



DEPARTMENT OF THE NAVY

COMMANDER FLEET ACTIVITIES
SASEBO, JAPAN
PSC 476 BOX 1
FPO AP 96322-0001

COMFLEACTSASEBOINST 6223.1M
N00
14 Feb 2019

COMFLEACT SASEBO INSTRUCTION 6223.1M

From: Commander, Fleet Activities Sasebo

Subj: IMMUNIZATION, REGISTRATION, HOUSING AND CONTROL OF PETS

Ref: (a) SECNAVINST 6401.1B
(b) COMNAVFORJAPANINST 11101.12R
(c) Army Regulation 40-905
(d) COMNAVFORJAPANINST 6310.3M

Encl: (1) Sasebo Veterinary Treatment Facility PCS with Pets Agreement

1. Purpose. This instruction sets forth policy and procedures to be followed by all personnel who own pets on board Commander, Fleet Activities (COMFLEACT) Sasebo and provides instructions pertaining to the care, maintenance, control and registration of pets.
2. Cancellation. CFASINST 6223.1L. This instruction is a complete revision and should be reviewed in its entirety.
3. Explanation of Terms. For the purpose of this instruction, the following terms will apply:
 - a. Animal: Every non-human species of animal, both domestic and wild.
 - b. Privately-Owned Animals: Dogs, cats, birds, rabbits, domestically-bred pets of the rodent family and non-poisonous fish, frogs, crabs, snails, turtles, etc.
 - c. Pet Owner: Service member or other sponsor for an animal residing within COMFLEACT Sasebo.
 - d. Veterinary Treatment Facility (VTF): Animal treatment facility operated by the U.S. Army Veterinary Services on board COMFLEACT Sasebo.
 - e. Registrable Animals: Animals not restricted by paragraph 5 of this instruction. Registrable animals will be issued a rabies tag and number when the animal meets the installation vaccination requirements.
 - f. Feral Animals: Any domestic animal which has returned to a wild state and is free-roaming or without identifiable ownership.

g. **Dangerous Animal:** Any animal capable of inflicting serious injuries (e.g., vicious dogs, venomous snakes, etc.). COMFLEACT Sasebo may designate an animal as dangerous based upon its past actions or the potential poisonous/vicious nature of the animal.

h. **Animal-at-Large:** Any registered animal not under restraint of an individual capable of controlling the animal on and/or off the premises of the owner.

i. **Euthanasia:** The humane destruction of an animal.

j. **Animal Neglect:** Failure to give due attention for basic necessities (food, water, shelter, medical care, etc.) to also include: leaving an animal unattended in a vehicle (Military Working Dog (MWD)) excluded or in a home or other structure for an inordinate amount of time under conditions which could cause the animal harm.

k. **Animal Abuse:** Physical or improper treatment, maltreatment, physical injury, unsanitary conditions or anything that could be an endangerment to animal health or well-being.

l. **Nuisance Animal:** Any animal that litters on or interferes with a public right of way, creates excessive noise, injures people or damages property.

m. **Vicious Animal:** Any animal that attacks, bites or injures people or other animals without provocation or which because of temperament, conditioning or training, has a known propensity to attack, bite or injure people or other animals.

n. **Pet Registration:** All privately-owned animals (i.e. dogs and cats) will be registered with the VTF. Dogs and cats must be vaccinated against rabies prior to registration, if over three months of age. Dogs and cats will receive a rabies tag at the time of registration if their rabies vaccination is current. Animal owners who do not live on board COMFLEACT Sasebo will comply with Japanese licensing requirements. Additionally, all animal owners living off the installation must register their animals with the VTF in order to receive veterinary care and be eligible for the Non-Combatant Evacuation Operation (NEO) of pets.

o. **Zoonotic Disease:** A disease communicable between animals and humans.

p. **Quarantine:** Confinement of an animal in an officially designated facility or location. The military veterinarian may place any animal located on board COMFLEACT Sasebo in a quarantine status if the animal is suspected of having a communicable or zoonotic disease.

q. **Pet De-registration:** De-registration will be accomplished as part of normal Permanent Change of Station (PCS) check-out procedures. Pets will not be abandoned when the sponsor is unable to provide necessary care or is transferred from the installation.

r. **NEO:** The ordered evacuation of all dependents, U.S. civilians, non-essential personnel and authorized third country nationals from the country, normally to the United States.

