



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 10570.2H CH-1
N93
6 Feb 24

NAVSUPPACT NAPLES INSTRUCTION 10570.2H CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PET POLICY

Encl: (1) Revised page 4 and 5 of basic instruction

1. Purpose. To promulgate change transmittal 1 to subject instruction, reporting changes to paragraph 8 of this instruction, to authorize Red Cross therapy dogs on base in support of a USO-sponsored event or the health clinic animal visitation program.

2. Action

1. Page 4, add paragraph 8a(4): "American Red Cross therapy dogs in support of USO-sponsored events or health clinic animal visitation programs".

2. Page 5, paragraph 8c: Change "Animals are prohibited from entry onto NAVSUPPACT Naples Capodichino base except for purposes of arriving or departing flights and properly contained at all times while onboard Capodichino base" into "Animals are prohibited from entry onto NAVSUPPACT Naples Capodichino base except for purposes of arriving or departing flights and therapy dogs directly associated with the American Red Cross and in support of a USO-sponsored event or the health clinic animal visitation program. In both cases, animals must be contained at all times. "

3. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

4. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability,

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currency, and consistency with Federal, Department of Defense, Secretary of the Navy, 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 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.

RANDAZZO.JOHN.L
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Date: 2024.02.06 09:31:01 +01'00'

J. L. RANDAZZO

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

<https://cnreurafcen.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

Violation of this requirement or of any pet policy regulations while the pets are in temporary care may jeopardize the member's authorization to have pets in their assigned government quarters. Only pets fully registered with the NAVSUPPACT Naples Veterinary Clinic are eligible for pet sitting in On-Base Family Housing.

7. Authorized Pet Areas

a. Attended, registered, and properly microchipped pets are allowed in the NAVSUPPACT Naples Support Site base and Admiral Carney Park. Pet feces must be cleaned up immediately afterwards, and all pets must be kept on a leash and under the direct positive control of a capable handler at all times. Pets cannot be tethered/tied off to any facility, porch, fence, or stationary/non-stationary object while the handler is taking part in another event.

b. Pets may be off-leash in designated pet run areas, but must be supervised by a capable handler. In all cases, pet owners are responsible for "cleaning up" after their pet to include proper disposal of feces.

8. Unauthorized Pet Areas

a. Emotional support, therapy, comfort and companion pets are prohibited from entry into any offices, playgrounds, exchange outlets, dining facilities, snack bars, theaters, clubs, schools, hospital or dental facilities, commissaries, and other public facilities to include exterior deck or covered areas. Pets are restricted from "human areas" such as playgrounds, pavilions, ball fields, and areas as annotated in enclosure (3). Zone 3, as reported in enclosure (3), may be Pet Authorized at CO's discretion based on Navy Lodge availability. The Navy Lodge, Temporary Lodging Accommodations have certain rooms that are pet friendly. This restriction includes loitering in designated common areas within government housing. The following exceptions apply:

(1) Military Working Dog with designated handlers.

(2) Installation Veterinary Corps Officer approved Service Animals accompanying their owner. An approved Service Animal is defined by the ADA as 'any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

(3) As specifically approved in writing by NAVSUPPACT Naples CO for organized activities, such as animal shows, science fairs, obedience classes, or other activities deemed appropriate by the CO.

(4) American Red Cross therapy dogs in support of USO-sponsored events or health clinic animal visitation programs.

b. All main venue areas associated with community sponsored events such as Special holiday celebrations, flea markets, and concert events (at Admiral Carney Park and NAVSUPPACT Naples Support Site) are to be considered Pet Free areas unless they are specifically advertised as a Pet Friendly Event.

c. Animals are prohibited from entry onto NAVSUPPACT Naples Capodichino base except for purposes of arriving or departing flights, and therapy dogs directly associated with the American Red Cross and in support of a USO-sponsored event or the health clinic animal visitation program and will be properly contained at all times while onboard Capodichino base.

d. These restrictions are not meant to punish pets or their owners but to ensure the safety and comfort of all installation and event patrons.

9. Individual Responsibilities

a. Avoid stray animals; they may be dangerous.

b. Treat all animal bites with medical urgency.

c. Report cases of aggressive, abused, sick, abandoned, or neglected animals to the NAVSUPPACT Naples Emergency Dispatch at DSN 626-5638/39.

d. Feeding stray or feral animals on government property is strictly prohibited and punishable under Uniform Code of Military Justice (UCMJ).

10. Import/Export of Pets. Information pertinent to the import/export of animals may be found at the Personnel Support Detachment (PERSUPPDET), Naples, Italy. All pet owners must contact PERSUPPDET Naples prior to transfer in order to ensure all regulations are met.

11. Personnel departing Personnel Change of Station and not taking their pets are responsible for the proper ownership transfer and adoption of their animals. Veterinary Treatment Facility will not perform convenience euthanasia. Owners of these animals should make every effort to find a suitable home. Department of Defense personnel who knowingly abandon their pets will be liable for animal abuse and neglect and are subject to disciplinary action.

