

Welcome

to U.S. Naval Station Rota Spain



Before You Arrive ● Arriving to Spain ● Getting Settled ● Facilities / Programs ● Resources

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This document was produced by Naval Station Rota Public Affairs Office, and was released July 2022.

For questions, concerns, or feedback, please contact the Public Affairs staff at coastline@eu.navy.mil.



Congratulations!

You're moving to Rota!

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Naval Station Rota, Spain

Command Resources

Website: www.cnic.navy.mil/rota

Facebook: www.facebook.com/USNavalStationRota

Instagram: www.instagram.com/navalstationrotaspain

Twitter: @NAVSTA_Rota

Coastline: www.issuu.com/navstarota

DVIDS (images, stories & publications): www.dvidshub.net/unit/nsrs

Welcome

to U.S. Naval Station Rota Spain

Welcome to U.S. Naval Station (NAVSTA) Rota, Spain, the “Gateway to the Mediterranean.” Many claim Rota to be the best duty station and with a positive outlook and desire to explore, you will probably agree.

NAVSTA Rota is located on basé naval de Rota, a Spanish naval base on the southwest Atlantic coast of Spain, adjacent to the cities of Rota and El Puerto de Santa María.

A tour of duty here offers service members and their families a variety of things to see and experience throughout Spain and Europe. Whether you come here with your family or you are single, there are countless opportunities for travel, education, and personal and professional growth.

Composed of more than 40 commands, we are a multi-service naval installation with a clear focus on one common goal: providing the best operational and logistic support to the Fighter, Fleet, and Family.

Living overseas is different than what you are used to in the United States, and you will be faced with some unique and sometimes unexpected challenges. This guide was created to answer many of the questions you may have about your new home, as well as to aid in a smooth transition here.

We encourage you to make early and frequent contact with your sponsor as he or she can find answers to your detailed questions and walk you through the transition process.

Bienvenidos!



This Welcome Aboard publication is written to provide incoming personnel with generalized information regarding normal PCS procedures. Due to the ongoing global pandemic, certain aspects of our business has changed temporarily and adjusts frequently so we ask that you are flexible and maintain communications with your incoming command, command sponsor, and ombudsman. For information on current entry requirements, travel restrictions, and updated policies, visit the Naval Station Rota, Spain Facebook page.

Naval Station Rota History

Past and Present



Rota was established in 1953, following the signing of an agreement for facilities use between the United States and Kingdom of Spain. The agreement required two years of surveys, negotiations and planning which led to the ground-breaking of the base in 1955.

Rota Naval Base was constructed under the technical supervision of the Navy's Bureau of Yards and Docks. Some 10,000 concrete tetrapods, resembling large jack, were carefully placed to provide a seawall to protect a large artificial harbor.

Located near the Strait of Gibraltar and nestled on the Bay of Cádiz between the towns of Rota and El Puerto de Santa María, NAVSTA Rota is at the halfway point between the United States and Southwest Asia. The base is the strategic lens into European Command (EUCOM), Africa Command (AFRICOM) and Central Command (CENTCOM). Installation areas of cooperation include port operations, air operations, installation security,

logistics, installation infrastructure and multi-national training. The enduring partnership between U.S. and Spanish forces aboard NAVSTA Rota is indispensable to the safe and secure refueling, rearming, resupplying, and repairing of U.S. and NATO forces operating in Europe, Africa and the Middle East.

Access to base is through four entry gates – Rota, Jerez de la Frontera, El Puerto de Santa María, and Fuentebavía – operated by Spanish security forces. Security inside the base is provided by both Spanish and U.S. Navy security teams.

Basé naval de Rota is owned by Spain and commanded by a Spanish admiral. U.S. personnel are guests and should behave as such. That said, the U.S. and Spanish navies work well together and share many facilities under the guidance of the Agreement on Defense Cooperation (ADC).

Commander, U.S. Naval Activities (COMNAVACT) Spain is headquartered in Rota and serves as the area coordinator for all U.S. Naval Activities ashore in Spain and Portugal. COMNAVACT Spain also serves as the commanding officer of NAVSTA Rota. The commander reports directly to Commander, Navy Region Europe, Africa, Central (EURAFCENT) headquartered in Naples, Italy.

Enabling NAVSTA Rota to accomplish its mission are the people who work here. The approximately 6,000 U.S. service members, DoD civilians and their families provide unparalleled support, innovation and effort to provide quality service and support to the European theater and Sixth Fleet area of operations. Additionally, the NAVSTA Rota workforce also includes nearly 1,000 Spanish national indirect-hire employees.

The American base population is composed of approximately 3,000 active duty service members, 2,500 dependents, and 500 civilians. Approximately 650 retired military personnel and family members reside on the Iberian Peninsula.

The U.S. Navy is responsible for maintaining the station's infrastructure, including a 670-acre airfield, four active piers, 400 facilities, and approximately 373 family housing units. The 6,100-acre Spanish-owned installation provides vital support to units transiting in or through the theater.

The base provides quality-of-life support to Morón Air Base and National Support Elements (NSEs) in Madrid and Valencia, Spain and Lisbon, Portugal. Rota also supports ongoing operations in the European theater of operations.





Spanish Culture

Arriving in a new country is never easy. Every culture has its traditions and expectations that, as a newcomer, you will be largely unaware of and perhaps even surprised by. It is best to remember that surviving and thriving in your new overseas duty station has a lot to do with your attitude and acceptance of the local people and culture. If you keep an open mind and are flexible you will have an easier time acclimating to your new duty station.

The country of Spain is an interesting mix of old world and new, and affords a wealth of cultural experiences, but like any foreign country, it is not without its differences. That is why it is best to understand a few cultural tips before setting foot outside the gate. First, Spaniards tend to be more conservative in their dress and more affectionate in their greetings than Americans are typically used to. Blending in means dressing a little nicer for an evening out and becoming familiar with local greetings. Spaniards are affectionate people and it is not unusual to receive a kiss on each cheek from people you have never met before.

One of the things that many Americans struggle with when they first arrive is the pace of life that greets them in Spain. Used to the frenetic comings and goings in the United States, the laid-back attitude that greets newcomers can be both unexpected and, at times, upsetting. You will eventually adjust but be aware that things have their own rhythm here. For instance, the Spanish system still honors “siesta hours,” which are generally between 2 and 5 p.m. each

day. Between those hours, most business are closed except for restaurants, larger stores, shopping centers, and grocery stores. Most stores are closed on Sundays; some larger chain stores or malls will open on Sundays during the summer holiday season only.

The language of Spain is Castilian Spanish, or castellano. It is also worth mentioning that just like in the United States, Spain has differing accents and colloquialisms depending on where you are living or visiting. In Andalucía, although the language is Spanish, the accent is different than what you’ll find outside the region. So brush up on your high school Spanish or learn a few words before arriving, and prepare to learn new words and phrases to add to your linguistic experience.

In the end, the best advice is to be flexible and learn to laugh at yourself. Embrace it, enjoy it and be prepared to immerse yourself in the drama and color of Spain.

Spanish Cuisine

Spanish cuisine focuses on local and seasonal ingredients. In Rota, the local cuisine focuses heavily on seafood due to the base’s proximity to the ocean. However, there are plenty of options for those who don’t prefer seafood.

When dining out, it is important to know that meal times differ greatly than in the United States. Everything starts a lot later in Spain, particularly during the summer time when it stays light until very late (approximately 11 p.m.). Traditionally, breakfast starts around 10 a.m. and is primarily toast. Toppings include jamon,

tomatoes, and olive oil or butter and jam. A special treat is churros with a thick chocolate dipping sauce.

Lunch typically begins around 2 p.m. and can continue until 4 p.m. or later. This is typically the larger meal of the day for Spaniards. Many local restaurants offer menu del dia, or meal of the day, which is a great deal for a three-course meal.

Most restaurants do not open for dinner until 8 p.m. and during the summer months, can open even later at 9 or 10 p.m. extending dinner into the early hours of the night.

Many local restaurants gladly cater to Americans and open early and/or remain open throughout the day. The summer months are particularly busy during those peak hours as restaurants set up outdoor seating areas allowing customers to take advantage of the beautiful weather.

Currency

Spain is part of the European Union (EU) and uses the euro. You can get euros from most ATMs, or cajero automático in Spanish. Most ATMs charge 3-6 euros in addition to your bank’s service charges. Many of the larger stores now accept credit cards though small shops, stands, and markets are still primarily cash-driven.





The Basics

Sponsor

Your sponsor will offer all necessary assistance to make your move as smooth as possible. Sponsors typically help with making temporary lodging arrangements, answering questions, and providing useful information for your transition overseas.

It is your responsibility to communicate with your sponsor to let him or her know your needs and arrival date. If you do not know who your sponsor is, call the Naval Station Administrative Office at DSN 727-1552, commercial at +34 956-82-1552, or contact the email address listed on your orders.

Spouse Sponsor / FRG

Some commands at NAVSTA Rota have spouse sponsors and Family Readiness Groups (FRG). Spouse sponsors are similar to command sponsors but assist in helping to get the spouses and family members settled here at their new duty location. FRGs provide support to prepare

families for deployment/homecoming, provide social events, support, mentorship to Navy life, and more. FRGs are usually with deployable units and forward-deployed ships.

Spouse sponsor and FRG programs vary from command-to-command so reach out to your sponsor, command ombudsman, or contact Fleet & Family Support Center (FFSC) Rota to see if there is an established program.

Passports

Military members of the U.S. Armed Forces on NATO orders to Spain are not required to have an official passport, but a tourist passport is strongly recommended. They may enter and depart Spanish territory without passports upon presentation of official NATO and DoD orders and a DoD military I.D. card (DD-2). However, travel to countries outside of Spain and many hotels require a tourist passport.

U.S. civilians and all family members, regardless of age, assigned to Spain must be in possession of a valid official/no-fee regular (blue) passport. There is no need to obtain a Spanish visa.

Preparing for Your Move to Spain



Official/no-fee regular (blue) passports are guaranteed to be valid while traveling on official orders only. For this reason, family members or civilians planning to make private/personal trips are highly encouraged to obtain a tourist passport. You will be required to show your tourist passport when you spend the night at a hotel or hostel anywhere in Europe. This is standard practice, as a picture I.D. is required to be shown.

Military, civilians, and family members will be issued a Spanish I.D. card called TEI by Security. This is recognized base-wide as command-sponsored.

NATO personnel are required to have an official passport prior to arrival in Spain when assigned to duty in Valencia or Madrid because of duty requirements.

Official/no-fee passports are processed by Transaction Service Center (TSC) Naples DET Rota (Bldg. 1B) and tourist passports are processed by NAVSTA Rota Administration (Bldg. 1, 2nd floor).



It generally takes six to eight weeks to receive your passport. Find all the information you need about tourist passports at <https://travel.state.gov/content/travel/en/passports/need-passport.html>. Make appointments for official passports by emailing Rota_Official_Passports@eu.navy.mil; to make an appointment for tourist passports, stop by Admin desk or call DSN 727-3129 or commercial +34 956-82-3129 to schedule appointment.

Needed Documents

Family members of military personnel:
 -No-fee regular passport (visa not required)
 -Copy of sponsor’s assignment orders
 -DoD family member I.D. card (10 years or older)

Family member of civilian component members:
 -Official passport (visa not required)
 -Copy of sponsor’s assignment orders
 -DoD family member I.D. card (10 years or older)
 -Certificate proving their status as a family member issued by a U.S. Personnel Center (see Foreign Clearance Guide DoD 4500.54-G for Spain).

Note: If the family name of a minor dependent is different, proper adoption papers, custody document or certificate of relationship to sponsor is required.

Special Powers of Attorney

If during your PCS move, you will need your spouse to do any of the following, it is recommended to obtain a Special Power of Attorney (SPOA) for each task.

- 1) Accepting HHG
- 2) Picking-up your vehicle from VPC
- 3) Dealing with matters related to housing (military or off-base)
- 4) Dealing with matters related to TSC

Please visit http://www.jag.navy.mil/legal_services/SPOA.htm. By using this link, you can create your own special powers of attorney which allows your spouse to act in your place. Once you have printed your special powers of attorney, you can have them notarized by your command’s legal officer or your nearest legal assistance office. Having these powers of attorney ahead of time will lessen the stress of having to figure these issues out in the future. If you have further questions please contact your nearest legal assistance office.

To schedule a notary appointment with Rota legal, e-mail rota.notary@eu.navy.mil.

Medical Requirements / Overseas Screening

Upon receiving your orders to come to Rota, Spain, military members have 30 days to complete the overseas screening and dependents have 60 days. You and your family are required to undergo an overseas medical/dental screening upon receipt of your orders to transfer to an overseas location.

Overseas screening packet contains the forms NAVMED 1300/16, DD Form 2807, DD Form 2808 as well as DD Form 2792-1 for children. Detailed guidance on the screening process is found in BUMEDINST 1300.2B series and OPNAVINST 1300.14. Additional information can be found at mynavyhr.navy.mil. The screening must



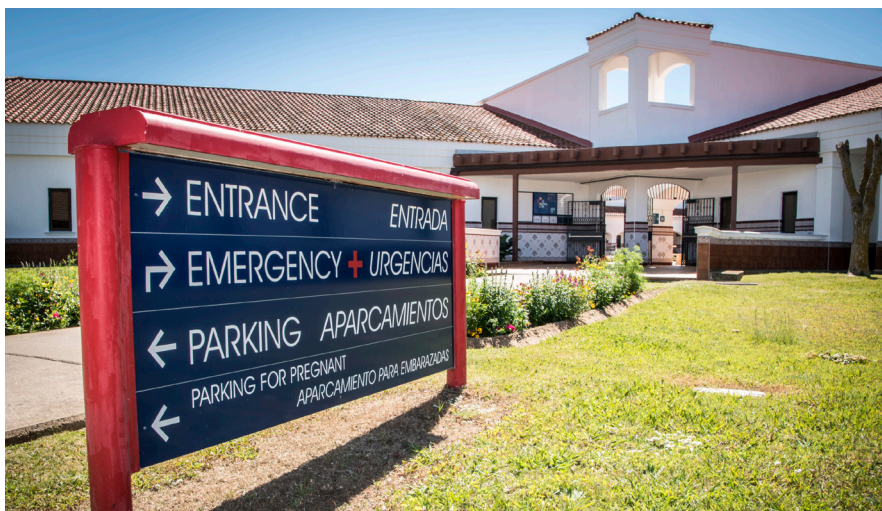
be completed at your current Medical Treatment Facility (MTF).

Once the overseas screening is completed, you will receive PCS orders. Ensure a copy of the screening is hand-carried as it is required to complete the base check-in procedure. Be advised that dependents must be re-screened by U.S. Naval Hospital Rota upon arrival to obtain command sponsorship.

During the screening, inform the medical screener of any chronic health problems requiring long-term or specialized treatment. This information is essential to determine whether the overseas MTF has the capability of providing follow-up care for these conditions. Failure to divulge this information can adversely impact your health and the well-being of your family members and can result in exacerbation of a condition or a possible early return. Additionally, such failure may result in the early return of your family members at your expense and may subject you to charges under the Uniform Code of Military Justice.

If you are pregnant, you must arrive at your ultimate duty station prior to your 29th week of pregnancy. If you are more than 29 weeks pregnant, you and your newborn must be screened at your current command for overseas suitability six weeks after delivery.

If you or your family member has recently been hospitalized, a complete medical/dental record of all examinations and treatment pertaining to the



hospitalization must be provided to the screening physician.

If there are any questions on the availability of medical care in Rota, the screening medical/dental officer should contact the Overseas Screening Office, U.S. Naval Hospital, Rota at DSN 727-3554, or commercial +34 956-82-3554.

Immunizations for Spain

For you and your family's health protection, certain immunizations are required. These are to be received at your command prior to detachment as part of your overseas screening process. Please speak with your overseas screening coordinator to ensure you have all the vaccinations necessary prior to arriving in Spain.

TRICARE

When relocating to Spain, active duty service members (ADSM) and their command-sponsored families have medical coverage through their prior region while in transit. It is important to maintain access to medical care, and you are advised to register in the Patient Administration Department, or PAD, in room E034 at U.S. Naval Hospital Rota upon arrival. TRICARE service representatives are located next to PAD in room E035, and will assist with transferring coverage to the TRICARE Overseas Program. ADSM and dependents stationed at NAVSTA Rota are eligible for TRICARE Prime, and will be assigned a Primary Care Provider. Bring a copy of your overseas screening and orders. ADSM and

families stationed outside of the Rota area may be eligible for TRICARE Prime Remote, and enrollment is completed through International SOS at +34-900-812-193. They must be physically in Spain to transfer coverage. ADSM can also enroll using the Beneficiary Web Enrollment (BWE) option online. Please call the TRICARE office at DSN 727-3629 or commercial +34 956-82-3629 before enrolling using BWE to better understand how to select a Primary Care Provider.

Government Service workers and contractors are eligible for care at USNH Rota, and are advised to also register with Patient Administration to access care. They will be seen on a space-available basis in our clinics, and can visit the Billing Office in room D059 to receive information regarding invoices and filing claims with their private insurances. The Billings Office can also be reached at DSN 727-3515/3517 or commercial +34 956-82-3515/3517.

ADSM and their families have dental coverage through United Concordia. Our Dental Department will see ADSM as a priority. Family members will be seen on a limited basis, and may be referred out in town for care. It is therefore important to maintain their dental benefits while overseas to ensure services are reimbursed.

