



## DEPARTMENT OF THE NAVY

COMMANDER, FLEET ACTIVITIES, YOKOSUKA  
PSC 473 BOX 1  
FPO AP 96349-0001

COMFLEACTINST 6200.1S  
N3AT

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### COMFLEACT YOKOSUKA INSTRUCTION 6200.1S

From: Commander, Fleet Activities, Yokosuka

Subj: IMMUNIZATION, REGISTRATION, HOUSING AND CONTROL OF PETS

Ref: (a) CNICINST 11103.4  
(b) SECNAVINST 6401.1B  
(c) COMNAVFORJAPANINST 11101.12  
(d) COMNAVFORJAPANINST 11101.15  
(e) COMNAVFORJAPANINST 6310.3M

1. Purpose. This instruction sets forth policy and procedures to be followed by all personnel who own pets on board Fleet Activities (FLEACT), Yokosuka and provides instructions pertaining to the care, maintenance, control and registration of pets. Additionally, it also establishes an Animal Control Board to promulgate rules and regulations for physical control of pets. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMFLEACTINST 6200.1R.

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 Commander, Fleet Activities (COMFLEACT), Yokosuka.

d. Veterinary Treatment Facility (VTF): Animal treatment facility operated by the U.S. Army Veterinary Services on board FLEACT, Yokosuka.

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e. Local Housing Authority: Per reference (a) the local housing authority for all of CFAY housing matters to include Yokosuka, Ikego, Negishi and off-base is COMFLEACT, Yokosuka.

f. 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.

g. Feral Animals: Any domestic animal which has returned to a wild state and is free-roaming or without identifiable ownership.

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

i. Animal Shelter: A non-profit organization constituted on board FLEACT, Yokosuka for the purpose of caring for captured stray animals or animals turned in by their owners until they may be adopted by a suitable home.

j. 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.

k. Euthanasia: The humane destruction of an animal.

l. 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.

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

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

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o. 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.

p. 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 FLEACT, Yokosuka 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.

q. Zoonotic Disease: A disease communicable between animals and humans.

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

s. 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.

t. Non-Combatant Evacuation Operation (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, Yokosuka. 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.

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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 as per reference (b). 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 in-door pets on military family housing facilities, the potential for impact to neighboring families, and as delineated in references (c) and (d), the total number of dogs and cats shall 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 snakes, spiders, squirrels, bats, monkeys, tanuki and species designated as wildlife.

(2) Endangered or threatened species.

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

(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, Yokosuka 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.

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. Military Working Dogs 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), caged domestically-bred pet of the rodent family, birds or aquatic animals/reptiles (non-poisonous fish, frogs, crabs, snails, turtles, etc.).

f. Personnel residing in bachelor housing may own or harbor fish, turtles and caged domestically-bred pets of the rodent family. Birds, cats and dogs will not be allowed in bachelor housing.

g. In the event of a 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. Residents residing in Negishi are authorized up to three pets per household (combination of dogs and cats).

b. The fostering of an animal from the shelter is permitted when the shelter cannot harbor the animal. Fostering households are permitted to have no more than three 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 prior to taking on additional pets by fostering.

c. Pet sitting is allowed when the registered owner is unavailable (i.e. underway, TAD, leave, etc.). Like fostering the pet sitting house may have no more than three 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 VTF as authorized to seek treatment for the pet. For long periods of time a special power of attorney is highly recommended.

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d. Waivers to own a third pet will be handled on a case-by-case basis and need to be routed by letter to Commander, Fleet Activities, Yokosuka 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.

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

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

g. 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 in accordance with 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 shall 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, leash, or suitable tether or chain. The method of restraint must be sufficient to prevent the animal from causing injury or committing any other violation. An animal shall not be tethered or chained to a fixed object (i.e. stake in the ground) for more than four hours per day. 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 FLEACT, Yokosuka.

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 FLEACT, Yokosuka (including Negishi and Ikego 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) shall not be used as dog exercise areas or dog runs. Dogs may exercise off the leash in established and authorized dog runs in Yokosuka, Ikego, and Negishi. Pet owners are responsible for their pet. The pet owner is responsible for removing their pet's excrement.

#### 8. Registration/De-registration

a. Dogs and cats maintained on board FLEACT, Yokosuka (including Negishi and Ikego 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. Animal's 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 FLEACT, Yokosuka 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 (e). The following procedures are required at least annually under the direction of a licensed veterinarian to maintain base registration:

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

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(2) Dogs: Rabies, distemper, hepatitis, leptospira, parvovirus, and corona virus 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) above, to produce a good immune response and receive base registration. Dogs and cats must receive a single rabies vaccination by four months of age.

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

d. Pets may be vaccinated by any licensed veterinarian provided that proof of vaccination is provided to the VTF for annual registration. The VTF will issue a Yokosuka rabies tag and certificate for base registration when the above requirements have been met.

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. 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.

g. Requests for exceptions from micro-chipping shall be made in writing to COMFLEACT, Yokosuka, 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.



