

**USAGAPG Pamphlet 1-2**

**Management**

**U.S. Army Garrison Aberdeen  
Proving Ground (USAGAPG)  
Standard Operating  
Procedures (SOP) for Horse  
Stable Boarding (HSB)**

**Headquarters  
U.S. Army Garrison Aberdeen Proving  
Ground, MD 21005-5001  
01 July 2020**

**UNCLASSIFIED**

HEADQUARTERS  
UNITED STATES ARMY GARRISON ABERDEEN PROVING GROUND  
BUILDING 4510, 6429 BOOTHBY HILL AVENUE,  
ABERDEEN PROVING GROUND, MD 21005-5001

USAGAPG HSB SOP  
Standard Operating Procedures

01 May 2020

Management

U.S. ARMY GARRISON ABERDEEN PROVING GROUND  
STANDARD OPERATING PROCEDURES FOR HORSE STABLE BOARDING

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## USAGAPG Horse Stable Boarding (HSB) Standard Operating Procedure (SOP):

**PURPOSE:** To prescribe guidance for the boarding of horses on Aberdeen Proving Ground.

**APPLICABILITY:** This SOP is applicable to all eligible patrons. The APG Morale, Welfare and Recreation (MWR) Outdoor Recreation (ODR) will administer the process. This is a command process and will be referred to and treated as such. The Dover Air Force Base (AFB) Veterinary Corps Officer (VCO) has the veterinary oversight.

### PROCEDURES:

#### 1. Eligibility/Application.

a. APG MWR services are for eligible patrons in accordance with (IAW) Army Regulation (AR) 215-1 Table 7. Proof of eligibility must be presented at time of application and each re-registration period. Retired military patrons only need to present identification (ID) at initial application/registration.

b. Eligible patron must be the equine owner (EO). Name on proof of eligibility must match the APG MWR Horse Stable Boarding (HSB) application.

c. Proof of horse ownership and bill of sales, showing the dollar value of the horse, is required. Leased horses will not be accepted.

d. Contractors, working full-time at APG, must have a Contractors Storage Services form filled out and on file.

e. The horse owner must be 18 years or older.

f. The EO must complete the APG MWR application form two weeks prior to requested boarding start date and submit to APG MWR for review and approval. A separate application is required for each horse for which the EO is requesting boarding. Second applications will only be accepted if space is available.

g. In the case of 100% occupancy, lowest priority IAW AR-215-1 Table 7-1 will be required to vacate the facility at the end of the contract and be placed on a waiting list.

h. All applicants are required to submit two (2) copies of the following veterinary records with their application:

**(1) Equine infectious anemia (Coggins) laboratory test form, not older than two (2) months.**

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**(2) Proof of vaccinations, at minimum: Eastern and Western Equine Encephalomyelitis, Tetanus, Flu/Rhino, Potomac Horse Fever, Rabies, West Nile Virus, not older than eleven (11) months.**

**(3) Proof of recent deworming, not older than six (6) months, including the anticipated schedule for the following six (6) months.**

**(4) Health certificate from an accredited veterinarian, not older than two (2) weeks.**

i. Applicant needs to describe current location of the horse (i.e. show or sales barn, hospital, military installation, privately owned stable), recent travel history (within last 6 months) and the potential of being exposed to disease agents.

j. Once notified on the approval of the application the deposit of \$220 per horse plus \$20 non-refundable quarantine fee is due. Deposit is not applicable towards the boarding fee. The deposit will be refunded upon termination of boarding if the maintenance and cleanliness of the rented space is reasonable and acceptable. APG MWR and EO will arrange and conduct a final inspection prior to departure. If the condition is unsatisfactory the deposit will be retained.

k. First month of board (\$110 per horse) will be due upon completion of quarantine.

l. APG MWR is not responsible for any damage or loss to horse or personal property while boarding on APG. Applicants need to be aware, they board and ride at their own risk.

### **2. Registration/Re-Registration.**

a. Registration: After APG MWRs reviews and approves the application, the EO must complete a registration form, set up a payment method and complete the horses quarantine process.

b. Re-registration: Prior to the beginning of the calendar year, the patron is required to re-register with APG MWR ODR (annually), confirm the eligibility and payment method as well as validate the rented areas. If the patron does not re-register within 30 days (NLT 30 January), it will be assumed that the boarding is not required any further, contracts will be terminated and the stalls and areas of storage have to be vacated within 30 days (NLT 01 March).

c. Patrons are required to provide the annually renewed veterinary documents, prior to the time of expiration and without specific request, to APG MWR as well as the APG Veterinary clinic for review and file. Failure to provide the veterinary records on time may result in denial of re-registration and/or loss of privileges.

d. All HSB patrons, including any eligible family members that will be at the barn unattended, must register and renew annually with APG MWR ODR.

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e. Daily care and recreational use of horses by anyone who is 16 years or younger must be supervised at all times by the EO or the spouse of the EO.

f. "Guest" is anyone who is not an eligible patron or authorized eligible family member of a patron and must remain with the sponsoring patron at all times. Patrons are responsible for guest's conduct. Patron will take whatever action is necessary to ensure that conduct of their family members and guests is within good taste and socially acceptable tolerances.

g. The EO must provide an emergency contact, which will be utilized if the EO does not respond to APG MWR's correspondence and requests within 24 hrs. In the case of a medical emergency, severe illness or death of the EO, the emergency contact is required to step in immediately and provide care for the horse seamlessly.

h. The EOs are allowed to give limited Power-of-Attorney to those authorized to get on the installation with government ID card to care for the horse. If no Power-of-Attorney is given, EO authorizes APG MWR permission to move EOs horse at the EOs expense in the case of an emergency.

### **3. Quarantine Process.**

a. After providing the deposit and quarantine fee as well as all above listed veterinary records to APG MWR ODR the EO must wait for the veterinary review and written approval prior to bringing the horse into quarantine.

b. Installation quarantine requirements will not be less than those needed to comply with laws and regulations of state and countries where the installation is located. All equines will comply with these established requirements prior to entry, and once stabled, on the installation.

c. All approved horses must undergo a quarantine in the designated isolated area, have to be kept separate from other horses and cannot be exercised in the round pen/riding arena. The EO is responsible to set up the quarantine area with adequate bedding, feed, water and identification sign. Shavings/woodchips are not permitted, the bedding must consist of rubber mats combined with compostable material only. The identification sign has to contain the following information:

**(1) Horse registered name and nickname.**

**(2) Picture of the horse.**

**(3) Horse date of birth.**

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**(4) Horse owners name and phone number.**

**(5) Emergency contact name and phone number.**

**(6) Preferred Veterinarian name and phone number.**

**(7) Preferred Farrier name and phone number.**

**(8) Special food/medication/health information.**

d. After the quarantine period and prior to relocating to the main stable, the EOs accredited veterinarian will again examine the horse. The EO must provide the result of that examination to APG MWR and will be shared with Dover AFB VCO for review. If considered free of contagious diseases and healthy, the horse will be released from quarantine.

e. In the case of failure to provide the examination or an unexpected sickness of the quarantined horse, APG MWR reserves the authority to enforce further quarantine and/or deny the HSB, return the deposit and the EO has to remove the horse from APG within seven days.

f. The EO is responsible for the manure clean-up of the quarantine pen during and after usage.

g. Any horse removed from the stable area for more than 30 consecutive days, needs to be examined by an accredited veterinarian and a current health certificate has to be provided prior to bringing the horse back to the stable. If not provided the horse will undergo mandatory quarantine procedure (see above).

h. Once the horse accomplished the quarantine period successfully the EO will be registered as a patron and will be assigned a stall, pasture, tack locker, straw/hay storage area.

### **4. Fees and Billing.**

a. Horse stable boarding fee is \$110 per one (1) stall per month.

b. Payment has to be made monthly and is due on the first (1<sup>st</sup>) of the month.

c. Each EO, now “patron”, will be assigned one (1) stall, one (1) tack locker, space in a shared pasture and space in the bedding/hay storage area.

d. All patrons requesting auto debit payments must go to APG MWR ODR to link their bank/credit card to the system. Patrons are required to update ODR when bank/credit card numbers expire or are changed.

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e. Monthly payments are due on the first (1<sup>st</sup>) of the month, if payment is not received by the 10<sup>th</sup> day of the month, a \$20 late fee per horse will be billed and an additional \$20 late fee for every 10 days thereafter. After 40 days of non-payment the horse is considered abandoned, the boarding may be terminated and the horse removed from the stables at the patron's expense.

f. Any patron storing anything other than a horse in a stall must request the additional space in writing with a justification at least one (1) week prior and it must be approved by APG MWR. If a patron is requesting additional space and, depending on availability, receives APG MWR approval, the patron must pay the following fees:

(1) Stall – \$110 per month.

(2) Tack locker – \$15 per month.

(3) Bedding/hay area – \$25 per month.

g. If a patron is not authorized a space, the horse or personal property stored in that space is considered abandoned and APG MWR will treat the property as such.

h. Horse Trailers and Carriages:

(1) Horse trailers and carriages must be registered with APG MWR. The monthly fee to store one (1) horse trailer or one (1) carriage at or nearby the APG MWR horse stable is \$25 per month. One trailer and one carriage per patron is the maximum permitted. The APG MWR ODR will advise the patron where the trailer/carriage can be stored. Carriages cannot be stored inside the barn. Carriages driven on post need to be equipped with proper signage and turn signals.

(2) Horse trailers with expired or unregistered license plates are not authorized to be stored or parked at the APG MWR stables, IAW Maryland State Law, AR 190-5 and APGR 190-5. If not properly tagged or insured, it will be removed from the facility at the patron's expense.

### 5. In-processing.

a. After successful completion of quarantine and registration the patron will be assigned a stall, tack locker, pasture and bedding/hay storage area.

b. All bedding must be kept in the designated storage area. We do not allow shavings or woodchips. The bedding must consist of rubber mats combined with compostable material only.

c. The patron is responsible to set up the assigned stall with adequate bedding, feed and water and provide the identification signs (3 ea.) to APG MWR ODR.

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d. The identification sign must contain the following information:

- (1) Horse registered name and nickname.**
- (2) Picture of the horse.**
- (3) Horse date of birth.**
- (4) Horse owners name and phone number.**
- (5) Emergency contact name and phone number.**
- (6) Preferred Veterinarian name and phone number.**
- (7) Preferred Farrier name and phone number.**
- (8) Special food/medication/health information.**

e. The separation pen ("S") may be available for a one (1) week temporary adjustment time. Within that week the new patron must coordinate with existing patrons to arrange a date to introduce the new horse to the herd in order to give the existing patrons and APG MWR an opportunity to attend. Pastures are decided based on the best fit for the horse.

f. In order to use the pastures equally and to ensure every horse has over 50,000 SF space, the pastures can hold 15 horses, maximum capacity per pasture: Pasture #1=four (4) horses, Pasture #4= five (5) horses, Pasture #5=six (6) horses. There are no private pastures available.

g. It is the responsibility of all patrons to minimize potential harm and/or injury to the horses. Therefore patrons are encouraged to work together to meet all requirements necessary to manage the daily turnout. The pastures have to be maintained by the patrons by providing hay and water as well as inspecting damages to the fence, the sheds in the pastures have to be cleaned on a weekly basis. APG MWR conducts frequent inspections of the patrons duties and reserves the right to take action if found inappropriate.

h. Once the new horse has become acclimated to the herd, the pasture is considered assigned and changes or relocation of the horse have to be requested in writing with a justification one (1) week in advance for review and approval by APG MWR, as we desire to keep our equine herds as closed and consistent as possible.



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### RULES AND REGULATIONS:

#### **1. Health Care, Separation Pen and Quarantine Pen.**

a. Maryland state law requires that any person having the charge or custody of an animal must provide:

- (1) Nutritious food in sufficient quantity.
- (2) Necessary veterinarian care.
- (3) Proper Drink.
- (4) Fresh air.
- (5) Space.
- (6) Shelter and protection from the weather.

b. Patrons are required to provide the following veterinary documents to APG MWR ODR prior to the time of expiration. Failure to provide the listed veterinary records and proper care may result in the loss of boarding privileges.

- (1) Equine infectious anemia laboratory test (Coggins) form, annually.
- (2) Vaccinations, at a minimum: Eastern and Western Equine Encephalomyelitis, Tetanus, Flu/Rhino, Potomac Horse Fever, Rabies, West Nile Virus, annually.
- (3) Deworming schedule, annually.

c. Deworming must be coordinated with the other patrons in the assigned pasture, scheduled at the beginning of the year, and a copy of the agreed on schedule must be provided to ODR no later than 31 January. Deworming administration, at a minimum twice per year and as recommended by the patron's accredited veterinarian, has to be announced to ODR one (1) week prior. The ODR reserves the right to attend the event.

e. Patrons are encouraged to follow the recognized standard veterinarian care guidelines for equines and provide hoof care maintenance and trimming at a minimum every eight (8) weeks and an annual dental check up by an accredited veterinarian.

f. Failure to provide the above listed medical records and/or proper care may result in loss of boarding privileges.

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g. During hot summer months with heat greater than 90 degrees, patrons are encouraged to ride early in the morning when the temperatures are more bearable and less harmful for the horse.

h. The separation pen is designed to temporarily house an injured horse. It must be available in the case of an emergency and therefore cannot be used for regular turnout of healthy horses on a daily basis.

(1) If it is determined the horse has an illness that is contagious, the horse must be removed from general population and housed in the quarantine pen until the patron's veterinarian releases the horse back to the general population.

(2) Manure in the separation pen and the quarantine pen must be removed by the patron using it at a minimum of twice per week and at the end of usage.

(3) The patron using the separation pen/quarantine pen is responsible for providing water and hay in an adequate feeding station.

**i. The APG MWR Stables is a self-service facility with minimal supervision, therefore horses that had colic surgery cannot be accepted.**

j. The Dover AFB VCO conducts quarterly inspections of the stable as well as the horses and if a horse seems sick or injured, the EO will receive one (1) notification to provide veterinary care to the horse and share the exam results with APG MWR ODR/Dover AFB VCO. If the EO is unresponsive within the given timeframe, the EO/patron will lose boarding privileges.

k. Due to health and environmental considerations a deceased horse must be removed quickly and properly from the stable at the owner's expense. Maryland State Law requires that disposal must take place within 48 hrs. If the horse died of an infectious or reportable disease it must be disposed of according to the Maryland Department of Agriculture guidelines, a veterinarian must be consulted to find out the cause and the report submitted to APG MWR ODR for coordination with Dover AFB VCO.

## 2. Barn and Equipment.

a. The APG MWR Stables are a self-service facility and the HO is solely responsible for the general care, feeding, health and exercise of the horse. The patron may make arrangements for another patron to provide care for the horse; however the EO is still responsible that proper care is provided.

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**b. The APG MWR Stables is a self-service facility with minimal supervision and standard stalls and fences, therefore pregnant mares, dam with foals or unweaned foals, stallions, draft horses, undomesticated horses and miniature horses cannot be accepted.**

c. Patrons are responsible for the cleanliness and maintenance of their assigned stalls, tack lockers, storage areas, pastures, riding arena and round pen on a daily basis. A cleaning and maintenance fee of \$20 per event may be charged when the assigned stall, riding arena and round pen is not cleaned properly or at all and APG MWR has to engage.

d. BARN:

(1) All assigned stalls and tack lockers and must be marked with the described identification sign and information must be kept current at all times.

(2) Hallways, entries and common areas must be clear of debris, tools and equipment at all times and the floor will be swept, hay/straw raked, picked up and disposed properly by the patrons. Water containers, feed bags, straw/hay strings and any other trash have to be picked up as it occurs and also disposed properly in garbage containers.

(3) The grooming areas, wash rack and all cross ties have to be kept clean of manure and debris by the patrons.

(4) Never tie horses by the bit. Always place reins over the horse's neck and/or secure them while horses are tied.

(5) Patrons are required to keep the manure pile as small and consolidated as possible. Dry bedding has to be left in stalls, manure that is brought out to the manure pile shall consist of horse poop and wet bedding only.

(6) Patrons are responsible for cleaning after their horses when there is manure on roads, trails and common areas within and outside the stable vicinity.

(7) Patrons will inspect stalls and storage areas frequently to ensure that the facility is in adequate and safe condition and report any pest issues to APG MWR immediately.

(8) Needed maintenance or items in need of repair have to be brought to the attention of APG MWR. All requests for work have to be submitted to APG MWR in writing, patrons may not submit service orders or work orders to DPW directly.

(9) Patrons are not allowed alterations to facilities and/or grounds.

(10) All stable lights will be turned off when not needed.

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(11) There is absolutely no smoking in the barn or within 50 feet of the barn, or any area posted "No smoking".

### e. EQUIPMENT:

(1) All provided APG MWR equipment (i.e. wheelbarrows, tools) is of equal access to all patrons and will be stored in the APG MWR Storage Stall (#...). After use it has to be returned, clean and in useable condition.

(2) Patrons are to inform APG MWR when additional equipment is needed and/or items are broken or are in need of service.

(3) Water hoses will be coiled and not left lying across pathways, or hung from the ceiling, as well as will be disconnected from faucets after use.

(4) Fans and other electrical equipment must be secured at the outer perimeter of the stall not within horse's reach, as it creates a safety and fire hazard. Portable electric heaters are not allowed anywhere inside the barn. All flammables materials will be stored in designated flammables storage locker.

## 3. Pasture and Pets

### a. PASTURES:

(1) The pastures can hold 15 horses, maximum capacity per pasture: Pasture #1=four (4) horses, Pasture #4= five (5) horses, Pasture #5=six (6) horses. There are no private pastures available. During in-processing the pasture will be assigned and changes or relocation of the horse have to be requested in writing with a justification one (1) week in advance for review and approval by APG MWR, as we desire to keep our equine herds as closed and consistent as possible.

(2) It is the responsibility of all patrons to minimize potential harm and/or injury to the horses. Therefore patrons are encouraged to work together to meet all requirements necessary to manage the daily turnout. The pastures have to be maintained by the patrons, water has to be filled up daily, and hay has to be provided when the existing grass is insufficient (winter season).

(3) Patrons will walk the fence line and clean the sheds on the assigned pasture on a weekly basis to ensure the pasture is in adequate, safe condition and potential groundhog holes are marked and/or filled.

(4) Pasture #2 and #3 are considered swing space and can be used for turn-out only between 9:00am and 5:00pm. Water and hay has to be provided by the patron accordingly.

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(5) Horses deemed dangerous, are excessively fighting (kicking/biting) and/or endangering other horses and patrons must be removed from the herd and might temporarily be placed in pasture #2 or #3 until another, better fit herd is found. If there is no other herd available and suitable that horse has to be removed from the stable.

(6) Horses causing frequent damage to the stalls and/or fences will have to be removed from the APG stables. Patron may be responsible for reimbursing APG MWR ODR for any damages caused by their horse.

(7) Patrons are not authorized to have the horse open/free graze in common areas unattended. Patrons can accompany the horse for hourly grazing on a lead rope or with a portable, temporary fence, however, the patron must be present with the horse and must clean up the manure afterwards.

(8) Horses are to be haltered at all times while outside of assigned stalls.

(9) Patrons have to take protective action during extreme adverse weather conditions, for example stable the horse in the barn or put on a blanket when on the pasture. In the case of an extreme situation or emergency, either the horse owner or beneficiary is considered essential and only one (1) person will be allowed to care for the horse.

### b. PETS:

(1) Well-behaved dogs are allowed on the stable premises. Dog owners must comply with APG pet policies, have the dog on a leash, accompany and control their dog. Dog owners are responsible for cleaning after their dogs.

(2) Dogs must be healthy and current on rabies, distemper (DAP), bordetella vaccinations, at a minimum. Proof of vaccinations as well as the microchip number must be provided to APG MWR at the beginning of the horse stable boarding and/or upon request.

(3) Dog food and treats must be sealed and stored in an enclosed container in the feed room.

(4) Dogs are not permitted in the riding arena and/or round pen when riders and horses are occupying these areas.

(5) No other pets, other than the boarded horses and patrons dogs are allowed on the APG stable premises. Barn cats are not allowed.

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### 4. Food and Water.

- a. Feed and treats cannot be placed in any vacant stall or common areas. All feed and treats must be stored in a sealed container in the feed storage room inside the barn. The feed room door has to be closed and secured after use.
- b. Grain has to be stored in a sealed container (for example trash container with lid) to prevent rodent infestation (mice, rats, snakes) and possible harm to horses. Open food bags are unacceptable and will be disposed without a warning if found in the barn, feed room or anywhere on stable ground.
- c. Medicine has to be stored in a sealed container and out of reach for children or pets or rodents. Prescription medication must be labeled and environmentally controlled as per manufacturer guidelines.
- d. Patron must ensure clean, fresh water is available at all times, stall buckets must be fully filled prior to leaving the stable for the day, pasture water containers need to be at least half full at all times.
- e. During freezing weather water to the facility has to be turned off and pipes emptied. Patrons have to provide water to the horses by buckets or cans until it is safe to turn the water back on.
- f. Feeding grain (i.e. oat, wheat) on pastures is not allowed.
- g. Feeding hay on the pastures is allowed, however, it cannot be offered on the ground and must be set up in an appropriate hay feeding station.
- h. Straw/Hay storage is limited to 25 bales each per horse.

### 5. Riding and Driving Procedures/Safety.

- a. Riding arena and round pen will be shared by all patrons and users.
- b. Patrons must inspect riding arena, round pen, equipment and grounds prior to use and report any concerns and unsafe conditions to APG MWR immediately.
- c. Lunging in the riding arena is permitted, however, riders have priority. If used for free running/free jumping the patron must be in the riding arena/round pen with the horse and must coordinate with potential riders first.
- d. The riding arena and round pen are strictly for working and riding horses and not for turnout.

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e. Patron or patron designee must be present in the riding arena/round pen with horse. Children under 16 must be accompanied and supervised by an adult when riding in the arena.

f. All riders will wear appropriate attire, closed toe shoes, long pants, and long sleeve shirts. Protective helmets must be worn by riders under the age of 18, however, it is recommended for all riders. Adults who choose not to wear a helmet do so at their own risk. Carriages must have safety signs and the driver has to wear a safety vest.

g. After usage, the riding arena and/or round pen must be cleared of jumps and jumping equipment and/or other tools, as well as manure must be removed prior to leaving the facility.

h. Riding arena, round pen and all pasture gates will be kept closed except when entering or exiting the facility.

i. Patrons are allowed to have their personal trainer for riding lessons at the facility, provided the trainer is licensed and insured.

j. Patrons will not ride the horses or drive the carriage:

(1) Within 50 ft of any occupied building and outside perimeter of family housing areas.

(2) Within any restricted area.

(3) On or across the golf course, air strip, or on any athletic field.

(4) Crossing the main post traffic arteries during the hours of 0700-0815 and 1500-1700 during the weekdays.

(5) On or near the nature trails during hunting season.

(6) In and/or out of the stalls and barn.

k. Safety:

(1) In case of a serious fall or injury call 911 immediately and exercise first aid measures.

(2) Extreme care and caution must be taken by each patron at all times to ensure safe riding and horse handling, as well as best possible stabling practices are exercised and observed.

(3) Horses must be ridden in a safe and controlled manner at all times, therefore patrons will approach the stable area at slow speed/walk.