All TRICARE beneficiaries will have the option to change or supplement health plans with vision coverage during open enrollment season in late fall. If you have

any questions about your enrollment status or TRICARE eligibility, contact the beneficiary service representatives (BSR) at DSN 727-3629 or commercial +34 956-82-3629 for more information.

Preparing Financially

Relocating costs money, much of it up front. Though you will be reimbursed for many of these expenses, plan on saving between \$4,000-\$6,000 for the move. For many, that means starting a savings account early.

Some anticipated costs are: traveling expenses such as meals, drinks, souvenirs, magazines, luggage storage and handling, tips, taxi fares, etc.; vacation costs for any sightseeing trips, hotels, meals, entertainment, etc. while on leave; rental car fees, both prior to leaving your previous duty and upon your arrival in Spain; dining out expenses while waiting for permanent housing; rent deposits, usually one month's rent; first month's rent (advance pay is an option but that will mean another debt); transport and kenneling of pet(s); purchase of a vehicle if you did not ship one or need a second vehicle; insurance (most companies require a year's premium up front); car registration fees; telephone hook-up charge (on-base hook-up is free, but off-base fees can exceed \$350); renter's insurance is recommended for all personnel, including those living in government quarters, accompanied and unaccompanied.

For personnel planning to live off-base, you will need to save for deposit and





rent. Your first payment to the landlord will usually include a deposit equal to one month's rent in addition to the first month's rent. The second month's rent may be due before OHA is processed. OHA will cover rental fees but not the deposit.

What can I take? In general, expect rooms to be small, both on and off base, with narrow doorways and limited storage, so select your household items carefully before shipping. King-size beds, for instance, can greatly limit available housing selections. With that in mind, homes can range from 900 square feet or less, to as large as 3,500 or 4,000 square feet. It depends on where you want to live and what type of space you need.

Housing

Finding a home in the community typically takes 30 days, unless you arrive during June to August, which can extend the process beyond 45 days. The Housing Service Center (HSC) provides complimentary house-hunting transportation.

All incoming personnel are required to stay in one of the on-base temporary lodging facilities, the NEX Navy Lodge or Navy Gateway Inns and Suites (NGIS). If there is no availability on base, you will be issued a Certificate of Non-Availability (CNA) to stay in an off-base hotel. CNAs are issued by the Navy Lodge and/or NGIS.

The HSC will help negotiate rental contracts and explain lease agreements. Whether you will live on or off base, loaner furniture is available for a maximum of 90 days upon arrival while you are waiting for your household

goods shipment to arrive or upon departure after your household goods have been shipped to your next duty station. Loaner furniture includes beds, dressers, couch/loveseat, coffee and side tables, kitchen table, chairs and lamps.

Should you move to base quarters and find you have too much furniture, active duty military are entitled to a one-time shipment of the excess back to CONUS within 15 calendar days of receiving household goods, and must be certified by the Housing Manager. This does not apply to DoD civilians. This one-time shipment only pertains to furniture and not boxes containing books, clothes or other miscellaneous items. The excess furniture will be packed, crated and shipped to Norfolk, Virginia for non-temporary storage.

You are strongly discouraged from shipping appliances to Rota, since the housing office will provide full tour appliances for both on and off base homes free-of-charge for the duration of your tour. This includes dishwashers, refrigerators, stoves, microwaves, freezers, washers, and dryers.

Base housing offers American Forces Network (AFN) via a cable TV system that is compatible with American NTSC television signals. On-base residents can request to install an antenna capable of receiving Spanish TV signals at their own expense, but this will require a European or multi-system television that is compatible with the European PAL signals.

If you anticipate living off-base, you will need to purchase a European or multi-system television if you would like to view

Spanish TV channels. Off-base residents can also receive AFN channels. HSC provides free AFN decoders for off-base residents. Residents will be responsible for the purchase of a compatible satellite dish and all cost associated with the installation.

Personal Property and POV Shipment

Per article 47 of the Agreement on Defense Cooperation (ADC) between the Kingdom of Spain and United States, personal effects, household goods and one vehicle intended for the exclusive use of the member and their dependents must be imported within six months of the date of their initial arrival in country to be considered free of all types of Spanish duties.

Household Goods Shipment

It will take approximately 50 to 60 days to receive your personal property from the East Coast of the United States and 60 to 70 days from the West. Shipments from Hawaii, Guam, and Japan can take 120 to 130 days.

Based on your PCS orders, branch of service, rank, and command assigned, the type of shipments you are eligible for may include the following:

- Privately Owned Vehicles (can be either an automobile or a motorcycle). One per military member on orders to Spain and it must be shipped through your closest Vehicle Processing Center (VPC). A motorcycle is not authorized to be imported as HHG shipment. Note: If assigned to NATO units, contact your NSE for specific details on your motorcycle importation. Only NATO personnel are authorized to import two duty free



vehicles.

- Personal property to CONUS (designated location due to overseas assignment).
- Household goods to Rota.
- Personal property to non-temporary storage (authorized for the length of your overseas assignment, coordinate with your origin Transportation Office).
- Express (unaccompanied baggage) shipment is limited in weight depending on the branch of service, your rank and number of dependents.
- Professional books, papers and equipment (for military only), when applicable is limited to 2,000 pounds. In addition and when coordinated and approved by your origin Transportation Office a maximum amount of 500 pounds can be declared for your spouse pro-gear.

Express (Unaccompanied Baggage/UB) Shipment

The express (unaccompanied baggage) shipment should consist of items you will need immediately upon arrival in Rota. Ship these items as soon as possible to ensure they arrive before you do. This shipment usually arrives before the main personal property shipment, depending on when you ship it. Express shipments can NOT be delivered to NGIS or Navy Lodge.

Some items you may want to consider including are linens, pillows, baby furniture, toaster, radio, iron/ironing board, vacuum cleaner and bags, hair dryer, clothing hangers, area rugs, common household tools, kitchenware, toys, uniforms, extra clothes (winter/summer), cooler, raincoats and

umbrellas, and mechanical alarm clock.

Transit time from the West Coast is approximately 40 days and from the East Coast approximately 30 days. Be sure you do not exceed your unaccompanied baggage weight limit. You may be liable for excess weight costs.



Applying for On-Base Family Housing

Applications may be submitted prior to arrival using the Housing Early Assistance Tool (HEAT), located at <http://www.cnic.navy.mil/HEAT>. HEAT allows service members and their families to begin the housing application process online before or after they receive their Permanent Change of Station (PCS) orders. HEAT is available to all service members at any Navy installation. HEAT does not place you on a wait list and cannot improve your position on a housing wait list. If an application is submitted within 30 days of arriving, the member's effective date on the waiting list is the date of detachment from the last permanent duty station. Applicants need to be confirmed upon arrival.

Shipping Vehicles to Spain

All active duty military personnel and DoD civilian employees in receipt of

permanent change of station (PCS) orders to Spain are entitled to import one POV (can be either an automobile or motorcycle), free from all Spanish duties and taxes ONLY within six months of reporting onboard and in accordance with Article 47 of the Agreement of Defense Cooperation (ADC) between the Kingdom of Spain and United States of America. If your spouse is also active duty military or a DoD civilian coming to Spain on separate PCS orders, he/she is also entitled to import one POV into Spain under the same tax exempt conditions and in accordance with the ADC.

In addition, members of the force and the civilian component may purchase and maintain one European Union manufactured vehicle – with European or U.S. specs – acquired in Spain, free from Spanish Value Added Tax (VAT). Family members of eligible personnel, 18 years of age and over, in possession of a Spanish driver's license, may also own and maintain one European Union manufactured vehicle, acquired in Spain, free from the VAT. There are several new car dealers in the area which cater to Americans.

In deciding whether to ship your vehicle, keep in mind that many of Spain's roadways are narrow and parking is often tight. If your vehicle is small, it should blend in – but full-size pickups, large sport utility vehicles and other large vehicles can be a hindrance while traveling off



base or while driving through the older, narrow roadways of many cities. Parking in such tight quarters can result in dings and scratches.

One other consideration is whether your vehicle is automatic or not. Many vehicles in Spain are manual transmission so if you cannot drive manual, you may want to consider bringing your vehicle. There are usually some available from other Americans (counts as the one American spec vehicle) and local dealers but they are usually more costly.

Vehicles arriving directly from the United States with a current stateside registration and license plates are issued a 45-day import permit (referred to as a "conduce") by Spanish Customs, which will legalize the operation of the vehicle in Spain while a Spanish registration is processed. Vehicles with either expired "conduces," no registration document, expired or invalid registrations, or expired plates will not be released to their owners, nor operated until Spanish registration is obtained. Likewise, the vehicle will not be released to personnel without a Spanish translation of a valid stateside driver's license. Spanish translations are available through the Security Department's Pass and ID section.

Your vehicle must have a license plate, not the dealer plate, in order to ship it here. Hand carrying license plates is recommended, copy of the title, and registration. If you are moving from another overseas installation and no longer possess your license plate you must request a new plate. If you purchased a new vehicle or previously relinquished your license plate you must obtain a license plate to drive the vehicle here in Spain. It can take two to four weeks for you to be issued a European license plate. Please contact your motor vehicle facility in the state of your vehicle registration to obtain a license plate prior to arriving in Spain.

Personnel driving their POV to Spain in the execution of their PCS transfer from another European country must report to the Security Department Vehicle Registration section with their vehicle within 48 hours of their arrival to NAVSTA Rota for processing of Spanish registration.



POVs must meet the minimum standards of exterior appearance that are considered acceptable in the military and civilian community. The importation of a vehicle with body or motor structure modifications by anyone other than the manufacturer is prohibited.

Service for American and foreign vehicles are limited by the availability of parts. The Navy Exchange Autoport offers auto repair service but carries a limited selection of parts and accessories. They can order parts from local automotive facilities for European spec vehicles, but there are often delays when ordering parts for U.S. vehicles. Important items and spare parts for your POV should be purchased in advance and included in your household goods shipment.

Vehicle inspections, to comply with Spanish motor vehicle regulations, are required to register a motor vehicle in Spain. Vehicle inspections for both American and Spanish vehicles are conducted at the NEX Autoport by appointment. The American vehicles cannot have an Inspección Técnica de Vehículos (ITV) vehicle inspection done off base, but Spanish vehicles can have their ITV conducted at any of the ITV facilities throughout Spain.

Spanish traffic laws require installation of seat belts on all vehicle seats. The third brake light is authorized in Spain only if it is factory installed; aftermarket lights are prohibited.

Rental car options are available on and

off base. Those desiring to purchase a vehicle in Rota may visit the various Rota Facebook garage sale/car lot pages to get an idea of what is available. None of the sites are affiliated or are sponsored by NAVSTA Rota and are independently operated.

Vehicle Modifications

Per Spanish regulations, the installation of dark plastic coating or other material on front windshield and/or front side passenger windows to simulate smoked/colored glass is prohibited in Spain. As a result, owners of vehicles in this situation

Car Seats in Spain

Booster Seats: Children up to 18 months and 28 pounds or less must use a rear-facing seat.

Children 9 months to 4 years old and 20 to 40 pounds must use a forward-facing seat.

Children 3 to 12 years old and 33 to 80 pounds must use a booster seat and cushion.

It is prohibited to travel with a 12-year-old child in the front seat of vehicles unless they are taller than 53 inches. Children less than 12 years old and 53 inches or shorter must use a retention device adapted to their height and weight.



will be officially warned by the NEX ITV safety inspectors that their vehicle does not meet Spanish safety criteria and the inspector will recommend they have the plastic coating removed. Window tinting of rear windshield and rear side windows is permissible only when approved plastic coats are used and installed by professionals.

Firearms

As provided by the Spanish government, shipping of private firearms to Spain is authorized only to active duty military personnel in pay grades of E-5 and above and DoD civilian employees with equivalent grades. When shipping firearms, be sure to have them specifically described on your DD 1299 (Personal Property Shipping application) and on the shipping inventory that packers will prepare, including make, model, caliber and serial number. They must be properly located in the crate or box number one of your shipment.

Once in Spain, firearms must be immediately registered with the NAVSTA Rota Security Department. Firearms must be stored in the Security

Department armory for the duration of the tour. NAVSTA Rota's security armory is the only authorized storage facility of firearms aboard the installation. All firearms must be registered with Spanish military or Guardia Civil firearms registrars. Members must also apply for a weapons ownership document or "Guia de Pertinencia" upon arrival.

The types and quantities of firearms that eligible personnel may ship to Spain are limited to the following:

- Handguns (maximum): 1
- Big game rifles (maximum): 5
- Shotguns, .22 cal. rifles (maximum): 6
- High-powered pellet guns and cross bows or combination thereof (maximum): 12
- Pellet rifles/pistols (semiautomatic firing, maximum): 6
- Pellet rifles/pistols (single shot): unlimited

While it is possible to ship firearms to Spain, it is highly encouraged to leave firearms in storage in the U.S., as there are few public gun ranges in the local area and there is a process that can take a few days to be able to check out your

firearm. Hunters must obtain licenses (in Spanish) and permission from land owners before shooting on private property in Spain, which can be difficult to obtain.

Important Note: If assigned to NATO units, contact your NSE for specific details on your firearms importation. NATO personnel must request importation approval in advance otherwise your firearms may not be registered.

Pets

You and your family are welcome to bring pets to Spain but there are things to consider regarding types, number and sizes of pets.

If living in on-base housing, you are limited to a maximum of two pets (defined as dogs and/or cats) with no limit on size. All base housing units are fully fenced, but pet owners cannot leave their pets outdoors full-time out of consideration for their neighbors. Dog run enclosures are prohibited in housing areas.

Most Spanish landlords will impose



similar limits on pets and may impose size or weight limits.

Regardless of the number, if one lives on or off base, all pets must have a 15-digit microchip and be registered with the Rota Branch Veterinary Treatment Facility (VTF) within three months of arriving to Spain or within 15 days of obtaining a new animal. On-base residents must also register their pets with the Housing Office within the same 15-day time period. The initial step to registering your animal(s) can now be done remotely. Registration forms and a drop box are located in the Rota VTF parking lot. Place completed registration forms and copies of your animal(s) health certificate paperwork into the drop box. Please allow seven business days before contacting the VTF to schedule your registration wellness exam. The registration wellness exam is required in order for your animal(s) to establish a veterinarian client patient relationship (VCPR) with the Rota VTF, obtain a European pet passport, and be registered into the Spanish database RAIA.

All service member-owned pets must be kept current on vaccinations. Spanish law requires annual vaccines for dogs and cats. If your pet has been administered a three-year vaccine in the States, it must have a booster shot every year to be in compliance with local regulations. If receiving vaccinations off base, it is still necessary to inform the VTF of vaccine compliance.

Prior to bringing a pet to Spain, it is highly advisable to research costs associated with shipping a pet back to the United States or other international destination from Spain when the time comes for your PCS. Summer months prove to be an extremely difficult time to ship pets via the Air Mobility Command flight. It's also worth noting that the AMC does have pet weight restrictions (includes the pet plus the kennel). Check out their website at <http://www.amc.af.mil/amctravel/> for more information.

Be advised that the Navy does not pay to ship your pets. Individuals moving to Spain are responsible for the cost of shipping their pet. This expense is NOT reimbursable or a tax write-off. In addition, commercial airline regulations have become increasingly stringent with regard to pet travel to include barring



specific breeds for part of the year due to hot and cold weather. The average cost to ship a pet utilizing a pet shipping company is approximately \$4,000. Keep these factors in mind when considering a pet while in Spain.

During your stay in Spain you will be required to comply with Spanish law regarding care of animals. This includes purchasing a European Union pet passport and registering your pet's microchip with the Spanish tracking system, which can be done at the VTF on-base or any Spanish veterinary clinic for a nominal fee. You are required to keep a proof of vaccination and microchip with you at all times when walking your dog off base. Other requirements, such

as muzzling and leash, may only apply based on where you live or travel within Spain with your dog.

Southern Spain enjoys a temperate climate year-round. Consequently, there are some parasites that flourish in this region that you may not be aware of back in the States. One disease of particular concern is Leishmaniasis. This potentially fatal disease is transmitted by sand flies and if your pet is infected they cannot return to the United States. In order to provide optimal protection for your dog, Rota Branch VTF recommends monthly use of preventative products for sand flies, ticks, fleas, heartworms and intestinal parasites year-round in Spain. These preventative medications can be purchased at the Veterinary Clinic. The VTF can answer your specific questions regarding parasite control upon arrival.

NAVSTA Rota does not have a pet boarding kennel on base. There are limited facilities available in the surrounding area off-base. The VTF maintains a list of kennel facilities and pet sitters. Be aware that it can be difficult to find a kennel that can accommodate large dogs for boarding. It is important to locate an acceptable facility and secure your reservation well in advance if you require boarding for your pet.

Exotic Pets

Non-domestic pets or exotic pets are not authorized in Family Housing. They include, but are not limited to snakes and other reptiles, chickens, ducks, monkeys, ferrets, rats, and tarantulas. Hamsters,



gerbils, guinea pigs, and fish tanks are allowed. If renting on the economy, check with the landlord.

Dangerous Dogs

Certain breeds of dogs are considered "dangerous animals" under Spanish Law 50/99. This label applies to all dogs of the breed, regardless of past behavior or temperament. Dangerous dogs in Spain include the following breeds and cross breeds: Pit Bull Terrier, Staffordshire Bull Terrier, American Staffordshire Terrier, Rottweiler, Doberman Pinscher, Argentino Dogo, Fila Brasileiro, Tosa Inu and Akita Inu.

