



**STATE OF CALIFORNIA – MILITARY DEPARTMENT  
HEADQUARTERS, CALIFORNIA CADET CORPS**

10 Sonoma Avenue, Bldg. 1301  
Camp San Luis Obispo, California 93405



CACC-HQ-XO

20 March 2023

LETTER OF INSTRUCTION 010-2223-001

**SERVICE ANIMALS**

1. References

- a. ARMY DIR 2013-01
- b. PAWS Act (117<sup>th</sup> Congress Public Law 37)
- c. California Health and Safety Code Div. 105, Part 6, Chapter 5, Article 4, § 122317 – 122319.5
- d. California Civil Code Division 1, Part 2.5, § 54 § 54.1 § 54.2
- e. US Access Board accessibility guidelines (69FR44083) and DOD Memo 31 Oct 2008.
- f. DOD Instruction Number 1300.27
- g. DOJ Civil Rights Division Service Animal FAQ Q25-27

2. Purpose. This directive sets forth policies and procedures for the use of service animals by cadets and California Cadet Corps appointed adult personnel. This directive does not apply to emotional support animals.

3. Definitions

- a. Service Dogs. A service dog is a dog individually trained to do work or perform specific tasks for the benefit of an individual with a disability.
- b. Service Dogs in Training. These dogs are undergoing a period of training designed to lead to their ultimate designation and utilization as service dogs. Under the scope of this policy these are considered service dogs.
- c. Emotional Support Animals. These animals provide therapeutic benefit to individuals through the provision of companionship and affection. These animals have the same rights as pets and are outside of the scope of this policy.
- d. Commandants. Adult personnel appointed within the California Cadet Corps regardless of current duty assignment.
- e. Handler. Individual that receives service from a service animal.

4. Access to Facilities and Spaces. Service Dogs will be given access to those facilities and spaces generally open to the cadets and/or Commandants.

5. Care and Control of Service Dogs. Individuals with service animals shall comply with the following requirements.

- a. Handlers are solely responsible for caring for their animals, which includes feeding, watering, exercising, toileting, waste removal, stewardship and veterinary care.
- b. Handlers must follow all applicable laws, rules, and regulations related to service animals and must maintain the animal's proper behavior. Handlers may be responsible for any damages, fees, or injuries caused or incurred by their animal.

- c. Handlers must maintain documentation of their animal's current immunizations.
6. Request for accommodations.
- a. Commandants:
    - i. A commandant requesting to attend events accompanied by a service dog shall submit the request to the Brigade Advisor or the Assistant Executive Officer (AXO) for state events or if not assigned to a CACC Brigade including the following documentation:
      - 1. Proof the service animal is currently registered and licensed with their local animal services authority.
      - 2. A letter from the medical provider recommending a service animal. The diagnosis is not to be included.
      - 3. Documentation showing the animal has completed basic socialization and obedience training. Example of acceptable programs include but are not limited to:
        - a. American Kennel Club Gold S.T.A.R Puppy
        - b. American Kennel Club Canine Good Citizen
        - c. American Kennel Club Urban Canine Good Citizen
        - d. Assistance Dog International accredited organization
        - e. International Guide Dog Federation accredited organization
        - f. Proof of successful completion of Public Access testing from recognized agency
  - b. Cadets:
    - i. A cadet requesting to attend events accompanied by a service dog shall submit the request to the Brigade Advisor through the school Commandant.
      - 1. The school commandant shall indicate on the request if the cadet is currently authorized to have a service dog at school.
      - 2. If the cadet is not currently authorized to have a service dog at the school, the cadet shall provide the documentation specified in section 6, part (a)(3) of this instruction.
      - 3. If approved, the Cadet will notify the responsible Commandant for the event (Commandant of Cadets for local events, Brigade Advisor for BDE events, and AXO for state events) of their intention to bring the approved service dog to the event.
  - c. Brigade Advisors:
    - i. Upon receipt of an accommodation request shall review any attached documentation for completeness.
      - 1. The Brigade Advisor may approve the request. If the requestor is a Commandant, the Brigade Advisor will notify the HQCACC S-1 for inclusion in the individual's 201 file. If the requestor is a cadet, approval will be noted on the Form 13.
      - 2. If the Brigade Advisor denies the request, a written rationale for the decision must be provided and forwarded to the XO CACC.

- d. Executive Officer, CACC:
    - i. Shall review all request denials and receive any appeals of the Brigade Advisor's decision.
    - ii. Reserves the right and discretion to revoke approval for a service dog's attendance at state events based solely on considerations related to safety of participants, other service dogs, or incompatibility with cadet training requirements.
  - e. Any request which is approved pursuant to this LOI shall be deemed valid for a period of three years unless revoked by the Approval Authority or the Executive Officer.
7. This LOI does not supersede any Department of Defense or California Military Department policies regarding the presence and use of service animals at military bases, posts, facilities, ranges, or other properties.
8. Exclusion of Service Animal. The officer-in-charge of any Cadet Corps activity may order the exclusion of a service animal, regardless of previous approvals, only under the following circumstances. The OIC should take care to ensure that the exclusion is limited to only the areas, times, or activities necessary.
- a. Service dog is observed to exhibit behavior that poses direct threat to others.
  - b. Presence of a service dog poses a serious and direct medical or psychological threat to others in attendance (i.e., severe allergies).
  - c. Service dog is out of control and the handler does not take effective action to control it, or if it is not housebroken.
  - d. Presence of a service dog fundamentally alters the CACC training program being conducted.
  - e. If admitting service animals would fundamentally alter the nature of a service or program, service animals may be prohibited.
  - f. Activity host organization or facility specifically restricts or prohibits the presence of service animals at their activity or facility.
9. POC for this LOI is the undersigned at [Michael.Smith@cacadets.org](mailto:Michael.Smith@cacadets.org) or (909) 496-2195.



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