

WELCOME ABOARD

2013 - 2014

NAVAL STATION ROTA, SPAIN [HTTPS://WWW.CNIC.NAVY.MIL/ROTA](https://www.cnic.navy.mil/rota)





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Welcome to U.S. Naval Station Rota, Spain, the "Gateway to the Mediterranean." NAVSTA Rota is located on Basé Naval de Rota, a Spanish Naval Base on the southwest coast of the beautiful country of Spain, adjacent the cities of Rota and El Puerto de Santa Maria. A tour of duty here offers a variety of things to see and experience as this area is a wonderful place to live and work. Being stationed here also gives you the unique opportunity to share the Spanish culture with your family and friends.

Whether you are assigned to the command or tenant commands aboard NAVSTA Rota, you are part of an exciting team. We are a vibrant, multi-service Naval installation with a clear focus on one common goal: providing the best operational and logistic support to the warfighter, be they Navy, Air Force, Army, Marine Corps or our allies.

Our Spanish hosts and neighbors are warm and friendly. Learning the language and culture will enrich your time here, and you'll leave Spain with many friends and fond memories of what could be your greatest tour. Whether you come here with your family or you are single, there are countless opportunities for travel, education and personal and professional growth.

Life in Spain is different than what you are used to in the States, and you will be faced with some unique challenges. That's one of the reasons we are glad to provide this guide: 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 take 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. Additionally, you can find out quite a bit about the base on our website, <http://www.cnic.navy.mil/rota>, at the Military Installations database, <http://www.militaryonesource.mil> or by visiting our Facebook page at <http://www.facebook.com/US-NavalStationRota>.

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Note: To dial Rota from the U.S. you must dial 011-34-956-82-XXXX. To dial DSN enter 314-727-XXXX.





CULTURE

Spain has changed more in the last three decades than perhaps any other European country. It has shed its rural, developing image for one that is booming with tourism, construction and people who are proud of their traditions and progress.

Visitors who are most readily accepted are those who embrace the Spanish culture. Spaniards tend to be more conservative in their dress, and they rarely eat or drink while walking. Blending in means dressing more formally and becoming accustomed to later hours for eating and shopping.

A big difference in Spain is when they eat, which is later than in the United States. Lunch hits its prime between 2 - 4 p.m. Dinner may start at 8:30 p.m., but reaches its peak as late as 11 p.m., especially on weekends.

When ordering, don't be surprised to get the entire fish, or the entire shrimp, legs and head still attached, though filets can be found. Seafood is always served in its shell, unless fried or in a sauce. If you prefer a filet, be sure to order it that way. Most meals come with bread and a small 'tapa' or appetizer - often olives or marinated vegetables.

Eating etiquette varies from place to place. In Spain, for instance, locals rarely eat with their hands.

Greetings from El Puerto de Santa Maria



Greeting from The Mayor

It is a pleasure to welcome you to El Puerto de Santa María.

During its long history El Puerto de Santa María has been, and still is, a city open to visitors and wears its hospitality with pride.

This city is adorned with activities, natural and environmental resources, archaeology and monuments, cultural and leisure and above all its people. The people of El Puerto de Santa Maria whom I am proud to

represent, will make you feel at home with their mannerisms. I sincerely hope that you enjoy your stay in this city and your adventure in El Puerto de Santa Maria will be unforgettable.

Enrique Moresco García
Mayor of El Puerto de Santa Maria

Greetings from Rota

We would like to introduce you to our city, Rota, a welcoming city that deserves to be enjoyed. It is centrally located and has everything you might need. The naval base is also located within easy walking distance of the city center.

With a population of 29,000 Rota is a clean and very safe city with one of the lowest crime rates in the province.

From the tourist point of view, walk along its beaches, see the historical monuments, natural areas and enjoy its wide range of leisure activities including many bars, pubs, discotheques (dance clubs), pizzerias, burgers and restaurants of all kinds. And for everyday life, there are shops of all kinds including big and small supermarkets and well equipped workshops for vehicle repair.

But Rota is even more. We would like you to find that it is the perfect place to live. Welcome to our city! We hope you have a very nice stay with us.

Maria Eva Corrales Caballero
Mayor of Rota



Pizza is cut with a knife and fork and eaten in bites, rather than slice-by-slice. Spaniards also don't mind elbows on the table - but they do mind when someone yawns and stretches while dining.

Tipping is expected in Spain, but there is no hard-and-fast rule. Typically, 10 percent is adequate.

Ventas are usually small, family-owned establishments that once served as a place for traders to eat. Now, they are simply a casual, family-style place to dine. A Meson, which means "inn," tends to be rustic. If the word "bar" is on the sign, that means tapas (appetizers) are likely served with the local brew, while the word "restaurant" in the name usually indicates that this is a fine dining experience.

Though Spanish is the spoken language in Andalusia, it is spoken with a different accent than in Mexico and other, more familiar Spanish-speaking regions.

The best advice is to learn at least some Spanish before coming to Rota. Though you can get by without the language, locals are usually more patient with someone who attempts to speak in Spanish. Not knowing the language deprives you of truly integrating into this friendly, intimate culture.



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El Puerto and Fuentebravia - are operated by Spanish security forces. Security inside the base is provided by both Spanish and U.S. Navy security teams.

NAVAL STATION ROTA'S MISSION

The Commander, 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.

Naval Station Rota and its more than 35 tenant commands comprise approximately 3,000 Americans within a 25-mile area. Of those, nearly 1,300 are active duty representing all services; 1,700 are family members and 400 are U.S. civilian employees. There is a projected increase of approximately 1,200 Sailors and 1,600 dependents in the coming years due to four Aegis destroyers homeporting in Rota. Additionally, there are some 300 U.S. military retirees in the area.

The U.S. Navy is responsible for maintaining the station's infrastructure, including a 670-acre airfield, three active piers, 400 facilities and approximately 375 family housing units.

Naval Station Rota provides support for U.S. and NATO ships, supports the safe and efficient movement of U.S. Navy and U.S. Air Force flights and passengers, and provides cargo, fuel and ammunition to units in the region.

