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## Congratulations!!

## You're moving to Rota!

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## Naval Station Rota, Spain

Command Resources

**Website:** [www.cnic.navy.mil/rota](http://www.cnic.navy.mil/rota)

**Facebook:** [www.facebook.com/USNavalStationRota](http://www.facebook.com/USNavalStationRota)

**Instagram:** [www.instagram.com/navalstationrotaspain](http://www.instagram.com/navalstationrotaspain)

**Twitter:** @NAVSTA\_Rota

**Coastline:** [www.issuu.com/navstarota](http://www.issuu.com/navstarota)

# Welcome

## to Naval Station Rota, Spain

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

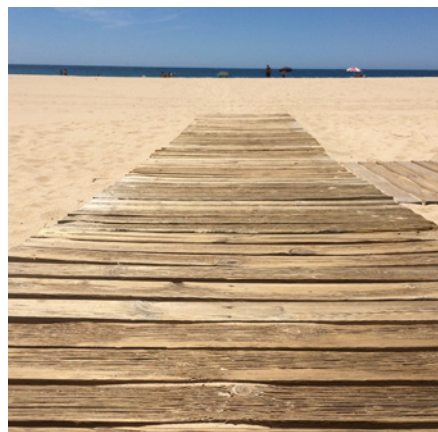
NAVSTA Rota is located on Basé Naval de Rota, a Spanish Naval Base on the southwest Atlantic coast of Spain, adjacent to the cities of Rota and El Puerto de Santa Maria.

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, as well as 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 the family.

Living overseas is a unique experience, and you will be faced with some unique and sometimes unexpected challenges. We 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.



# Naval Station Rota

## 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 ground breaking on the base in 1955.

NAVSTA Rota was constructed under the technical supervision of the Navy's Bureau of Yards and Docks. Some 10,000 concrete tetrapods, resembling large jacks, 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 Maria, 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, resupply 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 Maria, and Fuentebavia - 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 Naval Station Rota. The commander reports directly to commander, Navy Region Europe, Africa and Southwest Asia, located in Naples, Italy.

Enabling NAVSTA Rota to accomplish its mission are the people. 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 U.S., Allied and partner nation forces. Base population is composed of approximately 2,800 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, hundreds of 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 in Madrid and Valencia, Spain and Lisbon, Portugal.





# Spanish Culture

## The People, the Food, & More



Arriving in a new country is never easy, every culture has its traditions and expectations that. 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.

Spain is an interesting mix of the old world and the 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, Spain's laid-back attitude can be unexpected. 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. All stores are closed on Sundays.

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 FOOD

Spanish food focuses on local and in-season ingredients. In Rota, the cuisine is heavy on seafood due to the proximity of 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 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 begins at 2 p.m. and can continue until 4 p.m. or later. This is typically the larger meal of the day. Many local restaurants offer "menu del dia" (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 3-5euros 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 cash-driven.



# The Basics

## Preparing for your Move to Spain



### 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 Admin Office at DSN 727-3129 or contact the email address listed on your orders.

Additionally, some tenant commands and forward-deployed ships offer spouse

sponsors and FRGs. These programs vary from command to command so reach out to your command sponsor or ombudsman to see if there is an established program.

### PASSPORTS

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

Civilians and all family members, regardless of age, assigned to Spain must be in possession of a valid "no-fee" passport. There is no need to obtain a Spanish visa. No-fee 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.

Family members will be issued a Spanish I.D. card by Security and will be recognized base-wide as command sponsored.

NATO personnel are required to have a no-fee passport prior to arrival in Spain when assigned to duty in Valencia or Madrid because of duty requirements. The Spanish government requires an Número

de Identificación de Extranjero (NIE) to rent housing, open checking accounts, hook up utilities and live on the economy. All personnel assigned to NATO/ National Support Element (NSE) must live out in town at these locations.

You will be required to show your passport when you spend the night at a hotel or hostel anywhere in Europe. This is standard practice, and a picture I.D. is required to be shown. No-fee passports are processed by Personnel Support Detachment (PSD) Rota and tourist passports are processed by Base Administration (Bldg. 1).

If you apply for a tourist passport or renew your passport while in Spain, you must present:

- Proof of U.S. citizenship (copy of a passport or original birth certificate)
- Copy of military IDs
- Passport photo (no more than 6 months old)
- Copy of the no-fee passport if one was issued
- Money order.

It generally takes four to six weeks to receive your passport. Find all the information you need about tourist passports by contacting Admin Office located in Bldg. 1, 2nd Floor.

### NEEDED DOCUMENTS:

Family member of military/civilian







component members:

- Official no-fee passport (visa not required)
- Copy of sponsor's assignment orders
- DoD family member I.D. card
- 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.

## COMMAND SPONSORSHIP FOR SPONSORS WITH DEPENDENTS

Upon arriving to Naval Station Rota the following sequences of events must occur in order to receive command sponsorship for dependents:

- Receive a 'valido' stamp on orders from Spanish security
- Report to Naval Hospital Rota for submission of overseas screening documents and receive patient admin hospital stamp on orders.
- Report to COMNAVACTS HQ, Bldg 1, Admin for Command Sponsorship PG13. In order to receive Command Sponsorship your orders must specify by name all dependents accompanying the sponsor, updated PG2 or REDDA, orders must be accompanied (i.e. 36 months), and dependents must be present in Spain.

Once command sponsorship PG13 has been issued you will then take your orders, dependents, PG13 to Naval Station Rota Security to receive T.E.I identification card and submit no-fee passports for 'valido' stamp.

## SPECIAL POWERS OF ATTORNEY

If during your PCS move, you will need your spouse to do any of the following, the Region Legal Service Office recommend getting a Special Power of Attorney 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 PSD

Please visit [http://www.jag.navy.mil/legal\\_services/SPOA.htm](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 a notary in 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.

## MEDICAL REQUIREMENTS

Upon receiving your orders to come to Rota, Spain, military members have 30 days to complete the overseas screening and dependents have 60 days. 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 Naval Hospital Rota upon arrival to obtain command sponsorship.

The overseas screening packet contains the forms NAVMED 1300.1 series and DD Form 2807-1 as well as DD Form 2792-1 for children. Detailed guidance on the screening process is found in BUMEDINST 1300.2B series. The screening must be completed at your current medical treatment facility (MTF).

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 medical treatment facility 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. 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/



# Before You Arrive

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 001-34-956-82-3554.

## 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 (PAD) at Naval Hospital Rota upon arrival. TRICARE service representatives are located in the same office, and will assist with transferring coverage to the TRICARE Overseas Program. ADSM and dependents stationed at Naval Station Rota are eligible for TRICARE Prime,



and will be assigned a Primary Care Provider. 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.

Government Service workers and Contractors are eligible for care at Naval Hospital 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 to receive information regarding invoices and filing claims with their private insurances.

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 +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 and \$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; 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

## DENTAL COVERAGE

For dental care, you do not have to enroll in or continue the MetLife (formerly, United Concordia) dental plan when stationed at NAVSTA Rota. However, if you are not enrolled or chose to discontinue dental coverage and are referred for care on the economy or require emergency dental treatments outside of the MTF, you will be responsible for the full amount charged. Naval Hospital Rota recommends remaining enrolled in your plan in case a need arises outside the area for dental emergencies



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

Assignment to government quarters typically takes about two weeks. 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 Navy Lodge or Navy Gateway Inns and Suites. 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 Navy Gateway Inns and Suites (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. 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, 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.



## APPLYING FOR ON-BASE HOUSING

Applications may be submitted prior to arrival using the Housing Early Assistance Tool (HEAT), located at <http://www.cnmc.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 any service member at all Navy installations. 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.

## PERSONAL PROPERTY

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 from the West Coast. 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 Note: Only NATO personnel are allowed 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 (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.

## KIDS & CARS

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.



## 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. 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.

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.

An additional 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 (under 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. Recommend hand carrying license plates, copy of 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 the Naval Station 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 other than the manufacturer is prohibited.

Service for American and foreign vehicles are limited by the availability of parts. The Navy Exchange garage 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 a 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 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 Naval Station 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 Pertenencia" upon arrival.