Any other dog that demonstrates an aggressive character, or has been involved in an attack against people or other animals and/or is designated as potentially dangerous by COMNAVACTS, designee, or appropriate Spanish government officials, is also considered a "dangerous animal."

All members of the force or civilian component stationed in Spain who maintain a potentially dangerous animal, regardless of whether they live on- or off-base, must comply with Spanish registration procedures. The following rules summarize the Spanish law as it pertains to owners of dangerous animals:

(1) License. All owners of potentially dangerous dogs must obtain a license for such an animal from the local city hall within 30 days of arriving in Spain. Failure to obtain a license within the time prescribed will result in the impoundment of the animal and its potential destruction. A license will be valid for a period of five years. Owners of potentially dangerous animals residing on base shall present a copy of their

license to Security. In order to obtain a license, the applicant owner must complete the following requirements:

- a. The applicant must be over 18 years old.
- b. The applicant must not have been convicted of a crime or have been administratively sanctioned for past violations mentioned in pertinent Spanish law.
- c. Have the requisite physical strength to control the animal when walked; dangerous dogs must be leashed and muzzled at all times while in public.
- d. Pass a psychological examination from a qualified provider (several civilian clinics in Rota provide this service).
- e. Obtain civil liability insurance.

Once registered, the owner will need to carry the animal's identity card and registration documents on their person at all times when the pet is in public.

Interpreters working in the NAVSTA Rota Security Department can assist owners of dangerous animals with the registration process. Call DSN 727-3225/3246 or commercial +34 956-82-3225/3246 for assistance.

Requirements for Pet Entry to Spain

As soon you know you're moving to Spain, start preparing your pet for entry requirements. Travel to Spain is primarily accomplished using commercial carriers including the weekly flight from Naval Station Norfolk, Virginia to Rota. Ensure your transportation office knows you're shipping pets to Spain, so they may help make reservations for you with your airline or direct you to the place to make reservations. Airlines charge fees for shipping pets and this expense is not

reimbursable.

Additionally, know that several airlines impose pet embargoes and will not accept pets when temperature limits are exceeded during any part of your itinerary. Please work closely with your transportation office to avoid any problems while traveling with your pet. Ultimately, travel arrangements for your pet are your responsibility.

Specific requirements for pets (defined as dogs and cats only) entering Spain include:

- Pets must be at least four months of age when entering Spain.
- Animals must be identifiable with a 15-digit microchip (ISO 11784/5). Tattoos are not a sufficient form of identification.
- All vaccinations must be given after the microchip has been implanted and should be given to your pet at least 30 days or more prior to moving.
- Each pet must have a certificate of health for the European Union, signed by any veterinarian accredited by the U.S. Department of Agriculture, under the Veterinary National Accreditation Program. Once completed, the certificate must be endorsed by an official veterinarian employed by the Veterinary Services, Animal and Plant Health Inspection Service. Veterinarians employed by the U.S. military are considered official veterinarians, and a certificate signed by a military veterinarian does not need APHIS endorsement.
- The health certificate is valid for 10 days from the date of issue.
- There is no quarantine requirement for entry into Spain.
- Check with your local veterinarian and the veterinarian in the country you're moving to prior to your arrival.





Getting Here

Arriving in Rota

Now it's time to get ready and rest up for a long flight overseas. Good preparation will make the flight easier. Ensure all luggage has identification tags (do not use rank/rate or any other military markers) and if traveling with infants or young children, make sure to have extra diapers and toys on hand to keep them occupied.

Flight

Patriot Express (CAT-B or Rotator)

The majority of incoming personnel will take Patriot Express (CAT-B or Rotator) flights for permanent change of station and temporarily additional duty personnel from the continental United States to the various bases around the world.

Once the service member completes his/her passenger reservation request through their local TSC office or CPC, the request is sent to the Navy Passenger Travel Office where the mode of travel will be determined.

Defense Transportation Regulation (DTR) 4500.9R states the Patriot Express should be utilized to the maximum

extent possible. The regulation goes on to state the only exception will be non-availability of Air Mobility Command (AMC) scheduled airlift to meet a member's requirements, such as pet space limitations.

Patriot Express flight from CONUS usually departs from NAS Norfolk air terminal on Wednesdays and arrives Thursdays at NAVSTA Rota air terminal. Check Navy AMC Air Passenger Terminal Norfolk Facebook for delays/changes.

Commercial Airlines

Sometimes personnel arrive to NAVSTA Rota through commercial airlines. Jerez de la Frontera (XRY) is the closest airport at approximately 30 minutes' drive from NAVSTA Rota. Most personnel will arrive via this airport.

If you arrive at Jerez and your sponsor is not there, or if you encounter travel difficulties in Madrid, contact the NAVSTA Command Duty Officer (CDO) for assistance at +34 956-82-2222/2223.

General Pet Travel Information

Pet owners are responsible for complying with all required documentation,

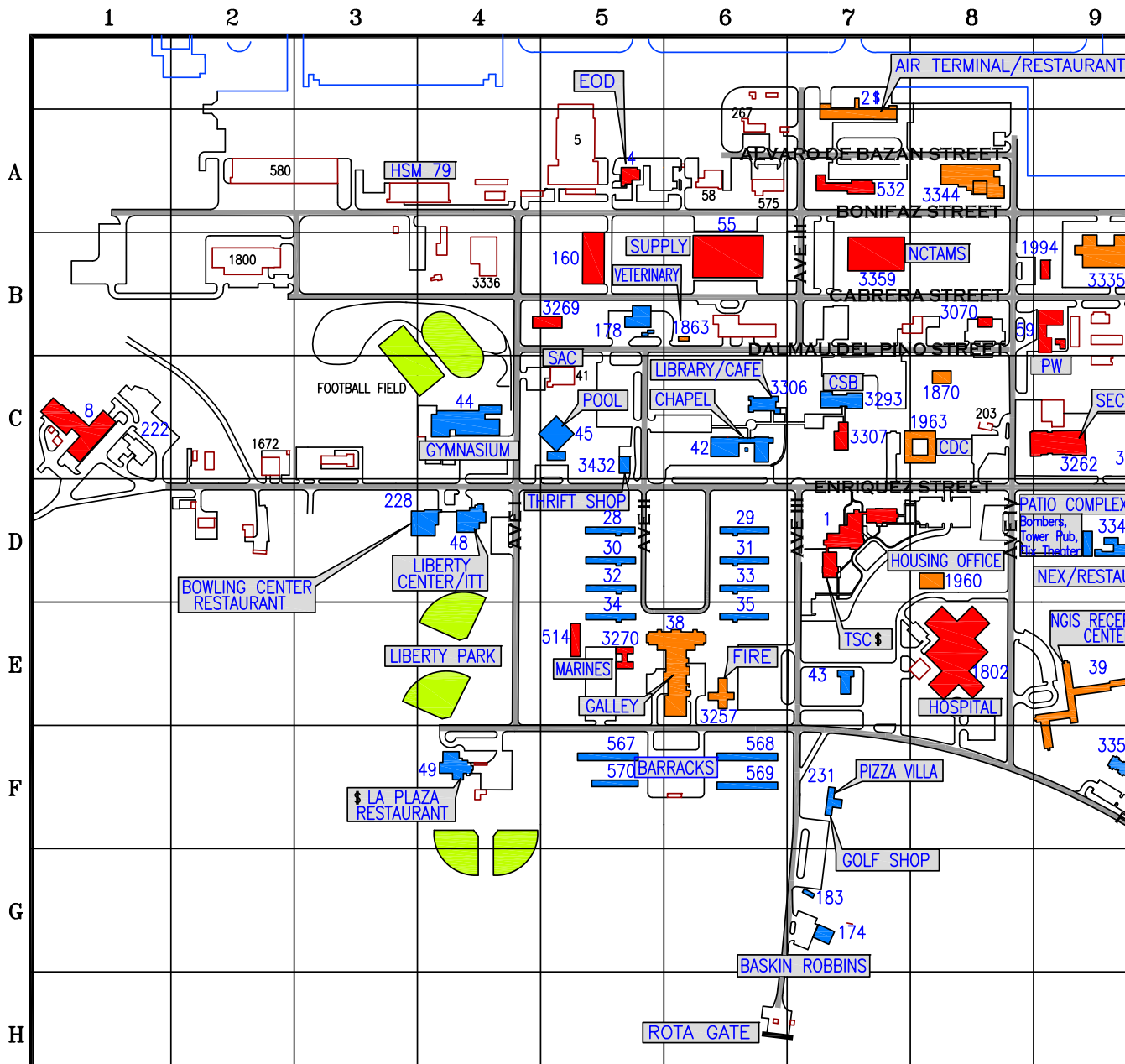
Flights, Lodging, and More

immunizations and border clearance requirements and should be prepared to pay any necessary fees to obtain them.

All animals are subject to examination by the customs' veterinarian at the Spanish port of entry (usually Madrid Airport). Plan at least four hours to clear a pet through customs during regular work days; clearance of animals may be delayed after working hours and on weekends.

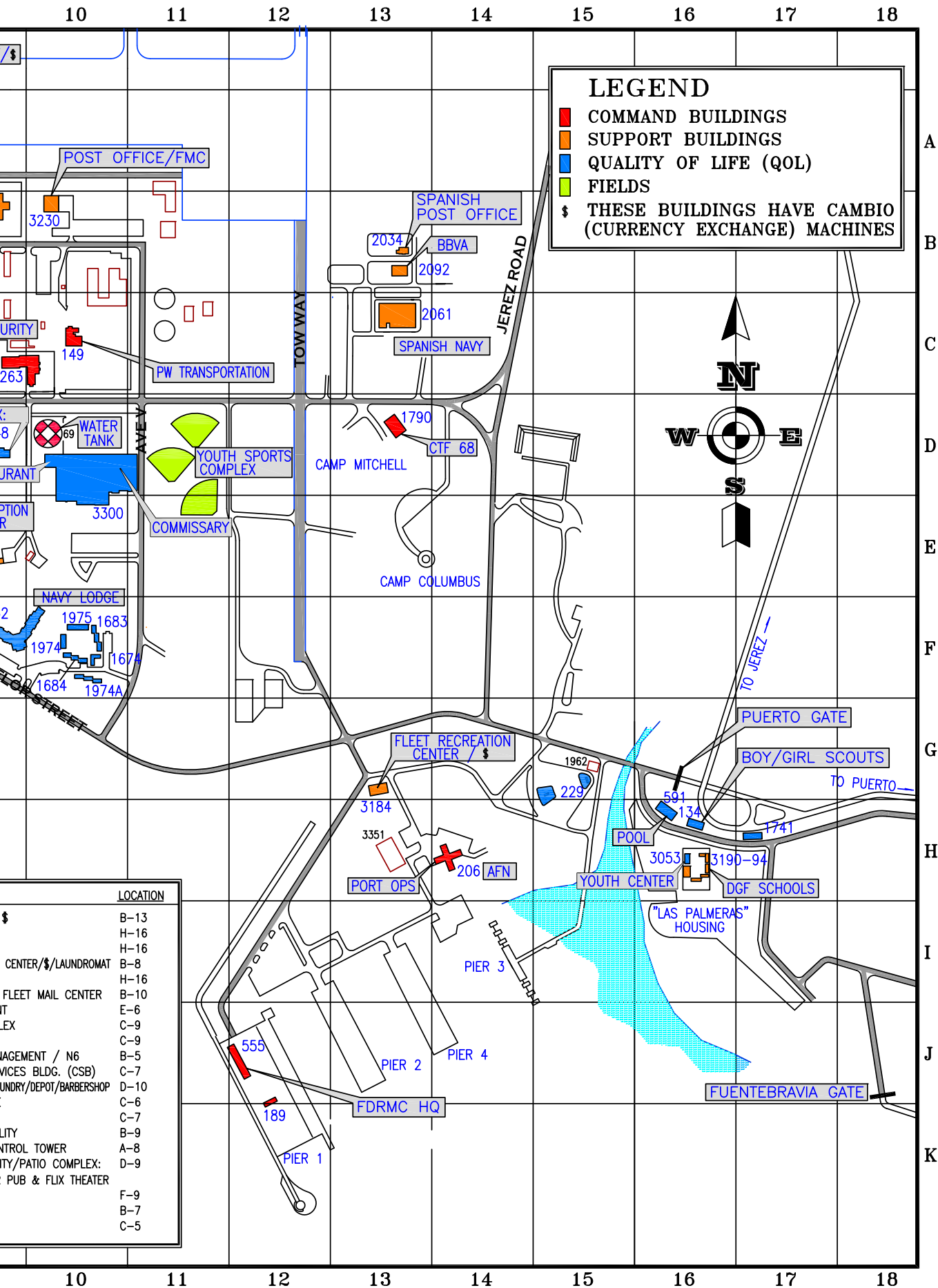
The passenger must provide an International Air Transport Association-approved container for the pet. It must be large enough for the animal to stand up, turn around and lie down with normal posture and body movements (some commercial airlines simply require that the animal "be comfortable," so again, it is wise to check on the particular requirements of the airline you are booked on).

Mark "LIVE ANIMAL" on the container, clearly indicating your name, address, destination, and the animal's name. Include your sponsor's local phone number on the container and a note in English and Spanish stating whether or



| BLDG.# | FACILITY | LOCATION | BLDG.# | FACILITY | LOCATION | BLDG.# | FACILITY |
|-----------|--------------------------------|------------|------------|---------------------------------|----------|--------------|------------------|
| 1 | NAVSTA HQ/TSC/ADMIN/MWR/HRO/\$ | D-7 | 183 | LAUNDROMAT | G-7 | 2092 | BANCO BBVA / |
| 2 | AIR TERMINAL/RESTAURANT/\$ | A-7 | 206 | AFN & PORT OPS | H-14 | 3053 | YOUTH CENTER |
| 4 | EOD HQ | A-5 | 228 | BOWLING CENTER/GRILL RESTAURANT | D-4 | 3070 | NEPMU 7 HQ |
| 28-31, 35 | NGIS BARRACKS | D-5/6, E-6 | 229 | DRIVE IN MOVIE THEATER | G-15 | 3184 | FLEET RECREATION |
| 32-34 | FAST COMPANY BARRACKS | D-5/E-5 | 231 | GOLF COURSE / PIZZA VILLA | F-7 | 3190 TO 3194 | DFG SCHOOLS |
| 38 | GALLEY | E-6 | 514, 3270 | FAST COMPANY HQ | E-5 | 3230 | POST OFFICE / |
| 39 | NGIS RECEPTION CENTER/CHECK-IN | E-9 | 532 | 521st AMOG HQ | A-7 | 3257 | FIRE DEPARTMENT |
| 41 | SAC | C-5 | 555 | FDRMC HQ | J-12 | 3262 | SECURITY COMPI |
| 42 | CHAPEL | C-6 | 567 TO 570 | BARRACKS | F-5/6 | 3263 | NCIS / EOD |
| 44 | GYM | C-4 | 591 | HOUSING POOL | H-16 | 3269 | EMERGENCY MAN |
| 45 | INDOOR POOL | C-5 | 1674/83/84 | NAVY LODGE | F-10 | 3293 | COMMUNITY SER |
| 48 | LIBERTY CENTER/EXPEDITIONS/ITT | D-4 | 1741 | EDIS | H-17 | 3300 | NEX/COMMISARY/LA |
| 49 | LA PLAZA - RESTAURANT / \$ | F-4 | 1790 | CTF 68 HQ | D-13 | 3306 | LIBRARY / CAFE |
| 55 | SUPPLY | B-6 | 1802 | HOSPITAL / DENTAL CLINIC | E-8 | 3307 | CDS 60 HQ |
| 59 | PUBLIC WORKS ADMIN | B-9 | 1863 | VETERINARY CLINIC | B-6 | 3335 | AIR CARGO FACI |
| -- | HSM 79 | A-3/A-4 | 1870 | AFTER SCHOOL CARE | C-8 | 3344 | AIR TRAFFIC CO |
| 134 | BOY/GIRL SCOUTS | H-16 | 1960 | HOUSING OFFICE | D-8 | 3348 | MWR MULTIFACIL |
| 149 | PW TRANSPORTATION | C-10 | 1963 | CHILD DEVELOPMENT CENTER (CDC) | C-8 | | BOMBERS, TOWER |
| 160 | COASTAL RIVERINE SQUADRON HQ | B-5 | 1994 | 725th AMS HQ | B-9 | 3352 | NAVY LODGE |
| 174 | BASKIN ROBBINS | G-7 | 2034 | SPANISH POST OFFICE | B-13 | 3359 | NCTAMS |
| 178 | GAS STATION/AUTOPORT | B-5 | 2061 | REM SPANISH THEATER AND BAR | C-13 | 3432 | THRIFT SHOP |

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not the pet is friendly with strangers.

Refer to the individual commercial carrier website and work directly with the airline to clarify flight eligibility requirements for your pet.

The maximum weight accepted as excess baggage, container and pet weight combined, is 99 pounds for commercial airline flights and 150 pounds on the AMC Patriot Express flights.

Once you arrive and settle in, you may begin planning some trips with your pet. Traveling with your pet within Spain and the rest of Europe, either by land, air or sea, requires a European Union pet passport. This travel document can be purchased at Rota VTF on base, or at any off-base Spanish veterinary clinic. Be sure to bring your pet passport to all of your veterinary appointments both on and off base in order to update the document at every visit.

Navy Gateway Inns and Suites (NGIS)

The award winning Navy Gateway Inns and Suites, located in Bldg. 39, boasts 158 non-smoking guest rooms. NGIS offers 24-hour front desk service, free 24-hour lobby coffee service, free guest laundry facilities, a 24-hour business center with print capabilities, outside BBQ area, and a fully equipped conference room for rent that can accommodate a maximum of 60 people. NGIS also offers fully

accessible rooms as well as pet-friendly rooms based on availability.

