



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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MCBHO 5233.2
S-7
21 Jun 21

MARINE CORPS BASE HAWAII ORDER 5233.2

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS BASE HAWAII PET AND WILDLIFE REGULATIONS

Ref: (a) JAGINST 5800.7G
(b) MCO 5090.2
(c) MCO 11000.22 w/Ch 1
(d) MCO 5580.2B w/Ch 2
(e) BaseO P1710.1
(f) Hawaii Administrative Rules Title 4-71-6.5
(g) Endangered Species Act of 1973 as amended (ESA)
(h) Migratory Bird Treaty Act of 1918 (MBTA)
(i) 16 USC 1538
(j) 16 USC 703
(k) Americans with Disabilities Act
(l) FHA 42 U.S.C.A. 3601 et seq
(m) Family Housing Resident Handbook
(n) MCBH Integrated Natural Resources Management Plan

Encl: (1) Animal Impound Notice

1. Situation. To promulgate the Base Pet and Wildlife Regulations for Marine Corps Base Hawaii (MCBH).

2. Cancellation. Base Order P5233.2.

3. Mission. This Order establishes policies, procedures, and information substantive to pets and wildlife aboard MCBH per the references. This is a complete revision to the Order and should be read in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Establish clear criteria and procedures for the privilege of pet ownership and the stewardship of wildlife and natural resources to ensure the safety and quality of life of

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distribution is unlimited.

all the personnel and families aboard the Installation. Persons desiring to keep animals of any type anywhere aboard MCBH will be in compliance pursuant to the references and this Order.

(a) The following definitions apply:

1. At-large animal. Any animal roaming free without physical constraint, either intentional or unintentional.

2. Emotional Support Animal. Emotional Support Animals are companion pets that are prescribed by a mental health professional to alleviate the symptoms of an individual's mental or emotional disability. They are not trained service animals and are considered pets under this Order.

3. Caretaker. A person designated by the pet owner to temporarily care for a pet. Caretakers have the same responsibility for the health and safety of the pet and compliance to this Order as the pet owner.

4. Feral. Any domesticated animal returned to and existing in a wild state.

5. Owner. The person that is legally in possession of and responsible for the pet(s). Responsibilities include the care, safety, and behavior of the pet(s).

6. Pet. Any authorized domestic animal kept as part of a household.

7. Service Animal. A dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

8. Stray. Any animal whose owner cannot be identified.

9. Wild. An animal that has never been domesticated.

(2) Restricted Areas. Do not house animals in the following areas:

(a) Duty/Work areas.

(b) All bachelor quarters.

(c) Any Marine Corps Community Services (MCCS) lodging facility excluding the Inns of the Corps and the Villas.

(3) Animals (except federal and state government owned animals in the performance of duty, accredited service dogs, and emotional support animals with a reasonable accommodation) are prohibited in the following areas:

(a) All MCCS facilities including the Marine Corps Exchange.

(b) Commissary.

(c) All buildings except residences.

(d) Government owned vehicles.

(e) Pets are permitted only on authorized beaches as designated in reference (e), except from 1000 to 1500 daily. Pets must remain on a leash at all times under your physical control, and be policed accordingly while on beaches.

(f) Nu'upia Ponds and Ulupa'u Wildlife Management Areas, to include all causeways, walkways, and roads in these areas.

(4) Authorized Animals. Federal and State laws prohibit ownership of many animal species. Ownership of other animals may be prohibited for health and safety reasons or lack of adequate facilities.

(a) Dogs, cats, guinea pigs, (U.S. origin only), caged birds other than those listed as prohibited in this order, turtles, tortoises, and freshwater fish purchased commercially in Hawaii are authorized, unless they are being offered for sale illegally without being in compliance with the rules governing conditionally approved, restricted, and prohibited animals cited in reference (e). Base residents may not have more than two mammal pets per household. The release or abandonment of any

domesticated animal, feral, or wild animal aboard MCBH facilities and properties is prohibited.

(b) Pets other than those listed above must be approved by the Provost Marshal Office (PMO) Animal Control Section in consultation with the Environmental Compliance and Protection Department (ECPD) or a representative thereof.

