



DEPARTMENT OF THE NAVY
U.S. NAVAL BASE GUAM
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NAVAL BASE GUAM INSTRUCTION 11101.10

Subj: FAMILY HOUSING PET POLICY

Ref: (a) CNICINST Housing Desk Guide Occupant Responsibility and Liability
(b) SECNAVINST 6401.1B

Encl: (1) Family Housing Pet Registration Form
(2) Disaster Planning for Pet Owners

1. Purpose. This instruction establishes the policies and procedures that govern pet ownership in Military Family Housing (MFH) onboard U.S. Naval Base Guam (NBG) in accordance with references (a) and (b).

2. Definitions

a. Animal. All non-human species—both domestic and wild.

b. Pets. Dogs, cats, birds, rabbits, domestically-bred pets of the rodent family and non-poisonous fish, frogs, crabs, snails, turtles, etc. are authorized in NBG MFH.

c. Pet Owner. Service member or other sponsor of an animal approved to reside in NBG MFH.

3. Restrictions

a. Determination of number of pets permitted per home is made by the Installation Commanding Officer as per reference (b). The total number of pets shall not exceed two per household (e.g. two dogs, two cats or one dog and one cat).

b. Animals not allowed on board NBG MFH and the Installation:

(1) Exotic or non-domesticated species or animals, to include snakes, Vietnamese pigs, domesticated or non-domesticated pigs, ferrets, spiders, squirrels, bats, monkeys and domesticated farm animals such as poultry (chickens, ducks, etc) and species designated as wildlife. Exotic pets are not authorized on NBG MFH.

(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 Candiru catfish or Piranha.

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

c. The breeding of pets within the jurisdiction of Naval Base Guam is prohibited. Animals intended for or used for breeding are not authorized services at the VTF as per Army Regulation 40-905, Veterinary Health Services.

4. Pet Owner Responsibilities. Pet ownership in NBG MFH is a privilege that requires compliance with the provisions of this instruction—including the following responsibilities:

a. Pet Owners must register their pets with the Housing Service Center within 30 days of occupancy or acquisition of a pet. See enclosure (1) for the pet registration form.

b. All dogs and cats must be vaccinated for rabies within 30 days of occupancy or acquisition of the pet. Pet Owners must provide valid proof of rabies vaccination at registration to the Housing Service Center.

c. Pet Owners must provide their pets with a readily-available source of clean, potable water and at least daily feeding in a quantity and quality sufficient to maintain the pet in good health.

d. Pet Owners will not leave their pets alone in family housing units, backyard, or balcony area 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.

e. Pet Owners will maintain sufficient, positive control of their pet at all times outside the MFH unit. Sufficient, positive control should prevent the pet from injuring humans or animals, damaging property, and creating excessive noise—five minutes or more of barking or other pet noise during peace and quiet hours. Sufficient, positive control is also defined as control by a responsible individual who is physically present with the pet.

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

(1) Dog Park. Pets are authorized off leash only exclusively in designated installation dog parks under the direct supervision of a responsible adult. Public areas such as athletic fields, playgrounds, and parks may not be used for off leash pet exercise.

(2) All other outdoor locations. Pets must be restrained by a leash, cage, or other suitable tether or chain. Pet Owners are prohibited from tethering or chaining a pet to a fixed object (e.g. stake in the ground) for more than four hours per day.

g. Pet Owners are responsible for immediate removal of their pet's excrement in all public spaces onboard NBG.

h. Pet Owners are responsible for making pet shelter arrangements in case of emergency. Enclosure (2) is an emergency planning guide designed to assist pet owners in making these

arrangements.

i. Pet Owners are responsible for immediately turning over pets to veterinary personnel, who bite or injure a human or animal, in accordance with paragraph 6. Failure to do so may result in grounds for law enforcement to confiscate the pet.

j. Prior to moving out of MFH, Pet Owners must professionally clean and sanitize their unit's carpeting including flea and mite treatment. Pet Owners are responsible for the cost of carpet replacement where staining or odor remains. The carpet replacement fee will be pro-rated based on the age of the carpet.

k. De-registration will be accomplished in the event an animal registered at the Boller Veterinary Treatment Facility (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.

5. Prohibitions

a. Pet Owners are restricted to two pets per household. Exceptions to this policy to acquire a third pet will be processed on a case-by-case basis. All exception requests must be submitted in writing via the Housing Service Center to the Installation Commanding Officer (ICO), NBG. Pet Owners may not acquire an additional pet without an approved exception, in advance. Approval will depend on factors such as the size of animals (typically under 20 pounds each), ownership history and the type of residence. Exceptions for more than three pets will not be considered.

(1) Residents with approved exceptions to policy for a third pet are prohibited from conducting pet-sitting of additional animals.

(2) Pet sitting is allowed when the registered owner is unavailable (i.e. underway, TAD, leave, etc.). The pet sitting house may have no more than two pets during these periods, which includes the pet(s) being looked after. 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 Boller VTF as authorized to seek treatment for the pet. For long periods of time a special power of attorney is highly recommended.

(3) Service animals are not pets for the purposes of NBG's two pet limit. Service animals must be prescribed by a medical provider and the resident must provide certification subject to validation by a military medical provider.

b. The following are prohibited onboard NBG:

(1) All pet breeding, fostering or harboring animals

(2) Electronic fences and remote controlled shock collars.