For further information, you may call NGIS front desk at DSN 727-1871, or commercial +34 956-82-1871. For official or Space-A lodging reservations, log on to <http://www.DoDLodging.net/> or call 1-877-NAVY-BED.

Navy Lodge

The Navy Lodge consists of 48 non-smoking rooms equipped with two queen beds, telephone, air conditioning, television, kitchenette, refrigerator, stove, microwave, and private bath. The Navy Lodge offers two handicapped rooms and are subject to availability.

To make reservations, call DSN 727-2643 or 1-800-NAVY-INN. Limited pet friendly rooms are available. Please check for availability when making reservations.

Temporary Lodging Allowance (TLA)

Personnel with accompanying command-sponsored family members may be eligible for 30 days of incoming TLA. Families are required to stay at the Navy Lodge. If space is not available, a Certificate of Non-Availability (CNA)

must be obtained from the Navy Lodge before making arrangements for accommodations in a community. A list of hotels with military discounts in the local community, along with the agreed upon TLA rate, is available at the Housing Service Center.

Unaccompanied personnel ranked E-5 and above, who are entitled to TLA, are required to stay at the Navy Gateway Inns and Suites (NGIS). If space is not available, your second choice would be the Navy Lodge. The Navy Lodge will provide a CNA to stay in a hotel on the economy if they have no rooms available. TLA is paid in 10-day increments. Personnel are required to pay TLA up front and provide zero-balanced receipts to the Housing Office. Once Housing prepares the documentation, sponsors will submit to Command Pay Personnel Administrator (CPPA) who will then submit to TSC for processing. Timely submission of proper documentation is essential to timely reimbursement.

Making Phone Calls

For those staying on base, you can utilize the DSN numbers for base facilities which is 727-XXXX (four number extension). For those staying off-base or calling from a cell phone, you will need to dial 956-82-XXXX (four number extension). If you are dialing from a U.S. phone number, you will need to incorporate the country code (+34) into the number making it +34 956-82-XXXX (four number extension).



Getting Settled

Checking In, Finding Housing, & More

Check-in at Naval Station Rota

Your first stops when arriving on base (any command) should be:

- Command Admin to get orders stamped
- U.S. Naval Hospital Rota to rescreen for overseas
- Security's Pass and I.D. section (to receive the Spanish TEI card which is required to get on/off base, as well as access to numerous base facilities)
- Base Administration (Bldg. 1, 2nd floor) for the mandatory command sponsorship "Page 13." *This is not applicable to single Sailors.*

Documents needed to process the command sponsorship "Page 13:"

- Copy of PCS orders
- Copy of Record of Emergency Data/Dependents Information (NAVPERS 1070/602)
- U.S. Naval Hospital Rota's Overseas Screening endorsement
- Power of Attorney (if sponsor not present)
- COMNAVPERSCOM (PERS-451)/CNO (N130) Advanced/Delayed Travel of Dependents authorization (if applicable)

It is extremely important that you see your Command and Pay/Personnel

Administrator (CPPA) within two days of reporting to complete your gain process. You will need your orders, records, and passports. Timely submission of your gain paperwork will prevent any unnecessary overpayments of entitlements. During your check-in procedures with your CPPA, make sure that you ask them about your pay and travel entitlements (COLA, OHA, MIHA, TLA, DLA and Travel Pay/Per Diem). These entitlements are not automatically credited to your pay (LES) and must be claimed separately by the sponsor.

Urinalysis: All new PCS arrivals assigned to shore-based commands in Rota have 72 hours to check in with the Chief Master-at-Arms office and the urinalysis program coordinator.

Security: All sponsors and dependents must check-in with Security. Sponsors and dependents 10 years of age and older will be issued Spanish tarjeta especial de identificacion (TEI) card.

All individuals old enough to obtain a Spanish ID card must show it to Spanish sentries when entering/exiting the base and when entering the Navy Exchange/Commissary and other U.S. Forces

facilities where items exempt from Spanish duties and taxes are sold.

For initial check-in with Security, you will need:

1. No fee passports for all dependents and civilian employees. Passports will be held by Security to be validated by Spanish immigration for the length of your tour in Spain. You may pick up your passports two to three weeks later with the Spanish validation (entrada) stamp on it.
2. Military/dependent ID cards and command check-in sheet (Page 13 from NAVSTA Rota Admin, Bldg. 1 for dependents; receive upon arrival in Spain)
3. Current permanent stateside driver's license for translation into Spanish, so that you can operate a vehicle until your regular Spanish license is processed.

Security Department is located in Bldg. 3262. The telephone is commercial, +34 956-82-1605/1610/1609, or DSN 727-1605/1610/1609.

NIE

A número de identificación de extranjero (NIE) is required for many different reasons such as renting a house,

Spanish bank accounts, utilities hook up, registering a Spanish second-hand vehicle, kids' activities, and contracts for cell phones or internet at home. This number is assigned to all requesters by Spanish National Police. For NIE requests, go to Security with the following documents:

- 9,74 euros
- Passport
- Military/dependent I.D. card
- Spanish I.D. card (TEI)

The process takes from 10-15 working days.

Housing

The Rota Housing Service Center (HSC), located in Bldg. 1960, offers a wide variety of housing services. All personnel in receipt of PCS orders are encouraged to view the NAVSTA Rota Housing website at: https://www.cnic.navy.mil/regions/cnreurafswa/installations/ns_rota/ffr/housing_and_lodging.html. You can also contact HSC via email at rotahousing@eu.navy.mil, by phone at DSN 314-727-2398/2698 or commercial +34 956-82-2398/2698, or stop by HSC during open hours (typically 7:30 a.m. – 4 p.m.).

Applying for On-Base Family Housing

Applications may be submitted at the Housing Community Relations Office located in bldg. 162. Even if you applied for on-base family housing via HEAT, applicants need to be confirmed upon arrival. Applications must be submitted with a copy of the PCS orders, detaching endorsement, copy of the record of emergency data (Pg. 2), and the command sponsorship letter (Pg. 13).

On-Base Family Housing

All incoming officer and enlisted

personnel on accompanied tours have the option to reside on-base in family housing or to secure a private lease on the economy. If personnel desire to reside in family housing and appropriate quarters are not available upon your arrival, you will be placed on a waiting list. When a unit becomes available, personnel who applied for family housing within 30 days of their arrival will receive a government-funded move from their off-base residence to family housing on base.

Currently, on-base homes are limited due to several renovation projects. Las Palmeras housing contains 327 two-, three- and four-bedroom homes for officers and enlisted personnel. The houses are single story Spanish-style duplex homes (connected at the carports) and single-story detached homes. All the homes have undergone several renovation and improvement projects since being built in the early 1960s. The homes have central heat and air conditioning, range, refrigerator, dishwasher, washer and dryer, and fenced yards. The electrical system aboard NAVSTA Rota, including on-base housing, is 110-volts/60 cycle. Telephone and Internet service is available. While the homes do provide some storage, it is limited. There are no long-term storage facilities aboard the installation.

Located within the family housing area is several playgrounds, a pet-friendly park, and SeaView Pines amphitheater and community center. During the summer, the MWR Outdoor Pool which is located in the housing area is open.



Unaccompanied Housing

The Unaccompanied Housing (UH) Office is located in Bldg. 35 and the front desk is open 24/7. The desk provides full service with check in/out, keys/lock outs, service calls, and more. To contact UH, send an email to rotahousing-UH@eu.navy.mil, call DSN 314-727-2590 or commercial +34 986-82-2590, or stop by the office desk (open 24/7).

The main campus barracks are centrally located aboard NAVSTA Rota within easy walking distance to MWR facilities, Navy Exchange (NEX)/Mini-NEX, Commissary, U.S. Naval Hospital Rota, Galley, TSC, and more. Pets are not authorized in unaccompanied housing.

Military personnel in paygrades E-4 and below on unaccompanied orders, whether shore-based or sea-based, are required to live in UH upon arrival to Rota. UH has two different design types which are private bedroom / shared bath and shared bedroom / shared bath. All units are equipped with a refrigerator, microwave and washer/dryer. Washer and dryers are available in common areas. There are no storage facilities on base for excess personal items.

Single shore duty Sailors (E-4 with two years of service) and single shore duty Sailors (E4 with four years of service) can request authorization to reside off-base and receive Overseas Housing Allowances (OHA) via their chain of command, and Unaccompanied Housing to the installation commander. Determination will be based on NAVSTA Rota's UH occupancy rate of 95%.

Off-Base Housing

All personnel who reside off base



must process through the Housing Service Center (HSC). Housing offers a mandatory housing brief every Friday at 10 a.m. for those service members who will be living off base. Within walking distance of the local beaches there are apartments and detached homes with fireplaces and courtyards.

Some areas other than Rota where housing can be found are El Puerto de Santa María, Chipiona, and Sanlúcar de Barrameda. Living in one of these communities might provide greater privacy and more space.

Homes.mil is an official Department of Defense (DOD) website that helps service members find rental listings. You may visit Homes.mil to see available listings in Rota and surrounding areas.

The HSC counselors will assist in locating residence on the economy by:

- Providing a list of approved houses/apartments
- Providing showing services (Monday to Friday) to help locate off-base housing (**Note: HSC does not provide car seats or allow pets in government vehicles**)
- Negotiating rental contracts
- Explaining the lease agreements

Facebook can be a helpful tool for familiarizing yourself with the area

and the types of homes available, but the HSC has no control over any of the listings posted there. Many entities that post listings online may not be legitimate. HSC is not affiliated with or conduct business with real estate agents.

In order to protect your interests at all times and as part of our procedures, you are strongly recommended to avoid making any commitments on properties prior to your arrival. This can be something as simple as asking a property manager, realtor or landlord to hold a property for you. Verbal agreements are binding in Spain and you can be held monetarily liable for any requests you make.

Locations

Most personnel attached to NAVSTA Rota live in Rota, El Puerto de Santa María, Chipiona and Sanlúcar de Barrameda. Each city has its own feeling as well as positives/negatives. However, much of the experience is based on personal preferences and the home.

Rota: Homes in Rota tend to be within easy walking distance to the beach, restaurants, and stores. Because it is more urbanized, there are fewer standalone homes with most homes being townhouses, duplexes, or apartments. Parking can be challenging during the summer months when the

city is packed with tourists. Look for homes or apartments with a designated parking spot or garage.

El Puerto de Santa María: The city on the other side of the base, El Puerto, could be described as more of the “suburbs.” Overall the homes tend to be larger, single family homes. Many of the homes have larger yards and several have pools. There may be a few restaurants/stores within walking distance but you will most likely drive to where you need to go. The city has several different neighborhoods that can vary from beachside Vistahermosa and homes in the campo (farm) area to Valdelagrana which is its own micro community.

Chipiona: Located north of Rota along the coast, Chipiona is a quieter beach town. There is a bustling city center with shops and restaurants. Homes in this area tend to provide more land and space for your rent.

Sanlúcar de Barrameda: The furthest from Rota, this area is for those who are looking for an immersive Spanish experience or to get away from the base community outside work. There are several neighborhoods outside the city center with larger homes on large plots of land.



Paying Rent

Rent for homes on the economy are paid in euros. Most Americans pay their rent via cash or money transfer to their landlord; be sure to discuss/negotiate this during the lease agreement. If service members open a Spanish bank account, they can initiate an international allotment of their OHA to that account through their Admin department. On base, you can buy euros at the NEX, or you can withdraw euros from ATMs (service fees and maximum withdrawals are considerations). Compare conversion rates to get the best rate. Another option is to use a money transfer service. This is a bank-to-bank transfer which charges you a set fee. Banco BBVA and NEX Home Rental Payment Program are also other means to pay rent.

Self-Help Store

Housing's Self-Help store is located in the housing area. Items offered for temporary loan to accompanied personnel residing on-base include: lawn mowers, hedge trimmers, weed eaters, garden tools and tillers.

Off-base residents, whether accompanied or not, can borrow transformers for small appliances, fire alarms, and carbon monoxide detectors for their entire tour.

Partial Full Tour Furnishings

For all personnel residing off base, the HSC will provide loaner appliances free-of-charge for your entire tour. This includes dishwashers, refrigerators, stoves, microwaves, freezers, washers, and dryers. All appliances are 220 volts/60 hertz and compatible with the commercial electrical service off base. No transformers are needed for these

items.

HSC also provides 90 day (incoming and outgoing) loaner furniture while you wait for your household goods. This is limited to beds, sofa, dining tables/chairs, night stands, lamps, coffee tables, and cribs.

Pots and pans, small appliances and other necessities can be checked-out at the Fleet & Family Support Center (FFSC) Rota.

Post Office

The Military Postal Service (MPS) in Rota operated by NAVSUP personnel as an extension of the United States Postal Service (USPS), consistent with public law and federal regulations. The mission of the MPS is to provide postal service to the DoD Components in support of DoD missions. The MPS provides efficient and responsive postal services to authorized personnel and activities overseas during both normal and contingency operations. The MPS is responsible for processing official mail for NAVSTA Rota and its tenant commands in the Iberian Peninsula and transient operational units.

There is one U.S. Military Post Office (MPO), Bldg. 3230, located on NAVSTA Rota. The hours of operation are; Monday through Wednesday and Friday are 10 a.m. – 4 p.m. and Thursday is 10 a.m. – 5 p.m. The phone numbers are DSN 727-1442/3105/3106 or commercial, +34 956-82-1442/3105/3106.

Postal services provided at the MPO are very similar to those provided by civilian post offices in the United States. First class letter mail and packages typically take about 7 to 10 days to arrive in Rota from the United States. Anything sent

“overnight” or “next day” service from the U.S. will reach the mail processing center in Chicago on the next day, but will not get to Rota for at least 3-5 additional days afterwards.

MPO Rota provides Priority Mail Express, Priority, First Class, and Standard Air Mail (SAM) shipping services as well as the following extra services: registered, restricted delivery, certified, return receipt, insurance, signature confirmation and special handling-fragile.

Customs regulations prohibit transporting via United States Postal Service (USPS): hazardous matter, controlled substances, weapons of any kind, perishable items, meat and meat products, alcoholic beverages, cigarettes and other tobacco products, hookah pipes, aerosols of any type, live animals and plants. All packages are scanned via x-ray in Chicago, Madrid, and Rota and all contraband will be confiscated and destroyed in accordance with local, national, and international policies.

DoD regulations prohibit the use of the Military Postal Service (MPS) free-postage program to transport personal property in connection with PCS/TDY moves, with the exception of uniforms and personal gear required to perform official duties at the next duty station. Anything considered to be household goods is not permitted to ship as “MPS.”

Entrada (Entry) Stamp

In order to allow members of the civilian component and dependents to stay in Spain for the duration of their tour of duty, or for the duration of their sponsor's tour of duty in the case of dependents, all passports must be processed for





a special validation stamp through Spanish Immigration. This validation stamp authorizes the member of the civilian component or dependent to stay in Spain for a period of three years, or until termination of their assignment to Spain, whichever occurs first. The validation stamp will normally be entered in the no-fee passport. However if a no-fee passport is not available, it will be entered in the tourist passport.

To ensure a smooth and timely processing of validation stamps, passports must be turned in to the Pass and I.D. section of the NAVSTA Security Department (Bldg. 3262) during the check-in process. This process takes from 7-10 working days.

Driving in Spain Vehicle Pick-Up Procedure

When you arrive in Spain, it is important that you contact the Vehicle Processing Center (VPC) in El Puerto de Santa María to check the shipment of your vehicle. All vehicles must be picked up no later than 45 days from the date of receipt of notification that your vehicle has arrived. For directions to the facility and their phone number, visit <http://www.pcsmypov.com>.

In order to pick-up your POV (automobile or motorcycle with at least 500cc engine) the service member must first check in with Security. When checking in with Security and before picking up your car, you must provide the following documents:

- Valid POV insurance
- Payment receipt
- Valid U.S. vehicle registration

- Valid license plates
- PCS orders or homeport shift certificate
- Valid U.S. driver's license (If motorcycle, member must have prior two-year motorcycle license endorsement)
- Valid Department of Defense (DoD) ID
- ITV appointment from the Navy Exchange Autoport

Once you have checked in with Security, they will provide a release letter which you will take with you to the VPC. Ensure you have the below documents before arriving at the VPC:

- Release Letter from NAVSTA Security
- Valid Department of Defense (DOD) ID card
- Power of Attorney, if applicable. In cases where service member is not able to pick up POV him/herself, a Power of Attorneys will only be accepted for/from sponsored dependents. **Valid only for dependents, not for friends.**

Driver's Licenses

By agreement with the Spanish government, U.S. military, DoD civilian employees and their family members assigned to Spain on PCS orders must be in possession of a Spanish driver's license to either operate or register a vehicle in Spain.

Prior to applying for a Spanish driver's license, applicants must satisfactorily pass a written test on Spanish traffic laws and signs. Security Department personnel administer this test during the week that you and your family members attend the Intercultural Relations (ICR) class. It can take up to two months,

to get the Spanish license once the paperwork is submitted to Security. In the meantime, you and your family members may drive legally in Spain by obtaining an official Spanish translation of your stateside driver's license from the Security Department Pass and I.D. Section (Bldg. 3262) at no cost to you.

To obtain a Spanish driver's license, you must be 18 years of age or older, and possess a valid stateside driver's license. The international driver permit, military driver's license or any type of temporary license is not acceptable to apply for a Spanish driver's license.