NAVSTA Rota is the only base in the European theater capable of supporting Amphibious Ready Group (ARG) post-deployment wash-downs. The base port also offers secure, pier-side maintenance and back-load facilities. Naval Station Rota also supports ARG turnovers and hosts Sailors and Marines from visiting afloat units.

ECONOMY

Today the economy of Spain is the fifth largest in Europe, however, Spain faced a financial crisis beginning in 2008 which continues today. The financial crisis has left many unemployed. Spain's currency, like most of Europe, is the Euro.

Unemployment in Spain is typically near the top of EU member nations and is higher than in the U.S.

ABOUT NAVAL STATION ROTA

<http://cnic.navy.mil/rota/>

<https://www.facebook.com/USNavalStationRota>

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.

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

Naval Station Rota is located on the Bay of Cadiz between the towns of Rota and El Puerto de Santa Maria. Four entry gates - Rota, Jerez de la Frontera,





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

THE ROTA BASE COMMUNITY

Known as the “Gateway to the Mediterranean,” Naval Station Rota is strategically located near the Strait of Gibraltar and is halfway between the United States and Southwest Asia. The 6,100-acre Spanish-owned installation provides vital support to units transiting in or through the theater.

NAVSTA Rota, known as Basé Naval de Rota in Spanish, is owned by the Spanish 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).

FORCE PROTECTION

Living and working overseas carries its own extra force protection considerations beyond those that have become a part of daily life in the U.S.

Violent crime is rare in Andalucia, though petty crime is more common than similar sized towns in the U.S. Visitors are encouraged to use common sense by watching out for strangers, keeping items out of sight in vehicles and protecting purses and wallets.

Commander, U.S. Naval Activities Spain is responsible for the force protection of all DoD members, including tenant activities and departments throughout Spain and Portugal.

As part of your overseas screening, you and your

family members must complete Level I force protection training. Newly arriving personnel will receive a refresher brief during the Intercultural Relations course (ICR), as well as a local law enforcement brief. These informative briefs are open to spouses, DoD civilians and their spouses. They will address issues concerning travel both in and out of Spain.





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TENANT COMMANDS IN ROTA

72 5TH AIR MOBILITY SQUADRON

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

52 1ST 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 group is the premier fixed en route air mobility operations group.

COMMANDER DESTROYER SQUADRON (CDS) 60

The mission of CDS 60 is to serve as the Immediate Superior in Command (ISIC) over administratively assigned units, to supervise training, readiness, maintenance, schedules, material, supply, discipline and morale of units in order to maintain the maximum degree of readiness.



COMMANDER, TASK FORCE 68 (CTF 68)

The mission of CTF 68 is to exercise tactical control and functional component command over assigned forces for the direction, control and approval of movements, maneuvers and operations necessary to accomplish Commander, U.S. 6th Fleet missions and tasks.

DEFENSE SERVICE OFFICE NORTH

The Defense Service Office North Branch Office Rota (DSO North) is dedicated to providing the highest quality legal representation to military service members as efficiently as possible. They represent service members at administrative separation boards, boards of inquiry and courts-martial, in addition to providing advice to service members on defense-related topics such as nonjudicial punishment (NJP)/office hours, Article 31(b) rights, complaints of wrongs and a wide array of other issues.

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; conduct 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 SIX EIGHT. 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.

FLEET ANTITERRORISM SECURITY TEAM (FAST) COMPANY, EUROPE

The Marine Corps FAST Company provides short-term augmentation for installations and ships or vital naval assets when threat conditions have been elevated beyond the capabilities of the permanent security forces. They also conduct deterrence/presence operations as approved by Commander, U.S. Naval Forces Europe. The company is comprised of two FAST platoons and a headquarters element.

MILITARY SEALIFT COMMAND, EUROPE REPRESENTATIVE (MSCREP), ROTA, SPAIN

The MSCREP supports the Commander, MSC Europe, in managing port operations of dry cargo and aviation and diesel fuel at Naval Station Rota, as well

as coordinating bunkering, husbanding services and force protection for multiple MSC ships and port locations throughout Europe and Africa.

U.S. NAVAL HOSPITAL ROTA, SPAIN

<http://www.med.navy.mil/sites/nhrota/Pages/Home.aspx>

U.S. Naval Hospital Rota provides health services for all active duty personnel, retirees, DoD civilians and 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. 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 installation 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-ROTA

Naval Supply Systems Command Fleet Logistics Center (NAVSUP FLC) 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

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 ACTIVITY EUROPE, DETACHMENT ROTA (PSD)

The men and women of PERSUPACT Europe, Detachment Rota provide prompt, professional, comprehensive and courteous pay, personnel and transportation support to authorized military, civilian and dependent personnel in the European theater.

REGION LEGAL SERVICE OFFICE (RLSO)

The Region Legal Service Office is staffed by licensed military and civilian attorneys, legalmen and civilian





employees and provides legal assistance in the areas of military justice, Spanish criminal and civil cases, command advice, family law, estate planning and immigration. The staff also prepares and executes wills, drafts powers of attorney and conducts notarizations.

VETERINARY TREATMENT FACILITY, ROTA

The Naval Station has one U.S. Army veterinarian whose primary mission is food inspection. Routine pet care is a secondary function, which is provided within time and equipment limitations. The surrounding area has several qualified veterinarians, and a list is available at the Veterinary Clinic.

PREPARING FOR TRANSFER OVERSEAS SCREENING

Upon receiving orders, you should immediately begin the process of overseas screening for you and your family. This typically includes a detailed review of your civilian and military medical records, medical examinations, inoculations and an interview with a command representative. Details can be found in OPNAVINST 1300.14D. Your command's administrative department will have details on this process, so contact them as soon as possible.

EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM

The Department of the Navy (DON) requires early coordination of early intervention, special education and related services for children with disabilities who are attending, or eligible to attend, Department of Defense Dependent Schools (DoDDS). The EFM

Program evolved to include the identification and enrollment of all family members with special needs (i.e. asthma, attention deficit disorder, sleep apnea, psychological, etc.) at overseas (OCONUS) and continental United States (CONUS) locations. It is DON policy to ensure Navy families with EFMs are only assigned to areas where their EFM medical and educational needs can be met.

The EFM program is a tool for detailers to place the service member in an area to suit the educational and medical needs of the dependents while ensuring the service member can accomplish career progression and promotions. Families already enrolled in EFMP must update their EFMP status with their primary care provider 12 months prior to negotiating for orders (PERS-451). If your family member is a category III or higher, her or she will not be sent overseas (OCONUS). Please advise the command sponsor if there are any special educations or medical needs. If a family member is a category I or II, the sponsor should contact the EFMP installation coordinator prior to arriving aboard Naval Station Rota, Spain.

Service members requesting overseas assignment with an EFM category III dependent(s) will still be sent overseas without their dependent(s) as long as the service member passes his or her overseas screening. Please talk to the command sponsor, detailer, chain of command and primary care provider during the overseas screening process if there are any issues with the overseas screening and EFM identification. Have your sponsor notify the EFMP installation coordinator immediately if any EFM issues should arise. Reference OPNAVINST 1754.2D, MILPERSMAN 1300-700 or BUMEDINST 1300.2A for more information.





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, however, 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 NAVSTA Admin Office at DSN 727-3129.

PASSPORTS/VISAS

Military members of the U.S. Armed Forces do not require passports, but they are strongly recommended. They may enter and depart Spanish territory without passports upon presentation of DoD orders and military I.D. card (DD-2). However, travel to Gibraltar and other locations in Europe and Africa requires a passport.

Members of the civilian component and all family members, regardless of age, assigned to Spain must be in possession of a valid official, "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 "Spanish I.D. card" by Security and will be recognized base-wide as command sponsored.

when you spend the night at a hotel or hostel anywhere in Europe, though most hotels will be happy making a photocopy of your passport. This is standard practice, and it is required to show a picture I.D. If you apply for a tourist passport or renew your passport while in Spain, you must present an original birth certificate (or naturalization certificate) in order to apply. It generally takes four to six weeks to receive your passport.

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 Immigrations. 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 it 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 Bldg. 3262 during the check-in process. This process takes from 7 - 10 working days.

NEEDED DOCUMENTS

Family members of military personnel: regular no-fee passport (visa not required); copy of sponsor's assignment orders; DoD family member I.D. card.

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.

POWER OF ATTORNEY

A power of attorney may be useful or necessary, especially if the service member will be absent from home for extended periods of time. A power of attorney may be tailored and limited to fit your particular needs, enabling the grantee (usually the spouse or a trusted friend) to act on behalf of the service member.

The legal office recommends obtaining a power of attorney prior to arriving in Spain.

If you need a power of attorney before transferring or deploying, contact the Legal Assistance Office at 727-2531. All notarizations require presentation of two forms of identification.

Lost or Missing	Tourist Renewal	Tourist Minor <16	Tourist Adult	Required Documentation
				DS-11 Passport Application (Initial Issue)
				DS-11 Passport Application (minors under 16)
				DS-82 Passport Application for renewal (over 16)
				DS-64 Lost Passport Report
				Proof US citizenship; Copy of passport or original birth certificate.
			NAT	Children under 16 and naturalized adults ORIGINAL birth certificate
				Expired or near expired passport for renewal, not issued more than 15 years ago.
Child				Copy of Sponsor's Military ID (front/back)
Child				Copy of spouse's Military ID (front/back)
				Copy of applicant's Military ID (front/back)
				Copy of No Fee passport (Civilians and Dependents)
				1 Passport-style photo (2" x 2") less than 6 months old
Adult				\$135.00 Money Order for Tourist Passport
				\$110.00 Money Order for Tourist Passport renewal with DS-82
Child				\$105.00 Money Order for Tourist Passport <16
				NAVSTA Admin Tracking Sheet

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 NIE number to rent housing, open checking accounts, hook up utilities and live on the economy. All personnel assigned to NATO/NSE must live out in town at these locations.

You may be required to hand over your passport





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.

PREPARING FINANCIALLY

Relocating costs money, much of it up front. Though you will be reimbursed for many of these expenses, plan on saving between \$2,000 and \$4,000 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 of any sightseeing trips, hotels, meals, entertainment, etc. while on leave; rental car fees, both prior to leaving the States and upon your arrival in Spain; dining out expenses while waiting for temporary or permanent housing; rent deposits, usually one month's rent; first month's rent (advance pay is an option but that will mean another debt); purchase of vehicle if you did not ship one or need a second; 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.

MEDICAL REQUIREMENTS

You and your family members are required to undergo overseas medical/dental screening within 30 days of receiving orders to an overseas location. Screening forms are NAVMED 1300.1 series and DD Form 2807-1. Detailed guidance on the screening process is found in BUMEDINST 1300.2 series. The screening must be completed at your current command.

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 wellbeing of your family members, if the required follow-up care is not available. Additionally, such failure may result in the early return of your family members at your expense and may subject you to charges under the Uniform Code of Military Justice.

If you are pregnant, you must arrive at your ultimate duty station prior to your 29th week of pregnancy. If you are more than 29 weeks pregnant, you and your newborn must be screened at your current command for overseas suitability six weeks after delivery. If you or your family member has recently been hospitalized, a complete medical/dental record of all examinations and treatment pertaining to the hospitalization must be provided to the screening physician. If there are any questions on the availability of medical care at Rota, the screening medical/dental officer should contact the Overseas Screening Office, U.S. Naval Hospital, Rota at DSN 727-3481 or commercial 001-34-956-82-3481.

IMMUNIZATIONS FOR SPAIN

For you and your family's health protection, certain immunizations are required. These are to be received





WHAT SHOULD I BRING?

In general, expect rooms to be small, both on and off base, with narrow doorways and scarce storage, so select your household items carefully before shipping. King-size beds, for instance, will greatly limit available housing selections.