4. Responsibilities

a. Pet ownership is a privilege granted by COMFLEACT Sasebo. Acceptance of this privilege constitutes agreement to comply with the provisions of this instruction.

b. Owners will be held liable for the destructive action of their pets and are responsible for all costs associated with their animals.

c. Sponsors are responsible for ensuring that all pet registration paperwork, quarantine follow-ups and vaccinations are kept current and records are provided annually to the VTF. This includes documentation of any exceptions outlined in this instruction.

5. Restrictions

a. Determination of number of pets permitted per home is made by the Installation Commanding Officer (ICO) as per reference (a). Due to the difficulties and high cost in time and resources to the government in the removal of any animals in case of a NEO, the impact of indoor pets on military family housing facilities, the potential for impact to neighboring families and as delineated in reference (b), the total number of dogs and cats will be two per household (e.g. two dogs, two cats or one dog and one cat). Exceptions and waivers to this policy are outlined in paragraph 6 below.

b. Animals not allowed on board the installation:

(1) Exotic or non-domesticated species or animals, to include but are not limited to the following: snakes, spiders, squirrels, bats, monkeys, ferrets, foxes, hedgehogs, owls, falcons, tanuki and species designated as wildlife. Prior written approval of the ICO is required to bring exotic, wild or farm species onto the installation for official purposes.

(2) Endangered or threatened species.

(3) Non-domestic cats: (i.e. bobcat, cougar, jaguar, lion, panther, tiger, etc.).

(4) Constricting snakes, poisonous amphibians, poisonous arachnids, and poisonous reptiles.

(5) Flesh eating fish such as the Candiru catfish or Piranha.

(6) Bees in controlled hives for the production of honey.

c. The breeding of pets within the jurisdiction of COMFLEACT Sasebo is prohibited. Animals intended for or used for breeding are not authorized services at the VTF as per reference (c), Veterinary Health Services.

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d. Animals will not be allowed in any facility which handles food products or in which the animal constitutes a risk to health or property. MWD and assistance animals are exempt from this restriction.

e. Personnel residing in residential towers may harbor or own only the following types of pets: Cats (neutered/spayed only), properly caged domestically-bred pet of the rodent family, small birds or aquatic animals/reptiles (non-poisonous fish, frogs, crabs, snails, turtles, etc.). Dogs are only permitted in first and second floor units of all towers.

f. Personnel residing in unaccompanied housing may not harbor pets of any kind.

g. In the event of NEO, humans take priority in evacuation. Pets, especially large dogs, most likely will not be transported until after all people have departed. Every attempt will be made to re-unite owners and pets at their respective re-patriation sites, but will be influenced by current events and mission priorities may not allow it.

6. Exceptions/Waivers

a. The fostering of an animal is permitted to rehome an animal. Fostering households are permitted to have no more than two pets, to include those fostered during these conditions. A fostered pet is up for adoption and is expected to be placed in a new home as soon as possible. The sponsor is responsible for notifying Housing and the VTF prior to taking on additional pets by fostering.

b. Pet sitting is allowed when the registered owner is unavailable (i.e. underway, Temporary Assigned Duty (TAD), leave, etc.). Temporarily caring for another pet may not violate the established pet policy (i.e. a resident in a high-rise or mid-rise tower above the second floor cannot watch a dog) and the temporary pet does not exceed the two-pet policy. The sponsor is responsible for notifying Housing prior to taking on additional pets by pet sitting and to put the pet sitter on file at the VTF as authorized to seek treatment for the pet. For long periods of time a special power of attorney is highly recommended.

c. Waivers to own a third pet will be handled on a case-by-case basis and need to be routed by letter to ICO via the Housing Office. Approval will depend on factors such as the size of animals (typically under 20 pounds each), ownership history and the type of residence.

d. Those with approval for three pets are not permitted to foster or conduct pet sitting for additional animals within their own residence.

e. A litter of kittens counts as a single pet until they are old and healthy enough to be placed in homes or shelters individually.

f. Individuals in violation of the above on or before the effective date of this instruction, as long as not exceeding three pets, are exempt as "Grandfathered". However, the third pet is required to be registered per paragraph 8 of this instruction.

