERINARY COMMAND
4th SQUAD, UNIT #15252
APO AP 96266

REPLY TO
ATTENTION OF:

EAMC-VET-4

15 January 2008

MEMORANDUM FOR Privately Owned Pet Owners

SUBJECT: Osan Air Base Veterinary Treatment Facility's Policy Letter

1. Services for privately owned animals at the Osan Veterinary Treatment Facility (VTF) are provided on an *as available* basis. The 106th Medical Detachment Veterinary Services personnel have mission requirements that will at times necessitate the veterinarians and technicians to be away from the Osan VTF and the local area.
2. Animals are seen by appointment only. Call 784-6614/031-661-6614 to schedule an appointment. Due to limited number of appointments available, call the clinic 24 hours prior to your appointment time if you need to cancel.
 - a. For after hours emergencies, call the On Call Veterinarian Technician at 011-9040-5171 or the base emergency room for assistance.
 - b. The Osan VTF recommends that owners establish an off-base veterinarian for times the clinic staff is not available. Information about off base veterinarians is available at the VTF.
 - (1) If off base veterinarian services are obtained, owners must bring copy of treatment record from the veterinarian to the VTF for their animal's record.
 - (2) If vaccinated by an off-base veterinarian, owners are required to provide proof of vaccines to the VTF for their animal's record. Proof must state: name of veterinarian, type and manufacturer of vaccine, lot number, and expiration date on an original form.
3. All animals must be on a leash or in a carrier while in the VTF.
4. Payment is due upon completion of services. Medications, goods, and services are not refundable.
5. Health Certificates can only be issued within 10 days of travel. These can be performed by appointment only at the VTF. Plan ahead for your departure! Call the VTF as soon as you know your destination so all necessary paperwork can be completed in a timely manner. Rabies vaccines must be administered no more than 1 year and no less than 30 days prior to departure date.

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6. In accordance with USFK Regulation 40-5, all animals must be registered at the Osan VTF within 10 days of arrival on peninsula or when purchased. For any animal that is given away, the owner must alert the VTF within 10 days in order to have a change of ownership form completed.
7. In accordance with USFK Regulation 40-5 and Policy Letter #49, all animals belonging to owners under the SOFA are required to be microchipped. VTF staff will not render any services until the animal is registered and microchipped. All new animals being registered at the vet clinic will be scanned to ensure a microchip is in place before services will be rendered.
8. In accordance with Army Regulation 40-905, the breeding or rearing of animals for commercial purposes is prohibited and these animals are not authorized care at Osan VTF.
9. This letter supersedes previous letter dated 31 Oct 07.
10. The point of contact for this memo is the undersigned at DSN 784-6614 or COMM 031-661-6614.

Kellie J. Stewart
CPT, VC
OIC, 4th Squad
106th MED DET (VS)
Osan AB, Korea

Owner's Receipt/Acknowledge: _____
(sign)

Date: _____

Distribution:
Original (VTF Treatment File)



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Copy (Owner)