Assignment to government quarters typically takes approximately two weeks. Finding a home in the community typically takes less than 30 days, unless you arrive during July and August, which can extend the process beyond 45 days. The Housing Office Service Center (HSC) provides complimentary house-hunting transportation and can arrange temporary housing during the interim - usually at the Navy Lodge, Navy Gateway Inns and Suites or at an off base hotel.

Meanwhile, 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 while you are waiting for your household goods shipment to arrive or after they have been shipped to your next duty station. This includes items such as beds, chest of drawers, couch/loveseat, coffee and side tables, kitchen table and chairs.

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 pertains to furniture only and not cartons containing books, clothes or other miscellaneous items. The excess furniture will

be packed, crated and shipped to Norfolk, Va. for non-temporary storage.

You are strongly discouraged from shipping appliances to Rota, since the housing office will provide loaner appliances for both on- and off-base homes for your entire tour, free of charge. This includes dishwashers, refrigerators, stoves, chest 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 if they purchase an AFN decoder and compatible satellite dish. The cost of the equipment and installation are the responsibility of the resident.

If you collect alcoholic beverages (wines/liquors), it is suggested they be left in storage in the States. The Spanish Government will not allow alcohol purchased outside Spain to be shipped back. Wine shipments purchased in Spain may be shipped back to the U.S. Attempting to ship or transport Cuban cigars back to the States carries a huge and prohibitive U.S. Customs tariff - usually tens of thousands of dollars per cigar.

ON/OFF BASE ELECTRICAL CURRENT

On-base current is 110 volts/60 cycles and presents no problem for American appliances. Power supplied off base is 220 volts/50 cycles. Transformers are available at the Housing Service Center's Self-Help Store for off base residents. Transformers are also available for purchase at the Navy Exchange. Note: Transformers do not convert the hertz (Hz), so clocks and other devices that are set for a U.S. 60 Hz cycle will not function properly even when transformed. Look for 50 - 60 Hz on the label.

When selecting other optional appliances to bring to Spain, it may be better to wait and see what your requirements are when you arrive. Appliances using 220 volts can be purchased at the Navy Exchange, from people who are leaving or from stores out in town.

PERSONAL PROPERTY IMPORTATION TIMEFRAME

Per article 45 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 - 60 days to receive your personal property from the East Coast of the United States and 60 - 70 from the West. Shipments from Hawaii, Guam and Japan can take 120 - 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:

- Automobile or motorcycle (One per military member on orders to Spain). It must be shipped through your closest Vehicle Processing Center (VPC). If your choice is shipping a motorcycle, **do not** ship it in your HHGs shipment. Note: If assigned to NATO units, contact your NSE for specific details on your motorcycle importation (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 coordinated and approved by your origin Transportation Office a maximum amount of 500 pounds can be declared for your Spouse Pro-gear (S-PRO).

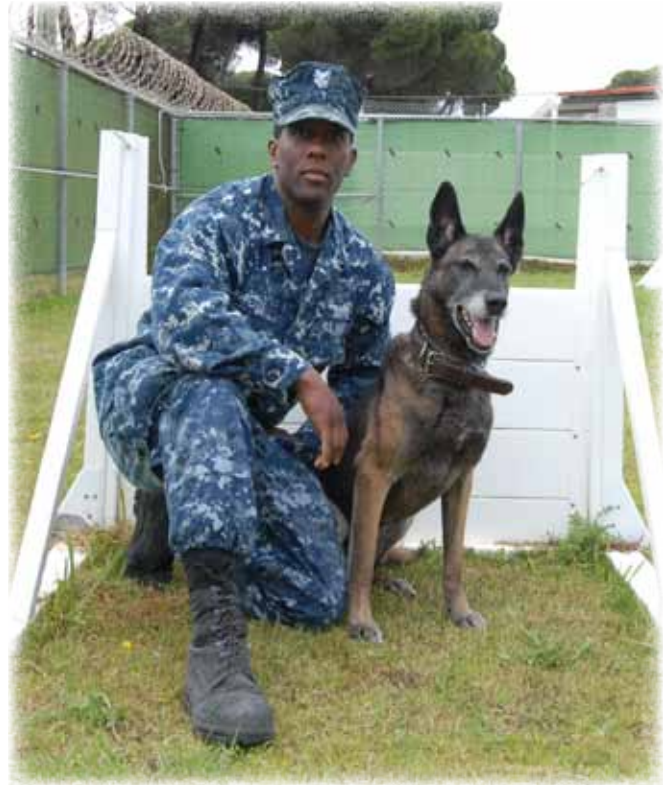
EXPRESS (UNACCOMPANIED BAGGAGE/UB) SHIPMENT

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.

Some of the things you may want to include: linens, pillows, baby furniture, toaster, radio, iron/ironing board, vacuum cleaner and bags, hair dryer, coat hangers, area rugs, common household tools, kitchenware, toys, uniforms, extra clothes (winter/summer), flashlight, hot plate, cooler, raincoats and umbrellas, 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.

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 of your shipment.

Once in Spain, firearms must be 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 no 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.

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

<https://www.facebook.com/pages/Rota-Vet-Clinic/177876345561231?fref=ts>

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

Most Spanish landlords will impose similar limits on pets and may impose size or weight limits. Regardless of the number, if one lives on or off base, all pets must be microchipped and registered with the base veterinary office 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.

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. Individuals moving to Spain are responsible for the cost of shipping their pet. This expense is not reimbursable. In addition, commercial airline regulations have be-

come increasingly stringent with regard to pet travel to include barring specific breeds for part of the year due to hot and cold weather. 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 registering your pet's microchip with the Spanish tracking system, which can be done at the Veterinary Clinic 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. In order to provide optimal protection for your dog, Rota Veterinary Services recommends monthly use of a topical flea and tick preventative, specifically Advantix II. This medication can be purchased at the Veterinary Clinic. This is the only topical medication that provides proven protection against sand flies that transmit the potentially fatal disease Leishmaniasis. For cats the recommended topical medication is Revolution. Pets should remain on flea/tick and heartworm prevention year-round in Spain. The Veterinary Clinic can answer your specific questions regarding parasite control upon arrival.