Due to the agreement with Spain, service members, government employees and family members without a valid stateside driver's license cannot obtain a driver's license on base.

Family members in possession of a valid driver's license, but not yet 18 years of age, are not eligible for a Spanish driver's license and cannot drive.

Students ages 15-18 that are still enrolled in high school may obtain an operators permit to ride a scooter up to 50cc or drive a micro-car through the commanding officer's scooter program available through NAVSTA Safety Office.

Spain requires proof of two years minimum of motorcycle driving experience prior to issuing a full motorcycle license, so make sure that your stateside driver's license has been endorsed for motorcycle operations for two or more years, or have written

evidence that you have had a motorcycle license for more than two years, prior to your transfer. If your U.S. driver's license with motorcycle endorsement was issued less than two years ago, you will obtain a Spanish driver's license valid to operate motorcycles with no more than 500 cc.

Automobile Insurance

Vehicle owners must have a third-party liability insurance policy with the following coverage to either operate or register a vehicle: bodily injury, liability minimum of €70,000,000 per accident and property damage minimum of €15,000,000 per accident. To prove compliance with Spanish compulsory insurance laws, personnel holding POV insurance acquired in or outside of Spain must have an International Certificate of Vehicle Insurance called "green card" - though it doesn't have to be printed on green paper.

If you wish to retain your current insurance, contact your agent before you move to Spain and request a green card. You can also buy POV insurance from legally established Spanish or U.S. companies in Spain after your arrival. It could cost between \$400 and \$1,000 for third party liability and as much as \$2,500 for full coverage, depending on the type of vehicle, age of driver, etc.

The green card is the only acceptable proof of compliance with Spanish compulsory insurance requirements. Therefore, the vehicle registration section will not accept any other document as

proof of insurance for vehicle registration or re-registration purposes. Green cards are readily available from most international insurance agencies. They will email you the forms once you have established the policy with the required coverage.

Motorcycles

The same regulations regarding importation, registration and operation of POVs apply to motorcycles. A motorcycle is considered your POV. You are not allowed to import another POV unless both you and your spouse are active duty military or DOD civilian component on PCS orders to Rota.

A POV can be either an automobile or a motorcycle with a 50cc engine or higher. Per Spanish law, motorcycles cannot be shipped as or with household goods. They must be imported separately as a POV. However, motocross motorcycles are not considered POVs (if they remain off-road). They can be imported to Spain with your household goods. Possession of this type of vehicle, for off-road use only, will not count against the vehicle limitation.

All active duty motorcycle riders must complete a Motorcycle Safety Foundation-approved basic rider safety course prior to riding on-base. Courses are usually held monthly and must be scheduled using the Enterprise Safety Applications Management System (ESAMS) or at <http://navymotorcyclerider.com>.

Motorcycles with U.S. specs are authorized to pass the ITV on base (NEX Autport), Spanish motorcycles or with European specs must pass the periodic ITV off base, in a Spanish ITV station.

Note: *If assigned to NATO units, contact your NSE for specific details on your motorcycle importation.*

Mopeds

There are no provisions, customs clearances or registration procedures under Spanish law permitting importation of mopeds (50cc or less engine displacement) to Spain. Only mopeds that were taken to the United States from Spain may be brought back, provided you have the original Spanish certificate of registration (certificado de ciclomotor). Spanish-manufactured mopeds may be purchased upon arrival in Spain from any authorized distributor off-base.

Mandatory insurance for mopeds often costs more than car insurance. Check with your insurer for details.

Mopeds must pass an annual or bi-annual ITV safety inspection (depending on age of the vehicle). This inspection is mandatory if a moped is to be used on or off base. While the ITV location at the Navy Exchange Autoport can conduct auto and U.S. motorcycle ITV inspections, moped ITVs are conducted off base only. Call the vehicle registration section of Security Department for schedules.

Driving In Europe

If you are in possession of a Spanish driver's license, you will be able to drive in all countries that are members of the European Union (EU). Driving outside the EU will require an International Driving Permit, normally valid for one year. It may be obtained from the American Automobile Association (AAA) in the United States, from any Royal Automobile Club Office in Spain or from the Spanish Traffic Bureau in Cadiz.

Getting Settled in Spain Intercultural Relations (ICR)

The ICR course is designed to orient all newcomers to Rota, Spain. Hosted by COMNAVACTS and the Fleet and Family Support Center (FFSC) Rota, the four-day ICR course provides newly reporting members and their families with information about the base and its





surrounding areas. The course includes a field trip where newcomers have the opportunity to explore the town of Rota, browse a local open-air market, and taste a typical Spanish meal.

The ICR course is typically held every other week with the exception of June through September when the course is offered weekly. ICR is scheduled from Monday to Thursday, except long holiday weekends when the course is scheduled Tuesday through Friday. Class begins at 8:30 a.m. and ends at 3 p.m. Uniform of the day is required for military personnel. Comfortable walking shoes and business casual attire recommended for the day of the field trip.

Pre-registration is required. Military members, spouses, civilian employees, contractors, and all dependents 18 years and older are **REQUIRED** to attend the ICR course. Childcare certificates of attendance are available for child care services during class times. Childcare arrangements should be made at a minimum one week in advance by contacting Child & Youth Programs (CYP) at DSN 727-1100 or commercial, +34 956-82-1100.

Your sponsor can register you for the course or you can register for the next available date upon arrival by calling DSN 727-3232, calling commercial +34 956-82-3232, or stop by the FFSC office located in the Community Support Building (Bldg. 3293).

Banking and Credit Cards

Navy Federal Credit Union (NFCU) is the only U.S. bank on base. Navy Federal also operates ATMs at three locations on base: at their branch, La Plaza, and NEX. Checks from U.S. banks are accepted at the Navy Exchange and Commissary.

Automatic Teller Machines (ATM)

Spain is a member of the European Union (EU). The official currency is euro. You can get euros from the Spanish banks' ATMs. Transaction fee or conversion fee applies; fees varies by institutions. there are Spanish ATMs in the Commissary, at the NEX, and at BBVA on the Spanish side of the base. A withdrawal fee of 3-5€ are usually charged on top of your bank's fees. You can also purchase euros at the NEX. Conversion rates varies daily.

Public Transportation

NAVSTA Rota has a no-fee shuttle bus services that does a round-robin

throughout the core of the installation with stops at designated locations including the pier, barracks, Galley, and NEX. All U.S. ID cardholders (military, civilians, dependents, and contract personnel) may ride the bus.

Off base, local commercial transport (bus, taxi, and train) is readily available outside the gates. The Rota bus station is located near the Rota gate. The closest train station is in El Puerto de Santa María and approximately a 20-minute drive from base. Taxi fees are pre-set or metered so be sure you understand the fare before departing.

Civilian Employment

Human Resources Office (HRO) Rota is located in Bldg. 1, room 145, providing service for the vast majority of Department of Navy (DON) appropriated fund (APF) positions on NAVSTA Rota, tenant commands, and NSEs in Madrid, Valencia, and Lisbon.

While the ADC determines a fixed ratio of Spanish Local National (LN) positions to U.S. positions, all posted vacancies (local or CONUS hire) include military spouses and family members in the area of consideration in order to increase

employment opportunities. All APF vacancies are posted on USAJobs.gov.

USAJobs.gov is the federal government's official one-stop source for federal jobs and employment information. Applicants are strongly encouraged to create an account to store appointment and preference documents so they will be readily available at all times. Military spouse and family members may apply for employment up to 30 days before their anticipated arrival overseas. However, they may not receive preference until their arrival at the foreign location.

If selected, career or career-conditional employees i.e. "status employees" will retain their status. However, you will be placed on a Schedule A (Excepted Service) appointment, because you are in the overseas area as a result of your military or civilian sponsor.

MWR Jobs

<https://www.navymwrrota.com/jobs>

*In addition to full-time, part-time and flex positions, MWR also hires contractors for group fitness, personal training, dance, special hobbies and more. Most MWR contractors are employed through Community Classes and Fitness.

Navy Exchange Jobs

<http://www.NavyExchange.jobs>

Other Employment Opportunities

Navy Federal Credit Union, Rota David Glasgow Farragut (DGF) schools, Rota Education Center, USO Rota, NMCRS Rota, and select contract positions are available for family members at NAVSTA Rota.

Rota schools hire substitute teachers, educational aides, and full-time teachers. Copies of college transcripts are required for substitute teaching. Original transcripts are required for full-time teaching positions.

Qualified teachers seeking positions should visit www.usajobs.gov for all positions are posted to that website.

Off-Base Employment

Off-base employment is not available for most Americans. Spanish labor laws and the ADC make off-base employment a challenging process.

For more information, please schedule an appointment with Rota legal office's Spanish attorney by emailing rota.legal.assistance@eu.navy.mil.

Home-Based Business (HBB)

You may be interested in starting and running a home-based business (HBB) during your time in Spain. If so, please



be aware that some of the following restrictions may apply:

- All home-based business must be registered with base legal in Bldg. 1. You can set up an appointment by e-mailing rota.legal@eu.navy.mil.
- Income from HBBs is taxable under Spanish law. Note: Spanish law may not require businesses to register with Spanish Social Security if income is less than 9,080.40 €/year.
- Military Mail Facilities cannot be used to import goods for resale. Note: Agency-type sales are permitted.
- Goods sourced from NEX or Commissary cannot be sold to non-TEI card holders.
- Food-Based HBBs may have additional requirements regarding food safety and liability disclosure.
- All approved business will confine their activities to NAVSTA Rota.

For questions or concerns, please visit the Region Legal Service Office (RLSO) in Bldg. 1 once you arrive.

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There's an App for It!

Several mobile apps are available to assist with life in Rota, making it faster and more efficient to accomplish the tasks of the day. In areas such as public safety and transportation, a simple download will bring information and experts to your cell phone. To find the apps featured below, search the App Store for Apple products, and Google Play for Android. With the exception of the Take-A-Hop app for space-available travel, all of the apps featured below are free of charge for the user.

Translation Apps

If you are still working on conversational Spanish, the Google Translate app is available to assist you in English-Spanish translations. In addition to text-to-text translations, you can also take a picture and have the text instantly translated. iTranslate provides a viable alternative, with features such as a special version for Apple watches. You can also upgrade to the iTranslate Pro version for voice mode (\$39.99 per year), web site translations, and verb conjugations. Using the TripLingo app, you can also download a package specific to Spain, helping you to sound more like a local, while providing additional cultural details along the way.

WhatsApp

WhatsApp is a very popular app for texting, calls and voice messages within Spain and Europe. From coworkers to coordinating travel details with hosts in other countries, this app will be very useful during your time in Spain. The added bonus is you can contact stateside or European numbers from your phone without international charges.

HEALTH & PUBLIC SAFETY

AlertCops

This is one app that you hope to never use, however, in the case of an emergency or risk situation, AlertCops will help you to receive attention faster and more efficiently. This free app is provided by the Spanish Law Enforcement Authorities (Policia and Guardia Civil), and connects you with the nearest emergency center. You can send alerts with videos or photos and chat directly with a support agent. Additionally, the app enables you

to share your position with the public security center.

Smart Traveler, U.S. Department of State

For official State Department information, to include travel alerts and warnings, download the Smart Traveler app. Smart Traveler also provides access to the State Department's Smart Traveler Enrollment Program (STEP), which is required for all Department of Defense personnel in Europe. As detailed on the State Department website, "Enrolling in STEP will help the U.S. embassy contact you and provide assistance during an emergency overseas. And, if your family or friends in the U.S. are having difficulty contacting you with urgent news while you're traveling, we can use the information in STEP to try and reach you."

Mobile Banking

Many are familiar with the basic mobile banking features available through banks such as USAA and Navy Federal Credit Union. You can monitor your accounts all in one place, transfer funds, and direct deposit checks – all from the comfort of your home. BBVA, a popular Spanish bank, also has an award-winning mobile app that allows you to manage your accounts from your cell phone.

Those with USAA insurance should also know that the app can be used to get an Auto ID card, request roadside assistance, and report a claim. A Military Life section of the app provides resources around topics such as PCS and deployments. Additionally, you can chat with an agent through the app by navigating to the help feature at the bottom of the app.

MILITARY LIFE

AFN Go

Replacing the previous AFN Europe app, AFN Go is your on-the-go access to news and information relevant to life in Europe. This app provides current news, weather forecasts, traffic alerts, exchange rates, and gas prices. Through the App, you can stream your local AFN channel, as well as seven other music and spoken word channels.

Commissary Rewards

If your goal is to save time and money, make sure to request a Commissary Rewards Card, which you can link to the Commissary Rewards app. Then, simply clip and share digital coupons on the app, which will be automatically redeemed when you scan your card at the Commissary check out.

NavyMWR Rota

Available in the Google and iOS app store, The Navy MWR app offers all the current information regarding MWR and CYP programs and services. The App includes hours of operations, locations, and a description of services as well as special events, tours and classes for everyone in your family.

Navy App Locker

The Navy App Locker is the official source for mobile apps developed by the U.S. Navy. On the app and accompanying website, you can search for available apps across categories such as reference, General Military Training (GMT), Career Tools, Navy Life, Navy Advancement, and more.





Facilities/Programs

Base Facilities, Programs, Shopping, & More

American Forces Network (AFN) Radio and Television

AFN Rota provides radio and television programming from the American forces stationed in Spain. General broadcast radio operates 24-hours a day and features NAVSTA information, local DJ shows, most music formats, news, sporting events and talk shows. The frequency is stereo FM 102.5. You can also listen live on the AFN Go app.

American Red Cross

The Service to the Armed Forces branch of the American Red Cross provides active duty, DoD civilians, and dependents at NAVSTA Rota with a variety of programs to increase community resiliency.

Programs include emergency messages to support leave requests during a family emergency, a variety of professional and lay volunteer opportunities for youths and adults, CPR and babysitting classes, disaster preparedness training and response, community education programs, and much more.

The American Red Cross is located in Bldg. 3293 and can be reached at DSN 727-2333, commercial at +34 956-82-

2333, or by emailing Rota@RedCross.org. For after-hours request, contact the stateside call center, +1 877-272-7337.

Chapel

The Religious Ministries Department offers a comprehensive command religious program including divine services for the Catholic and Protestant communities. They have two lay-led religious services for the Jesus Christ of Latter Day Saints community and for the Jewish community. Weekly CCD, RCIA, Hebrew school, children's church, youth ministry, and adult and youth religious education classes are offered. Sacramental preparation and reception is available with individual chaplains. There are many opportunities to volunteer within the chapel program, as an expression of faith or for an opportunity to get community service hours. The Protestant Women of the Chapel (PWOC), Catholic Women of the Chapel (CWOC), and Mothers of Preschoolers (MOPS) are other partner organizations that provide opportunities for personal connections, spiritual growth, and volunteer service. The chapel staff can provide referrals for other faith groups in our local area. For more information, contact the chapel at

DSN 727-2161 or commercial, +34 956-82-2161.

Fleet & Family Support Center (FFSC) Rota

FFSC is your link to information and quality of life enrichment. Services are geared for everyone, whether single or married. Programs include:

•Deployment Support Program:

FFSC provides a variety of services to commands, individual augmentee (IA) and family members for pre-, mid-, and post-deployment.

•**Family Advocacy Program:** Counselors provide safety planning, clinical assessment, treatment and case management for service members, overseas DOD civilians and contractors, their intimate partners, and family members involved in allegations of domestic abuse and child abuse.

•**Financial counseling:** FFSC has a full range of financial education programs. Classes and counseling services offered include spending plans, credit management, savings and investments, TSP, and retirement plans.

•**Information and Referral:** The FFSC provides information and referral

resources on all local and community services.

•Intercultural Relations (ICR): FFSC Rota has two cultural experts to assist you with adapting to your new home in Spain. We offer a mandatory four-day ICR course that includes information on the Spanish language, food, culture, and travel (see page 24 for further details). In addition, FFSC offers cultural seminars, further language study and the Foreign Language Exchange (FLEX) program, which pairs American service member and families with Spanish families. The program also offers field trips within the county of Cadiz. These field trips are scheduled on a monthly basis and are designed to facilitate the adaptation of assigned personnel and their families into new living environments and provide a smooth transition of living overseas in the Kingdom of Spain.

•New Parent Support Program: The New Parent Support specialist provides home visitation services for expectant families and families with young children, giving parents more tools to add to their parenting toolbox.

•Professional Clinical Counseling and Crisis Intervention: FFSC has a staff of professional counselors who are credentialed to provide confidential clinical services, which include individual, marital, child and family counseling. Clinicians are also available to provide tailored programs in response to command crises.

•Professional Clinical Counseling at DGF Middle / High School: FFSC has a clinical counselor present at DGF Middle/ High School to provide confidential counseling services for students in grades 6 to 12 and their families. Counseling services include, but are not limited to, issues related to transition, bullying, peer relationships, deployment

and related developmental problems. Prevention and awareness education is provided to the students in collaboration with the health education curriculum.

•Sailor Assistance and Intercept for Life Program (SAIL): FFSC has SAIL case managers who provide support services, assess risk and create a safety plan. SAIL is a voluntary program that quickly provides support during the stressful period after a suicide-related behavior (SRB). SAIL does not replace mental health treatment. SAIL serves as an outreach service that connects the client's mental health providers, command and other applicable programs to ensure recovery and a smooth re-integration into the command.

•Sexual Assault Prevention and Response Program: The Sexual Assault Prevention and Response Program is responsible to all base prevention, intervention, and ongoing supportive services for survivors of sexual assault.