(c) Authorized patrons who do not reside on MCBH with pets that are otherwise prohibited on MCBH under this Order, may access MCBH for the sole purpose to obtain care at the Veterinary Treatment Facility, building 455. The authorized patron may travel only to and from the Veterinary Treatment Facility with no other stops aboard the installation authorized.

(5) Prohibited Animals

(a) Mammals. Full or mixed breeds of Pit Bulls, defined as an American Pit Bull Terrier, Staffordshire Terrier, Staffordshire Bull Terrier, Rottweilers, canid/wolf hybrids, or any other dog with physical characteristics similar to this breed, are prohibited. In the absence of formal breed identification (e.g., certification by a civilian organization such as the American Kennel Club) a determination of "majority breed" will be made by a Veterinary Corps Officer, a civilian veterinarian, or through a DNA test conducted at the owner's expense.

(b) Domesticated rabbits, white mice, and rats, mongoose, minks, and ferrets.

(c) Birds. Game birds, pigeons, doves, poultry (chickens, ducks, geese, turkeys, etc.), Aztec Dwarf Parrots (pigmy, parrotlet, bee), monk parakeets, certain types of myna, and/or species listed under the Migratory Bird Treaty Act, Endangered Species Act, and birds identified within the Hawaii Revised Statutes Title 12 and Title 13 are prohibited.

(d) Reptiles. All reptile species are prohibited, which include but are not limited to, snakes, iguanas, chameleons, and lizards. All freshwater and terrestrial turtles prohibited.

(e) Bees. Commercial or amateur bee keeping is prohibited.

(f) Amphibians. Non-native amphibians are prohibited, to include but not limited to, frogs, toads, and salamanders.

(g) Requests for waiver for Accredited Service Animals and Companion Animals will be submitted in accordance with chapter 3, paragraph 4a and 4b, of reference (c).

(6) Traps. It is illegal to tamper with, damage or destroy any traps or bait station or to release animals captured in traps used in the control of wild, stray or feral animals aboard MCBH. Trapping of at-large animals:

(a) All trapping not performed by Animal Control, Facilities Pest Shop, or Environmental is required to be coordinated through ECPD.

(b) All traps shall be checked within 24 hours of being set or immediately after severe inclement weather, e.g. flooding.

(c) If unable to check them the next day, the trap shall be kept closed or removed.

(d) All at-large cats shall be inspected for signs of domestication i.e., collars, microchips, ID tags.

(e) Caged animals will not to be left in cargo bed of a parked truck for more than one hour or left exposed to full sun at any time.

(7) Feeding. Feeding of any feral/stray/wild animal aboard MCBH is prohibited. Feral animal feeding areas, stations, habitats or refuges are prohibited aboard MCBH facilities and properties.

(8) Capture-Release programs. All capture-tag-release, capture-neuter-release, and capture-release programs involving wildlife (feral, stray, wild) are prohibited.

(9) Responsibility and Liability of Pets

(a) Service Members and/or their dependents residing in government-owned family housing and Public Private Venture privatized housing areas located or accessed via MCBH must

control and care for their pets in a manner that is humane and compliant with Federal and State laws, and this Order to provide for the health, safety, and tranquility of the pet(s) and all residents of family housing areas. Pet owners may be evicted from housing when the owner fails to properly control or care for their pet.

(b) Reports of violation are sent through normal command reporting channels to the responsible owner (i.e., the sponsor, if the pet is owned by a dependent) for appropriate correctional and remedial actions.

(c) Pet owner residents are responsible for the supervision, behavior, and actions of their pets, as well as their guest's pets, at all times aboard MCBH. No animal will be allowed to roam free at any time. Owners will provide veterinary care in accordance with this Order and as necessary to a healthy pet to prevent illness and suffering. Owners of injured or ill pets will arrange for veterinary care. Owners will restrain pets ensuring they do not become a hazard or nuisance to neighbors, other pets, or wildlife. Owners will take all necessary precautions to ensure their pets are controlled on and off their premises. State law and this Order hold pet owners liable for any damage done by pets.