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





DANGEROUS DOGS

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

In addition, due to increased security measures on base, German Shepherds, Chow Chows, Boxers, any wolf hybrid and any dog with these breeds in their lineage (crosses) are also considered dangerous dogs. 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 COMNAVACTSPAIN, his designee, or appropriate Spanish government officials, is also considered a “dangerous animal.”

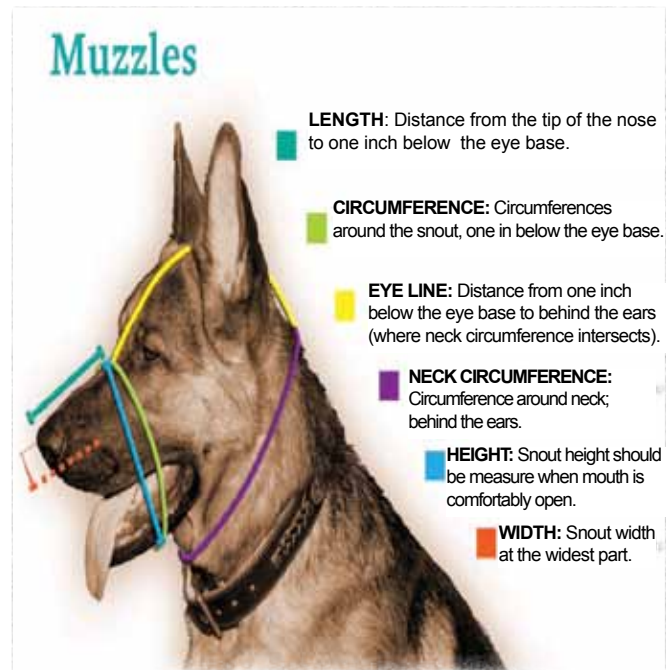
All members of the force or civilian component stationed in Spain who maintain a potentially dangerous animal, regardless of whether they live on or off base, must comply with Spanish registration procedures. The following rules summarize the Spanish law as it pertains to owners of dangerous animals:

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

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

(2) 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 Security Department can assist owners of dangerous animals with the registration process. Call 956-82-3225 or 956-82-3246 for assistance.



REQUIREMENTS FOR PET ENTRY TO SPAIN

As soon as you know where you’re moving to, start researching pet entry requirements. Travel to Spain is primarily accomplished using commercial carriers. 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. Please work closely with your transportation office to avoid any problems while traveling with your pet. Ultimately, travel arrangements for your pet are your responsibility.

Specific requirements for pets entering Spain include:

- Pets are defined as dogs and cats only.
- Pets must be at least three months of age when entering Spain.
- All vaccinations should be given to your pet at least 30 days or more prior to moving.
- Animals must be identifiable either with a 10-digit or 15-digit microchip (ISO 11784/5). Tattoos are not a sufficient form of identification.
- 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 (VNAP). Once completed, the certificate must be endorsed by an official veterinarian employed by the Veterinary Services, Animal and Plant Health Inspection Service



(APHIS). 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 four months or until the rabies vaccine's expiration date, whichever is first.
- Parts V, VI or VII of the certificate are not required for animals traveling to Spain from the United States or Canada.
- 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.

GENERAL PET TRAVEL 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 Barajas airport). Clearance of animals may be delayed after working hours and on weekends.

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

Mark "LIVE ANIMAL" on the container, clearly indicating your name, address, destination and the animal's name. Include your sponsor's local phone number on the container and a note in English and Spanish stating whether or not the pet is friendly with strangers.

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

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

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

EXOTIC PETS

Non-domestic pets or exotic pets are not authorized in family housing. They include, but are not limited to snakes and other reptiles, chickens, ducks, monkeys, ferrets, rats and tarantulas. Hamsters, gerbils and guinea pigs are allowed. If renting on the economy, check with the landlord.

DRIVING IN SPAIN 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, free from all Spanish duties and taxes. If your spouse is also military active duty 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, 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.

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 or an International Driver's License. Spanish translations are available through the Security Department's Pass and I.D. section.

Your vehicle must have a license plate, not the dealer plate, in order to ship it here. 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 is limited by the availability of parts. The Navy Exchange garage offers auto repair service but carries a limited selection of ignition parts, plugs, oil, air and gas filters, hoses, batteries, tires, shock absorbers, mufflers, electrical system components and accessories. 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 are conducted at the NEX Autoport by appointment.

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.

Booster Seats: Children up to 18 months and 28 pounds or less must use a rear-facing seat. Children 9 months to 4 years old and 20 - 40 pounds must use a forward-facing seat. Children 3 - 12 years old and 33 - 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.

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.

VEHICLE PICK-UP PROCEDURE

When you arrive in Spain, it is important that you contact the Vehicle Processing Center (VPC) off base, Avenida de la Libertad 32 in Rota, at 956-81-1044, 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.

DRIVER'S LICENSES

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



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 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 50cc.

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 Bldg. 3262, at no cost to you.

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 €450,000 per accident and property damage minimum of €150,000 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).

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 interna-

tional 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 applies to motorcycles. A motorcycle is considered your POV. You will not be allowed to import another vehicle unless you and your spouse are both active duty military or DoD civilian component on PCS orders to Rota.

Any small motorbike or scooter exceeding 50cc-engine displacement is considered to be a POV. Per Spanish law, motorcycles cannot be shipped as or with household goods. They must be shipped separately as a POV. 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 motorcycle riders must complete a Motorcycle Safety Foundation-approved basic rider safety course prior to riding on-base. Courses are usually held monthly and must be scheduled using the Enterprise Safety Applications Management System (ESAMS) or at <http://navymotorcyclerider.com>.