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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 FLEACT, Yokosuka Security.

d. Stray/feral animals will not be fed or nurtured and their location must be reported to FLEACT, Yokosuka Security. Members of the base community will not attempt to capture or handle any wild or stray animals. The animal shelter is permitted to release feral cats on the base provided they are neutered/spayed and verified medically free of disease. Wild animals (bats, rats, snakes, crows, etc.) found dead or injured on-base should be reported to Naval Facilities Engineering Command Far East, Pest Control Office. Stray animals (cats or dogs) found dead or injured on-base must be reported to FLEACT, Yokosuka Security. Any person who tampers with, discards or steals animal traps is subject to disciplinary or administrative action.

e. All personnel involved in the care, treatment, capture or storage of animals are required to obtain tetanus shots. Animal control personnel are recommended to receive the Pre-Exposure Rabies Vaccine. This requirement is not applicable to pet owners unless they perform animal control/care related duties with the animal shelter, FLEACT, Yokosuka Security Department or the VTF.

f. Due to the risk of transmitting potentially fatal contagious diseases, animal control/care personnel are restricted from acting as home care providers under the Morale, Welfare and Recreation home care program. Additionally, pregnant personnel are restricted from performing animal control/care functions unless authorized by a health care provider and they are up-to-date on all required vaccinations. Children under the age of ten years without adult supervision are strictly forbidden from all animal control/care areas.

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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 FLEACT, Yokosuka 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 FLEACT, Yokosuka 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. Any loose/stray animal which is trapped, found, picked-up or turned over to FLEACT, Yokosuka Security will be identified by the required tags and the owner notified. If no rabies/ identification tags are available, then the animal will be impounded at the VTF 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 turned over to the animal shelter for adoption.

b. Animals turned over to the animal shelter for adoption must be tested for heartworm disease for dogs or feline immunodeficiency virus infection for cats. These tests will be paid by the animal shelter. If an animal tests positive, it will be deemed unadoptable and euthanized. The charge for

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disposal of animals testing positive for the above tests will be paid by COMFLEACT, Yokosuka. If the above listed tests are negative, the animal shelter will have the opportunity to accept the animal from FLEACT, Yokosuka Security. At the time of acceptance/ adoption by the animal shelter, FLEACT, Yokosuka Security will no longer have responsibility for the animal. Once the animal is turned over to the animal shelter, they will be removed from the security animal control cages and the animal shelter must provide/have the means to provide the animal proper facilities. If all of the animal shelter capacity for animals is full, then the VTF will euthanize the animal at COMFLEACT, Yokosuka's expense. The animal shelter will pay any medical costs or euthanasia fees incurred by any animals within their care. Animals may be fostered by the animal shelter's volunteers 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.

c. 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.

d. A violation notice will be issued by FLEACT, Yokosuka 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 FLEACT, Yokosuka Animal Control Board and 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.

e. 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.

f. 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.

g. 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 FLEACT, Yokosuka Security Officer has overall responsibility to enforce any and all animal regulations on board FLEACT, Yokosuka, including the Ikego and Negishi Housing areas. Normally, the FLEACT, Yokosuka Animal Control Board shall determine the disposition of animal cases and forward their recommendation to the FLEACT, Yokosuka Security Officer. The FLEACT, Yokosuka Security Officer will consider the recommendations of the FLEACT, Yokosuka Animal Control Board, VTF and FLEACT, Yokosuka Housing Office, as applicable.

b. The FLEACT, Yokosuka Security Officer will be responsible for investigating any animal complaints, dog bites or any other animal incidents involving domestic animals on board any facility maintained by COMFLEACT, Yokosuka. Upon notification or complaint, the FLEACT, Yokosuka Security Officer will conduct an investigation to determine if an animal is dangerous, vicious, a nuisance or determine if animal abuse/neglect has occurred. If animal abuse/neglect is suspected a veterinarian technician will be called out as well to document with pictures, statements and conduct a veterinary examination. Upon completion of the investigation, the FLEACT, Yokosuka Security Officer, Housing Director and the VTF will review the case and make recommendations to the FLEACT, Yokosuka Commander/Chief Staff Officer for any administrative and/or disciplinary action.

(1) Personnel designated by the FLEACT, Yokosuka Security Officer 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 impounded 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 FLEACT, Yokosuka Animal Control Board or the VTF.

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

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(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 FLEACT, Yokosuka Security Officer, 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.

### 13. Animal Control Board

The Animal Control Board will consist of a chairman (the FLEACT, Yokosuka Security Officer or designated representative), and representatives from the U.S. Naval Hospital, Yokosuka, Military Family Housing, Yokosuka, and the U.S. Army Veterinary Services. The Animal Control Board will convene on an as needed basis when specific animal issues warrant action by more than the chairman to provide the following services:

a. Make recommendations to COMFLEACT, Yokosuka concerning rules and regulations on the operation of the animal shelter, bite incidents, standards for collections, care, custody and disposal of animals at large, animal neglect and abuse cases, nuisance, dangerous and/or vicious animals.

b. Make recommendations to COMFLEACT, Yokosuka concerning changes to existing regulations governing animal control/registration.



D. A. OWEN

Distribution:  
COMFLEACTINST 5215.2K  
List I and II, Case 1

Stocked:  
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