(d) No person shall abuse, mistreat, neglect or abandon a pet. The PMO Domestic Animal Control Section will investigate allegations of abuse, mistreatment, neglect, or abandonment with the assistance of the Veterinary Treatment Facility (VTF) Officer in Charge (OIC), the Hawaiian Humane Society, or the Honolulu Police Department as necessary. Willful inhumane treatment such as mutilation or killing of domestic animals is a violation of State law, Federal Statutes, and this Order pursuant to the Uniform Code of Military Justice. An inhumanely treated pet may be impounded and disposed of as directed by the VTF OIC or the Hawaiian Humane Society. Pet owners may also be removed from MCBH housing for violation of this Order.

(e) No person shall abuse, harass, mistreat, neglect or collect any indigenous, endangered or introduced wild animal. Willful inhumane treatment such as mutilation or killing of wild animals is a violation of State laws, Federal Statutes, and this Order pursuant to the Uniform Code of Military Justice.

(f) No person shall mutilate, poison, or kill without need any animal other than insects, vermin, or other pests; provided that the handling or extermination of any insect, vermin, or other pest is conducted in accordance with MCBH Integrated Pest Management Plan, standard and acceptable pest control practices, and all applicable laws and regulations.

(g) Residents of family housing will be limited to no more than two dogs, two cats, or one cat and one dog. An Emotional Support Animal is considered a pet.

(h) All dogs and cats, whether a pet, service animal, or emotional support animal, must wear a collar at all times with a valid and current rabies vaccination tag while aboard MCBH. Additionally, upon assignment to family housing, owners will ensure an additional tag with the current address of the owner is attached within thirty days of occupancy in family housing.

(i) Pets will be kept indoors or maintained in an enclosed or fenced area outside of quarters. Pet owners are responsible for the supervision and control of their pets at all times. Pets should not be able to run free. Occupants of MCBH housing desiring to erect pet enclosures are required to submit their requests to the Family Housing Division in accordance with reference (j).

(j) Animals shall not be tied/restrained outside of fenced area of quarters for any length of time. The length of leash/restraining devices must be between 10 and 20 feet and prevent the animal from moving outside of the owner's yard. The leash/restraining device will not be tied to trees, shrubs, or other property such as living quarters themselves. In no case will an animal be tied to any fixed object or location where the potential for hanging exists. A stake may be driven into the ground for the purpose of securing pets, provided the owner has checked with the Family Housing/Facilities for the location of buried cables.

(k) No person shall confine or cause to be confined, in a kennel or cage, any pet animal in a cruel or inhumane manner; tethers, fastens, ties, or restraints on a dog to a doghouse, tree, fence, or any other stationary object by means

of a choke collar, pinch collar, or prong collar is prohibited. A person is not prohibited from using such restraints when walking a dog with a hand-held leash or while a dog is engaged in a supervised activity; or assists another in the commission of any act specified in these acts.

(l) Pets will be provided continuous shade (all day) and protection from the heat, cold, sun, rain, and wind. Owners and caretakers will provide all pets adequate quantities of fresh food and water at all times.

(m) Pets must be under control of their owners at all times. In public areas, including common areas in multi-family housing units, dogs must wear a leash and be under the owners physical control at all times. All dogs with past bite incidents must wear a muzzle in addition to the leash while in public areas. People walking dogs in public must have positive, physical control of their dogs. The person walking the dogs must be able to maintain positive, physical control over the dogs should they become excited or irritated (e.g., a 90 pound person cannot reasonably handle two 60 pound dogs).

(n) Pets will not be left unattended in a motor vehicle for more than five minutes, regardless if all windows are rolled down or the pet is in the bed of a pick-up truck. Pets may be transported in the open bed of a pick-up truck provided the pet is cross tethered or in a carrier secured to the truck. Pets transported in the passenger section of a vehicle will be tethered or in a carrier secured to the vehicle. Pets will not sit on the driver's lap. No person shall carry or cause to be carried, in or upon any vehicle or other conveyance, any animal in a cruel or inhumane manner.

(o) Breeding of any animal for commercial or personal use, such as a business, is expressly prohibited aboard MCBH. Litters must be reported to PMO. It is highly recommended that pets be spayed and neutered to reduce unwanted litters and abandonment.

(p) Female dogs and cats in heat should be kept inside quarters or off MCBH. Do not tie female animals in heat outside or keep them in cages or pens outside quarters.