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

Regardless of current DoD regulations concerning shipping of mopeds, there are no provisions, customs clearances or registration procedures under Spanish law permitting importation of mopeds (50cc or less engine displacement) to Spain. Mopeds bought in Spain that were taken to the States 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 safety inspection (depending on age of the vehicle), known as ITV. 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 at 727-2318 for schedules.

DRIVING IN EUROPE

If you are in possession of a Spanish driver's license, you will be able to drive in all countries that are members of the European Union (EU). Driving outside the EU will require an International Driving Permit, nor-

mally valid for one year. It may be obtained from the American Automobile Association (AAA) in the States, from any Royal Automobile Club Office in Spain or from the Spanish Traffic Bureau in Cadiz.

TRAVELING TO ROTA

Get ready and rest up for a long flight overseas. Making connections, clearing customs, tracking luggage - all become arduous when crunched into a couple days.

Good preparation will make the flight easier. Ensure all luggage has identification tags (but do not use rate/rank or any other military markers). If traveling with infants or young children, bring extra diapers and toys to keep them occupied.

To help avoid jet lag, drink plenty of water during the flight and avoid alcohol, which dehydrates you. Bring a sweater or something warm to wear during the flight, since planes often get cold during long trips.

THE FLIGHT

The majority of incoming personnel will take Patriot Express (CAT-B) 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, 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 AMC scheduled airlift to meet a member's requirements, such as pet space limitations.

Stops along the Patriot Express route are NAVSTA Norfolk, NAVSTA Rota, Naval Air Station Sigonella, Naval Support Activity Bahrain and Camp Lemonnier, Djibouti.

If you arrive at Jerez and your sponsor is not there, or if you encounter travel difficulties in Madrid, contact the Naval Station quarterdeck for assistance. The commercial number is 956-82-2222.

Should you or your family need to call Naval Station Rota from the U.S., the commercial number is 011-34-956-82-2222.

TEMPORARY HOUSING

Generally, families are required to obtain temporary accommodations upon arrival. Temporary accommodations are available at the Navy Lodge, Gateway Inns and Suites or approved commercial facilities.

Rota's Housing Service Center has a limited number of units reserved for temporary lodging for families. These units are ideal for families with pets. They are conveniently located on base, and occupancy is permitted beyond the 30 days. Your sponsor can make arrangements with the Housing Service Center to have the keys in hand when you arrive. Be advised that these homes are furnished but do not have items such as linens, towels or shower curtains.

NAVY GATEWAY INNS AND SUITES

The facility consists of 355 available non-smoking rooms equipped with 24-hour front desk service, free lobby coffee service, free daily Stars and Stripes and local newspapers.

Eighty-six suites featuring a living area furnished with a sofa, coffee table, lounge chair, color television, free in-room coffee service, free laundry, refrigerator, microwave, desk, in-room safe, iron and ironing board; the bedroom features one queen bed, telephone, color television, dresser and private bath. The Navy Gateway Inns and Suites offers two handicapped rooms. These accommodations are subject to availability.

Also available are 166 single rooms featuring one twin bed, desk, lounge chair, dresser, color television, in-room safe, free Wi-Fi, free laundry, free in-room coffee service, refrigerator, microwave, iron and ironing board, dresser and private bath. Also available are 96 single rooms featuring one twin bed, desk, lounge chair, dresser, color television, in-room safe, free Wi-Fi, free laundry, free in-room coffee service, refrigerator, microwave, iron and ironing board, shared bath. Daily housekeeping service is provided for all rooms. For further information, you may call our 24-hour front desk at 727-1871. For official or space-a lodging reserva-

tions log on to <http://www.DoDlodging.net/> or call 1-877-NAVY-BED.

NAVY LODGE

Managed by the Navy Exchange, the facility 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 727-6243. Limited pet friendly rooms are available. Please check for availability when making reservations.

TEMPORARY LODGING ALLOWANCE

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 statement of non-availability must be obtained from the Navy Lodge before making arrangements for accommodations in a community TLA facility. A list of approved community TLA facilities, 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 statement of non-availability to stay in a hotel on the economy if they have no rooms available.

CHECK-IN ABOARD NAVAL STATION ROTA

Your first two stops when arriving on base should be with Security's Pass and I.D. section (to receive the Spanish I.D. cards required to get on/off base) and PSD. You will need your orders, records and passports.

During your check-in procedures at PSD, make sure that you ask the personnel specialist about your pay and travel entitlement (OHA, COLA, MIHA, TLA, DLA and Travel Pay/Per Diem). In most cases, you will be required to provide supporting documents, such as a lodging receipt (every 10 days for TLA claims). Entitlements such as MIHA, TLA and OHA are not automatically credited to your pay (LES) and must be claimed separately by the sponsor. Information about other PSD services will be provided during ICR. PSD's customer service number is 727-3023.

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.

Check in at Security: All sponsors and dependents



must check-in with Security. Sponsors and dependents 10 years of age and older will be issued Spanish TEI (Spanish I.D.) card.

Both, Spanish I.D. card and military/dependent I.D. card must be shown 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 (maximum three years). You may pick up your passports two weeks later with the Spanish validation stamp on it.

2. Military/dependent I.D. cards and command check-in sheet (page 13 from PSD 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.