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

- Handguns (maximum): one
- Big game rifles (maximum): five
- Shotguns, .22 cal. rifles (maximum): six
- High powered pellet guns and cross bows

or combination thereof (maximum): 12

- Pellet rifles/pistols (semiautomatic firing, maximum): six

- Pellet rifles/pistols (single shot): unlimited

While it is possible to ship firearms to Spain, one should consider leaving firearms in storage in the U.S., as there are few public gun ranges in the local area. Hunters must obtain licenses (in Spanish) and permission from landowners 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. Dog run enclosures are prohibited in housing areas.

Most Spanish landlords will impose similar limits on pets and may impose size or

weight limits.

All pets must have a 15-digit microchip and be registered with the Rota Branch Veterinary Treatment Facility (VTF) within 15 days of residency or of obtaining the animal. On-base residents must also register their pets with the housing office within the same 15-day time period. 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 be boosted after one 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.

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 \$3,000. 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 Veterinary Treatment Facility 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, discuss options with Rota Branch Veterinary Treatment Facility upon arrival. They can assist you in getting your pet the right protection.

Lastly, Naval Station Rota does not have a pet boarding kennel on base. The VTF maintains a list of off-base boarding facilities and pet sitters. If your pet is large, that may significantly reduce the number of boarding options. It is important to locate an acceptable facility and secure your reservation well in advance if you require boarding for your pet.

## EXOTIC PETS & DANGEROUS DOGS

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.

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 Ina 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, his designee, or appropriate Spanish government officials, is also considered a “dangerous animal.”

All members of the force or civilian component stationed in Spain who maintains 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;



# Before You Arrive

- 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 Naval Station Rota Security Department can assist owners of dangerous animals with the registration process. Call +34 956-82-3225 or +34 956-82-3246 for assistance.

## REQUIREMENTS FOR PET ENTRY TO SPAIN

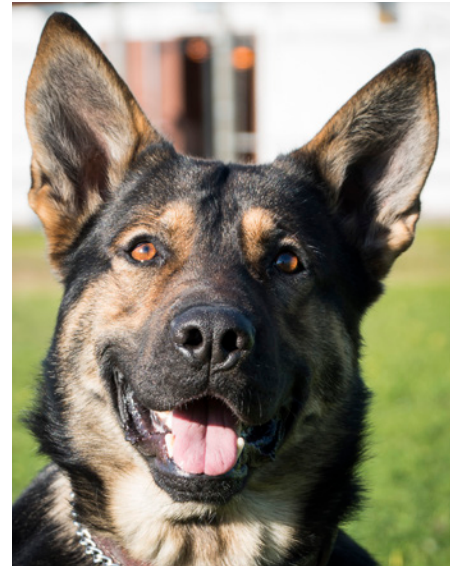
As soon you know you're moving to Spain, start preparing your pet for entry requirements. Travel to Spain is primarily accomplished using commercial carriers including the weekly flight from Naval Station Norfolk, Virginia to Rota. Ensure your transportation office knows you're shipping pets to Spain, so they may help make reservations with your airline for you 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.

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

## Flights, Lodging, and More



### ARRIVING IN ROTA

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 PSD 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

departs from Naval Air Station Norfolk air terminal on Tuesdays and arrives Wednesdays at Naval Station Rota air terminal.

#### **Commercial Airlines**

Sometimes personnel arrive to Naval Station Rota through commercial airlines. Jerez de la Frontera (XRY) is the closest airport at approximately 30 minutes' drive from Naval Station 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 Naval Station Command Duty Officer (CDO) for assistance. The commercial number is +34 956-822-222/223.

#### **GENERAL PET INFORMATION**

Pet owners are responsible for complying with all required documentation, 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). Clearance of animals may be delayed after working hours and on weekends.

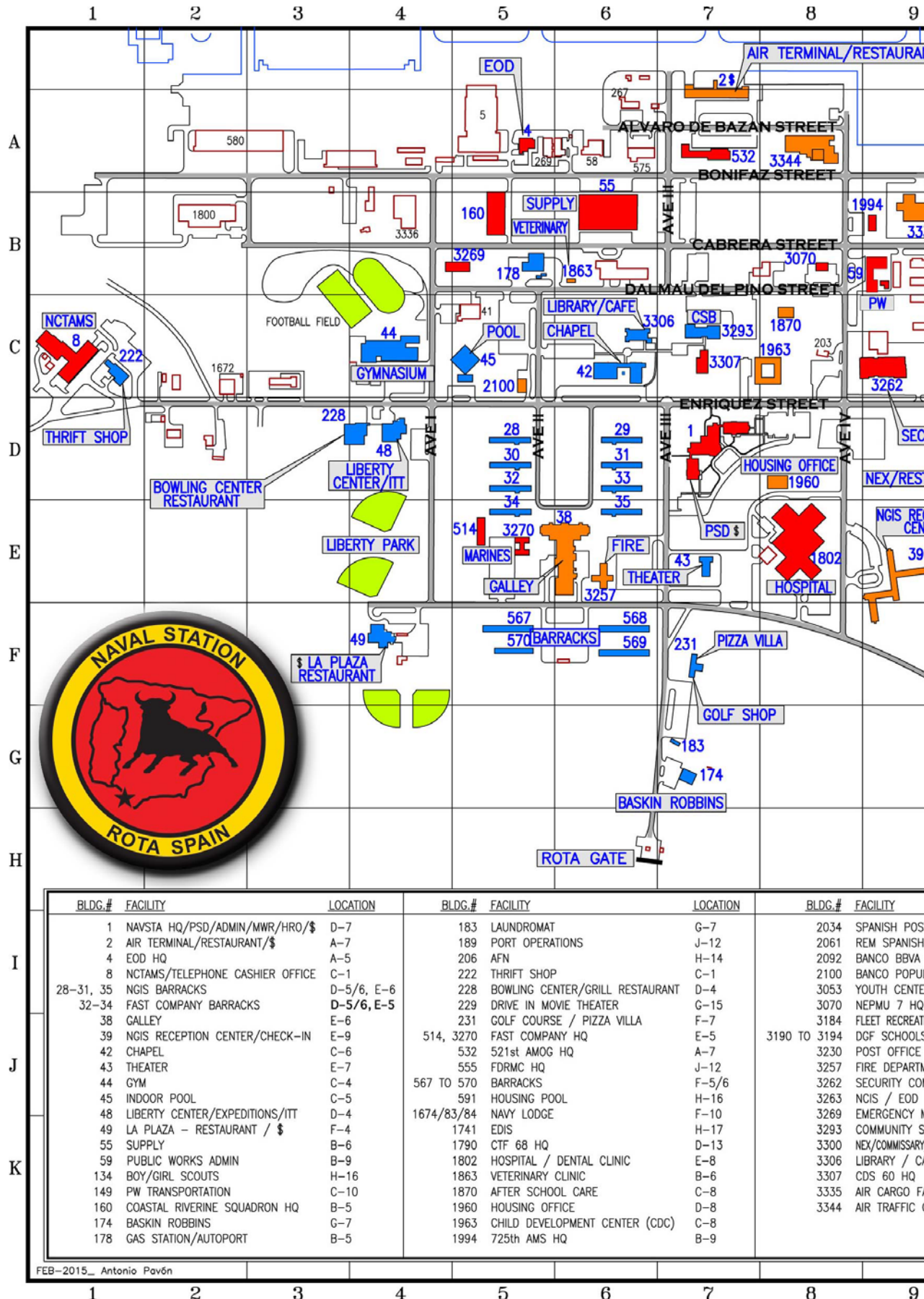
The passenger must provide an International Air Transport Association-