(q) Owners must remove animal feces daily from their quarters or yard. Animal feces deposited by animals in another yard or on common areas or wild spaces must be removed by the owner of the animal immediately. Owners must carry a means to remove fecal matter from common areas when walking any pet and dispose of it in an authorized trash receptacle.

(r) Sponsors are fully responsible for their visitor's animals while aboard the Base. Visitors may not bring prohibited canine breeds or other prohibited animals under this Order onto Base for any reason.

(s) Owners who leave their quarters unoccupied in excess of 24 hours are not authorized to keep domestic animals at their quarters during their absence without prior arrangement for the pet's in-quarters care (i.e. "pet sitting").

(10) Immunization and Laboratory Tests

(a) Immunization for rabies is mandatory for dogs and cats over 12 weeks of age and other pets as determined by the Base Veterinarian and vaccination history. Rabies vaccinations are valid for one to three years. All owners must furnish proof of current rabies vaccination to the VTF and Military Police animal control officers at the time of registration. In the case of pets that are less than four months of age, this information will be furnished before the animal reaches the age of five months and the pet will be classified as pre-registered on MCBH.

(b) All dogs and cats are required to be vaccinated yearly for Distemper, Hepatitis, Leptospirosis, Parainfluenza, and Parvovirus. Cats are required to be vaccinated for Rhinotracheitis, Calaici, Panleukopenia, and Leukemia. All owners must furnish proof of current vaccinations to the VTF and Military Police animal control officer at the time of registration. In the case of pets that are less than four months of age, this information will be furnished before the animal reaches the age of five months and the pet will be classified as pre-registered on MCBH.

(c) All cats and dogs must be tested annually for internal parasites and heartworms.

(11) Licensing and Registration

(a) State Registration. There are no State of Hawaii or City and County of Honolulu pet license requirements other than microchip identification requirements.

(b) Microchip Identification. All dogs and cats living on Base are required to have an American Veterinary Identification Device microchip. Microchips will meet International Standards Organization requirements to help facilitate overseas travel. The microchip shall be registered with the current contact information and current address of the owner. Pet owners are responsible to update changes in contact and address information with the microchip company.

(c) Base Registration. Base registration of pets pertains only to pets that reside aboard MCBH. Registration shall occur within two business days of bringing pet(s) aboard MCBH. Permanent registration is required after a pet has received requisite shots, but before the pet is 16 weeks of age.

1. Residents who own dogs or cats shall complete a MCBH Pet Registration Form, DD Form 67, and register them at the PMO Domestic Animal Control Section, Building 3099, upon checking in, purchase, or retrieval of pet from the state quarantine facility. Notify PMO upon a change of address. Additionally, residents are also required to register and sign a pet addendum with the Public Private Venture housing office.

2. Puppies and kittens too young to be vaccinated (i.e., less than six weeks old) must still be reported to the PMO Domestic Animal Control Section and receive temporary registration. Permanent registration, to include completion of the required vaccination series and microchip, must be completed by 16 weeks of age.

3. Residents must notify the PMO Domestic Animal Control Section when a dog or cat has died, has been given away, or otherwise is no longer residing in the registered owner's household.

4. When a transfer of ownership occurs, both owners must come at the same time to the PMO Domestic Animal Control Section to make the transfer. If the transfer is not

completed, the original owner will be held liable if the pet is subsequently strayed or abandoned. The pet may not be returned to the new owner if registration is not kept current.

5. Residents who depart MCBH for permanent change of station, end of active service, retirement, or other reasons, must deregister their pet(s) with the PMO Pass and Registration Section during the normal checkout process. Residents who no longer own the registered pet must provide documentation showing the pet(s) were properly disposed of (release to Humane Society or other animal adoption agency, certificate of euthanasia, certificate of cremation, transfer to new owner, etc). Otherwise, residents will provide flight itinerary for pet(s) leaving the Island. Failure to provide pet disposition may result in the delay of travel orders.

6. Base residents who pet-sit for an off-base cat or dog in their on Base residence will register the animal with the PMO Domestic Animal Control Section if the animal will reside on Base for more than 72 hours. The pet sitter and the pet are subject to all provisions of this Order.