•Relocation Services: FFSC provides classes, one-on-one consultation, and websites to assist personnel with relocation to and from Spain. FFSC offers sponsorship training and Smooth Move for those leaving Spain. Welcome Aboard packages are available upon arrival and information on military installations worldwide is available through the Military Installations/Plan My Move website. The information is updated quarterly.

•Family Employment Readiness Program (FERP): FERP is designed to provide employment assistance to military and civilian family members. FFSC offers skill-building programs and workshops to help participants with career planning, resume writing, and interviewing skills.

•Transition Assistance Program (TAP): Transition Assistance Program (TAP)

provides separating/retiring service members and their families with the skills, tools, and self-confidence necessary to successfully re-enter into the civilian work force, pursue higher education, or technical training. The goal of the program is to provide professional career development resources throughout the military career life cycle.

Personal and Family Life Program

Navy families face special challenges, and the Personal and Family Life Education Program offers many events designed to promote family strength and well-being. Life skills are all about self-discovery, exploring new ways to think, interact and approach problems. These workshops focus on using conflict to direct positive change and harnessing the power of communication to strengthen relationships through mutual respect and understanding. Thought management and problem solving strategies are employed to get to and stay in Operational Stress Control (OSC) mission-ready green! Take advantage of these programs to promote personal and family strength:

- Anger Management
- Communication Skills
- Conflict Management
- New Spouse Orientation
- Parent Education
- Stress Management
- Healthy Relationships

Navy Family Ombudsman Program

The ombudsman is a volunteer, appointed by the commanding officer, to serve as an information link between command leadership and Navy families. Ombudsmen are trained to disseminate information both up and down the chain of command, including official



updates from the Department of the Navy, command information, command climate issues and improvements to the quality of local life. Ombudsmen also provide resource referrals when needed. They are instrumental in resolving family issues before the issues require extensive command attention.

Go to the Navy Family Ombudsman Registry <https://ombudsmanregistry.cnic.navy.mil/> to locate your ombudsman and send an email to the listed assigned command ombudsman.

Please contact FFSC for more information about services and programs at DSN 727-3232/3231 or commercial +34 956-82-3232/3231.

Galley Services

NAVSTA Rota's Gateway Galley, located in Bldg. 38, is an accredited five-star dining facility, serving approximately 1,500 meals a day to permanently assigned and transient active duty personnel plus their dependents. The Gateway Galley serves Navy Standard Core Menu that is Go 4 Green compliant, including special meals celebrating heritages around the

world.

Base policy does not allow the use of the base galley facility by dependents unless they are escorted by their active duty sponsor. At the discretion of the installation commanding officer, the galley is open to all authorized personnel, including sponsored dependents, U.S. civilians, retirees and, local nationals with base access during specific special event meals. The Gateway Galley also supports the sustenance for rotational forces and the Homeport Ashore program.

Morale, Welfare and Recreation (MWR)

Rota's MWR programs are some of the finest in the Navy. MWR offers a myriad of programs for all interests and is committed to making your tour at NAVSTA Rota the best yet! Be sure to visit navymwrrota.com and download the smartphone app for the most up-to-date MWR information.

Aquatics Center features an indoor 25-meter heated pool offering lap swim, learn to swim lessons, and open swim. This facility has added major

upgrades including deck side cardio options, a core workout station, and TRX strength equipment. The Housing Pool is an outdoor facility open from Memorial Day through Labor Day for recreational swimming, lap swimming, swim lessons, water slides, and parties. For more information, call DSN 727-2129 or commercial, +34 956-82-2129.

Fitness Center has a variety of equipment and facilities to meet your fitness goals including weight and cardio rooms, family fitness space, NOFFS Functional Fitness Room, basketball court, two racquetball courts and locker room with showers. Outside of the Fitness Center, enjoy a 400-meter all-weather track encompassing a multipurpose turf field. Three softball fields, lighted outdoor basketball court, and multiple tennis courts are available for the community as well. A wide variety of group exercise classes and programs are offered in addition to exercise equipment available for check out. Personal trainers are at your disposal to help develop fitness goals and provide periodic progress evaluations. Command Fitness Leader (CFL) and Mission Nutrition trainings are



offered on a regular basis. The Fitness Center is open 365 days a year for your fitness needs. For more information, call DSN 727-2565 or commercial, +34 956-82-2565.

MWR's **Intramural Sports** program offers a wide variety of team and individual sports including softball, basketball, volleyball, flag football, soccer, golf, bowling, running, triathlons, and cycling. For more information, call DSN 727-1916 or commercial, +34 956-82-1916.

Rota's **18-hole Golf Course** is 6,500 yards in length and covers more than 200 acres. The pro shop assists with club and cart rentals, equipment sales and tournament play. Daily, annual, or punch card green fees provide numerous options to make playing golf in Rota enjoyable and affordable! You can practice your game on the driving range, chipping area, and the putting green. The golf course also offers private lessons from a PGA Professional. For more information, call DSN 727-2260 or commercial, +34 956-82-2260.

The newly constructed **El Patio** complex is the center piece of all MWR facilities. Opening in March 2021, the complex includes two separate facilities: **Flix cinemas** offers two 71-seat movie theaters with concession, and **Bombers Fresh-Mex**, a CNIC-branded, quick service Mexican food restaurant with the **Tower Pub** gastrobar (offering a separate American BBQ and southern-style menu). With Spanish-inspired design and patios, el Patio is a perfect venue for entertainment. The facility

is conveniently located next to the NEX and Commissary complex, creating a pleasant, town-center feel. For more information, call DSN 727-3712 or commercial, +34 956-82-3712.

Flix Theater (indoor theater) offers current and first-run movie releases, available in digital surround sound. Additionally, Rota is home to the only operational drive-in in the U.S. Navy. Drive-in audio is available via FM stereo and the facility sound system. Show times are available at the theater and online at navymwrrota.com/theaters. For more information, call DSN 727-3709 or commercial, +34 956-82-3709.

La Plaza is the home of a variety of things to do including recreational gaming machines, pool tables, and a lounge area with multiple large screen HDTV and projectors streaming a variety of sports. La Plaza offers affordable food options in a relaxing environment. La Plaza provides a variety of private event catering options. Champions Bar plays host to special events, including a variety of Navy Entertainment acts. Facing the golf course, the outside patio provides an open space as well as a horseshoe pit and volleyball net for your entertainment.



An ATM is also available as a quick cash option. For more information, call DSN 727-6323/2923 or commercial, +34 956-82-6323/2923.

Pinz, MWR's Bowling Center features state-of-the-art, Qubica AMF equipment that is suitable for all ages and ability levels and includes fun animation and easy-to-use player set-up. The 12 lanes are equipped with automatic pinsetters, synthetic lanes, electronic score boards with interactive software and a new sound system. PINZ American Café serves a popular menu of traditional food favorites. A bar and lounge area has also been added with flat screen televisions and a recreational gaming area. A variety of tournaments and leagues are offered throughout the year for all skill levels. For more information, call DSN 727-2112 or commercial, +34 956-82-2112.

Welcome to the largest pizza facility in the U.S. Navy! **Pizza Villa** features American-style pizza, calzones, salads and oven-baked sandwiches. It offers an air conditioned dining room and outside patio dining, as well as a children's playground. Monthly pizza specials and programming are also offered. For more information, call DSN 727-3213 or commercial +34 956-82-3213.

Fleet Landing arranges social and special events, catered through La Plaza. Services include free Internet access, a 24-hour laundromat, indoor and outdoor seating areas and a café providing coffee, beverages and assorted grab-and-go food items. For more information, call DSN 727-2923 or commercial +34 956-82-2923.

Community Recreation houses the **Tickets & Travel** and **Outdoor**





Recreation programs where all your sightseeing, travel, and outdoor pursuits can be met. Rota MWR offers more than 100 tours each year to historical destinations within Spain, cultural festivals, bullfights, ski trips, and outdoor destinations. International trips are occasionally offered. Community Recreation also offers an indoor rock climbing wall and equipment rental including snowboarding equipment, bikes, and party rentals. Check out the Armed Forces Travel website for travel booking options to include airline, hotel, and rental cars. For more information, call DSN 727-3101 or commercial +34 956-82-2923.

Liberty Center is the single military's source for leisure activities, trips, tournaments, and recreational games. It has internet-enabled computers, free Wi-Fi, TV lounges, table games, arcade games and video games. The Liberty Center also offers printing and scanning devices, webcams, and over 800 DVDs to view in the mini-theater with Bose surround sound. For more information, call DSN 727-2527 or commercial +34 956-82-2527.

The **Library** offers more than 25,000 books, DVDs and CDs, Internet access, children's story time, and a robust summer reading program. The Library staff is also available to assist you with creating a Navy Digital Library account so you can enjoy thousands of books and videos on your own devices. Additionally, there is a café located within the Library building that provides coffee, beverages and assorted grab-and-go food items for purchase. For more information, please call DSN 727-2418 or commercial +34 956-82-2418.

Community Classes offers the opportunity to learn new skills, such as piano, guitar, Spanish language, fine arts, dance, martial arts, robotics, and photography. Class registration is offered at the Liberty Center. Got a special skill that you would like to share?

You can also sign up as an instructor. For more information, call DSN 727-2527 or commercial +34 956-82-2527.

Child and Youth Programs (CYP)

Child Development Center (CDC) provides for full-time child care needs Monday- Friday, 6 a.m.-6:30 p.m., for children ages six weeks to five years old. Hourly care is also available for all ages and based on space availability. For more information, call DSN 727-1100 or commercial +34 956-82-1100. Log on to MilitaryChildCare.com to submit a formal request for full-time care. Log on to MWR Rota's website (navymwrrota.com) and follow the CYPOnline link to request hourly care.

School Age Care (SAC) provides before and after school care for children, kindergarten through sixth grade, Monday - Friday, 6 a.m.-6:30 p.m. Specialty camps and full day care are also available during school vacations and non-school days. Activities include arts and crafts, cultural programs, field trips, sports and science activities. SAC utilizes Boys & Girls Club of America (BGCA) and 4-H as curriculum guidelines. For more information, call DSN 727-2839 or commercial +34 956-82-2839. Log on to MilitaryChildCare.com to submit a formal request for full-time care. Log on to MWR Rota's website to follow the CYPOnline link to request hourly care.

Youth Center's Gravity/Jams is a recreational based after-school program for 10-18 year olds (still enrolled in high school). The facility opens after school Mondays - Wednesdays and Fridays, 3-6:30 p.m., early release Thursdays, 1-6:30 p.m. and on Monday - Friday

full school days off, noon-6:30 p.m. The facility has two sides serving both the pre-teens (Jams, ages 10-12 years old) and teens (Gravity, ages 13-18 years old). Each side offers a variety of game tables, video games, music equipment, computers, video, photo and music production software, and an array of art, craft, science, and construction supplies. The Youth Center offers a wide variety of camps, off-base field trips and special events including dances, lock-ins and late night openings. The Youth Center is also a member affiliate with the Boys & Girls Club of America (BGCA) and 4-H, and offers clubs and activities for both. For more information, call DSN 727-4625 or commercial +34 956-82-4625.

Youth Sports are organized team activities used to improve athletic and motor skills, while developing a child's self-esteem. Team sports are offered year-round and include baseball, soccer, flag football and basketball. Individual sports clinics are offered during summer and winter break. For more information, call DSN 727-4781 or commercial +34 956-82-4781.

Navy-Marine Corps Relief Society (NMCRS)

The Navy-Marine Corps Relief Society (NMCRS) provides interest-free financial assistance and education to members of the United States Navy and Marine Corps and their family members. Assistance is also available to members from other branches of the U.S. military



through a cross service Memorandum of Understanding.

Household Setup Loan: Newcomers to Rota may be eligible to receive a household setup loan to relieve the initial financial burden of renting a home off base. Typically, the first month of rent and security deposit must be paid-in-full in order to receive a signed lease agreement from your landlord. This lease agreement is required for requesting Advance Overseas Housing Allowance (OHA). NMCRS Rota can assist in bridging this financial expense while you are waiting for your Advance OHA to begin.

Quick Assist Loan: Do you need funds today? Another financial service NMCRS provides to active duty Sailors and Marines is the Quick Assist Loan (QAL). The QAL is a walk-in service that takes approximately 15 minutes to complete. If eligible, you may receive a check for an interest-free loan for \$1,000 or less.

Financial Assistance: If your financial need is greater than \$1,000, you are no longer eligible for the Quick Assist Loan. However, active duty service members are eligible for traditional financial assistance – which includes free budget counseling and education to determine the amount of financial assistance needed and a customized repayment plan.

Visiting Nurse Program: NMCRS offers free, in-home visits by our Registered Nurse to active duty and retired Sailors, Marines, and their families. The Visiting

Nurse provides health education and support for prenatal and postpartum concerns, newborn care and breastfeeding concerns, and pediatric, adult, and geriatric health concerns. The Visiting Nurse also facilitates a variety of free classes and support groups.

Budget for Baby: Are you a new or expecting parent? Planning for the financial impact of a baby is an important part of your preparations. Start your planning with our free Budget for Baby workshop. The workshop will help you develop a family budget, give you tips on how to save money, and introduce you to other expectant Navy and Marine Corps parents.

Thrift Shop: The NMCRS Thrift Shop is a great place to find bargains on clothing, uniforms, and household goods. All donated items are carefully inspected to ensure that only quality items are on our shelves. Before spending your hard-earned paycheck, check out the savings available at the Thrift Shop.

If you have a financial need upon your arrival or during your time in Rota, contact us by calling DSN 727-1614 or commercial +34 956-82-1614, or email



rota@nmcrs.org. We are located on the first floor of the Community Support Building (Bldg. 3293).

United Service Organizations, Inc. (USO) Rota

The USO's mission is to strengthen America's military service members by keeping them connected to family, home, and country throughout their service to the nation.

USO Rota opened in October 2017 and helps service members and their families as they transition to NAVSTA Rota, Spain. The center is located in the air terminal on base and features a relaxing lounge area with an internet café capable of printing and complete with CAC functionality. The USO offers Wi-Fi throughout the terminal and refreshments consisting of soda products, coffee, water, and a variety of snacks. Guests can enjoy EasyTV in the USO main lounge, family room, as well as the terminal's departure and arrival areas, providing travelers with stateside television programming. A family room is available with children's play space, nursing area, and family-friendly entertainment.

In addition, the USO provides programming for the base and for commands, including homecoming support, care packages, transition assistance, military spouse programming, family events, children's crafts and activities, and recreational support for



service members.

The USO is located in Bldg. 2 (in the departures side of the air terminal) and can be reached at DSN 727-1252 or commercial +34 956-82-1252, rota@uso.org, via the Facebook page at www.facebook.com/USORota, or via Instagram @uso.rota.

Women, Infants & Children (WIC) Overseas

WIC Overseas is a nutrition education and supplemental food program that aims to improve the overall health and wellness of families of active duty service members and their dependents, DoD civilian employees and their dependents, and DoD contractors and their dependents. WIC is available for pregnant women, breastfeeding women (up to infant's first birthday), postpartum women (non-breastfeeding women up to six months), and children newborn to five years old. Benefits include basic nutrition and health screenings, drafts to be redeemed for nutritious foods, access to resources & tips that help you and your family lead healthier lives, healthier birth weights for babies, reduced anemia rates for children, breastfeeding support, breast pump loan program, breastfeeding/pumping room open to everyone. WIC is located in the same building as CDC on the installation.

Shopping: On Base Navy Exchange

Rota's main Navy Exchange (NEX) complex, which opened in 2007, is centrally located on the base adjacent to the Commissary.

The NEX main store carries clothing for the entire family, electronic items, small electronic appliances (both 110v and 220v) housewares, uniforms, furniture, lawn and garden, hardware, sporting goods, watches, sunglasses, and jewelry.

The attached NEX Mini Mart carries a wide array of health and beauty supplies, sport nutrition, pet supplies, food and beverage, beer, wine, and spirits. The Mini Mart is open extended hours.

The NEX complex includes several contract vendors such as floral, barber and beauty salon, drying cleaning, alterations, phone, optical shop, photo studio, Subway sandwich shop, and Dunkin Coffee. The NEX also provides



a food court located at the air terminal (Bldg. 2) which offers Nathans All American, Dunkin Coffee, and Healthy Choice. There is also a Baskin Robbins Ice Cream Shop near the Rota gate. Within base housing by the pool, there is the Dive Inn offering ice cream, coffee, and food. For more information on NEX stores and services, call DSN 727-2391 or commercial +34 956-82-2391.

The NEX Autoport and Gas Station is located adjacent to the School Age Care (SAC) building. Products/services offered are unleaded and diesel fuel, general automotive repair, oil changes, tires, and the ITV inspection, which is required for the registration of a vehicle on base. Gas station is open every day with extended hours.

The Navy Exchange operates the Repsol gas card program. This allows eligible personnel to receive a certain quantity of gasoline at a reduced rate at Repsol stations throughout Spain. To sign up, stop by the main NEX customer service desk to get the application form. It will take a few months to set-up.

DECA Commissary

Rota's Commissary offers nearly 10,000 grocery and miscellaneous items and has a full-service deli/bakery. Rotisserie chicken, sandwiches, several hot foods, deli meat and cheese trays, special order cakes, and self-service fruit and vegetable salad bar are available. For more information, call DSN 727-2580 or commercial +34 956-82-2580.

As with all overseas commissaries,

they accept coupons up to six months past the expiration date as well as the Rewards Card coupon program.