7. Control

a. When outdoors, all animals must be restrained by or under the direct supervision of a responsible individual capable of controlling the animal. No pet will be maintained permanently on a tether or chain as the only form of outdoor restraint.

b. Animals may be restrained by a fence or temporarily by a cage or leash. The method of restraint must be sufficient to prevent the animal from causing injury or committing any other violation. Pets will not be tethered, chained or tied in front yards or any common ground. Pets will not be tethered, chained or secured to trees, water faucets, drain spouts or any part of the housing unit. Whenever an animal is outside of a fenced yard, it must be on a leash controlled by a responsible individual.

c. Electronic fences or remote controlled “shock collars” are prohibited for use on COMFLEACT Sasebo.

d. Pets are not under proper control any time they defecate on/interfere with a public right of way or property that is not assigned to their registered owner. There are no free drop zones on board COMFLEACT Sasebo (including Main Base and Hario housing areas). The pet owner is responsible for removing their pet’s excrement. Proper control must also prevent the animal from creating excessive noise, injuring another person or animal or damaging property. Excessive noise is defined as sustained (five minutes or longer) barking of a dog or any other animal voice that disrupts neighborhood peace and quiet. Two or more validated complaints of noise will be sufficient cause for owners to lose the privilege of keeping pets.

e. Common grounds and public areas (i.e. athletic fields, play grounds and parks) will not be used as dog exercise areas or dog runs. Dogs may exercise off the leash in established and authorized dog runs in Hario and Dragon Vale. Pet owners are responsible for their pet and for following all the rules stated on the sign board and waiver/liability form. A signed waiver/liability form is required to use the on-base dog park. The pet owner is responsible for removing their pet’s excrement.

8. Registration/De-registration

a. Dogs and cats maintained on board COMFLEACT Sasebo (including Main Base and Hario housing areas) and off-base private rentals will be examined and registered by the VTF upon entry into Japan or when a new animal is acquired. Registration must occur within five days of arrival/acquisition of the pet or at the time of rabies vaccination, whichever is earlier. Registration consists of initiating a medical record ensuring vaccinations are current and implanting a microchip for permanent identification. If the immunization status of the animal does not meet installation requirements, arrangements must be made to properly immunize the animal. Animals micro-chipped at previous installations or civilian veterinarian clinics will not need to be micro-chipped if the chip is readable by the VTF’s scanner. The cost of the immunizations and microchip will be at the owner’s expense.

b. All pets registered on board COMFLEACT Sasebo must have their registration updated annually on the anniversary date of their vaccination or within five days of any change in owner, address or upon notification.

c. Complete guidance and requirements for animal veterinarian care is outlined in reference (d). The following procedures are required at least annually under the direction of a licensed veterinarian to maintain base registration:

(1) Cats: Rabies plus/minus calicivirus, panleukopenia and rhinotracheitis vaccination. Fecal check and/or de-worming.

(2) Dogs: Rabies plus/minus distemper, hepatitis and parvovirus vaccination. Fecal check and/or de-worming.

(3) Animals with unknown or incomplete vaccination history (i.e. young animals) will require a minimum of two vaccinations which are identified in subparagraphs 8c(1) and/or 8c(2), to produce a good immune response and receive base registration. Dogs and cats must receive a single rabies vaccination by four months of age. Dogs over 20 weeks (five months) of age when presented for initial vaccination are expected to derive protective immunity from a single dose of a combination vaccine.

(4) Other medical requirements may be recommended by the VTF and approved by ICO for any animal residing within the jurisdiction of COMFLEACT Sasebo.

d. Pets may be vaccinated by any licensed veterinarian provided that proof of vaccination is provided to the VTF for annual registration.

e. De-registration will be accomplished in the event an animal registered at the VTF is sold or given away and as part of the normal PCS check-out process. The original owner is legally and financially responsible for all costs associated with the final disposition of any unclaimed or abandoned pet. Ownership and legal responsibility will only be transferred when the animal is officially re-registered in another person's name at the VTF. Both new and former owner must be present to re-register the animal.

f. Under no circumstances will animals be abandoned for any reason, especially for the reason of simplifying their PCS move. Prior to PCS move, the owner of the pet must de-register the pet to obtain a VTF Check-Out Voucher (enclosure (1)). This VTF Check-Out Voucher must be presented to the Personnel Support Detachment with their completed checkout sheet. In case of transfer or shipment of animal is not feasible, the animal will be considered free-roaming and treated accordingly (i.e. subject to destruction).

g. Individuals not residing onboard the installation are required to comply with the same registration requirements in order to utilize the VTF. Improperly registered pets are not authorized veterinarian services at the VTF.

h. Requests for exceptions from micro-chipping will be made in writing to COMFLEACT Sasebo via the VTF.

