

SUBJ/ALARACT 062/2024

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SUBJ/ALARACT 062/2024 – PET EXPENSES DUE TO A PERMANENT CHANGE OF STATION

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA, DCS, G-1//DAPE-PR

1. (U) REFERENCES:

1.A. (U) THE JOINT TRAVEL REGULATIONS, CHAPTER 5, PARAGRAPH 050107 (PET EXPENSES DUE TO A PCS) (AVAILABLE AT [HTTPS://WWW.TRAVEL.DOD.MIL/POLICY-REGULATIONS/JOINT-TRAVEL-REGULATIONS/](https://www.travel.dod.mil/policy-regulations/joint-travel-regulations/))

1.B. (U) TITLE 37, UNITED STATES CODE, SECTION 453 (ALLOWABLE TRAVEL AND TRANSPORTATION: SPECIFIC AUTHORITIES) (AVAILABLE AT [HTTP://USCODE.HOUSE.GOV/](http://uscode.house.gov/))

1.C. (U) ACTING ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS, ENERGY AND ENVIRONMENT), MEMORANDUM (ARMY POLICY – DOMESTIC ANIMALS ON ARMY INSTALLATIONS), 16 AUGUST 2018 (ATTACHED)

2. (U) PURPOSE: TO ANNOUNCE ELIGIBILITY FOR SERVICEMEMBERS TO BE REIMBURSED CERTAIN COSTS RELATED TO THE RELOCATION OF A PET DUE TO A PERMANENT CHANGE OF STATION (PCS).

3. (U) APPLICABILITY: THE PROVISIONS OF REFERENCE 1.B APPLY TO REGULAR ARMY, ARMY NATIONAL GUARD/ARMY NATIONAL GUARD OF THE UNITED STATES, AND U.S. ARMY RESERVE SOLDIERS ON ACTIVE DUTY THAT WERE ON A PCS ORDER WITH AN EFFECTIVE DATE OF 1 JANUARY 2024 OR LATER.

4. (U) EFFECTIVE DATE: THE AUTHORITY FOUND IN REFERENCE 1.B IS EFFECTIVE 1 JANUARY 2024.

5. (U) ELIGIBILITY: IN ACCORDANCE WITH REFERENCE 1.B, THE ARMY WILL REIMBURSE A SOLDIER FOR CERTAIN COSTS RELATED TO THE RELOCATION OF ONE PET—A CAT OR A DOG ONLY—THAT ARISES FROM A PCS.

5.A. (U) THE SOLDIER IS REASSIGNED, EITHER AS A PCS OR PERMANENT CHANGE OF ASSIGNMENT FROM A DUTY STATION IN ONE STATE TO A DUTY STATION IN ANOTHER STATE, OR A SOLDIER IS SEPARATED OR RETIRED FROM SERVICE.

5.B. (U) THE ORDERS STATE "PET TRANSPORTATION/FEES AUTHORIZED PER JTR."

5.C. (U) ELIGIBILITY FOR REIMBURSEMENT IS CLARIFIED AS FOLLOWS:

5.C.1. (U) A SERVICEMEMBER ON A PCS ORDER WITH AN EFFECTIVE DATE OF 1 JANUARY 2024, OR LATER, MAY BE AUTHORIZED REIMBURSEMENT FOR THE COSTS RELATED TO THE RELOCATION OF ONE HOUSEHOLD PET THAT ARISES FROM A PCS AS LONG AS THE PCS TRAVEL COMMENCED ON OR AFTER 1 JANUARY 2024, AND THE ORDERS STATE "PET TRANSPORTATION/FEES AUTHORIZED PER JTR." A HOUSEHOLD PET IS A CAT OR A DOG, OWNED FOR PERSONAL COMPANIONSHIP. A SERVICEMEMBER IS RESPONSIBLE FOR FOLLOWING RULES IN ACCORDANCE WITH REFERENCE 1.C FOR IMPORTING AND EXPORTING A PET TO AND FROM THE UNITED STATES.