Shopping: Off Base

Though the Commissary stocks most everything needed, off-base supermarkets, or "supermercados," are plentiful and provide a rich selection of local and international food items. Some of the freshest produce and fish can be found there. The larger chain supermarkets are typically open from 10 a.m. – 10 p.m. every day except Sundays and holidays. While it may have different options than stateside supermarkets, it is fun to explore the aisles and find new items to try such as local olive oils and wine. These in-town stores also carry many European products not found in American supermarkets. Shopping at supermercados means you need to learn how to read product labels in Spanish; however, it is easy to accomplish. In the Rota area, the main supermercados are Mercadona, Carrefour, Supersol, Dia, Aldi, and Lidl.

The El Paseo mall in nearby El Puerto de Santa María has a large Carrefour with products similar to a Walmart or Target, in addition to its grocery section. There are several other supermarkets in town as well as stores of all types.

Most neighborhoods also have a "mom-and-pop" grocer. These are the places to find fresh fruit and vegetables, not to mention friendly conversation, and perhaps a sample of the day's melon or ham ('jamón'). Find one, patronize it, and you're sure to make a friend or two.



Rota Education Center

Through the Rota Education Center, military personnel, and family members are able to pursue vocational certificates, associate, bachelor's or master's degrees.

Central Texas College, Embry-Riddle Aeronautical University, University of Maryland Global Campus, and University of Oklahoma offices are open and able to assist you in reaching your educational goals. The Rota Education Center is located on the second floor of Community Support Building (Bldg. 3293).

Central Texas College (CTC)

Central Texas College serves military personnel, their family members, and civilians worldwide. It provides accessible and quality educational opportunities that support a diverse student population and promotes student success, completion and employability. Programs of study vary with each location. CTC Europe offers the following certificate and degree programs: criminal justice, fire protection, child development, and homeland security. Individuals interested in programs that are not locally available should consult with the local education services officer (ESO), Navy College Office representative (NCO), or CTC site coordinator. You can reach a CTC Site Coordinator at ctcrot1@gmail.com or rota@europe.ctcd.edu. For more information on all our other programs, visit the CTC website at ctcd.edu.

In Rota, CTC also offers Gateway to Spanish courses for all who are interested. This program is funded for Navy active duty and DON civilians.

Embry-Riddle Aeronautical University (ERAU) Worldwide

Embry-Riddle Aeronautical University Rota Campus offers service members and civilians the opportunity to work towards associates, bachelors, and masters degree levels in a variety of technical fields, in addition to our aviation maintenance technology Part 65 certificate. Some of the programs offered include AS/BS aeronautics, AS/BS aviation maintenance, AS/BS technical management, AS/BS aviation business administration, BS aviation, BS unmanned systems applications, MS aeronautics, MS unmanned systems, MS human factors and Master of aviation maintenance. Several modes of instruction give students the flexibility to complete courses via face-to-face, blended, virtual Eagle Vision Home and Eagle Vision classroom, and traditional online learning. Transferability of military earned credit is applied to the majority of degree programs. More than 130 locations are available globally to support student advancement and degree completion in the U.S. and abroad. For more information, visit <https://worldwide.erau.edu/locations/rota> or email rota@erau.edu

University of Maryland Global Campus (UMGC) Europe

UMGC Europe is a non-profit regionally accredited university that offers

students the opportunity to complete coursework in a variety of different degree programs. UMGC Europe offers five certificate programs, nine associate degree programs, twenty-one bachelor degree programs, and five graduate degree programs. UMGC maximizes the use of your military training providing the fastest path to earning an associate degree. Students located in Europe also have the opportunity to enroll in UMGC stateside classes and degree programs.

Here in Rota, we offer face-to-face and hybrid classes several times throughout the academic year. Students are also welcome to participate in the many online classes that UMGC offers in Europe, Asia, or stateside. High school students who meet criteria are considered for admission and concurrent enrollment.

The local Rota UMGC office manages the National Testing Center and is equipped to offer GED, CLEP, DSST, Microsoft certifications, Pearson VUE, and Automotive Service Excellence (ASE) exams. For additional information, visit us on the web at <https://www.europe.umgc.edu/> or contact us at rota-europe@umgc.edu

University of Oklahoma

The University of Oklahoma offers face-to-face course work with renowned, home campus faculty in a one-week intensive format leading to either a Master of Human Relations or Master of Arts in International Relations. Both degrees can be completed in 18-36 months. The program has no entrance exam requirements as well as a non-thesis option. All undergraduate majors are acceptable for entrance into the program. Visit us on the web at <https://pacs.ou.edu/about/ou-north-america-and-europe/> or contact by email at aprota@ou.edu.

School Liaison Office (SLO)

The School Liaison Office, or SLO, is the vital link between parents, schools, the installation and Child & Youth Programs (CYP) on issues regarding transitions, deployments and PCS moves. SLOs also provide families with installation/school communications, home schooling, Spanish schools information and registration process, and post-secondary preparation opportunities as well as information, referrals, education and advocacy. For comprehensive

incoming PCS Rota Education Welcome Information, visit www.smore.com/vgemr.

The School Liaison Office is located within the School Age Care (SAC) building (Bldg. 41). You can reach the SLO by calling DSN 727-2425, commercial +34-956-82-2425, or by emailing SLORota@eu.navy.mil.

The SLO website is full of updated information and monthly newsletters, visit it here: <https://www.navymwrrota.com/programs/a8fe4fcd-189f-4539-995d-596b3922fbb8>

Rota Elementary School and David Glasgow Farragut (DGF) Middle/High Schools

Education from pre-kindergarten through 12th grade is provided for eligible family members at the Rota Elementary School and David Glasgow Farragut (DGF) Middle/High Schools, located in the housing area on base.

Pre-registration for both schools can now be completed on-line by visiting www.smore.com/vgemr.

Kindergartners must be five years old and first graders must be six years old by September 1. For proof of age you will need birth certificates or passport for school entry in the first grade and kindergarten. Bring all of your children's records that you have as they will suffice until official transcripts are received from the previous school.

Both schools will contact your child's previous school for transcripts and other educational records. You can start the process by asking your child's previous school to send your child's records to Rota Elementary or DGF Middle/High School. Hand-carried transcripts will be accepted by the elementary and middle/high schools only until official transcripts

are forwarded from the previous school. Records of the children on Individual Educational Programs (IEP) must be hand carried by the parents.

School bus transportation is available for eligible students residing within the school commuting zone off-base, and temporarily staying at the Navy Lodge on base. Rota, Costa Ballena, southern Chipiona, and El Puerto de Santa María are included in the zone, but not all residences have bus stops close by. Please check with the Housing Welcome Center or the School Bus Office at DSN 727-4219 or commercial +34 956-82-4219 for details.

The Navy Exchange Services Command, or NEXCOM, operates the **school meal program (SMP)** with a local contractor in the school complex cafeteria. Meals meet the U.S. Department of Agriculture (USDA) strict guidance in order to support USDA reimbursement.

NEXCOM started utilizing a new point of service to register and make payments on your child's lunch account. All students must have a student lunch account. When you register your child at either the elementary or middle high school, you child will be issued a student ID number. A letter will be sent to the parent's email address used during registration. The letter will be generated from the LINQ system and will contain your child's PIN number. Do not lose this information. Once you get this information, you will need to log into TITAN School Solutions at <https://family.titank12.com/> to set up your child's account and make payments.

All families are encouraged to apply for the Free and Reduced Meal Program (FARM). Applications are accepted starting July 1 for the upcoming year. Contact the SLO for more details at DSN 727-2425 or commercial +34 956-82-

2425.

Rota Elementary School

The purpose of Rota Elementary School is to provide the best possible education for your child. The teachers are highly skilled, teaching materials are current and the staff is willing to serve and support the student population. In addition to grade level teachers, a nurse, a counselor, school psychologist, librarian, and educational technologist are available. Additionally, there are support specialists for English language learners, math and literacy support, learning impaired (LI), and speech-language pathology (SLP). Instruction in art, music and physical education is provided by credentialed specialists. A host nation teacher provides familiarity with the Spanish language, culture, and traditions. Rota Elementary School also offers a Spanish Immersion program for certain grades in addition to traditional kindergarten.

Sure Start is a preschool program that provides an individual educational program for exceptional preschool children (three to five years old) who, after identification and assessment by a multidisciplinary team, are determined to require early educational intervention. As space is available, Sure Start early education is also provided to families of four-year-olds who qualify, typically E1-E6. Prospective students must turn four years of age by Sept. 1. Students need a current immunization record and a birth certificate to register. The spouse of a sponsor may also register a new student. For more information on DGF Elementary, visit the school's website at <https://www.dodea.edu/RotaES/index.cfm>.

DGF Middle/High School

DGF Middle/High School has a comprehensive program for students





in grades 6 through 12. Teachers are supported by a middle school counselor, a high school counselor, reading support, math support, English-as-a-second-language (ESL) teachers, a media specialist, gifted education coordinator, school nurse, and a program for students with disabilities.

Sixth, seventh and eighth grade students take a core group of subjects (English, math, social studies, science, physical education, advisory, and a variety of exploratory offerings each year). Exploratory courses can include but are not limited to foreign language courses, professional technical courses, fine arts courses, scientific studies courses, and business courses. Reading is a required course for sixth grade students.

DODEA graduation requirements differ depending on the year a student enters 9th grade. For more information on graduation requirements for secondary students, please refer to www.dodea.edu/student-services/graduation/index.cfm. There are three documents on this website that are intended to help students and parents to determine the number of credits and the distribution of credits by subject area required to receive a DODEA standard diploma or an honors diploma.

Extracurricular activity programs are offered including student council, yearbook, drama, Junior National Honor Society, junior student 2 student club, international club, various sports, and

others. A broad range of varsity athletic programs are offered for high school students with competitions arranged with host nation and international schools in the area, as well as other DODEA schools in England, Germany, and Italy. For more information on DGF Middle/High School, visit the school's website at <https://www.dodea.edu/RotaMHS/index.cfm>.

Registering New Students

Visit <https://www.smcore.com/vgemr>.

Documents needed to register new students include:

- A copy of sponsor's orders for each student
- Sponsor's ID card
- Full address of sponsor's command
- Student's school records from his or her last school, along with report card(s) and transcripts
- All kindergarten and first grade

students will need their birth certificate or passport

- For DoD civilians: memorandum from Human Resources Office, certifying command-sponsored family members
- Emergency contact other than spouse (name and telephone number)
- Immunizations DS form 122

Immunizations Requirements

-Diphtheria, Tetanus and Pertussis: four to five doses required; final dose given after fourth birthday. Booster required for children ages 11-12 years old.

-Polio: three to four doses required; final dose after the 4th birthday.

-Measles, Mumps and Rubella: Two doses required.

-Hepatitis A: two doses required.

-Hepatitis B: three doses required.

-Haemophilus influenza type B (Hib, Hib-HepB): two to four doses.

-Varicella/Chicken Pox: If no evidence of immunity, two doses required.

Child & Youth Related Organizations

Rota Girl Scouts – RotaGirlScouts@usagso.org

Rota Boy Scouts (grades 6-12) – MTWASSE@hotmail.com

Cub Scouts (grades K-5) – Secretarypack280@gmail.com

The Point (Chapel Youth Group) – DSN 727-2161

F.E.E.T (Friends Exploring España Together, Youth Sponsorship grades 6-12) – DSN 727-4625

Red Cross Youth Club – DSN 727-2333

A certificate of vaccination from the World Health Organization, properly signed and authorized by a medical officer or private physician is required. This certificate should be kept in your possession at all times as evidence of immunization.

Spanish School System

NAVSTA Rota does not endorse, inspect, or accredit schools outside of the installation.

Before enrolling your child off-base, please research the school by speaking to administrators, discussing your child’s needs and educational history, and speaking to other Americans who have children enrolled in the school. You may wish to have a translator and escort assist you with school visits; this is not a service of Child Youth Programs, MWR or Fleet & Family Service Center.

Information in Spanish about registration can be found at the Public School Office in Cadiz.

Once you arrive in Rota, it is best to contact the School Liaison Office to get the most up-to-date information about the registration process. For more information about registering your kids in Spanish schools, contact the School Liaison at DSN 727-2425 or commercial, +34 956-82-2425, or by emailing SLORota@eu.navy.mil.

Note: The Rota Welcome Center can assist U.S. families by answering questions and



helping to fill out enrollment forms if they choose to reside on base or in Rota city. They do not provide the service for personnel residing in El Puerto de Santa María, Chipiona or Sanlucar de Barrameda.

Homeschooling

The School Liaison assist families by gathering and sharing information on homeschool issues, policies and information from the DODEA system. Each quarter the SLO offers a Meet & Greet for community homeschool families. The event is a great forum to bring homeschool families together to share ideas, curriculum and support. The Rota Area Homeschool Families Facebook page is a close group where families can share information, ideas

and support. The SLO also posts monthly newsletters and school or community information that might be helpful for homeschoolers.

NOTE: Families wishing to homeschool or participate in the Spanish school system are highly encouraged to register with the School Liaison Office.

Educational and Developmental Intervention Services (EDIS)

Educational and Developmental Intervention Services (EDIS) is a multidisciplinary team of service providers that offer diagnostics screenings, evaluations, and treatment for children. The multidisciplinary team consists of a clinical child psychologist, occupational therapist, physical therapist, speech & language pathologist, and early childhood special educator. They service children birth to three years old who qualify for early intervention services under the Individuals with Disabilities Education Act (IDEA). The main focus of this voluntary early intervention program is to provide information and support to families who have questions or concerns about their children’s development. They strive to work in partnership with parents and families to encourage continued success in learning for each infant and toddler. Certain staff members also provide related services for school-age children who qualify for special education services on an Individualized Education Plan (IEP). For more information on EDIS services, call DSN 727-4029 or commercial +34 956-82-4029.





Resources

Tenant Commands, Important Websites, & More

521st Air Mobility Operations Group

The 521st Air Mobility Operations Group operates Air Mobility Command's (AMC) Global Air Mobility Support System in the Southern European & Southwest Asian regions. Formulates plans, establishes policies and procedures, and directs administration of 1,000 personnel in four squadrons, five detachments and operating locations spanning 5,000 miles. Conducts distributed execution of en route aircraft maintenance, operations support, air mobility command and control, and aerial port operations. Coordinates strategic airlift requirements with U.S. Air Force Europe / U.S. Air Force Africa AMC, and Air Force Central planners.

725th Air Mobility Squadron

The 725th Air Mobility Squadron provides en route support for Air Mobility Command (AMC) strategic, theater and contract aircraft transiting through Naval Station Rota, Spain. They perform aircraft generation, launch and recovery actions, operate an Air Mobility Control Center, Aerospace Ground Equipment Flight and a Forward Supply Location. They also manage AMC missions and aircrew operations, provide technical

expertise to Navy/Spanish contractors on transportation issues and support DOD, NATO, and higher headquarter taskings.

Commander, Destroyer Squadron (CDS) 60/ Commander, Task Force (CTF) 65

Commander, Destroyer Squadron (CDS) 60 supports manning, training, and equipping Arleigh Burke class destroyers (DDG) based in Rota as part of Forward Deployed Naval Forces - Europe (FDNF-E).

CTF 65 executes Operational Control (OPCON) and Tactical Control (TACON) of all cruisers, destroyers, frigates, cutters, littoral combat ships, and embarked aircraft under Commander, U.S. Naval Forces, Europe, Commander, U.S. Naval Forces, Africa, and Commander, U.S. Sixth Fleet (CNE/CNA/C6F) not assigned to deployed Carrier Strike Groups / Amphibious Ready Groups, in addition to other ships directly supporting combat operations as assigned by CNE/CNA/C6F.

Commander, Sixth Fleet Mine Countermeasure (MCM) Detachment Rota

As the lead U.S. European Command and U.S. African Command Mine

Countermeasure Task Group, MCM DET Rota participates regularly, with our NATO Allies and partners in planning various exercises, operations, and capabilities throughout the year to maintain readiness and strengthen our international relationships. We also operate and maintain the only Underwater Unmanned Vehicle (UUV) systems in the 6th Fleet regularly participating in Baltic, Mediterranean, and Black Sea operations and exercises while continuing to development UUV TTP's and doctrines through experimentation and advanced sensor integration.

Commander, Task Force (CTF) 68

CTF 68 exercises operational control of assigned expeditionary forces within the U.S. European Command and U.S. Africa Command areas of responsibility in direct support of Commander, U.S. Naval Forces Europe, U.S. Naval Forces Africa, and Commander, U.S. Sixth Fleet.

Explosive Ordnance Disposal, Detachment Rota

This command has operational explosive ordnance disposal (EOD) capability to locate, identify, detect, render safe, recover, field evaluate, and dispose of

all explosive ordnance, as directed by Commander, U.S. Naval Forces Europe. The command conducts demolition operations to include disposal of retrograde ordnance, support U.S. Secret Service and Department of State tasking and support minor ships husbandry services as required by COMNAVACT Spain.

Explosive Ordnance Disposal Mobile Unit (EODMU) 8

Explosive Ordnance Disposal Mobile Unit (EODMU) 8 provides an operational explosive ordnance disposal capability to locate, identify, render safe, recover, field evaluate and dispose of all explosive ordnance as directed by Commander, TaskForce68. Additionally, the command provides platoons to Special Operation Command Europe, supports U.S. Secret Service and Department of State tasking in Europe, and provides force protection diving and other routine diving and demolition services as required.

Fire and Emergency Services

The Rota Fire Department consists of three fire stations spread throughout the base installation each with full response and emergency services capability. The fire prevention office is located in Bldg. 3257. The department provides information, training and assistance on a variety of subjects such as smoke detectors, transformers, gas (butano) bottles, fire extinguishers, and European electrical information. They also provide unit safety and holiday briefings, unit messages, fire drills and safety walkthroughs as requested.