12. Exceptions to this policy must be submitted in writing to the NAVSUPPACT Naples CO via member's chain of command.

13. Violations of this lawful general order are a punishable offense and may result in disciplinary action under the UCMJ. In addition, civilian personnel, NATO personnel and all dependents violating the regulations established herein are subject to administrative action, at the discretion of the NAVSUPPACT Naples CO. Sanctions may include eviction from base housing,



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 10570.2H
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28 AUG 2020

NAVSUPPACT NAPLES INSTRUCTION 10570.2H

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PET POLICY

Encl: (1) NAVSUPPACT Naples Housing and Veterinary Clinic Pet Registration
(2) NAVSUPPACT Naples Security Animal Incident Report (AIR)
(3) Map of Unauthorized Pet Areas

1. Purpose. To establish the pet policy for personnel stationed in Naples, Gaeta, and Rome, Italy. The content of this instruction will be included in the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Area Orientation course, and a condensed version will be included in the Welcome Aboard literature.
2. Cancellation. NAVSUPPACTNAPLESINST 10570.2G
3. Installation Veterinary Services. Installation Veterinary services are prioritized as follows:
 - a. Food, hygiene and public health.
 - b. Military working dog health and welfare.
 - c. Privately owned animal care.
4. Veterinary Clinic. Each animal's medical requirements will be reviewed by the clinic. All necessary registration information will be determined and recorded, including microchip, breed, weight, and sponsor. The Pet Registration form must be completed by the veterinarian and signed by the pet owner before submission to the NAVSUPPACT Naples Housing Office.
5. Pet Owner Responsibilities. U.S. Government civilians and military service pet owner responsibilities include, but are not limited to, the following:
 - a. General care of the pet, to include maintaining up to date vaccinations, as determined necessary by the Installation Veterinarian and Host Nation Laws.
 - b. Registration of the pet at the Installation Veterinary Clinic during check-in is mandatory. This includes demonstrating proof of current vaccinations and microchip information. Members are required to have all pets "in their custody" registered and microchipped (if not already microchipped) within 30 days of their arrival date in Italy. There will be a cost to the pet owner for the ID implant. Unregistered pets are ineligible for Installation Veterinary services and are not permitted in government quarters or on NAVSUPPACT Naples Installations until properly registered.

c. All dogs and cats must wear collars with identification tags containing the name and pet owner contact information, as well as required medical information tags provided by the pet's veterinarian. Pets shall also wear the Blue Carney Park/NAVSUPPACT Naples Installation Access tag that is issued by the Installation Veterinarian upon proper registration. This allows NAVSUPPACT Naples Security personnel to identify those pets who have met requirements and permit access to NAVSUPPACT Naples Installations.

d. Reporting loss (including death), sale, or transfer of ownership of pet to the Installation Veterinary Clinic is mandatory. Re-registration of a pet prior to adoption/transfer is also mandatory.

e. Pet insurance is recommended.

f. Prior to permanent change of station, pet owners must out-process with the Installation Veterinary Clinic along with their registered pet. Abandonment of pets is prohibited and violators will be cited.

g. Pet owners will immediately remove and properly dispose of their pet's feces from any site on base. Designated pet areas shall be utilized near housing. This will assist in maintaining the appearance of all landscaping associated with buildings/facilities onboard any NAVSUPPACT Naples installation.

6. Pets in Government Housing

a. Members living in pet-designated government housing may have two pets (i.e., dog, cat, bird, hamster/gerbil, or guinea pig). Exotic animals such as snakes, lizards, barnyard fowls, rabbits, and spiders are prohibited from any government housing. Questions of what constitutes an "exotic" animal should be directed to the Office of the Staff Judge Advocate (SJA). Members must provide pet information by completing a housing Pet Registration, provided in enclosure (1).

b. In order to maintain the safety of housing residents and their guests, the following pets are not allowed in any Government Assigned Housing to include Unaccompanied Enlisted Personnel Housing, Navy Gateway Inns and Suites, Villas, or Flag Quarters: Any dog of a breed (including mixed breed) that have the potential for harm or are hazardous to others as potentially aggressive. For the purposes of this instruction this is defined as Pit Bulls (American Stafford Bull Terrier, American Bully, or English Stafford Bull Terrier), Rottweiler, Doberman Pinschers, and wolf hybrids. Breed is to be verified by NAVSUPPACT Naples Veterinary Office.

c. Breeding or maintaining animals for commercial purposes on government property is strictly prohibited. Animals used for breeding and/or resale of the resultant young will be denied Installation Veterinary care and the owner will be subject to administrative and/or disciplinary actions.