5.C.2. (U) CONTINENTAL UNITED STATES (CONUS). A SERVICEMEMBER MAY BE AUTHORIZED THE REASONABLE AND SUBSTANTIATED COST OF MANDATORY MICROCHIPPING, BOARDING FEES, HOTEL SERVICE CHARGES, LICENSING FEES AT THE NEW PERMANENT DUTY STATION (PDS), AND PET SHIPPING FEES, IF THE MEMBER FLIES RATHER THAN DRIVES, OR THE PET IS SHIPPED SEPARATELY FROM THE MEMBER. REIMBURSEMENT FOR THE ACTUAL COST OF ALL EXPENSES IS LIMITED TO \$550 PER PCS MOVE.

5.C.3. (U) OUTSIDE CONUS. A SERVICEMEMBER MAY BE AUTHORIZED THE REASONABLE AND SUBSTANTIATED COST OF MANDATORY MICROCHIPPING, QUARANTINE FEES, BOARDING FEES, HOTEL SERVICE CHARGES, LICENSING FEES AT THE NEW PDS, TESTING TITER LEVELS FOR ENTRY, AND PET SHIPPING FEES, IF THE MEMBER FLIES RATHER THAN DRIVES, OR THE PET IS SHIPPED SEPARATELY FROM THE MEMBER. FOR TRANSOCEANIC TRAVEL, USE OF GOVERNMENT OR GOVERNMENT-PROCURED TRANSPORTATION MUST BE USED, IF AVAILABLE, OR REIMBURSEMENT FOR TRANSPORTATION COSTS IS NOT AUTHORIZED. MEMBERS CLAIMING SHIPPING EXPENSE MUST SUBMIT PROOF THAT NEITHER GOVERNMENT NOR GOVERNMENT-PROCURED TRANSPORTATION WERE AVAILABLE TO CONFIRM ELIGIBILITY IN ACCORDANCE WITH REFERENCE 1.A CONSTRAINTS. REIMBURSEMENT FOR THE ACTUAL COST OF ALL NECESSARY EXPENSES DESCRIBED IN THIS PARAGRAPH, IN CONNECTION WITH THE MOVEMENT OF A PET, IS LIMITED TO \$2,000 PER PCS MOVE.

6. (U) SUPPORTING DOCUMENTS: SOLDIERS WILL SUBMIT FOR REIMBURSEMENT ON THEIR PCS TRAVEL SETTLEMENT UPON ARRIVING AT THE NEW PDS.

6.A. (U) A COMPLETED DD FORM 1351-2 (TRAVEL VOUCHER OR SUBVOUCHER) WILL BE SUBMITTED VIA THE SMARTVOUCHER UPON ARRIVING AT THE NEW PDS OR MANUALLY THROUGH THE LOCAL ARMY MILITARY PAY OFFICE.

6.B. (U) COPY OF PCS ORDERS TO INCLUDE AMENDMENTS AND ADDENDUMS. ORDERS ISSUED BEFORE 1 JANUARY 2024 THAT DO NOT HAVE THE APPROVED "PET TRANSPORTATION/FEEES AUTHORIZED PER JTR" VERBIAGE, BUT WHOSE TRAVEL WAS CONDUCTED ON OR AFTER 1 JANUARY 2024, MUST BE ISSUED AMENDED ORDERS OR AN ADDENDUM WITH THE APPROVED PET VERBIAGE AND MUST ALSO HAVE A VERBAL/VOCAL ORDERS OF THE COMMANDING OFFICER (VOCO) DATE INDICATING WHEN THE VOCO WAS ISSUED. VOCO DATE MUST BE 1 JANUARY 2024, OR LATER.

6.C. (U) PROOF OF FEES PAID FOR THE RELOCATION EXPENSES. ITEMIZED RECEIPTS MUST CLEARLY INDICATE DATE OF EXPENSE, TYPE OF PET, NUMBER OF PETS, AND DESCRIPTION OF SERVICE PROVIDED.