Forward Deployed Regional Maintenance Center (FDRMC)

Forward Deployed Regional Maintenance

Center (FDRMC) was established in June 2014. The Regional Maintenance Center (RMC) headquarters is in Naples, Italy with detachments in Rota, Spain and Manama, Bahrain. The three sites provide similar services to U.S. Navy ships in Fifth and Sixth fleets. In general, Naples provides assignment and oversight for all voyage repairs and for fleet technical assists (FTA). Detachment Rota provides ship repair and modernization contract management oversight for all pierside availabilities for the four destroyers stationed in Spain. Rota also provides specialized FTA for ships in Fifth and Sixth fleets.

The organization is staffed with both military members and civilians. The military members are mostly technical skill NECs who go aboard Navy ships and fix systems and components. The civilians are primarily waterfront-centric (RMC or naval shipyard waterfront operations, safety/environmental, quality assurance, intermediate level, and engineering/technical) with the support offices consisting of an administrative office, comptroller, finance, and corporate operations.

Helicopter Maritime Strike Squadron (HSM) 79

The Griffins of Helicopter Maritime Strike Squadron (HSM) 79 are the only Forward Deployed Naval Forces-Europe (FDFN-E) naval aviation squadron. Established in 2016 on Naval Air Station North Island, California, HSM-79 conducted its FDFN-E duty station change to Naval Station Rota in 2022. The Griffin's provide Commander, U.S. Sixth Fleet with ready trained aviation detachments and MH-60R Seahawk helicopters for operational patrols onboard Arleigh Burke Flight IIA/

III destroyers.

Legal Services

Defense Service Office North, Branch Office Rota, in Bldg. 3293, offers the following services: defense counsel representation to military service members facing administrative separation boards, boards of inquiry, and courts martial, in addition to confidential legal advice to service members who are under investigation, facing non-judicial punishment (Captain's Mast), experiencing issues with their chain of command, seeking guidance regarding formal or informal complaints, etc. For more information, call DSN 727-2530/6318 or commercial, +34 956-82-2530/6318.

The **Legal Assistance Office**, located in Bldg. 3293, offers the following services to active duty military members, retirees, reservists, DoD civilians, and eligible dependents: base check-in (must be done in uniform of the day), notary services, appointments with JAG or Spanish attorney for legal advice on life events/personal issues, wills (by appointment only), power of attorneys, and translations (birth certificates, divorce decrees, school transcripts, etc.). Many can be done online at http://www.jag.navy.mil/legal_services/SPOA.htm, then bring to Legal Assistance during Notary Service hours. For more information, call DSN 727-2531 or commercial, +34 956-82-2531.

The Region Legal Service Office (RLSO EURAFCENT Detachment Rota)

in Bldg.1 houses our staff judge advocate (SJA), trial, and command services. They can help you with base check-out (must be done in uniform of the day), home





based business (HBB) requests, private organizations registration, fundraising requests, Freedom of Information (FOIA) requests for base police/incident reports, and foreign criminal jurisdiction – liaison with Spanish authorities should you need to make an appearance with the local Spanish court. For more information, call DSN 727-3104 or commercial +34 956-82-3104.

Victims' Legal Counsel (VLC) located in Bldg. 3293, provides survivors of a sexual offense with a dedicated attorney to help victims understand the investigation and military justice process, guard their legal rights and interests, and obtain additional support in accessing resources that may assist in their recovery. Services are available to Navy service members and other eligible victims of sexual offenses. For more information or assistance, please call DSN 727-1711, commercial at +34 956-82-1711, or duty cell +34 660-897-757.

Naval Computer and Telecommunications Area Master Station Atlantic (NCTAMS), Detachment Rota

NCTAMS provides command, control, communications, computers, and telephone services to NAVSTA Rota, its tenant commands, DoD customers throughout Spain and Portugal, and others as directed.

Naval Facilities Engineering Systems Command (NAVFAC) Europe, Africa, Central / Public Works Department Rota

Public Works Department Rota is a forward-deployed extension of Naval Facilities Engineering Systems Command (NAVFAC) Europe Africa Central (EURAFCENT) and as such provides quality construction, proactive operational support for utilities and infrastructure services and expert engineering solutions to the DoD tenants aboard NAVSTA Rota. Public Works Department Rota is led by a Civil Engineering Corps commander and works directly for the installation commanding officer.

PWD Rota provides a single point of contact for facility issues, supporting all tenant commands aboard the installation. Each building has an assigned building manager to request routine work. Emergencies can be called in directly to the trouble desk at DSN 727-2347/2348 or by commercial +34 956-82-2347/2348.

PWD Rota also manages the installation's vehicle fleet and provides a variety of transportation services (vehicle rental, trucking, bus and crane services). Contact your command's vehicle coordinator for more information. Use of government vehicles are for official use only.

PWD Rota oversees the base environmental programs including drinking water, wastewater, hazardous waste, recycling, spill prevention and response, natural resources, and cultural resources. Drinking water is filtered, chlorinated, and routinely tested to U.S. drinking water standards. Results

of testing are available in the annual Consumer Confidence Report for all base housing residents and base employees on the NAVSTA Rota CNIC website.

****If you see an uncontrolled spill, call 9-1-1 from a base phone or +34 956-82-2911 from an off-base phone!****

Naval Hospital Rota / Navy Medical Readiness and Training Command (NMRTC) Rota

Navy Medical Readiness and Training Command (NMRTC) Rota / U.S. Naval Hospital Rota provides health services for all active duty personnel, retirees, DoD civilians, contract employees, and family members in the Rota community. In addition to in-patient and out-patient services, ancillary health services include laboratory, pharmacy and radiology. Outpatient clinics provide primary care with specialty support in aviation medicine, dental, internal medicine, obstetrics/gynecology, optometry, orthopedics, pediatrics, psychiatry, family practice, physical therapy and surgery. With more than 250 health care professionals supporting the community, the hospital staff strives daily to provide the best health care in the world.

Emergency services are available 24/7. Please call Quarterdeck at DSN 727-3305/3560 or commercial, +34 956-82-3305/3560.

The dental services directorate provides dental services to active duty personnel and their command-sponsored family members. Other eligible beneficiaries are provided basic preventive, routine and restorative care. DoD civilians are charged an itemized fee while retirees and their family members may be provided treatment on a space-available basis.

To obtain a referral for specialty dental care, active duty personnel and their family members must first be examined to identify all required dental treatment. Orthodontic (braces) and prosthodontic (crowns, bridges, dentures) treatment is sometimes limited and based on the severity of need and panel recommendations.

Naval Supply Systems Command Fleet Logistics Center (NAVSUP FLC) Sigonella, Italy - Site Rota

Naval Supply Systems Command

Fleet Logistics Center (NAVSUP FLC) Sigonella, Italy - Site Rota provides logistics and business support services to fleet, installation, and other service components throughout Europe and Africa, serving as the point-of-entry/point-of-departure (POE/POD) shipping and receiving agent for material from the United States via the East Coast. Services include supply chain management, bulk and aviation fueling capability, material handling equipment, contracting, hazardous material management, household goods and vehicle processing, and postal operations to fleet, installation and other service components throughout the area of operations.

Navy Environmental and Preventive Medicine Unit (NEPMU) 7

The Navy Environmental and Preventive Medicine Unit (NEPMU) 7 was commissioned in Rota, Spain in June 2014. The unit's mission is to protect and preserve force health readiness through provisions of theatre-wide preventive medicine support to Navy and Marine Corps forces, joint and combined military operations, and allied governments when directed by higher authority. The unit has a rich history of service in theater, originally commissioned in May 1957 in Naples, Italy and dis-established in 2006 with a European draw down in forces. The unit meets the increasing demand for public health support in the European Command (EUCOM), African Command (AFRICOM), and Central Command (CENTCOM) area of operations.



Navy Munitions Command (NMC) Detachment Rota

Navy Munitions Command (NMC) Detachment Rota operates and maintains explosives ordnance facilities in Rota, Spain, meeting all DoD conventional ammunition requirements and providing fleet ordnance support locally and to Commander, Sixth Fleet/Commander, Naval Facilities Europe-Africa, Marine Forces Europe and other U.S. Fleet Forces commands.

Transaction Service Center (TSC) Naples DET Rota

Transaction Service Center (TSC) Naples DET Rota Spain is a member of the United States Navy Pay and Personnel Support Center (NPPSC) global network. DET Rota continuously strives to meet the needs of its customers through

delivery of accurate and timely military pay, and personnel services in the European theater of operations. Other services offered by TSC:

Cash Cage for disbursement/collection of funds is available every Tuesday and Thursday mornings.

For CAC/ID card service, schedule an appointment via Rapids Appointment Scheduler website at <https://idco.dmdc.osd.mil/idco>

Official passport service is open Tuesday and Thursday. To schedule an appointment, email Rota_Official_Passports@eu.navy.mil, call DSN 727-3079 or commercial +34 956-82-3079.

For after working hours emergencies, please contact TSC CDO at +34 659-46-0515.

Note: Immediately upon arrival, contact your Command Pay and Personnel Administrator (CPPA) to submit your travel claims and gain documents so your overseas entitlements can be started.

Veterinary Treatment Facility (VTF) Rota

NAVSTA Rota has one U.S. Army veterinarian whose primary mission is food inspection and care of government-owned animals. Routine privately-owned animal care is provided within time and equipment limitations. The surrounding area has several qualified veterinarians, and a list is available at the Veterinary Treatment Facility.



Websites and Social Media

Preparing for the PCS, Arriving, & Your Time in Rota

Naval Station Rota Command

Naval Station Rota: www.cnic.navy.mil/rota
 Naval Station Rota Facebook: www.facebook.com/USNavalStationRota
 Naval Station Rota Instagram: www.instagram.com/navalstationrotaspain
 Naval Station Rota Twitter: @NAVSTA_Rota
 Naval Station Rota Issuu: <https://issuu.com/navstarota>

Departments/Tenant Commands Websites

U.S. Naval Hospital Rota: www.med.navy.mil/sites/nhrota
 DECA Commissary: www.commissaries.com
 Air Mobility Command (AMC): www.amc.af.mil/AMC-Travel-Site/Terminals/EUCOM-Terminals/Navsta-Rota-Passenger-Terminal/
 Rota MWR: www.navymwrrota.com
 Navy Motorcycle Rider: <http://navymotorcyclerider.com>

Department/Tenant Commands Social Media

AFN Rota: www.facebook.com/AFNRota
 American Red Cross Rota: www.facebook.com/RedCrossRota
 FFSC Rota: www.facebook.com/ffsc.rota/
 Forward Deployed Regional Maintenance Center (region): www.facebook.com/ForwardDeployedRegionalMaintenanceCenter/
 NAVSUP Fleet Logistics Center Sigonella (region): www.facebook.com/navsupflcsi/
 NMCRS Rota: www.facebook.com/nmcrsrota
 Naval Station Rota Chapel: www.facebook.com/navstarotachapel/
 Naval Station Rota Emergency Management and Emergency Services: www.facebook.com/NAVSTAROTAEM/
 Navy College Office Rota: www.facebook.com/Navy-College-Office-Rota
 Rota Elementary School: www.facebook.com/RotaDGFes/
 Rota DGF Middle/High School Facebook: www.facebook.com/RotaDGF
 Rota Liberty Program: www.facebook.com/RotaLiberty/
 Rota MWR: www.facebook.com/RotaMWR
 U.S. Naval Hospital Rota: www.facebook.com/USNHRota/
 USO Rota: www.facebook.com/USORota/

Tools for Your PCS Move

Processing POV transport: www.pcsmypov.com
 Navy Ombudsman Registry: <https://ombudsmanregistry.cnic.navy.mil/>
 Relocation Information: <http://www.militaryinstallations.DoD.mil>
 Navy Gateway Inns & Suites (NGIS): <https://ngis.dodlodging.net/>
 Navy Lodge: www.navy-lodge.com

Employment

USA Jobs: www.usajobs.gov
 Navy Exchange: www.NavyExchange.jobs
 Navy MWR: www.navymwrrota.com/jobs

Schools

Rota Elementary School: <http://www.rota-es.eu.dodea.edu/>
 David Glasgow Farragut (DGF) Middle/High School: <http://www.rota-hs.eu.dodea.edu/>
 Junta de Andalucia educacion: <http://www.juntadeandalucia.es/educacion/>

Rota Education Center

University of Maryland Global Campus: <https://www.europe.umgc.edu/>
 University of Oklahoma: <http://www.goou.ou.edu>

Important Phone Numbers

Departments, Tenant Commands, & More

Off-base emergencies: 112
 Hospital Emergency Room: 727-3307 / 3308
 Non-emergency Dispatch: 727-2000
 Public Works Trouble Desk: 727-2347 / 2348
 Hospital Quarterdeck: 727-3305 / 3560

NAVSTA Rota Admin: 727-1552
 AFN Rota: 727-2121
 American Red Cross: 727-2333
 Barbershop/Beauty Salon: 727-4034
 Base Communications Cashier: 727-1001
 Central Texas College: 727-2574
 Chapel: 727-2161
 After-hours Chaplain: +34 639 101 864
 Commissary: 727-1264 / 1292
 Defense Service Office: 727-2531
 Dental Front Desk: 727-3733 / 3734
 Rota Elementary: 727-4185 / 4187
 DGF Middle/High: 727-4183
 Embry-Riddle Aeronautical University: 727-2984
 Fleet and Family Support Center (FFSC): 727-3232
 Fleet Mail Center: 727-2977
 Hospital Appointments: 727-3618 / 3620
 Housing Office: 727-2398
 Human Resources Office: 727-1643
 Navy College Office: 727-2785
 Navy Exchange: 727-2890/2696
 Navy Lodge: 727-2643
 Navy-Marine Corps Relief Society: 727-1614
 NMCRS Visiting Nurse: +34 642 470 045
 NGIS: 727-1871
 NEX Mini-Mart: 727-1258
 NEX Vehicle Rental: 727-2002 / 2675
 NEX Autoport: 727-2454 / 3759
 ITV inspections: 727-2450
 Overseas Screening: 727-3481

Pass & ID: 727-1610 / 1611
 Passport Service (official): 727-3079
 Post Office: 727-3105
 Public Affairs/Coastline: 727-1021
 RAWL: 638-31-6658
 Region Legal Service Office (RLSO): 727-2531
 Space-A Info: 727-2411 / 2171
 Telefonica Help Desk: 727-2555
 University of Maryland: 727-2917
 University of Oklahoma: 727-2799
 Vehicle Registration: 727-1607
 Veterinary Treatment Facility: 727-3179
 WIC: 727-2921

MWR Facilities

Athletics: 727-2565
 Aquatics Center: 727-2129
 Child Development Center (CDC): 727-1100
 MWR Traveler (ITT/Outdoor Recreation): 727-3101
 Fitness Center: 727-2565
 Fleet Landing Cafe: 727-1920
 Flix Theater: 727-3709
 Flix Drive-In: 727-4205
 Golf: 727-2260
 Gravity Teen Center: 727-4721
 Housing Pool: 727-4881
 La Plaza: 727-6323
 Liberty Center: 727-2527
 Library: 727-2418
 Pinz: 727-2112
 Pizza Villa: 727-3213
 School Age Care: 727-2839
 Youth Sports: 727-4781

Taxi Information

Rota Taxi: 956-84-0085 / 956-82-2929
 El Puerto de Santa María Taxi: 956-85-8584

When dialing a base number...

From base: "727" and the four-digit extension
 From off-base/cell: Dial "956-82" and four-digit extension
 From U.S. landline: Dial 011-34-956-82-XXXX

Your PCS Checklist

Basics, Pack Out, Children, Pets & More

Before you arrive:

- Requested a sponsor
- Made contact with your sponsor
- Scheduled your overseas medical screening for you and your dependents?
- Visited Rota's official website
- Submitted your housing application through HEAT?
- Start viewing off-base houses on homes.mil to get an idea of homes available in the area
- Located your nearest VPC to ship your allotted one vehicle?
- Coordinated your travel with your current TSC?
- Notified your landlord, rental agent or housing office about your upcoming move?
- Coordinated travel for your pet?
- Requested school records for your kids?
- Coordinated temporary lodging for before and immediately after arrival?
- Ensured all I.D. cards are valid (DOD, driver's license, etc.)?

Before your pack out, please make sure you have the following items in your carry-on:

- Copies of orders
- Updated copy of NAVPERS 1070/602 (pg. 2)
- Valid military I.D. cards
- OPNAV N130 (or N451) letter authorizing sponsor to move family to Rota in advance of their permanent change of station (if applicable)
- Completed overseas screening for service

member and all dependents

- Health records
- Immunization records
- Dental records
- Birth certificate(s)
- Marriage certificate/divorce decree
- Citizenship/naturalization papers
- Social security cards
- No-fee passports for all dependents
- Valid driver's license (cannot accept an expired driver's license even if your states allows it)
- Travel receipts
- Power of attorney, if necessary

For parents of school-aged children:

- School records

For pet owners bringing pets:

- Pet health certificate must be current (within 10 days) before your flight

If you are bringing a vehicle to Spain, you must:

- Bring a valid U.S. vehicle registration
- Present a valid vehicle insurance card for Spain (Green Card)
- Have current U.S. license plates on vehicle.
- Present a power of attorney if the active duty sponsor is not present

If driving from outside Spain:

- Contact detailer for funding approval