28 AUG 2020

IT IS REQUIRED THAT ALL PETS IN GOVERNMENT HOUSING BE SPAYED AND NEUTERED.

d. Nuisances and Incident Reporting

(1) Animals are considered a nuisance when causing annoyance to residents of government housing, or to the local or military community. Examples include, but are not limited to, bite incidents, incessant barking, unattended female animals in heat, pets not under a capable handler's direct positive control, owner's failure to clean up animal feces, pets damaging or destroying government and personal property, or other demonstrated unacceptable behaviors.

(2) Reports of pet nuisances should be made to the NAVSUPPACT Naples Emergency Dispatch at DSN 626-5638/39. Upon discovering a nuisance, NAVSUPPACT Naples Security will complete an Animal Incident Report (AIR) as per enclosure (2). A copy of the AIR will go to the Pet owner, the NAVSUPPACT Naples Housing Office, and the SJA. Pet owners living in government housing will be notified immediately by NAVSUPPACT Naples Housing Director of each AIR. Appeals to an AIR must be made in writing within five (5) business days and should be directed to the SJA. NAVSUPPACT Naples Commanding Officer (CO) will be the final authority on what constitutes a nuisance.

(3) Repeated incidents of nuisance are of special concern. If an animal is determined to be involved in three incidents resulting in the issuance of an AIR, the pet will automatically be designated a habitual nuisance. Once so declared, the pet owner will be required to remove the animal from government housing at owner's expense.

e. Biting will not be tolerated. If the animal has had prior bite incidents, the pet may be required to wear a properly-fitted basket muzzle in public, at the discretion of the Installation Commander. At that time, if the animal is found without a muzzle or incurs another bite incident, the owner will be required to remove the animal from government housing at the owner's expense. If euthanasia is performed, the owner is responsible for the cost associated with euthanization and for lawful disposition of the animal remains.

f. All unattended pets in government controlled housing must be kept indoors and may not be left unattended on balconies or patios. Pets taken outside are restricted from playground areas, must be cleaned up after, and must be kept on a leash and under the direct positive control of a capable handler at all times. Pets may not be left without food in excess of 24 hours and must have access to water at all times at any location.

g. Pet-sitting in government controlled housing must be coordinated through and approved by the NAVSUPPACT Naples Housing Office. A maximum of two pets can be cared for at any given time for a period not to exceed 30 days. Authorization must be requested in writing from the NAVSUPPACT Naples Housing Director at least 5 working days prior to accepting pets.

Violation of this requirement or of any pet policy regulations while the pets are in temporary care may jeopardize the member's authorization to have pets in their assigned government quarters. Only pets fully registered with the NAVSUPPACT Naples Veterinary Clinic are eligible for pet sitting in On-Base Family Housing.

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c. Animals are prohibited from entry onto NAVSUPPACT Naples Capodichino base except for purposes of arriving or departing flights and will be properly contained at all times while onboard Capodichino base.

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12. Exceptions to this policy must be submitted in writing to the NAVSUPPACT Naples CO via member's chain of command.

13. Violations of this lawful general order are a punishable offense and may result in disciplinary action under the UCMJ. In addition, civilian personnel, NATO personnel and all dependents violating the regulations established herein are subject to administrative action, at the discretion of the NAVSUPPACT Naples CO. Sanctions may include eviction from base housing, loss of privileges, barring from all base facilities, early return to the United States, or any other applicable measure deemed appropriate by the NAVSUPPACT Naples CO.

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

15. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency,

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and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



J.W. STEWART

Releasability and distribution:

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Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnmc.navy.mil/regions/cnreura/cenr/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html



HOUSING DEPARTMENT
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY
PSC 808 BOX 7
FPO AE 09618-0007

NAVSUPPACT Naples Housing and Veterinary Clinic Pet Registration

Contact Information

Sponsor Name: _____ SSN (last four): _____

Phone Number: (work): _____ Cell: _____

E-Mail address: _____

Address: _____

Command: _____

Pet Information:

Pet 1

Pet 2

Pet Type:	_____	_____
Pet Name:	_____	_____
Registration Number:	_____	_____
Weight:	_____	_____
Breed:	_____	_____
Color:	_____	_____

I, the undersigned have read and been informed of the Housing NAVSUPPACT NAPLES INSTRUCTION 10570.2H Pet Policy regarding U.S. Government civilians and military service pet owner responsibilities.

Printed Name: _____ Date: _____

Signature: _____

NAVSUPPACT NAPLES HOUSING AND VETERINARY CLINIC OFFICE USE ONLY

The above animal has been registered iaw the NSA Pet Policy and the animal (Dogs Only) was visually seen and compared against the records provided. The breed and size **IS / IS NOT** in compliance with the Pet Policy requirements for on base housing.

Veterinarian Name: _____ Date: _____

Signature: _____ Phone: _____

Housing entered into eMH on: _____ By Counselor: _____

Counselor Signature: _____

Enclosure (1)

28 AUG 2020

DATE: _____ TIME: _____

COMPLAINANT: _____

SUBJECT: _____

SYNOPSIS: _____

Signature / Date

INVESTIGATOR OF COMPLAINT:

DATE:

Enclosure (2)