6.D. (U) A SERVICEMEMBER THAT DOES NOT SECURE GOVERNMENT-PROCURED TRANSPORTATION (PATRIOT EXPRESS), MUST GO THROUGH THEIR LOCAL INSTALLATION TRANSPORTATION OFFICE TO OBTAIN A STATEMENT OF NONAVAILABILITY OR REIMBURSEMENT FOR TRANSPORTATION COSTS WILL NOT BE REIMBURSED.

7. (U) POINT OF CONTACT IS THE DEPUTY CHIEF OF STAFF, G-1, COMPENSATION AND ENTITLEMENTS DIVISION. SUBMIT INQUIRIES REGARDING THIS MESSAGE ONLY TO USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRCTRAVEL@ARMY.MIL.

8. (U) THIS ALARACT MESSAGE EXPIRES ON 2 AUGUST 2025.

ATTACHMENT:

1. (U) ACTING ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS, ENERGY AND ENVIRONMENT), MEMORANDUM (ARMY POLICY – DOMESTIC ANIMALS ON ARMY INSTALLATIONS), 16 AUGUST 2018



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
INSTALLATIONS, ENERGY AND ENVIRONMENT
110 ARMY PENTAGON
WASHINGTON DC 20310-0110

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AUG 16 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Policy – Domestic Animals on Army Installations

1. References.

- a. Pet Policy for Privatized Housing under the Army's Residential Communities Initiative (RCI) Privatization Program, 5 January 2009.
- b. Department of Defense Directive 1300.27 (Guidance on the Use of Service Dogs by Service Members), 7 January 2016.
- c. Army Directive 2013-01 (Guidance on the Acquisition and Use of Service Dogs by Soldiers), 28 January 2013.
- d. Americans with Disabilities Act of 1990 (42 U.S.C. §12131-12134).
- e. Army Regulation 40-58, Warrior Care and Transition Program, 23 March 2015.
- f. American Veterinary Society of Animal Behavior, Position Statement on Breed-Specific Legislation, 2014.
- g. Army Regulation 600-20, Command Policy, 6 November 2014.
- h. Fair Housing Act of 1968 (FHA) (42 U.S.C.A §3601-3631)

2. Purpose. To provide policy for domestic animals on Army installations.

3. Applicability. This policy applies to all Army installations and all types of Army housing and lodging, including Army owned, privatized, and leased. For the purpose of this directive, this policy applies only to privately owned animals, specifically those pets owned by Service Members, Government employees, Contractors, including all Family members and all visitors. This policy is not intended to address control of department of Defense (DoD)-owned animals, e.g. Military working Dogs, Government-owned (non-Department of Defense) animals, or Non-Appropriated Fund-owned animals (NAF-owned animals) such as horses on Army installations.

4. Background. This directive establishes a uniform policy, including minimum standards, for domestic animals on Army installations. This policy provides for the safety

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and welfare of all individuals on Army installations by providing Senior Commanders (SC) the flexibility to tailor their installation domestic animal policies to comply with their specific requirements. This directive incorporates the existing pet policy for Army privatized housing (reference 1.a.) and applies it to other types of housing in order to provide Soldiers and Families more predictability with regards to where they can house their pets as they move to different installations.

5. Policy.

a. General

- 1) The SC has authority over installation access for all animals, other than service dogs (as defined in references 1.b. and 1.c.).
- 2) Every installation must have a domestic animal policy that adheres to the guidance in this policy and complies with all applicable host nation, federal, state, local laws and regulations, and all installation specific requirements associated with installation access, ownership, registration, control, and vaccination of domestic animals.
- 3) Residents, employees, contractors, or visitors may not bring on any installation, any dog of a breed (including a mixed breed) that is deemed aggressive/dangerous or potentially aggressive/dangerous. For purposes of this policy, aggressive/dangerous or potentially aggressive/dangerous breeds of dogs are defined as Pit Bulls (American Staffordshire Bull Terriers or English Staffordshire Bull Terriers), Rottweilers, Doberman Pinschers, Chows, and wolf hybrids. This prohibition also extends to other dogs that demonstrate a propensity for dominant or aggressive/dangerous behavior as indicated by any of the following types of conduct:
 - (a) Unprovoked barking, growling, or snarling when people are present.
 - (b) Aggressively running along fence lines when people are present.
 - (c) Biting or scratching people, or attacking other pets.
 - (d) Escaping confinement or restriction to chase people.
- 4) It is unauthorized to bring any exotic, wild, or farm species onto any installation Army-wide for other than official purposes. Examples of exotic, wild and farm species include but are not limited to the following: exotic animals, fish and reptiles such as alligators, electric eels, monkeys, piranhas, pufferfish, sharks, and snakes; wild animals and birds such as ferrets, foxes, hedgehogs, raccoons, rats, skunks, squirrels, owls, ostriches, and falcons; and farm animals and fowl such as pot-bellied pigs, goats,