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

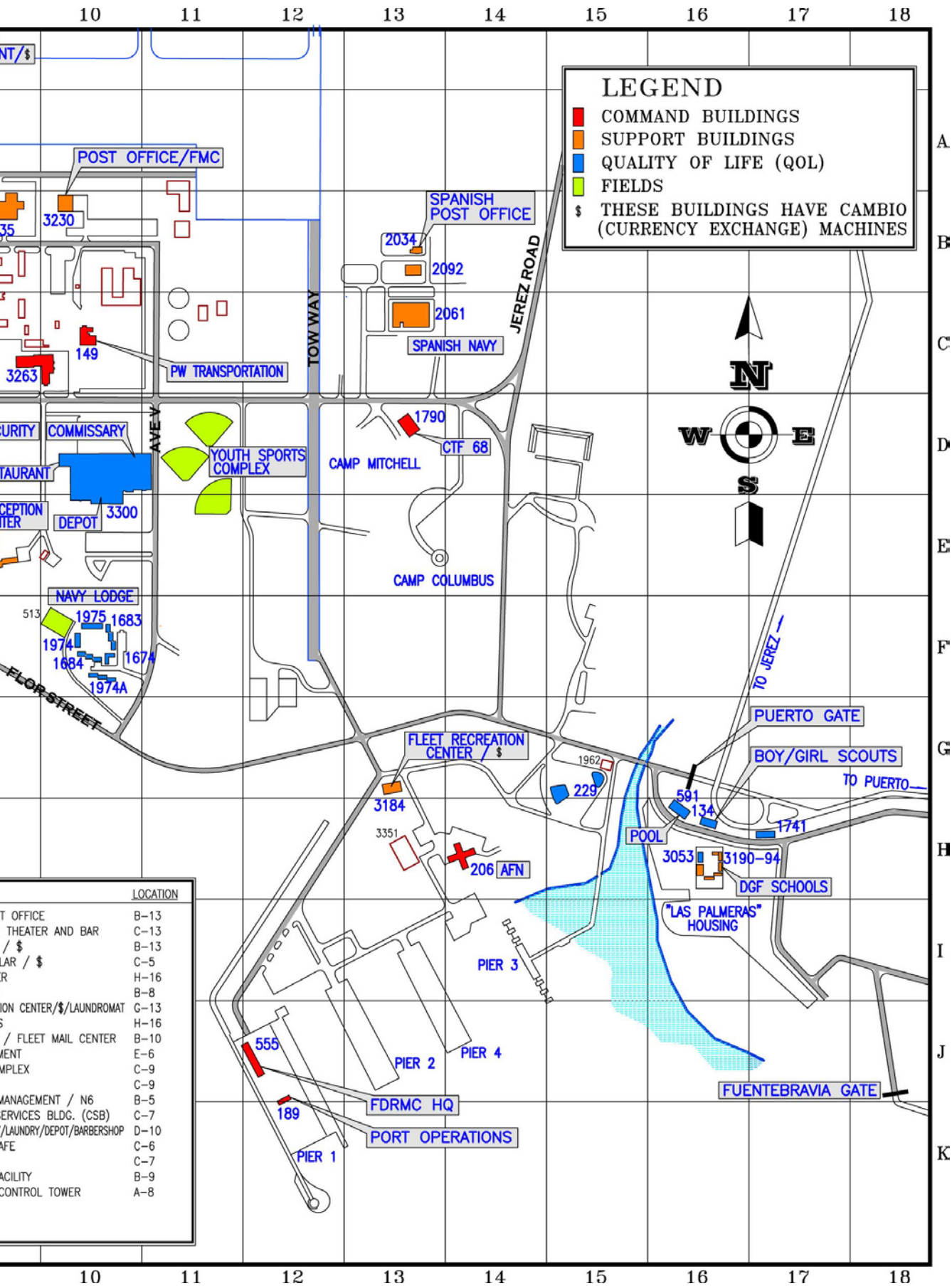


# Arriving to Spain



FEB-2015\_ Antonio Pavón





# Arriving to Spain

the container and a note in English and Spanish stating whether or 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.

## LODGING

### Navy Gateway Inns and Suites (NGIS)

The award winning Navy Gateway Inns and Suites, located in Bldg. 39, boasts 158 nonsmoking guest rooms. We offer 24-hour front desk service, free 24-hour lobby coffee service, free in house 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. We also offer fully accessible rooms as well as pet-friendly rooms that are offered based on availability.

For further information, you may call our front desk at DSN: 727-1871, commercial 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

Managed by the Navy Exchange, the Navy Lodge consists of 48 non-smoking rooms equipped with the following: two queen beds, telephone, air conditioning, color television, kitchenette, refrigerator, stove, microwave and private bath. The Navy Lodge offers two handicapped rooms.

These accommodations are subject to availability.

To make reservations, please call 1-800-NAVY-INN or DSN 727-2643. 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 community, along with the agreed upon TLA rate, is available at the Housing Service Center.

Unaccompanied personnel ranks E-5 and above, are required to stay at the Navy Gateway Inns and Suites. If space is not available, your second choice will 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. Sponsors 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 Assistant (CPPA) who will then submit to PSD 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).

## Transporting Pet in POV

Pets must be secured in the vehicle during the operation of a vehicle. This can be done by a dog seat belt, crate, or placing pet in the far back of a car with a barrier between the back row and far back portion of the vehicle.

Pets are not allowed to sit on lap or hang their head out of the windows of vehicles.

If you are stopped by law enforcement it can be a fine of up to 200 euros.





# Getting Settled

## Checking In, Finding Housing, and More...



### CHECKING IN TO ROTA

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

- Naval Hospital Rota to re-screen for overseas
- Base Administration (Bldg. 1) for the mandatory Command Sponsorship Page 13 (not applicable to single Sailors)
- Security's Pass and I.D. section (to receive the Spanish TEI card required to get on/off base) and access to numerous base facilities.

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

- Copy of PCS orders
- Copy of Record of Emergency Data/Dependents Information (NAVPERS 1070/602)
- 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, Building 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.

Location: Building 3262

Telephone: 727-1605/1610/1609

### 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/cnneurafswa/installations/ns\\_rota/ffr/housing\\_and\\_lodging.html](https://www.cnic.navy.mil/regions/cnneurafswa/installations/ns_rota/ffr/housing_and_lodging.html).

# Getting Settled

Or can contact the HSC via email at: [rotahousing@eu.navy.mil](mailto:rotahousing@eu.navy.mil). Office hours Mon-Fri 0730-1600, Phone: +34-986-82-2398/2698 DSN 314-727-2398/2698.

## Applying for On-Base Family Housing

Applications may be submitted at the Housing Service Center (HSC). 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 and a copy of the record of emergency data (page 2) and page 13, command sponsorship.

## On-Base Family Housing

All incoming officer and enlisted personnel on accompanied tours have the option to reside on-base in family housing (FH) 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 FH 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. The Las Palmeras site contains 373 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 Naval Station 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. Additionally, there are no facilities aboard the installation for storing excess furnishings.

Located within the family housing area are 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) is centrally located aboard Naval Station Rota, within easy walking distance to Morale, Welfare, and Recreation (MWR), Navy Exchange (NEX)/ Commissary, U.S. Naval Hospital Rota, Galley and PSD. The UH front desk, located in Bldg. 35, is open 24/7 and provides full service with check in/out, keys/lock outs, service calls and more.

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.

Military personnel in paygrade E-4 are housed in modules. Each module is comprised of two private bedrooms, separated by a shared bath and kitchen area. Military personnel in paygrade E-3 and below are housed in shared bedrooms with no more than two active duty per bathroom. The bedroom comprises of two beds, bathroom and kitchen area. The kitchen areas are equipped with a microwave and refrigerator. Washer and dryers are available in common areas. There are no storage facilities on base for excess personal items.

Single Shore Duty Sailors in pay grades E-4 with less than four years of service are required to reside in Unaccompanied Housing. These sailors can request authorization to reside off-base and receive Overseas Housing Allowances (OHA) via their Chain of Command to the Installation Commander. Determination will be based on Naval Station Rota's UH





full utilization.

Single sea duty Sailors in pay grades E4 with more than 4 years of service can submit a request to receive OHA via their Chain of Command to the Installation Commander

Single sea duty Sailors frocked to the pay grade of E-5 who have less than four years of active service are NOT authorized by Navy policy to receive full OHA.

Check with your command upon arrival to determine eligibility to live off base or contact the U.S. Naval Station Rota's Administration Office or the Housing Service Center for additional information.