9. Animal Bites

a. Animal bites and scratches can result in serious injury and serious infection, including rabies and must be treated promptly. Any individual with an injury inflicted or contaminated by an animal must immediately seek medical treatment. The medical officer treating the case will prepare an injury report and will forward it to the VTF with a copy to Security.

b. Pets causing human injury or injury to another animal are required to be examined by veterinary personnel within two working days of the incident and undergo a ten-day quarantine for rabies. Failure of the owner to present an animal for quarantine when so instructed is grounds for confiscation of the animal by law enforcement personnel.

c. Personnel involved in animal bites or scratches should note the location and description of the animal at the time of the attack, the pet owner's name and address, if known, and the apparent health or vaccination history of the animal. Medical personnel will provide this information to COMFLEACT Sasebo Security.

d. In the event the animal's owner should reside in a private rental off-installation, the actions above will remain the same for animals owned by personnel living in U.S. Government controlled area. Should the animal involved belong to a Japanese national, he/she will refer the matter to the Sasebo Public Health Department (1-10 Hachiman-cho, Sasebo City). Private rental occupants are reminded that failure to keep their dogs leashed may result in a fine for violation of a City of Sasebo ordinance relating to control of dogs.

e. Repeated substantiated bite cases may warrant removal of the animal from the installation within 48 hours with loss of pet housing privileges at the discretion of the ICO.

10. Care

a. All pets will be provided with a readily-available source of clean, potable water and at least daily feeding in a quantity and quality sufficient to maintain the animal in good health.

b. Pets must be provided adequate shelter from sun, heat, cold, rain, wind and snow. Outdoor shelters must be constructed in a way that maintains the animal's health and comfort. It must be adequate for the size of the animal, insulated, properly drained, bedded and maintained in a sanitary state.

c. Any individual knowing the location of an injured or inhumanely treated animal will immediately report all pertinent information to COMFLEACT Sasebo Security.

d. Pets which die on-base will be referred to the VTF to determine the need for a post-mortem examination. Disposal of an animal's body is the responsibility of COMFLEACT Sasebo Security Department.

e. Pets will not be left alone in family housing units during absence of all family members except for very short periods of time (i.e. a few hours). At no time will owners leave their pets home alone for more than one continuous day.

11. Animal Control

a. Stray/feral animals will not be fed or nurtured and their location must be reported to Naval Facilities (NAVFAC) Engineering Command Far East, Pest Control Office. Members of the base community will not attempt to capture or handle any wild or stray animals. Wild animals (bats, rats, snakes, crows, etc.) found dead or injured on-base should be reported to the Pest Control Office. Stray animals (cats or dogs) found dead or injured on-base must be reported to the Pest Control Office. Any person who tampers with, discards or steals animal traps is subject to disciplinary or administrative action.

b. Due to the risk of transmitting potentially fatal contagious diseases, U.S. Forces personnel are restricted from acting as home care providers under the Morale, Welfare and Recreation home care program for feral animals.

c. Any loose/stray animal which is trapped, found, picked-up or turned over to personnel designated by NAVFAC Engineering Command Far East, Pest Control Office will be identified by the required tags/microchip and the owner notified. If no rabies/identification tags or microchip(s) are available, then the animal will be impounded for a minimum of three working days to allow the owner to reclaim his/her animal. At the end of the three days the animal will be disposed of by either euthanasia or put up for adoption at the veterinarian's judgment.

d. Animals deemed suitable for adoption must be tested for heartworm disease for dogs or feline immunodeficiency virus infection for cats. These tests will be paid by COMFLEACT Sasebo. If an animal tests positive, it will be deemed unadoptable and euthanized. The charge for disposal of animals testing positive for the above tests will be paid by COMFLEACT Sasebo. If the above listed tests are negative, the animal may be accepted from COMFLEACT Sasebo Security. At the time of acceptance, COMFLEACT Sasebo Security will no longer have responsibility for the animal. Animals may be fostered in Military Family Housing until a permanent home is found as long as they are within the limits and restrictions stated in paragraphs 5 and 6 of this instruction. If no foster or home is available, then the animal will be euthanized.

e. Stray animals that are sick/injured may be euthanized immediately to prevent undue suffering without being confined for a minimum of three working days. This disposition will be determined by the VTF.