7. An owner whose pet has been denied registration due to a restricted breed may challenge the finding of the Domestic Animal Control Technician by providing a DNA test at the owner's expense, verifying that the pet does not contain characteristics of a prohibited breed. The pet will remain off Base until the results of the DNA test.

8. An owner of an Accredited Service Animal that has been denied registration due to a restricted breed must submit a formal exception to policy request via their chain of command and S-4 MCBH to Headquarters Marine Corps, Assistant Deputy Commandant, Installations and Logistics, Facilities for consideration.

9. An owner of an emotional support animal that has been denied registration due to a restricted breed must submit a formal exception to policy request via their chain of command and S-4 MCBH to Headquarters Marine Corps, Assistant Deputy Commandant, Installations and Logistics, Facilities for consideration. At a minimum, emotional support animals to be waived under this policy must pass a nationally recognized temperament test, administered and interpreted by individual(s)

who have been certified in the technique and evaluation of such test results, at the Service Member's expense. Such tests include Canine Good Citizen and the Delta Test (Delta Society). Questionable animals may be referred to a board certified veterinary behaviorist.

(12) Nuisance Animals. Pet owners are responsible to ensure their pets do not create a nuisance and to immediately correct pets that are a nuisance. Nuisances include but are not limited to:

(a) Pets which in any way harass, threaten, or endanger indigenous, protected, or endangered wildlife.

(b) Pets that display vicious temperament.

(c) A dog barking constantly for 10 minutes, or unprovoked for 30 minutes on and off, to the disturbance of others.

(d) Any other pet that continuously makes noise. Noise is unreasonable within the meaning of this Order if considering the nature and the circumstances surrounding the animal nuisance, including the nature of the location and the time of the day or night, it interferes with reasonable individual or group activities such as, but not limited to, communication, work, rest, recreation or sleep; or the failure to heed the admonition of a police officer or a Domestic Animal Control Technician, that the noise is unreasonable and should be stopped or reduced.

(e) Scattering trash or garbage.

(f) Owner not picking up pet waste.

(g) Damaging landscaping or structures.

(h) Owner failing to take reasonable precautions for female animals in heat.

(i) Sick or contagious pets which are likely to affect humans, other pets, or endangered/protected species.

(j) Stray animals.

(k) Failure to leash or control pets in common areas.

(13) Marine Life

(a) Hawaiian monk seals and sea turtles. Persons recreating or training on any MCBH beaches or in nearshore waters, to include pets shall not take, which includes to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect; or to attempt any of these, import or export endangered Hawaiian monk seals, or any species of sea turtles, to include but not limited to Hawaiian green turtles, hawksbill turtles, and Olive Ridley turtles in the water, basking, or nesting on beaches.

(b) Stand-off distance. All persons and pets shall keep no less than 50 feet away from any monk seal or sea turtle resting or nesting on MCBH beaches.

(c) Lighting. All coastal lighting shall conform to International Dark Sky standards and adhere to lighting standards set forth in the MCBH lighting initiative, which addresses backlight, uplight, and glare. Lighting along or near MCBH shorelines shall not cause the disorientation or misorientation of sea turtles or their hatchlings, to the greatest extent feasible and does not negatively affect security and personnel safety.

(14) Wildlife. It is unlawful to catch, take, harass, injure, kill, destroy, possess, transport, export , process, sell, or offer for sale, any indigenous, endangered or introduced wild bird, the young or the egg of such bird, or to willfully damage or destroy a nest of any such bird or any indigenous animal. Specific permits must be obtained before touching protected species or attempting to control migratory introduced or resident species that pose a nuisance/threat to health, maintenance and daily operations (such as mynas, sparrows, or other species in work spaces, hangar areas, and air facility operational areas). All wildlife related issues will be reported to the ECPD Natural Resources staff for mitigation and or response.

b. Tasks

(1) Tenant and Subordinate Units. Commanders of organizations aboard MCBH including all tenant activities will:

(a) Animal Bites and Attacks. Report all cases of animal bites and attacks to PMO regardless if a human or animal was bitten or attacked.

