



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

IMYN-ZA

11 FEB. 2019.

UNITED STATES GARRISON YONGSAN - CASEY POLICY LETTER # 47

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Control of Pets and Stray Animals in United States Army Garrison Yongsan - Casey

1. **REFERENCE:**

- a. Army Regulation 420-1, Army Facilities Management, 24 Aug 12
- b. United States Forces Korea Regulation 40-5, 21 Jun 07

2. **PURPOSE:** To establish policy, guidelines, and responsibility for personnel introducing pets onto United States Army Garrison Yongsan – Casey (USAG YC) installations.

3. **APPLICABILITY:** This policy applies to all personnel bringing animals onto USAG YC installations for any reason, including those who reside in Yongsan – Casey government owned or leased quarters.

4. **DEFINITIONS:**

- a. Domestic pets. Includes dogs, cats, ferrets, and caged animals, such as birds, fish, hamsters, gerbils, rabbits, guinea pigs, hedgehogs, and reptiles.
- b. Exotic animals. Includes but are not limited to tarantulas and scorpions, monkeys, alligators or other similar type animals not considered to be a common pet (companion animal) or domesticated livestock species.
- c. Livestock. Includes pigs, cattle, goats, horses, sheep and poultry.
- d. Stray. An animal that is not under the immediate physical control of its owner.

5. **GENERAL:**

a. Residents in unaccompanied personnel housing (UPH) on Yongsan – Casey installations, and in Burke Towers family housing complex are ONLY authorized caged animals as defined in paragraph 4.a. above.

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b. Other Yongsan South Post residents in Army Family Housing (AFH) are limited to two domestic pets per household.

c. Exotic animals and livestock are not authorized in either UPH or AFH.

d. Guests of USAG YC housing residents are prohibited from bringing any animals onto the installation, except for authorized personnel bringing animals to the Yongsan Pet Care Center.

e. Upon in-processing with the Housing Division, applicants who are authorized to bring domestic pets to Korea will initiate a pet registration form (Enclosure 1). By signing the pet registration form, applicants acknowledge that they have read, understand, and will comply with all provisions outlined in this policy.

f. Personnel who violate this policy, or who knowingly bring a domestic or other non-authorized pet to Korea when they have been notified that pets are not authorized, will be subject to removal from, or denied, government quarters.

g. Personnel who violate this policy and whose government quarters are terminated will not be authorized overseas housing allowance (OHA).

h. All pets must be registered at the USAG Humphreys Veterinary Treatment Facility (VTF), Osan VTF, or Camp Walker VTF within 10 days of acquisition or arrival in country.

i. Dogs and cats require certificates of immunization for rabies prior to registration. Other required immunizations must be accomplished IAW the schedule provided by the VTF. Dogs must be current on rabies and distemper multivalent immunizations, and must be tested for heartworm infection and maintained on heartworm preventative with de-wormer year-round. Cats must be immunized against rabies, feline pan leukopenia virus multivalent immunization, and be tested for parasites and/or de-wormed at least annually.

j. Micro-chipping is mandatory for all cats and dogs. Micro-chipping may be accomplished at any of the military VTFs in South Korea or off post (or off base). The micro-chip must be ISO compatible. Any rabies vaccination given before micro-chipping is not valid.

k. Status for command sponsored personnel in USAG YC indicates whether sponsors are authorized to bring domestic pets to Korea.

l. All animal deaths must be reported immediately to one of the military VTFs.

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m. All dogs will be maintained **under leash control**. Verbal control is insufficient. It is the owner's responsibility to control the animal, not the citizen's responsibility to avoid the animal.

n. Animals will not be permitted to enter tennis courts, swimming areas, exchange facilities, commissaries, theaters, bowling lanes, troop billets, BOQ/BEQ, dining facilities, playgrounds, gymnasiums, picnic areas, athletic fields, clubs, or any facility where food or drinks are served. Bona fide health assistant animals are exempt from this requirement.

o. Pet exercise areas will routinely be used for voiding waste. These approved exercise areas are identified at Enclosure 2. Each housing area has containers for pet waste. **PET OWNERS ARE RESPONSIBLE FOR PICKING UP AND PROPERLY DISPOSING OF ANIMAL WASTES NO MATTER WHERE THEY ARE ON THE INSTALLATION.**

p. Animals found unattended or running free will be controlled by DPW Pest Control Personnel and transported to one of the military VTFs for impoundment. If the animal is not claimed within three working days, the animal will be considered a stray. The animal will then be subject to euthanasia or entered into the VTF adoption program at the discretion of the attending veterinarian. Animal control is the responsibility of the owner and fines and/or PMO action may be taken for violations.

q. Owners will not allow animals to disturb neighbors by constant barking, destroying property, or threatening actions (e.g., biting, scratching or aggressive behavior). Animals showing this type of behavior will be removed from housing.

r. Owners will not abandon their pet. If the sponsor is unable to provide the necessary care or if the sponsor is transferred from the installation, the sponsor must make provisions to dispose of the pet. All stray animals on Korea wide installations will be picked-up by DPW Pest Control Personnel and impounded at the nearest military VTF for further disposition. Stray or abandoned animals and pets not claimed within a reasonable time (three working days) will be considered nuisance animals and may be euthanized. A statement of charges will be initiated to collect all costs incurred to capture and dispose of an abandoned pet.

s. The owner of an animal involved in a bite case will bring the animal to the nearest military VTF, where appropriate rabies quarantine and observation procedures will be determined. Failure to comply within 24 hours will result in the animal being seized by the Military Police and impounded at a designated facility at owner expense.

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t. Violations of this policy may result in administrative sanctions. Incidents of failure to control animals may result in, at a minimum, the animal being removed from USAG YC installations and may result in removal of the sponsor/owner from government quarters.

u. Violations of this policy should be reported to the USAG YC Senior Resident Coordinators, Housing Officer, Military Police, or the area Civilian Misconduct Officer. Citations may be issued by Military Police, VTF personnel, Senior Resident Coordinators, or the USAG YC Command Group.

6. Stray Animal Control

a. Trap - Neuter - Release (TNR). TNR is the humane and potentially effective approach for stray and feral cats by which community cats are humanely trapped (with box traps), brought to a veterinarian to be spayed or neutered, vaccinated, ear tipped, and then returned to the outdoor location where they were found.

(1) USAG YC will establish a TNR program in an effort to mitigate the growing number of stray and feral cats on board the installations. See Enclosure (3).

(2) Only those authorized individuals participating in the TNR program are allowed to feed and/or trap stray or feral cats.

b. Public Affairs Office (PAO) will:

(1) Post this policy to the USAG YC webpage.

(2) Publicize Garrison procedures in controlling of stray animals on the installations.

c. Supervisors, Facility Managers, Building Custodians and Housing Tenants will:

(1) Notify DPW for uncontrolled cats and dogs that have been observed in or around their facilities.

(2) Ensure that no one provides food and/or water to uncontrolled cats, dogs or wild animals, or tampers with traps placed to capture these animals, **EXCEPT FOR THOSE WHO ARE AUTHORIZED TO PARTICIPATE IN THE TNR PROGRAM.**

(a) Feeding uncontrolled cats and dogs, or releasing trapped animals or tipping traps to prevent their capture is prohibited.

(b) Feeding may appear to be humane treatment but aggravates the installation's stray animal problem.

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1 First Incident. Inform individuals observed providing food and/or water to stray animals, or releasing trapped animals, of the installation policy and request them to stop.

2 Second Incident. If the individual persists, notify his/her supervisor and request the appropriate action be taken to stop this behavior.


3 Third Incident. If the individual continues to disregard the Commander's policy, elevate the issue up the individual's chain of command for appropriate counseling action.

(c) Individuals interested in participating in the TNR program must contact the DPW Chief, Pest Control Shop at DSN 724-4168 to request authorization to feed and/or water uncontrolled cats.

7. The Point of Contact for this policy is the Chief, Housing Division, at DSN 738-7531.

3 Encls

1. Pet Registration Form
2. Authorized Pet Exercise
3. Yongsan Cat Trapping


MONICA P. WASHINGTON
COL, LG
Commanding

**PET REGISTRATION FORM
ARMY FAMILY HOUSING**

| OWNER INFORMATION | | | |
|--|----------------------------------|--------------|-------|
| OWNERS NAME: | _____ | | |
| UNIT ADDRESS: | _____ _____ _____ _____ | | |
| DUTY PHONE: | _____ | | |
| HOME PHONE: | _____ | | |
| PET INFORMATION (TO BE COMPLETED BY VETERINARY TREATMENT FACILITY) | | | |
| | PET#1 | PET#2 | |
| TYPE OF PET | _____ | _____ | |
| BREED: | _____ | _____ | |
| PET NAME: | _____ | _____ | |
| WEIGHT: | _____ | _____ | |
| DATE ARRIVED IN COUNTRY: | _____ | | |
| DATE RELEASED FROM QUARANTINE: | _____ | | |
| IMMUNIZATION UP-TO-DATE: | _____ | YES | NO |
| SITNATURE: | _____ | | |
| VETERINARY SERVICE PERSONNEL | | | |
| ASSIGNFO QTRS II: | _____ | DATE: | _____ |
| <p>I have received and been briefed on the policy for having pets in government quarters and will comply with them. I fully understand that violation of these policies can result in the pet(s) being removed from government quarters.</p> | | | |
| (RESIDENT'S SITNATURE) | | (DATE) | |
| (HOUSING REPRESENTATIVE) | | (DATE) | |

AUTHORIZED PET EXERCISE AREAS

Itaewon Acres: Across the Street from the Main Entrance
 North side of complex rear of Bldg 4610
 South side of complex rear of Bldg 4620

Black Hawk: Along East side perimeter wall

Village Eagle: Southeast corner or tennis courts

Eagle Grove: Across the Street from Bldg 7056

South Post:

Pets taking care of "business" in hallways, stairwells, sidewalks, and other areas not designated as "PET EXERCISE AREAS" create undesirable and unsanitary conditions within the community and USAG Yongsan-Casey. Owners of animals caught taking care of business outside of the Pet Exercise Area will be cited.

YONGSAN CAT TRAPPING

Goal: Trap ALL cats and kittens in specified area. Sterilize and then return cats to same location in which they were trapped.

- 1) Assess the cats and their environment.
- 2) Coordinate with anyone in the area who is currently feeding cats and collect information on the cats and put it into a tracking system, (www.alleycat.org/tracking).
- 3) Communicate with residents near the trapping location (information about program, timing and contact information for questions).
- 4) Establish a Feeding Schedule. Per the policy, only those in the TNR program are authorized to feed/water cats. If someone is already feeding cats, advise them to stop and/or seek to become a TNR participant.
- 5) Verify volunteer, non-military veterinary services (arrange to get access to post as necessary).
- 6) Set up Holding/Recovery Area (indoor, dry, temperature controlled area for safe overnight stay): Cats will stay there the night before and the night after surgery.
- 7) Set up surgical area (if the volunteer, non-military vet teams plan to use an area on-post).

- 8) Trap Cats, Fix and Return (three-day process).