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sheep, chickens, and geese. Prior written approval of the Installation Commander is required to bring exotic, wild, or farm species onto the Installation for official purposes.

5) The installation access restrictions in paragraphs 5.a. (3) and 5.a. (4) do not apply to service animals. Department of Justice guidelines implementing the service dog provisions of the Americans with Disabilities Act expressly prohibits exclusion of a service dog "based on assumptions or stereotypes about the animal's breed or how the animal might behave." However, if a particular service animal behaves in a way, as stated in 5.a. (3) a-d, the animal may be barred from the installation at the direction of the installation Garrison Commander.

6) If a Service Member has authorization to bring onto an installation (for example to receive veterinary services) a dog that fits the above description of an aggressive/dangerous or potentially aggressive/dangerous dog, the dog must be muzzled at all times while on the installation.

b. Family Housing

1) Army-Owned Family Housing. Army-owned Family Housing must comply with this policy and installation specific domestic animal policies. Also, residents of Army-owned Family Housing are limited to two dogs, two cats, or one dog and one cat. The SC is authorized (can be delegated to Garrison Commander) to waive the dog and cat limit after considering the needs of the animal owner/resident, impact to neighboring residents, the expense of additional wear and tear on the dwelling unit, any prior approved waivers, and if any of the dogs or cats are claimed by the animal owner to be a service animal, assistance animal, companion animal, emotional support animal, activity animal, or therapy animal.

2) Army Privatized Family Housing. Army Privatized Family Housing must comply with this policy and installation specific domestic animal policies to the extent practical. Also, residents of Army Privatized Family Housing are limited to two dogs, two cats, or one dog and one cat. The privatized housing owner is authorized to waive the dog and cat limit after considering the needs of the animal owner/resident, impact to neighboring residents, the expense of additional wear and tear on the dwelling unit, any prior approved waivers, and if any of the dogs or cats are claimed by the animal owner to be a service animal, assistance animal, companion animal, emotional support animal, activity animal, or therapy animal. Restriction of aggressive breeds may be further outlined in the privatized owner occupancy policy. In addition, the privatized housing owner may also charge animal-related fees (both refundable and non-refundable) as stated in the resident lease. The fee structure for dogs and cats may vary from installation to installation.

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3) Army Leased Family Housing. This policy and installation specific domestic animal policies apply to Leased Family Housing.

c. Unaccompanied Housing (UH)

1) Army-owned UH. UH residents are prohibited from keeping animals in their building. However, a UH resident may be authorized to keep a service dog.

2) Army Privatized UH. Army privatized UH projects may allow domestic animals in accordance with this policy and installation specific domestic animal policies.

3) Army Leased UH. This policy and installation specific domestic animal policies apply to Army leased UH.

d. Lodging

1) This policy and installation specific domestic animal policies apply to Army-owned lodging. Animals allowed in Army-owned lodging will only reside in designated pet-friendly rooms.

2) This policy and installation specific domestic animal policies apply to Privatized Army Lodging.

6. This policy is effective immediately. Unless an animal demonstrates a propensity for dominant or aggressive/dangerous behavior as indicated in paragraph 5.a.(3), current housing residents who are boarding a domestic animal prohibited by this policy may continue to board the animal until they vacate the on-post or Army leased housing they are residing in on the effective date of this policy.



Jordan Gillis

Acting Assistant Secretary of the Army
Installations, Energy and Environment

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