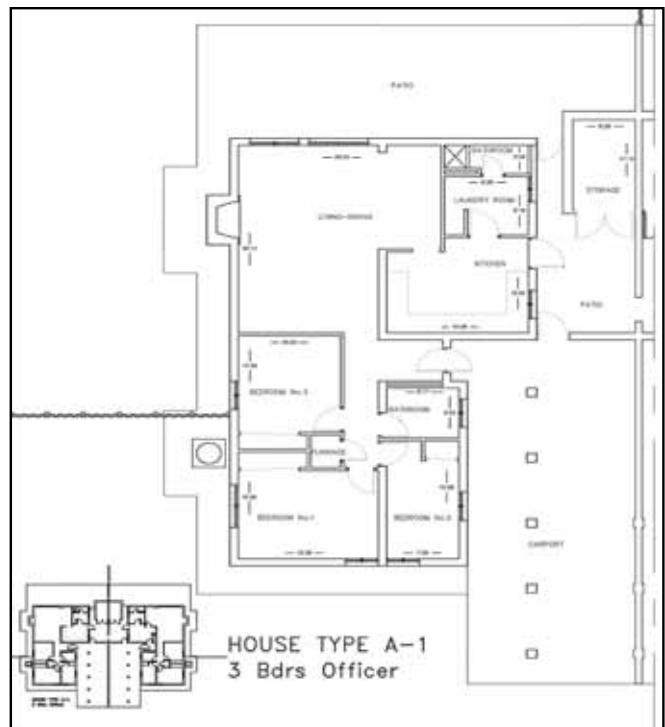
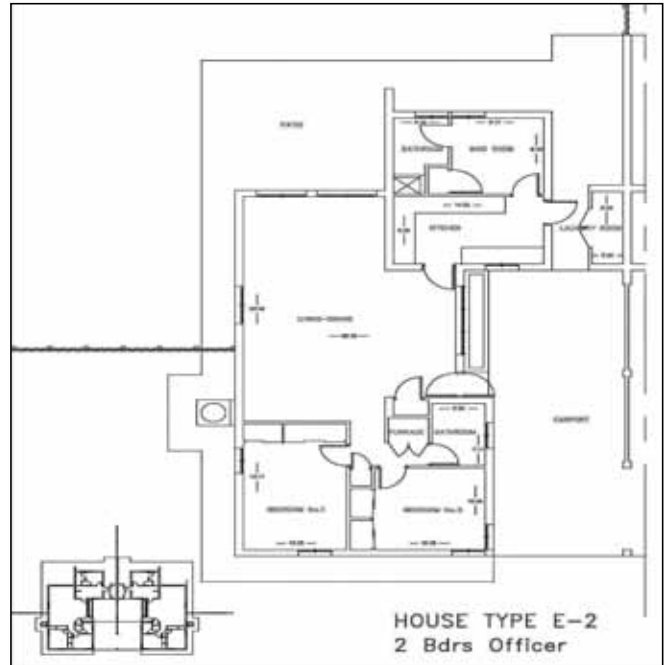
Location: Building 3262

Telephone: 727-1605/1610/1609

phones or Internet at home. This number is assigned to all requestors by Spanish National Police. For NIE requests, proceed to the Security Department, Bldg. 3262, with the following documents:

- Passport.
- Military/dependent I.D. card.
- Spanish I.D. card.

The process takes from 7 - 10 working days.



Click on each floor plan to view a high resolution image of the layout.



HOUSING

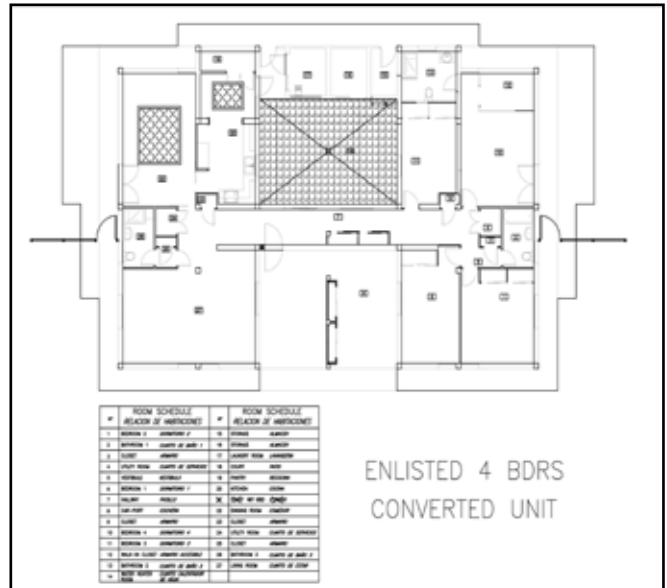
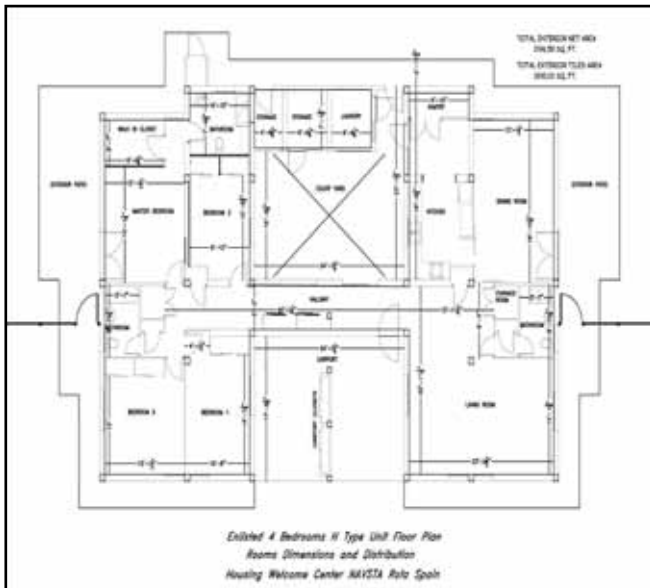
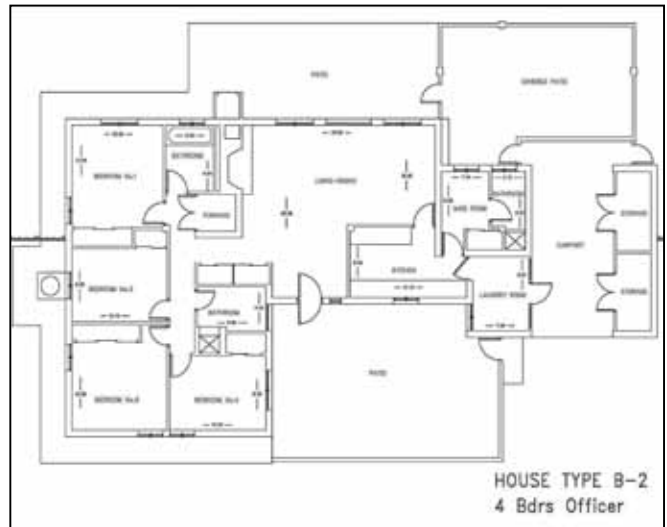
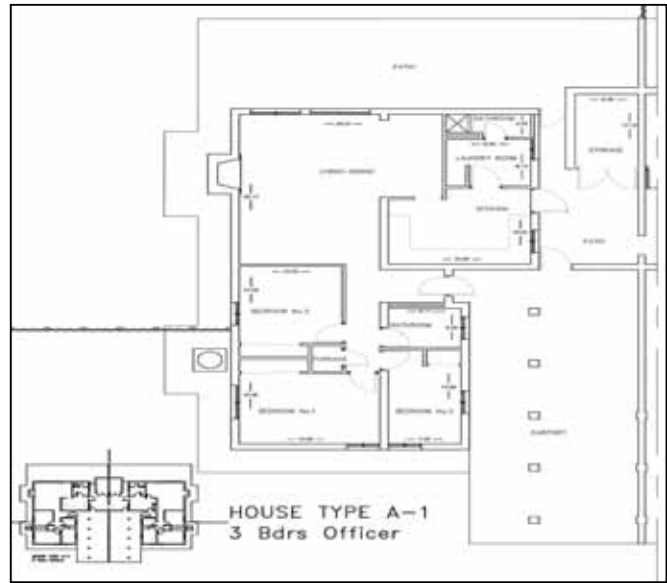
APPLYING FOR ON-BASE FAMILY HOUSING