1. Incidents involving animal bites and animal attacks, where there was injury to a human or another animal, will be investigated by PMO Domestic Animal Control Section. A Domestic Animal Control Technician will conduct a temperament test of the animal determined to be the aggressor. In cases of dog-on-dog incidents where the aggressor cannot be determined, both animals may be subject to a temperament test based on the discretion of the Domestic Animal Control Technician.

2. The Domestic Animal Control Technician may immediately impound an animal that has bitten or attacked a human or other animal when the Technician, based upon the totality of circumstances and results of the temperament test, reasonably believes that the animal is a continued danger to humans or other animals. A Pet Letter of Warning requiring the owner to remove the animal from Base within 24 hours may also be issued to the owner by the Domestic Animal Control Technician the in lieu of immediate impoundment.

3. In all cases of animal bites and attacks, the Domestic Animal Control Technician will prepare a Military Police Incident Complaint Report (MPICR), with the temperament test enclosed. The MPICR will be forwarded to the Director, S-7 for disposition.

4. The Director, S-7 will review the report and consider all relevant facts (previous incidents, whether bite/attack was provoked or unprovoked, if the animal was loose or on owner's premises, temperament test results, etc.) to adjudicate the disposition of the animal(s). Disposition can include a Pet Letter of Warning, permanent removal of the animal from Base, revocation of sponsor's pet privileges, and/or referral to the Base Magistrate for consideration of sponsor's eviction from Base housing.

5. Unregistered animals that bite or attack humans or other animals will normally be removed from MCBH within 24 hours.

(2) Pet Letter of Warning. Pet owners may receive a Pet Letter of Warning, DD Form 67, from the Commanding Officer via PMO for violations of this order. In serious cases where immediate removal or impoundment of an animal is required for health or safety reasons, an Animal Impound Notice, the enclosure, will be posted on a conspicuous area on the residence when the resident(s) are not present. Owners who receive three Pet Letters of Warning may have their pet privileges revoked and may result in removal of the animal from MCBH.

(3) Removal of Animals from MCBH

(a) Deceased Animals. Personally owned deceased pets will be disposed of immediately by the owner. Deceased pets will not be buried on MCBH property. Immediately report the discovery of injured or deceased endangered or protected animals to the Base ECPD at 257-7000 or PMO Desk Sergeant at (808) 257-7114 or (808) 257-2123. Federal and State laws prohibit the possession of deceased and endangered or protected species.

(b) Stray Animals. Animal Control Technicians will impound at-large animals found in any location on MCBH.

(c) Healthy Animals. Animal Control Technicians will transport healthy strays to the Domestic Animal Control Facility. Animals will be scanned for microchips in an attempt to locate the owner. After 24 hours, unclaimed animals will be transported to the Hawaiian Humane Society or other city/county approved animal shelter. Persons attempting to locate lost pets should contact the PMO Domestic Animal Control Section for information on disposition of impounded animals. There is no cost to retrieve impounded animals from military police; however, there may be costs to retrieve animals from the Hawaiian Humane Society or other civilian animal shelter. Owners are responsible for these costs.

(d) Injured/Ill At-Large Animals or Birds. Animal Control Technicians will transport injured or ill at-large

animals or birds to the Hawaiian Humane Society or civilian VTF immediately. The Hawaiian Humane Society or civilian VTF may euthanize at-large animals or birds to end suffering when owners cannot readily be located.

(e) Pet Removal Notice. When ordered upon receipt of a Pet Letter of Warning, the owner will remove the pet(s) from MCBH within 24 hours. Thereafter, that family may be prohibited from having any new pet(s) aboard MCBH. Failure to remove the animal from MCBH after being directed may subject the military member and/or family member owner to administrative or disciplinary action, including eviction from MCBH quarters.

(f) Removal by Military Police. If an animal is not removed within 24 hours after being so ordered through a Pet Letter of Warning, Military Police will impound the animal and transport it to the Hawaiian Humane Society.

(g) Owner's Responsibility. Owners are responsible to ship transfer ownership, or otherwise lawfully dispose of pets when no longer wanted or the owner is departing MCBH.