### Off-Base Housing

All personnel who reside off base, whether temporarily or permanently, must process through the Housing Service Center (HSC). Within walking distance of the local beaches there are apartments, chalets with balconies and detached homes with fireplaces and courtyards.

Some areas other than Rota where housing can be found are El Puerto de Santa Maria, Sanlucar and Chipiona. 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 (Mon to Fri) 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 Housing Service Center has no control over any of the listings posted there. Many entities that post listings online may not be legitimate. HSC is not affiliated 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.

### OFF BASE HOUSING LOCATIONS

Most personnel attached to Naval Station Rota live in Rota, El Puerto de Santa Maria, Chipiona and Sanlucar de Barrameda. Each city has its own feeling and positives/negatives. However, much of the experience is based on your preferences, home and landlord.

**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 Maria:** The city on the other side of the base, 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 campos (farm) areas to Valdelagrana which is its own little micro community.

**Chipiona:** 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.

**Sanlucar de Barrameda:** The furthest from Rota, this area is for those who are looking for an immersive Spanish experience or to be 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. On-base, you can buy euros at the NEX or Banco Popular (Spanish Bank), 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.

# Getting Settled

## 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, as well as, 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 table/chairs, night stands, lamps, coffee table, and crib.

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

incoming personnel only.

## POST OFFICE

The Military Postal Service (MPS) in Rota operated by active duty military 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 Naval Station Rota. The hours of operation are; Monday through Wednesday and Friday are 1000-1600 and Thursday is 1000-1700. The phone numbers are 727-1442, 727-3105 and 727-3106.

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 US 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, 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 Naval Station Security Department in Building 3262 during the check-in process. This process takes from 7 to 10 working days.





## Número de Identificación de Extranjero (NEI)

A Número de Identificación de Extranjero (NEI) 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, contracts for cell phones or Internet at home. This number is assigned to all requestors by Spanish National Police. For NIE requests, proceed Banco Popular on base and pay the NIE fee, then go to Security with the following documents:

- Receipt of payment from Banco Popular.
- Passport.
- Military/dependent I.D. card.
- Spanish I.D. card.

The process takes from 7 to 10 working days.

## DRIVING IN SPAIN

When you arrive in Spain, it is important that you contact the Vehicle Processing Center (VPC) in El Puerto de Santa Maria 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 from Banco Popular
- 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 2-year motorcycle license endorsement)
- Valid Department of Defense 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 security
- Valid Department of Defense ID card
- Power of Attorney, if applicable. In cases where service member is not able to pick up POV him/herself. Power of Attorneys will only be accepted for/from sponsored dependents. **VALID ONLY FOR DEPENDENTS NOT FOR FRIENDS.**

## DRIVER'S LICENSE

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.

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.

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.

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

*It's never too early to put in your childcare request!*

# MILITARY CHILDCARE dot COM

STEP

**1** CREATE ACCOUNT

STEP

**2** SEARCH and REQUEST CARE

STEP

**3** MANAGE MY REQUESTS

STEP

**4** UPDATE MY PROFILE

# Getting Settled

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.

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 takes approximately two weeks 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 in Building 3262, at no cost to you.

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).

## **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 (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://navymotorcyclorider.com>.

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

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

## **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 gas station 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 or check the base newspaper, *The Coastline*, for announcements.

## GETTING SETTLED

### **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, 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 and contract employees and all dependents 18 years and older are **REQUIRED** to attend the ICR course. Child Care certificates of attendance are available for child care services during class times. Child care arrangements should be made at a minimum one week in advance by contacting Child & Youth Programs (CYP) at 727-1100.

Your sponsor can register you for the course or you can register for the next

available date upon arrival by calling 727-3232 or stop by the FFSC office located in the Community Support Building, Bldg. 3293.

### **Banking and Credit Cards**

Navy Federal Credit Union is the only U.S. bank on base; in addition, Navy Federal has three ATMs on base. Checks from U.S. banks are accepted at the Navy Exchange and Commissary.

### **Automatic Teller Machines (ATM)**

You can get euros from Spanish banks' ATMs on base. Transaction fee or conversion fee applies. Fees varies by institutions. Banco Popular has ATMs in the Commissary and air terminal. A withdrawal fee of 3-5euros are usually charged on top of your bank's fees. You can also purchase euros at the NEX. Conversion rate varies daily.

### **Public Transportation**

NAVSTA Rota has a no-fee shuttle bus service 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, dependent and

# Getting Settled

contract personnel) may ride the bus.

Off station local commercial transport (bus, taxi, 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 Maria 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

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 Naval Station Rota, tenant commands and National Support Elements, at Madrid, Lisbon, and Valencia.

While there is a 70/30 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 encourage create an account to store appointment and preference documents in USAJOBS 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, Navy College Office, David Glasgow Farragut (DFG) schools and select contract positions are available for family members at Naval Station Rota.

DGF 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](http://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 ADC make off-base employment infeasible. For more information, please contact the Spanish lawyer at 727-2531.

## Home-Based Businesses

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:

- Income from HBBs is taxable under Spanish law. Note that 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 that 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.
- If you decide to live on-base, your business may require registration with the legal office.

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





## There's an App for It! Helpful Apps to Make Life in Rota Easier

Information compiled by Jessica Harbin

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.

### COMMUNICATION

#### Google Translate

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.

#### Skype

This is an old and trusted app, but is a helpful tool in placing calls to other European countries and 1-800 numbers, which might be impossible to make using your standard phone plan. While the app is free, money will need to be placed on the app to make most calls, unless Skype-to-Skype. Rest assured, a little money goes a long way.

### 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 (Policía 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.



#### Naval Hospital Rota

The U.S. Naval Hospital Rota provides a one-stop-shop to locate phone numbers, as well as clinic locations and hours. Using the app, you can call directly to make an

appointment with the Health or Dental clinics, reach the Nurse Advice Line, or refill a prescription. Additionally, you will find links to Interactive Customer Evaluation (ICE) forms and the TOL Secure Messaging site.

#### 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 Europe Mobile App

For on-the-go access to news and information relevant to life in Europe, download the AFN Europe Mobile App. This app provides current news, weather forecasts, traffic alerts, exchange rates, gas prices, and AFN TV schedules.

The AFN Europe Mobile App also provides

access to AFN 360 Internet Radio. Through AFN 360 Internet Radio, 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 in 2019, 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.

### 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, Emergency Preparedness, MWR, Fitness, and Education. You can also submit ideas for new Navy apps.

### NavyMWR Rota

One app that you will find in the Navy App Locker, or by a direct search, is the NavyMWR Rota app, which is a central hub for information specific to Naval Station Rota. This includes housing and lodging, recreation and entertainment, Liberty, child and youth programs, and Fleet and Family Support. You can browse for activities and classes for the whole family, check facility hours and movies schedules, and receive notifications and alerts on special happenings, as well as base and gate closings.



### TRANSPORTATION

#### Renfre Train Travel

The next time you plan to take the train to Seville, consider using one of Renfre's mobile apps to ease the journey. RenfreTicket is available for ticket purchases and trip management. Renfre Hororias is the official app for checking timetables, notices and delays.

# Facilities / Programs

## Base Facilities, Programs, Shopping & More



### **Fleet and 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 and family members for pre-, mid-, and post-deployment.

**Family Advocacy Program:** Counselors provide case management, safety/risk assessment, treatment of child abuse and neglect and spouse/partner 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. 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.

**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/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 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.

**Sexual Assault Response Program:** The Sexual Assault Response Program manages





the base sexual assault prevention, intervention and support program.

**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. Please visit:.

**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 Management Program (TAMP):** TAMP is mandated by DoD to assist service members in their transition from military to civilian life. A major component of TAMP is the Transition, Goals, Plans, Succeed (TGPS) seminar, which provides transitioning members with information about the services and benefits for which they might be eligible. The TAMP program also has courses on starting your own business, using GI benefits to go back to school and vocational training programs available through the Veteran's Administration.

**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.

### Contact Your Ombudsman

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 727-3232/3231.