(3) Retractable or adjustable leashes.

c. Animals such as monkeys, skunks, raccoons, ferrets, foxes, iguanas, snakes, and breeds of dogs with dominant traits geared towards aggression or determined by animal Control as vicious are strictly prohibited. In addition, live stocks such as goats, pigs, sheep, and poultry are prohibited in Family Housing.

d. Pets are prohibited in the common areas such as playground areas, basketball courts, pavilions, community centers, and property for which another housing resident is responsible.

6. Violations. The Housing Service Center is responsible for adjudication of all violations of this instruction. Pet Owners will be notified in writing by the Housing Service Center when it has received a complaint that the Pet Owner has violated this instruction. The Pet Owner will then have five days to submit a written response. Pet Owners who accumulate three minor or one serious violation will lose their pet privileges. They may also be subject to other, appropriate administrative or disciplinary action—including eviction.

a. Examples of minor violations include: noise (excessive barking), minor property damage, unauthorized possession of three or more pets, public nuisance, failure to pick up pet excrement, and failure to maintain sufficient, positive control of a pet in public spaces.

(1) Possession of three or more pets is a minor violation. The offending Pet Owner will be provided adequate time (generally seven days) to remove the pet from MFH.

b. Examples of serious violations include: attacks on humans or other pets, major property damage, and possession of a diseased pet or other animal. Validated complaints of pet bite or attack will result in action of removal of the pet from MFH.

c. Should Pet Owners fail to exercise proper control of their pet, and the pet bites, mauls, or attacks an individual or another animal, the individual whose pet violates this instruction may be punished under the Uniform Code of Military Justice and/or appropriate administrative actions.

7. Animal Injuries. Personnel involved in animal bites or scratches should promptly seek medical assistance and contact NBG Animal Control. If known, they should inform medical personnel of the animal's location and description, its owner's name and address, and the animal's health or vaccination history. Veterinary personnel must then examine all animals who bite or otherwise injure a human or other animal within two working days of the incident and such animals shall undergo a ten-day quarantine for rabies.

8. Stray Animals

a. Stray and wild animals of all types should not be fed or cared for and must be reported to NBG Animal Control. Any person who tampers with, discards, or springs official traps onboard NBG is subject to disciplinary or administrative action.

b. Feeding or possessing livestock (goats, pigs, sheep, and poultry), be it feral or domestic, is strictly prohibited.

9. Record Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1 of September 2019.

10. Review and Effective Date. Per OPNAVINST 5215.17A, the Security Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, Navy policy, and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for ten years, unless revised or canceled in the interim, and will be reissued by the ten-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 SECNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This notice is cleared for public release and is available electronically via the CNIC G2 Portal at <https://g2.cnic.navy.mil/NAVBASEGUAM/Pages/default.aspx>

NBG Housing Pet Registration Form

Sponsor's Last/First/MI Name _____ Date: _____

Rank/Rate: _____ PRD: _____

Housing Address: _____

Home Phone: _____ Work Phone: _____

Sponsor's Unit Name: _____

Sponsor's Unit Address _____

	PET #1	PET #2
Name:		
Breed:		
Sex:		
Age:		
Color:		
Weight:		
Spayed/Neutered? Y/N		
Rabies Tag #:		
Year Vaccinated:		

NOTE: You are required to keep your records updated with your local Housing Service Center as changes occur during your assignment to Military Family Housing on the Naval Base Guam.

Pets

When preparing for an emergency, be sure to include arrangements for your pets. Your emergency preparedness kit should contain provisions for your pets. Know in advance how you will handle your pets if you need to evacuate. If you must leave them behind, make sure they have access to food, water, and shelter.

Preparedness Is Your Duty

The Navy encourages all personnel to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a family emergency plan, and make an emergency preparedness kit.

Preparing to Take Your Pets

- Add pet supplies to your emergency supplies, including but not limited to food, a strong leash, a carrier, and veterinary records.
- Make sure your pet's identification tags are up to date and secured on its collar.

What to Do with Your Pet During an Emergency

- Bring pets inside immediately. Many times pets run away when they sense danger. Never leave them tied up outside.
- If you are told to evacuate and you can bring your pets:
 - Take enough supplies and food for at least three days.
 - Make sure the carrier is secure.
 - Be responsible for your pets by cleaning up after them and making sure they are not causing problems.
 - Understand that many shelters do not allow pets. You may have to board your pet or place it in a shelter prepared for evacuated pets.
- If you are told to evacuate and are ordered not to bring your pets:
 - Bring your pet inside. Never leave your pet outside during an emergency.
 - Leave plenty of food and water.
 - Take the toilet seat off and brace the bathroom door so they can drink.
 - Place a notice on your door that your pet is inside. Include your name, phone number, and the name and phone number of your veterinarian.

What to Do with Your Pet after an Emergency

- Keep close contact with your pet to make it feel safer.
- Keep your pet on a leash when possible so it stays with you.
- Understand that your pet may have some behavioral changes because of trauma.
- Be responsible for your pet at all times by cleaning up after it and keeping it away from others.

Where to Find Additional Information

- FEMA—www.fema.gov/plan/prepare/animals.shtm
- The Humane Society of the United States
 - www.hsus.org/hsus_field/hsus_disaster_center/resources
 - www.hsus.org/web-files/PDF/DIST_DisasterPetBrochure.pdf

It's your duty to stay informed, develop disaster plans with your family, and have ready an emergency supply kit good for at least three days