(4) Pet Removal Appeal Process

(a) Owners who wish to appeal the removal of their pet from MCBH may appeal in writing to the Director, S-7, via the Provost Marshal. The owner will remove the animal from MCBH until the appeal is resolved. Appeal packages may be hand delivered to the Support Services Division, Provost Marshal Office, building 1095, or mailed to:

Provost Marshal's Office
ATTN: Support Services Division
P.O. Box 63062
Marine Corps Base Hawaii
Kaneohe Bay, HI 96863-3062

(b) The applicant must submit in writing, reasonable compelling justification, with supporting documents if applicable, for their pet to be reinstated. The appeal package will contain an endorsement from the owner's command and the Director, Military Family Housing.

(c) The Provost Marshal's Office will endorse the

appeal package and forward to the Director, S-7. The Director, S-7 will conduct an objective evaluation of the validity of the appeal and consider mitigating factors submitted by the owner. The applicant will receive a written response via certified mail upon the completion of the appeal process.

(5) Military Police and ECPD Staff Responsibilities

(a) The Animal Control Technicians (ACT) and ECPD's Natural Resources staff have varying degrees of authority to take measures to prevent loss, damage or theft, assure compliance of protected species and natural resources, and to protect pets and other animals from abuse/inhumane treatment. The rescue and disposition of all threatened and endangered marine life and wildlife and federally protected seabirds and shorebirds shall be coordinated with ECPD natural resources staff.

(b) The ACTs are primarily responsible for handling and/or responding to domestic animal, and introduced bird species issues within developed or industrial areas abroad MCBH. Their duties include:

1. Take possession of all documented cats and kittens captured on MCBH properties. All documented cats and kittens will be held at the ACT facility until surrendered to the pet owner, Hawaii Humane Society, or approved facility.

2. Trapping and removal of chickens, common non-native birds, and at-large animals, except wild pigs, at Kaneohe Bay, Camp Smith, Manana Housing, and MCBH training facilities and areas (excluding wildlife management areas (WMA)).

3. ACTs will immediately report to ECPD natural resource staff all calls to respond to protected wildlife or marine life.

(c) ECPD is responsible for trapping all at-large wildlife within the WMAs, wetlands, training areas, and riparian areas.

1. ECPD is responsible for euthanizing all undocumented, at-large cats captured within the areas noted in section 16 (c).

2. ECPD is responsible for trapping and removal of wild pigs on all MCBH properties.

(d) The MCBH Conservation Law Enforcement Officers are federally commissioned and authorized to enforce all Federal, State, local, and military laws, rules, and regulations governing all wildlife/natural resources issues, and are thus recognized by the U.S. Fish and Wildlife Service, the National Marine Fisheries Service, the State of Hawaii Department of Land and Natural Resources, and the City and County Police.

(e) Facilities Pest Shop is responsible for trapping wild animals, e.g., rats, mongoose, and nuisance non-native birds in all government buildings, excluding military family housing, when requested via the Facilities Help Desk. Euthanasia of at-large animals and non-native birds will be completed by an authorized agency or facility.

(f) All of the ECPD's Natural Resources staff and Conservation Law Enforcement Officers, are subject matter experts regarding all wildlife/natural resources issues within MCBH properties and jurisdictions. ECPD animal control program is assisted by U.S. Department of Agriculture, Wildlife Services personnel. Refer to the MCBH Integrated Natural Resources Management Plan retained at the ECPD, for further details.

5. Administration and Logistics

a. The Director, S-7 will act as the executive assistant for the publishing and changing of this Order.

c. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV M-5210.1 and SECNAV Notice 5210 to ensure proper maintenance, use, and accessibility and preservation, regardless of format or medium.

d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory

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(f) All of the ECPD's Natural Resources staff and Conservation Law Enforcement Officers, are subject matter experts regarding all wildlife/natural resources issues within MCBH properties and jurisdictions. ECPD animal control program is assisted by U.S. Department of Agriculture, Wildlife Services personnel. Refer to the MCBH Integrated Natural Resources Management Plan retained at the ECPD, for further details.

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d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

6. Command and Signal

a. Command. This Order is applicable to MCBH's subordinate and tenant commands and Base personnel.

b. Signal. This Order is effective the date signed.



S. C. KOUMPARAKIS

DISTRIBUTION: A