(4) In order to avoid collisions, pass left shoulder to left shoulder, do not block rail and use common terms such as "heads up", "hold hard" when an emergency situation occurs.

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(5) No furniture, non-riding equipment and/or trash is permitted in the riding arena/round pen as it creates a safety hazard for the horse and rider.

(6) When trail riding alone it is recommended you inform someone where you are riding and when you will return, leave a note on the barn board and always ride with a cell phone.

(7) Any patron(s)/rider(s) endangering their own safety, the horse's safety, the safety of others, or violating any rules and/or regulations will be issued a warning by APG MWR. A second safety infraction will be cause for termination.

### **6. Conduct.**

a. Patrons are expected to behave in a manner that promotes good order and discipline.

b. Patrons are responsible for the actions and conduct of their family members and guests.

c. If the patron does not adhere to this SOP, one (1) written warning will be issued by APG MWR. If the violation continues the patron will be subject to termination of storage and loss of fees/deposit.

e. IAW AR 215-1 APG MWR stable facilities may not be used for commercial purposes or personal gain.



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### TERMINATION:

#### 1. Causes for Termination of Patron Privileges.

a. Disregard or failure to comply with this SOP and written directives, one (1) written warning will be issued by APG MWR. If the violation continues the patron will be terminated.

b. Failure to pay fees in a timely manner and/or repeatedly delinquent with fees. Patron will receive one (1) written warning by APG MWR. If payments are still failing the patron will be terminated.

c. Failure to provide valid veterinary records at the due date and/or when requested. Termination will take effect if the records are not produced and provided after one (1) written request.

d. Dover AFB VCO discovers a lack of maintaining the health of the animal and/or inhumane treatment to the animal. The finding will be reported to the military police and if the situation is not rectified after one (1) written notification and the neglect continues, privileges will be terminated immediately and the case will be followed by the military police (MP).

e. Possession or consumption of alcoholic beverages and/or drugs within program facilities and grounds.

f. Removal of other patron's or government property without authorization.

g. Destruction of government property and/or other patron's property.

h. Storing flammable liquids in the barn instead of the designated flammables storage locker.

#### 2. Administrative Process.

a. A patron who lost the privileges has thirty (30) days from the date of written termination notification from APG MWR ODR to remove the horse(s) and personal property from the APG MWR stables.

b. Patrons wishing to appeal may request in writing within ten (10) calendar days a meeting with APG MWR ODR to discuss or present any mitigating information they feel could reverse this action.

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c. After a complete investigation, the outcome will be forwarded to the APG MWR Director, who will notify the patron in writing whether the privileges have been terminated or not. If the decision of the APG MWR Director is rendered and the appeal is denied, the action will take effect immediately and is final.

d. Failure to submit an appeal and denial to remove the horse(s) within the specified timeframe may result in APG MWR taking legal action and/or sell/auction the horse (Maryland Livestock Lien) and/or notifying the Veterinary Treatment Facility for appropriate removal of the horse(s), at the HO's expense.

e. In the case of potential neglect where the horse is left without daily and appropriate care APG MWR will take legal action against the EO, report the case to the Dover AFB VCO and MP will investigate in accordance with installation protocol.

### **3. Termination by Patron.**

a. Patrons choosing to terminate the boarding contract during the year of registration will be required to submit the APG MWR termination form thirty (30) days prior to the requested removal date. Requests will be reviewed within two (2) weeks of receipt and the final timeline will be approved/disapproved.

b. Permanent Change of Station orders have to be provided promptly to be exempt from above timeline.

c. All payments and veterinary records must be current prior to termination and departure.

d. All rented stalls, pastures, tack lockers, bedding/hay storage areas must be cleared and cleaned. Patron must coordinate with APG MWR to arrange final inspection prior to departure.

e. The deposit will be refunded after final inspection, if the maintenance and cleanliness of the rented space is reasonable and acceptable, however, it will be retained if conditions are unsatisfactory.

**4. Point of Contact:** APG MWR ODR, Horse Stable Program, Kevin Reich, Email: kevin.b.reich.naf@mail.mil, Phone 410-278-4124.