### Chapel

The Religious Ministries Department offers a comprehensive command religious program including divine services, counseling, Bible studies, youth activities, Christian education, and fellowship events. Weekly CCD, RCIA, children's church, youth ministry, Bible studies and more provide adult and youth religious education. Sacramental preparation and reception is available with individual Chaplains. Our choirs, community relations events, Protestant Women of the Chapel (PWOC), Catholic Women of the Chapel (CWOC), Mothers of Preschoolers (MOPS) and other activities provide opportunities for personal connections and volunteer service. The Chapel also provides referrals for other faith groups. Please contact the Chapel at 727-2161 for more information about these services.

### Galley Services

Naval Station Rota's Gateway Galley, located in Bldg. 38, is an accredited five-star dining facility, serving approximately

## Facilities/Programs

1,000 meals a day to permanently assigned and transient active duty personnel plus their dependents. The base galley serves Navy Standard Core Menu that is Go4 Green compliant, including special meals celebrating heritages across 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 CO, the base galley is open to all authorized personnel, including sponsored dependents, U.S. civilians, retirees and local nationals with base access during specific special event meal dates held once a month. Galley access is also provided during Sunday brunch meals to U.S. military retirees.

### 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 Naval Station 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, water aerobics, 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 by request, swim lessons, water slides, and parties. Call 727-2129.

**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 a newly renovated 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. The Fitness Center is open 365 days a year for your use. Call 727-2565.

**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. Call 727-1916.

Rota's **18-hole Golf Course** is 6,500 yards in length and covers more than 200 acres. The pro shop assists with rental clubs, equipment sales and tournament

play. Daily, weekly and annual green fees specials make playing golf in Rota enjoyable and affordable! You can also practice your game on the driving range, chipping area and the putting green. The golf course also offers private lessons from our PGA Professional. Call 727-2260.

**La Plaza** is the home of a variety of things to do including slot 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 Navy Entertainment bands. Our outside patio provides a relaxing space as well as a horseshoe pit and volleyball net for your entertainment. An ATM are also available for you to use. Call 727-6323/2923.

**Pinz**, MWR's Bowling Center, features 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 slot machine area. In addition, our youth friendly bowling center has added "dino kid ball ramps" for the little ones to enjoy. Call 727-2112.

**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. We feature weekly family specials. Welcome to the largest pizza facility in the U.S. Navy! Call 727-3213.

**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 Navy. Drive-in movies are heard in FM stereo. Show times are available at the theater and online. Call 727-2328.

**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 proving coffee, beverages and assorted grab & go food items. Call 727-2923.

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 200 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. Call 727-3101. Check out the Armed Forces Travel website for travel booking options to include airline, hotel, and rental cars.

**Liberty Center** is the single military member'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. Call 727-2527.

**Library** offers thousands of 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 & go food items for purchase. Call 727-2418.

**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. Call 727-2527.

**Child and Youth Programs (CYP)** Child Development Center provides for full-time child care needs from 6 a.m. to 6:30 p.m., Monday through Friday for children ages six weeks to five years old. Hourly care is also available for all ages and based on space availability. Call DSN 727-1100 or commercial at 956-82-1100. Log on to [MilitaryChildCare.com](http://MilitaryChildCare.com) to submit a formal request for full time care. Log on to MWR Rota's webpage to follow the CYPonline link to request hourly care.

**School Age Care (SAC)** provides before and after school care for children kindergarten through sixth grade 6 a.m. to 6:30 p.m., Monday through Friday. 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 please contact DSN 727-2839, commercial at 956-82-2839. Log on to [MilitaryChildCare.com](http://MilitaryChildCare.com) to submit a formal request for full time care. Logon to MWR Rota's webpage to follow the CYPonline link to request hourly care.

**Youth Center's Gravity/Jams** is a recreational based after-school program for 10 to 18 year olds (still enrolled in high school). The facility opens after school 3 p.m. to 6:30 p.m., early release Thursdays 1 p.m. to 6:30 p.m. and on full days off noon to 6:30 p.m., Monday through Friday. The facility has two sides serving both the pre-teens (Jams, ages 10 to 12) and teens (Gravity, ages 13 to 18). 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 (B&GCA) and 4-H and offers clubs and activities for both. For more information call 727-4625.



# Facilities/Programs

**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. Call 727-4781.

## **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 Naval Station information, local DJ shows, most music formats, news, sporting events and talk shows. The frequency is stereo FM 102.5. AFN Rota also controls the base information channel.

You can also listen live on AFN 360 by visiting <http://www.afneurope.net/Radio/AFN360InternetRadio/tabid/2174/Default.aspx>.

## **American Red Cross**

The Service to the Armed Forces branch of the American Red Cross provides active duty, Department of Defense civilians, and dependents at Naval Station 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 727-2333, [Rota@RedCross.org](mailto:Rota@RedCross.org) or after-hours at the stateside call center, 877-272-7337.

## **Navy-Marine Corps Relief Society (NMCRS)**

NMCRS provides interest-free financial assistance to active and retired personnel and their family members in times of emergency. This assistance is not limited to just our Navy and Marine Corps members but is available to members from all branches of the U.S. military. First month's rent and deposit is a



common request for newcomers to Rota as personnel are usually required to have the money available before they can sign their lease. NMCRS can normally assist with this expense while you are waiting for your local military entitlements to begin.

NMCRS Rota also offers the quick assist loan program for active duty Navy and Marine Corps members. If you don't already have a loan balance, you might qualify for this quick and easy loan option.

NMCRS provides a visiting nurse who offers in-home health education to active duty and retired Navy and Marine Corps. Society nurses provide a wide range of health education for service members and families with various needs. For example, they work with parents and newborns to ensure new parents understand the basics of newborn care, and they help retirees maintain independence or find assistive services as necessary. Our Visiting Nurse Programs also offers various free classes and support groups every month.

NMCRS also has a thrift shop. You can find bargains on furniture, 110 and 220 appliances, uniforms, books and lots more at a fraction of the original cost. Before spending your hard-earned paycheck, check out the savings available at the NMCRS Thrift Shop.

If you find you have a financial need when you arrive, please stop by the NMCRS office in Bldg. 3293 or call 727-1614 for assistance.

## **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 operating hours of the mini mart are Monday-Sunday 7 a.m. - 9 p.m.

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 Cafe Andalucia. The NEX also provides a food court located at the air terminal which offers Nathans All American, Dunkin Coffee, and Healthy Choice. There is also a Baskin Robbins Ice Cream Shop near the Rota gate. Call 727-2391 for more information.

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.

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 NEX Autoport, ITV office to get the application form.

### **DECA Commissary**

Rota's commissary offers nearly 10,000 grocery and miscellaneous items and has a full-service deli/bakery. Rotisserie chicken, panini sandwiches, several hot foods, deli meat and cheese trays, special order cakes, and self-service fruit and vegetable salad bar are available. Call 727-2580.

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 supermercados are typically open from 10 a.m. - 10 p.m. every day except Sundays and holidays. While it may have different options than American 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. In the Rota area, the main supermercados are Mercadona, Carrefour, Champions and Supersol.

The El Paseo mall in nearby El Puerto de Santa Maria has a 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.

### **NAVY COLLEGE OFFICE**

Through the Navy College Program, military personnel, are able to pursue vocational certificates, associate, bachelor's or master's degrees.

The Navy College Education Counselor is here to help guide you through the process of selecting a pathway to reach your career goals. The counselor will help you establish an education plan so you can move along to the next step of your personal and professional journey.

Navy College counselors are available

to assist all clients in developing and executing their education plans through one of the on-base education providers or through one of the many colleges and universities offering online programs.

SAT and ACT exams are offered to military personnel. For specific information on eligibility and scheduling of exams, contact the Navy College Office at [nco.rota@eu.navy.mil](mailto:nco.rota@eu.navy.mil).

### **DLPT, DLAB Testing at the NCO**

Navy College Office Rota has assumed responsibility for the Defense Language Proficiency Test (DLPT) and Defense Language Aptitude Battery (DLAB). Testing is by appointment only, walk in testing will not be permitted. Individuals without OneNet access must call 727-2124. They will coordinate a time for the individual to come by to Bldg. 3269 to start filling out the SAARN for access to OneNet. Access to OneNet is a requirement for DLPT/DLAB testing and a requirement to set up the appointment for testing. For more information, please call 727-2798/2785.

### **Central Texas College**

Central Texas College serves military personnel and 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. Central Texas College



# Facilities/Programs

Europe offers the following certificate and degree programs; Criminal Justice, Fire Protection, Child Development, Hospitality Management & 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 Central Texas College Site Coordinator.

In Rota, Central Texas College offers Gateway to Spanish courses. This program is free 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 Master's 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 Security, BS Unmanned Aerial Systems, MS Aeronautics, MS Unmanned Systems, MS Human Factors and Master of Aviation Maintenance. Five modes of instruction give students the flexibility to learn via Face to Face, Blended, Eagle

Vision Home, Eagle Vision Classroom (web video-conferencing) and Online Learning. Transferability of military earned credit is applied to the majority of degree programs. More than 130 locations available globally support student advancement and degree completion in the U.S. and abroad.

## **University of Maryland University College (UMUC)**

UMUC Europe is a non-profit regionally accredited university that offers students the opportunity to complete coursework in a variety of different degree programs. UMUC Europe offers five certificate programs, nine associate degree programs, twenty-one bachelor degree programs and five graduate degree programs. UMUC 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 UMUC 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 UMUC offers in Europe, Asia or stateside. High school students who meet criteria are considered for admission and concurrent enrollment.

The local Rota UMUC 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 please visit us on the web at <https://www.europe.umuc.edu/> or contact us at [rota-europe@umuc.edu](mailto:rota-europe@umuc.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 a Master of Human Relations (MHR), which can be completed in 16 to 24 months. The program has no entrance exam requirements as well as a non-thesis option and all undergraduate majors are acceptable for entrance into the program. Please visit us on the web at <http://www.gouou.ou.edu>.

## **School Liaison Officer (SLO)**

The School Liaison Officer, 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 school, local national school information and post-secondary preparation opportunities as well as information, referrals, education and advocacy.







School Liaison Officer  
 DSN 314-727-2425 / (+34) 956-82-2425,  
 Location: Bldg. 41, Rota SAC  
 Email address: SLORota@eu.navy.mil  
 Website: <https://www.navymwrrota.com/programs/a8fe4fcd-189f-4539-995d-596b3922fbb8>

### David Glasgow Farragut (DGF) Schools

Department of Defense Education Activity (DoDEA) School Registration Requirements (Please bring the following items when you go to register your children):

- Military Orders
- Immunization Records
- Birth Certificates
- Passport
- ID Card
- Transcript/School Record/Last Year Report Card (if you have these forms)
- For High School Sports: Sports Physical evaluation record, signed by a physician (valid for one year). Sports physical examination may be coordinated with the Rota Hospital.

### David Glasgow Farragut (DGF) Middle/High School

+34 956-82-4181 or 4183, DSN 314-727-4181/ 4183  
 Website: <http://www.dodea.edu/RotaMHS/index.cfm>

### David Glasgow Farragut (DGF) Elementary School

+34 956-82-4185 or 4187, DSN 314-727-4185/ 4187  
 Website: <http://www.dodea.edu/RotaES/>

Both schools are located on a secure campus in the heart of base housing.

### Registration Information

- Students registered before 10 a.m. can start school the following day at both schools.
- Call ahead for an appointment to register Middle/High students.
- For a Middle/High School Registration Appointment: RotaHSRegistrar@eu.dodea.edu
- No Appointment necessary to register Elementary students.
- Office Hours: 8 a.m. to 3 p.m.

**Bus Passes:** Student Transportation Office (Located in Elementary School Office)  
 Phone: +34 956-82-4219 or 4187, DSN 314-727-4219

- Students residing on base are not bussed.
- Parents please check with STO before signing off base leases to ensure bus stop is near desired home.
- All students are required to carry their bus pass with them before they board their bus.
- Students must ride their assigned bus.
- Parents will be given STO handbook upon registering for transportation.

### Student Meal Program

The Navy Exchange Services Command or NEXCOM operates the student meal program with a local contractor in school complex cafeteria. Meals meet the USDA strict guidance in order to support U.S. Department of Agriculture (USDA) reimbursement and the Free & Reduced Meal Program. All students must have a student lunch

account. The account is opened at the customer service department at the NEX. It is important to register for student meal account at the same time you register them for school.

Enroll in MyPaymentsPlus account that will allow you to pay your student's account online.

### Free & Reduced Meal (FARM) Program

The cost of living in Europe is much higher than living in the United States. All families are encouraged to submit a FARM application. Applications can be picked up at either school or downloaded from the School Liaison website: <https://www.navymwrrota.com/programs/a8fe4fcd-189f-4539-995d-596b3922fbb8>.

Completed application can be dropped off at the School Liaison Officer's Office, Bldg. 41 or at either school's main office. Completed applications need the following:

- Copy of the most recent LES (should have number of dependents on LES)
- Copy of orders with dependents listed (if LES doesn't have number of dependents)
- Ensure all signatures and areas initialed on FARM application
- Notification letters need to be taken to NEX customer service for adjustment accounts
- Enroll in MyPaymentsPlus account if not already done so

FARM applications must be submitted each school year. July 1 is the start date to begin accepting applications for



the upcoming school year. For more information about the FARM application process or Student Meal Program, please contact the School Liaison Officer.

### Spanish Schools

*Note: Naval Station 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 to Rota, it is best to contact the School Liaison Officer to get

the most up-to-date information about the registration process.

### Spanish School Enrollment

Families may opt to utilize various private and public Spanish schools. The process of enrolling students in the Spanish public or government subsidized school system is based on points, where you live, your income and family members, if any, already enrolled in that school and a number of other factors. Bear in mind that when it comes to these types of schools, you cannot choose. The point system will determine the school your child will attend. Like in the States, these schools are paid for by the government, so you do not have to pay tuition for a public school, but you will be responsible for getting your kids to and from school (no buses), school uniforms and possibly books.

If you live on base, your child will attend school in Rota. Off-base residents will go to public school in the city in which they reside in.

If you choose a private school, there are three in El Puerto de Santa Maria, four in Jerez de la Frontera and none in Rota. The tuition fees for these schools are paid by the families. School transportation is normally available from Rota to Jerez de la Frontera and El Puerto de Santa Maria.

Paperwork for enrollment must be submitted in March for primary school (6 years old and above) and infant education second cycle (4 - 5 years old). April is the enrollment month for infant education first

cycle (0 - 3 years old). It is important to go with someone who can speak Spanish. You must check the school bulletin board in May to see the official admission list. You may download the application from <http://www.juntadeandalucia.es/educacion/>.

If you are coming to Rota during summer, you will have to wait until the beginning of September to initiate the enrollment process as school offices are closed until early September. If you come during the school year, your child will be registered with the school that has a spot available.

The age of your child makes a great difference in how he or she will adapt to the learning material and unfamiliar environment. It is not as vital for younger children to be fluent in Spanish, as they often pick it up faster and, ultimately learn both languages at the same time. Older children not already fluent in Spanish will often need a tutor to help them through their Spanish-taught curriculum. Since all courses are taught in Spanish, family support is vital for student success.

### Homeschooling

The School Liaison Officer 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

## Welcome Center

The Rota Welcome Center will 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 Maria, Chipiona or Sanlucar.



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 must register with the School Liaison Office. (COMNAVACTSPAIN INSTRUCTION 1754.3D / SUPERVISION OF MINOR DEPENDENTS AND GUESTS)

### Educational and Developmental Intervention Services (EDIS)

EDIS, which stands for Educational and Developmental Intervention Services, is a multidisciplinary team of service providers that offer diagnostic 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 3 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, or IEP. For more information on EDIS services, call DSN 727-4029 or commercial 956-82-4029.

### Other 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 Ages 12-18) – DSN 727-4625  
 Red Cross Youth Club – DSN 727-2333

## Big Projects on the Horizon...



The new MWR multi-purpose entertainment facility, located across from Security building, is anticipated to open the winter of 2019. The complex will have two modern movie theaters, a bar, and a food and beverage concept. Bombers Mexican cuisine will offer fresh and made-to-order burritos, tacos, and bowls. A sleek and modern bar facility will offer a relaxed social setting. Adjacent from the food and bar operation will be two modern 75-seat capacity theaters. The smaller venues will provide an intimate movie viewing experience, while providing the opportunity for greater variety in showings and times. These new options will create an exciting “town-center” entertainment venue that will be attractive and convenient to patrons.



The new Navy Lodge, located behind NGIS, will have 50 two-bedroom suites (children room with bunk beds). Some amenities include an extended continental breakfast area, mini mart, swimming pool, playground and much more. This will be one of the best Navy Lodge operations in the world once completed which is tentatively set for 2020. Upon completion of the new Navy Lodge, the old lodge will be renovated.

# Resources

## Tenant Commands, Important Websites & More



### **725th Air Mobility Squadron**

The 725th Air Mobility Squadron provides en route support for Air Mobility Command (AMC) strategic, theater and contract aircraft transiting to 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.

### **521st Air Mobility Operations Group**

The 521st Air Mobility Operations Group provides combat-ready Airmen who safely and effectively perform aircraft maintenance, execute aerial port operations and provide command and control for operational requirements of the Defense Transportation System. The 521st is the premier fixed en route air mobility operations group.

### **Commander, Task Force 65**

Commander, Destroyer Squadron 60 supports manning, training, and equipping the four Arleigh Burke class destroyers (DDG) based in Rota as part of

Forward Deployed Naval Forces - Europe (FDNF-E). The four destroyers stationed in Rota are USS Carney (DDG 64), USS Ross (DDG 71), USS Donald Cook (DDG 75), and USS Porter (DDG 78). Commander, Task Force 65 exercises tactical control over the FDNF-E destroyers while on patrol as well as all assigned rotational surface forces deployed to U.S. 6th Fleet.

### **Commander, Task Force 68**

CTF 68 mission is to exercise 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.

### **Defense Service Office North**

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. Hours of operations are Mon-Fri 9 a.m. - 3 p.m. and the phone is 727-2530/6318.

### **Explosive Ordnance Disposal Mobile Unit 8, Detachment Rota**

This command has operational 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 8**

Explosive Ordnance Disposal Mobile Unit 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, Task Force 68. 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.

### **Forward Deployed Regional Maintenance Center (FDRMC)**

Forward Deployed Regional Maintenance Center (FDRMC) was established in June 2014. The headquarters of the RMC is in Naples, Italy with detachments in Rota, Spain and Manama, Bahrain. The three sites provide similar services to U.S. Navy ships in 5th and 6th 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 5th and 6th Fleets. Detachment Bahrain provides similar services for MCMs and PCs homeported in Manama.

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.

Detachment Rota currently has 60 civilians and six military members onboard with plans for continued growth over the next few years.

### **Navy Environmental and Preventive Medicine Unit 7**

The Navy Environmental and Preventive Medicine Unit 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 disestablished in 2006 with a European drawdown in forces. The Unit meets the increasing demand for public health support in the EUCOM, AFRICOM, and CENTCOM area of operations.

### **Navy Munitions Command Detachment, Rota, Spain**

Navy Munitions Command Detachment Rota operates and maintains explosives ordnance facilities in Rota, Spain, meeting all Department of Defense conventional ammunition

requirements and providing fleet ordnance support locally and to Commander, 6th Fleet/Commander, Naval Facilities Europe-Africa, Marine Forces Europe and other U.S. Fleet Forces commands.

### **U.S. Naval Hospital Rota, Spain**

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 your community facility, the hospital staff strives daily to provide the best health care in the world.

Emergency services are available 24/7. Please call 727-3305 or 727-3560 for further information.

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 Facilities Engineering Command (NAVFAC) Europe, Africa and Southwest Asia, Public Works Department Rota**

Public Works Department Rota is a forward deployed extension of NAVFAC EURAFSWA 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 installations commanding officer.

PWD Rota provides a single point of contact for tenants aboard to contact in the event of a facility issue. The trouble desk numbers are 727-2347 and 727-2348.

### **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, material handling equipment support for intermodal operations, contracting, hazardous material management, household goods and vehicle processing and postal operations.

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

NCTAMS provides command, control, communications, computers and telephone services to Naval Station Rota, its tenant commands, Department of Defense customers throughout Spain and Portugal and others as directed.

### **Personnel Support Detachment (PSD) Rota**

Personnel Support Detachment (PSD) Rota Spain is a member of the United States Navy Pay and Personnel Support Center (NPPSC) global network. PSD Rota continuously strives to meet the needs of its customers through delivery of accurate and timely military pay, personnel and passenger transportation services in the European theater of operations.

#### **Hours of Operation:**

Main Office: 9 a.m. to 4 p.m. except for the following:

- (1) Cash Cage for disbursement/collection of funds is available every Tuesday and Thursday from 9 – 11 a.m.
- (2) For CAC/ID card service, schedule an appointment via Rapids Appointment





Scheduler website at <https://rapids-appointments.dmdc.osd.mil/>  
(3) Official passport service is open Tuesday and Wednesday. To schedule an appointment, email [Rota\\_Official\\_Passports@eu.navy.mil](mailto:Rota_Official_Passports@eu.navy.mil) or call 727-3014

After working hours, please contact PSD CDO at 659-46-0515 for emergencies.

*Note: Immediately upon arrival, contact your Command Pay and Personnel Administrator (CPA) to submit your travel claims and gain documents so we can start your overseas allowances.*

### Region Legal Service Office (RLSO)

The Region Legal Service Office (RLSO EURAFSWA Detachment Rota) in Bldg. 1 houses our SJA, Trial, and Command Services. They can help you with base check-out (must be done in uniform of the day), Home Based Business 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. DSN 727-3104, hours of operation M-F 0900-1500

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 – walk-in hours are M/W/F 0900-1200, appointments with JAG or Spanish Attorney for legal advice on life events/personal issues, wills (by appointment only), power of attorneys (can be done online at [http://www.jag.navy.mil/legal\\_services/SPOA.htm](http://www.jag.navy.mil/legal_services/SPOA.htm), then bring to Legal Assistance during Notary Service hours), and translations (birth certificates, divorce decrees, school transcripts, etc.). DSN 727-2531, hours of operation M-F 0830-1600.

### U.S. Army Veterinary Treatment Facility, Rota

The Naval Station 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.

### Victims' Legal Counsel (VLC)

DSN 727-1711 or duty cell 660-897-757: 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.



# Websites / Social Media

## Command, Tenant Commands & More



**Naval Station Rota:** [www.cnic.navy.mil/rota](http://www.cnic.navy.mil/rota)

**Naval Station Rota Facebook:** [www.facebook.com/USNavalStationRota](http://www.facebook.com/USNavalStationRota)

**Naval Station Rota Instagram:** [www.instagram.com/navalstationrotaspain](http://www.instagram.com/navalstationrotaspain)

**Naval Station Rota Twitter:** @NAVSTA\_Rota

**Naval Station Rota Issuu:** <https://issuu.com/navstarota> \*Base newspaper Coastline is published here\*

### DEPARTMENTS/TENANT COMMANDS WEBSITES

**U.S. Naval Hospital Rota:** [www.med.navy.mil/sites/nhrota](http://www.med.navy.mil/sites/nhrota)

**DECA Commissary:** [www.commissaries.com](http://www.commissaries.com)

**Air Mobility Command (AMC):** [www.amc.af.mil/amctravel](http://www.amc.af.mil/amctravel)

**Rota MWR:** [www.navymwrrota.com](http://www.navymwrrota.com)

**Navy Motorcycle Rider:** <http://navymotorcyclerider.com>

### DEPARTMENTS/TENANT COMMANDS SOCIAL MEDIA

**U.S. Naval Hospital Rota:** [www.facebook.com/USNHRota/](http://www.facebook.com/USNHRota/)

**Forward Deployed Regional Maintenance Center - FDRMC (region):** [www.facebook.com/ForwardDeployedRegionalMaintenanceCenter/](http://www.facebook.com/ForwardDeployedRegionalMaintenanceCenter/)

**NAVSUP Fleet Logistics Center Sigonella (region):** [www.facebook.com/navsupflcsi/](http://www.facebook.com/navsupflcsi/)

**725th Air Mobility Squadron:** [www.facebook.com/725thAirMobilitySquadron/](http://www.facebook.com/725thAirMobilitySquadron/)

**American Red Cross Rota:** [www.facebook.com/RedCrossRota](http://www.facebook.com/RedCrossRota)

**Rota MWR:** [www.facebook.com/RotaMWR](http://www.facebook.com/RotaMWR)

**AFN Rota:** [www.facebook.com/AFNRota](http://www.facebook.com/AFNRota)

**NMCRS Rota:** [www.facebook.com/rota.nmcrs](http://www.facebook.com/rota.nmcrs)

**U.S. Army Rota Vet Clinic Facebook page:** [www.facebook.com/pages/Rota-Vet-Clinic/](http://www.facebook.com/pages/Rota-Vet-Clinic/)

**Rota DGF Elementary School:** [www.facebook.com/RotaDGFes/](http://www.facebook.com/RotaDGFes/)



**Rota DGF Middle/High School Facebook:** [www.facebook.com/RotaDGF](http://www.facebook.com/RotaDGF)

**Rota Spain Passenger Terminal:** [www.facebook.com/NavalStationRotaSpainPassengerTerminal/](http://www.facebook.com/NavalStationRotaSpainPassengerTerminal/)

**FFSC Rota:** [www.facebook.com/ffsc.rota/](http://www.facebook.com/ffsc.rota/)

**USO Rota:** [www.facebook.com/USORota/](http://www.facebook.com/USORota/)

**Rota Liberty Program:** [www.facebook.com/RotaLiberty/](http://www.facebook.com/RotaLiberty/)

**Naval Station Rota Chapel:** [www.facebook.com/navstarotachapel/](http://www.facebook.com/navstarotachapel/)

**Naval Station Rota Emergency Management and Emergency Services:** [www.facebook.com/NAVSTARO-TAEM/](http://www.facebook.com/NAVSTARO-TAEM/)

**Navy College Office Rota:** [www.facebook.com/Navy-College-Office-Rota](http://www.facebook.com/Navy-College-Office-Rota)

**521st Air Mobility Group:** [www.facebook.com/521st-Air-Mobility-Operations-Group](http://www.facebook.com/521st-Air-Mobility-Operations-Group)

## TOOLS FOR YOUR PCS MOVE

**Processing POV transport:** [www.pcsmypov.com](http://www.pcsmypov.com)

**Navy Ombudsman Registry:** <https://ombudsmanregistry.cnic.navy.mil/>

**Relocation Information:** <http://www.militaryinstallations.DoD.mil>

**Navy Gateway Inns & Suites (NGIS):** [www.dodlodging.net](http://www.dodlodging.net)

**Navy Lodge:** [www.navy-lodge.com](http://www.navy-lodge.com)

## PASSPORTS

**No Fee Passports:** [http://www.cnic.navy.mil/regions/cnreurafswa/installations/ns\\_rota/about/tenant\\_commands/personnel-support-activity-europe--detachment-rota--psd--/passport-information.html](http://www.cnic.navy.mil/regions/cnreurafswa/installations/ns_rota/about/tenant_commands/personnel-support-activity-europe--detachment-rota--psd--/passport-information.html)

**Tourist Passports:** [http://www.cnic.navy.mil/regions/cnreurafswa/installations/ns\\_rota/about/departments/administration/passport-services.html](http://www.cnic.navy.mil/regions/cnreurafswa/installations/ns_rota/about/departments/administration/passport-services.html)

## EMPLOYMENT

**USA Jobs:** [www.usajobs.gov](http://www.usajobs.gov)

**Navy Exchange:** [www.NavyExchange.jobs](http://www.NavyExchange.jobs)

**Navy MWR:** [www.navymwrrota.com/jobs](http://www.navymwrrota.com/jobs)

## SCHOOLS

**DoDEA online school registration:** [www.dodea.edu/DORS](http://www.dodea.edu/DORS)

**Rota Elementary School:** <http://www.rota-es.eu.dodea.edu/>

**Rota Middle/High School:** <http://www.rota-hs.eu.dodea.edu/>

**Rota DGF Middle/High School Facebook:** [www.facebook.com/RotaDGF](http://www.facebook.com/RotaDGF)

**Junta de Andalucia educacion:** <http://www.juntadeandalucia.es/educacion/>

## COLLEGES

**University of Maryland University Park:** <https://www.europe.umuc.edu/>

**University of Oklahoma:** <http://www.goou.ou.edu>

## IMPORTANT NUMBERS

**Spanish National Police:** 091

**On-base Emergency Dispatch:** 727-2911

**Fire, Ambulance, Emergency Management :** 112

**Legal Assistance:** 727-2531

# Important Phone Numbers

## Command, Tenant Commands & More

**Off-base emergencies:** 112

**Hospital Emergency Room:** 727-3307 / 727-3308

**Non-emergency Dispatch:** 727-2000

**Public Works Trouble Desk:** 727-2347 / 727-2348

**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: 727-2222

Commissary: 727-1259 / 1293

Defense Service Office: 727-2531

Dental Front Desk: 727-3733/3734

DGF Elementary: 727-4185/4187

DGF Middle/High: 727-4183

Embry-Riddle Aeronautical University: 727-2984

Fleet and Family Support Center: 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: 727-2391

Navy Lodge: 727-2643

Navy-Marine Corps Relief Society- 727-1614

-NMCRS Visiting Nurse: 727-3459

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 and ID: 727-1610/1611

Passport Services: 727-3129

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

Aquatics Center: 727-2129

Child Development Center: 727-1100

Gravity Teen Center: 727-4721

Expeditions MWR Traveler (ITT/Outdoor Recreation): 727-3101

Fitness Center: 727-2565

Fleet Landing: 727-1920

Golf: 727-2260

Housing Pool: 727-4881

La Plaza: 727-1995

Liberty Center: 727-2527

Library: 727-2418

Pinz: 727-2112

Pizza Villa: 727-3213

School Age Care: 727-2839

Athletics: 727-2565

Flix Theater: 727-2328

Drive-in: 727-4205

Youth Sports: 727-4781

### Taxi Information

Rota Taxi: 956-84-0085 / 956-82-2929

El Puerto de Santa María Taxi: 956-85-8584

**To call a number below from base, dial “727” and the 4-digit extension. When calling an on-base number from an off-base phone (cell) dial “956-82” followed by the 4-digit extension. To call commercially from the U.S., dial 011-34-956-82-XXXX.**



# Your PCS Checklist

## Basics, Pack Out, Children, Pets & More



1. Requested a sponsor?
2. Made contact with your sponsor?
3. Scheduled your overseas medical screening for you and dependents?
4. Scheduled your move(s) using move.mil?
5. Visited Rota's official website
6. Submitted your housing application through HEAT?
7. Started viewing off-base houses listed in the Rota housing office?
8. Located your nearest VPC to ship your allotted one vehicle?
9. Coordinated your travel with your current PSD?
10. Notified your landlord, rental agent or housing office about your upcoming move?
11. Coordinated travel for your pet?
12. Requested school records for your kids?
13. Coordinated temporary lodging for before and immediately after arrival?
14. 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:

1. Copies of orders
2. Updated copy of NAVPERS 1070/602 (pg. 2)
3. Valid military I.D. cards
4. OPNAV N130 (or N451) letter authorizing sponsor to move family to Rota in advance of their permanent change of station (if applicable)
5. Completed overseas screening for service member and all dependents
6. Health records

7. Immunization records
8. Dental records
9. Birth certificate(s)
10. Marriage certificate/divorce decree
11. Citizenship/naturalization papers
12. Social security cards
13. No-fee Passports for all dependents
14. A valid driver's license (cannot accept an expired driver's license even if your state allows it)
15. Travel receipts
16. Power of attorney if necessary

### For parents of school-aged children:

17. School records

### For pet owners bringing pets:

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

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

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

### If driving from outside Spain:

24. If driving to Spain from any OCONUS location, contact detailer for funding approval.



We look forward to having you join Team Rota!