f. A violation notice will be issued by COMFLEACT Sasebo Housing Office to anyone found to be in violation of any part of this instruction. Owners who accumulate three minor violations or one serious violation, as determined by the COMFLEACT Sasebo Housing Director will lose their privileges to harbor or own an animal and may have their housing privileges revoked, in addition to any other applicable administrative and/or disciplinary action.

g. Examples of minor violations include: Noise (excessive barking), minor property damage, exceeding the pet number limits, public nuisance and stray or loose animals imposing no threat.

h. Examples of serious violations include: Attacks on humans or other animals, major property damage, non-registered and diseased animals and loose animals imposing threat or fear to the public.

i. Anyone releasing any animal from a trap or abandoning an animal for any reason will be in violation of this instruction and subject to disciplinary or administrative action.

12. Animal Control Responsibility

a. The COMFLEACT Sasebo Installation Security Officer (ISO) has overall responsibility to enforce any and all animal regulations on board COMFLEACT Sasebo, including the Main Base and Hario Housing areas. Normally, the ISO will determine the disposition of animal cases. The ISO will consider the recommendations of the VTF and COMFLEACT Sasebo Housing Office, as applicable.

b. The ISO will be responsible for maintaining records of any animal complaints, dog bites or any other animal incidents involving domestic animals on board any facility maintained by COMFLEACT Sasebo. If animal abuse/neglect is suspected the veterinarian will be called out as well to document with pictures, statements and conduct a veterinary examination. Upon completion of the investigation, the ISO, Housing Director and the VTF will review the case and make recommendations to the ICO/Chief Staff Officer (CSO) for any administrative and/or disciplinary action.

(1) Personnel designated by the NAVFAC Engineering Command Far East, Pest Control Office will set traps to humanely capture stray cats and dogs. They will also pick-up dead, sick or injured stray cats and dogs and with the assistance of the VTF, control the feral animal population as necessary.

(2) If, in the opinion of the VTF, an animal is determined to be neglected or abused, the animal may be confiscated or the owner may be instructed by the VTF as to proper animal care. The member's privilege to own or harbor a pet will be subject to review by the VTF.

(3) While under neglect/abuse investigation, no new animals may be added to the household.

(4) Individuals who violate this instruction may be punished under the Uniform Code of Military Justice and/or appropriate administrative actions.

c. Reports of owners exceeding the pet number limits. The Housing Office can verify the complaint and notify the owner found to be in violation, informing the ISO, of such an infraction via letter. No formal investigation is required. If the pet number limits are exceeded, it will be considered a minor violation and the offenders will be given an adequate amount of time (normally seven days) to find arrangements for the extra pets.

d. In the event that an animal is lost or assumed to have been captured as a free-roaming animal, owners are advised to contact COMFLEACT Sasebo Security, Public Works Department or the VTF and describe the animal.

13. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1.

14. Review and Effective Date. Per this instruction, the Army Veterinarian will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


B. L. STALLINGS

Distribution:

Electronic only, via G2 Web site

<https://g2.cnrc.navy.mil/tscnrj/CFASASEBOJA/N00/CA/CFA%20Sasebo%20Instructions/Forms/INSTView.aspx>

Sasebo Veterinary Treatment Facility			
PCS with Pets Agreement			DATE:
<p>I agree to the following as conditions for PCSing from Japan as a pet owner:</p> <ul style="list-style-type: none"> - Pet owners will contact Sasebo VTF to inform them of PCS move and obtain proper forms and export/import information. - NO animal(s) will not be abandoned on or off base. - If unable to move the animal(s) to the new duty station, the owner will be responsible for making arrangements to re-home the animal(s). The owner will contact Sasebo VTF informing them of re-homing. New owners will be verified by Sasebo VTF. <p>My signature below indicates that I fully understand and will comply with the above regulations. I understand that any failure to comply will result in forwarding a copy of this report through command channels, a fine, and possible exportation of the animal(s) back to the United States at my expense.</p>			
_____	_____	_____	
Print Name	Sign Name	Date	
Owner Information:			
OWNER (SPONSOR) NAME: LAST, FIRST		LODGING INFORMATION:	
COMMAND:			
WORK PHONE:			
Description of Pet(s):			
PET NAME:	SPECIES:	MICROCHIP:	FINAL QUARANTINE DATE:
PET NAME:	SPECIES:	MICROCHIP:	FINAL QUARANTINE DATE: