



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-PWH

**UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 2-1**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Control of Pets, Mascots, and Stray Animals on USAG-Y

1. **REFERENCE:** Army Regulation 420-1, Army Facilities management, 12 Feb 08.
2. **PURPOSE:** To establish policy, guidelines and responsibility for pets residing in Government owned, controlled, and leased quarters on U.S. Army Garrison-Yongsan (USAG-Y) installations.
3. **APPLICABILITY:** This policy applies to all personnel (DOD Military or Civilian) and their personally owned animals housed (transiently, temporarily or permanently assigned) on USAG-Y. Assigned caretakers and the responsible unit who have registered Unit mascots are required to adhere to this policy unless otherwise specifically directed by applicable policy or veterinary medical direction. Disabled servicemembers or their dependants with a bona fide animal assistant (reviewed and registered in compliance with (AR 40-905) are exempt from housing area restriction but are required to comply with all other provisions unless specifically exempted.
4. **DEFINITIONS:**
  - a. "Domestic pets" include dogs or cats, regardless of size, for the purposes of this policy.
  - b. "Caged animals" include birds, fish, ferrets, rodents (hamsters, guinea pigs, gerbils, mice and rats), rabbits, small reptiles and turtles.
  - c. "Exotic animals" include large or venomous reptiles, primates, wild dogs, cats or other similar type animals considered as wildlife.
  - d. "Livestock" are pigs, cattle, goats, horses, sheep and chickens.
5. **Command Sponsorship, Housing Assignment and Pets:**

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a. The Family Housing Branch will: Coordinate with United State Forces Korea (USFK) J1 and 8<sup>th</sup> Army G1 to ensure the travel status for command sponsored personnel in USAG-Y indicates whether sponsors are authorized to bring domestic pets to Korea.

b. Prospective residents will

(1) Indicate their intent to bring pets to Korea.

(2) Review and understand the stringent pet importation policy as detailed at <http://www.korea.amedd.army.mil/veterinary/index.html>.

(3) During in-processing with the housing division, residents will complete a pet housing authorization form (Encl 1). By signing the authorization form, residents acknowledge that they have read, understand, will comply with all provisions outlined in this policy.

c. Housing area restrictions:

(1) Residents of unaccompanied personnel housing are not authorized domestic pets.

(2) Family housing quarters (South Post residents except for Burke Towers) are limited to two domestic pets per household. Only two domestic animals per family will be evacuated during a Non-combatant Evacuation Order (Noncombatant Evacuation Operation (NEO) - in accordance with USAG-Y Policy).

(3) Exotic animals are prohibited on USAG-Y Installations and in all family housing quarters and Unaccompanied Personnel Housing (UPH).

(4) Livestock animals are prohibited as pets and Unit mascots on USAG-Y.

(5) Caged animals are permitted in all family housing quarters. Any caged animal must be properly housed and not excessive in number.

d. Inspection of housing areas for pet related concerns:

(1) Housing authorities can inspect quarters for pet related concerns 24 hrs after notifying residents in writing. Veterinary support for welfare determinations will be provided by the Veterinary Treatment Facility (VTF) upon request to the Officer in Charge (OIC).

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(2) The Provost Marshal Office (PMO) has the authority to investigate and enter quarters without pre-notification when sufficient probable cause exists that human or animal health is at risk.

6. **Installation Pet Policies:**

a. All animals of personnel assigned to USAG-Y and housed on or off the Installation are required to be microchipped and registered at the VTF within 10 days of arrival as directed by USFK 40-5.

b. Non-sponsored Family members or guests of USAG-Y housing residents are prohibited from bringing any unregistered animals onto the Installation, except for authorized personnel bringing animals to the pet care center or the VTF.

c. All animals will be maintained under leash control.

d. 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 when in a working capacity. Official unit mascots may enter troop billets.

e. 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 regardless of location on the installation. An owner must have a collection method readily at hand for disposal of pet wastes.

f. Should a pet urinate or defecate in a housing building or unauthorized outdoor common area the owner is responsible for cleaning and disinfection of the surface that was soiled.

g. 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 as directed in the violation section.

h. Any person bitten by a pet will present themselves to the appropriate medical authorities for care and a bite report (DD Form 2341) will be generated as directed by AR 40-905. The owner of an animal involved in a bite case will contact the Yongsan

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VTF for determination of appropriate rabies quarantine procedure. Failure to comply within 24 hours will result in the animal being seized by the Military Police (MP) and impounded at a designated facility at owner expense.

i. Owners will not abandon their pet. If the owner is unable to provide the necessary care or is transferred from the Installation, they must make provisions to transport or transfer ownership of the pet. As a last result the owner can surrender ownership to the Yongsan Stray Animal Facility and pay all applicable fees.

j. Owners are responsible to comply with all requirements of the NEO program for their pet.

k. Pets (Cats/Dogs) found unattended or running free will be recovered by the MP and transported to the USAG-Y Stray Animal Facility (adjacent to the VTF) for impoundment. If the animal is not claimed within three (3) working days, the animal will be considered a stray. All stray animals will be handled as directed by AR 40-905 and animal control regulations and Standard Operating Procedures (SOPs). Local Korean authorities are encouraged to apprehend stray animals and use microchip identification to identify owners. The Yongsan VTF will maintain liaison with the Korean authorities in accordance with the AR 40-905 to provide contact information for owners (or their command) of abandoned pets.

l. Owners will notify the VTF within 10 days when an animal is transferred to a new owner with the new owner's contact information. The new owner is required (unless they are host nation citizens/legal aliens) to register the pet transfer within 10 days.

m. Owners are required to notify the VTF within 10 days when an animal is lost, dies or departs from Korea to ensure that the animal's registration can be marked inactive.

#### **7. Violations of the Installation Pet Policy:**

a. Personnel who violate this policy will be financially liable for damage or injury caused by failure to comply. Residents are responsible and may be held liable for damage to assigned housing, or damage to or loss of related equipment or furnishings, caused by their abuse or negligence including loss or damage caused by pets.

b. Violations of this policy should be reported to building and area (Mayor) coordinators or the area civilian misconduct officer for initial resolution. Should additional assistance be needed the PMO or Yongsan VTF can be contacted. Citations

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may be issued by the military police, building and area (Mayor) coordinators, or the USAG-Y Command Group. The Yongsan VTF OIC will provide professional support at the request of the citation authority.

c. Violations will be documented and provided to the resident's command or sponsoring organization.

d. All costs associated with impound or care of abandoned animals will be the responsibility of the owner. A statement of charges will be initiated to collect all costs incurred to capture and disposition of an abandoned pet.

8. Point of contact is Chief, Housing Division at DSN 738-7531.

2 Encls

1. Pet Housing Authorization Form
2. Authorized Pet Exercise Areas



MARIA P. EOFF  
COL, LG  
Commanding

DISTRIBUTION:

A plus

South Post Residents (1 ea)

Unaccompanied Personnel Housing (1 ea)

Barrack Managers (1 ea)

106<sup>th</sup> Med Det (VSS)

**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	
SIGNATURE: _____	
VETERINARY SERVICE PERSONNEL	
ASSIGNED QTRS #: _____	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 SIGNATURE)	(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 Village:     Along East side perimeter wall

Eagle Grove:             Southeast corner of tennis courts

South Post:                Across the Street from Bldg 7056

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. Owners of animals caught taking care of business outside of the Pet Exercise Area will be cited.