Applications may be submitted at the Housing Service Center (HSC) or prior to arrival using the Housing Early Application Tool (HEAT) application, which can be found at <http://www.cnmc.navy.mil/HEAT>. HEAT allows the HSC to place the service member on the waiting list. HEAT does not give priority on the waiting 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. Applications are available at the HSC and 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 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 will receive a government-funded move from their off-base residence to family housing on base.

On-base homes are limited due to several renovation projects. The Las Palmeras site contains 421 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. All on-base homes have central heat and air conditioning, range, refrigerator, dishwasher,



Click on each floor plan to view a high resolution image of the layout.



washer and dryer and fenced yards. The electrical system aboard the Naval Station, 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 Naval Station for storing excess furnishings.

UNACCOMPANIED HOUSING (UH)

Unaccompanied housing (UH) facilities are centrally located in the industrial area of NAVSTA Rota within easy walking distance to MWR, Navy Exchange/Commissary, U.S. Naval Hospital, Galley and Personnel Support Detachment (PSD) facilities. Military personnel in pay grades E-4 and below on unaccompanied orders, whether shore-based or sea-based, are required to live in UH upon arrival to Rota.

UH residents are housed in modules. Each module is comprised of two separate bedrooms, each approximately 120 sq. ft., separated by a shared bath and kitchen area. They are equipped with a microwave, refrigerator, stackable washer and dryer and two-burner cook top. There are no storage facilities on base for excess personal items.

- All E-5 and above will reside off base.

Check with your command upon arrival to determine eligibility to live off base.

OFF-BASE HOUSING

All personnel who reside off base, whether temporarily or permanently, must process through the Housing Service Center. Within walking distance of the local beaches 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, San Lucar and Chipiona. Living in one of these communities might provide greater privacy and more space.



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

- Providing a list of approved houses/apartments.
- Providing daily "house-hunting" trips (be advised the HSC does not provide car seats).
- Negotiating rental contracts.
- Explaining the lease agreements. The Housing Service Center provides a showing service to help locate off-base housing.

Facebook can be a tool for familiarizing yourself with the area and types of homes available, but please understand that the Housing Service Center has no control over any of the listings posted there. Many entities that post listings online are not legitimate. 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, relator 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.

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: dehumidifier, lawn mowers, hedge trimmers, weed eaters, garden tools and tillers. Off-base residents, whether accompanied or not, can borrow transformers for small appliances such as a coffee maker, 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 for your entire tour. This includes dishwashers, refrigerators, stoves, chest freezers, washers, dryers and portable air conditioners. All appliances are 220 volts/60 hertz and compatible with the commercial electrical service off base. No transformers are needed for these items.



GETTING SETTLED IN SPAIN

INTERCULTURAL RELATIONS (ICR)

Orientation to Rota and Spain is relatively easy through the help of the ICR course. Hosted by the Commander, U.S. Naval Activities, Spain and the Fleet and Family Service Center, the four-day ICR course provides newly reporting members and their families with information about the base and its surrounding areas. The course also offers the opportunity to explore the town of Rota, experience a market and enjoy a Spanish meal during the ICR field trip.

The ICR course is normally held every two weeks during the year with the exception of July and August when the course is offered weekly. The course is normally held on Monday - Thursday except when Monday is an American holiday, then the course is Tuesday - Friday. Class begins at 8:30 a.m. and ends at 3:30 p.m.

Uniform of the day is required for military personnel on classroom days and appropriate civilian attire on the day of the field trip. Comfortable walking shoes are recommended for the field trip. Spouses are encouraged to attend; the FFSC reimburses for child care for younger children.

POSTAL MATTERS

There is one U.S. Military Post Office (MPO), Bldg. 3230, located on base. Packages up to 70 pounds and 130 inches in length and girth combined can be sent through this MPO. Average timeframe of 7-10 days for USPS Priority packages and First Class letters to arrive to and from the United States. The post office also provides a variety of special services (Express, Registered, Certified, Insured, Return Receipt, Delivery Confirmation and Money Orders), just as the U.S. Postal Service. Do not use "Rota" or "Spain" on any incoming or outgoing mail. This will require the mail

to be routed via the international mail system and will subject the package to international customs duty. The following are examples of a few items that cannot be mailed: hazardous matter, controlled substances, weapons of any kind, perishable items, alcoholic beverages, aerosols of any type, lighters, Cuban cigars and hookah pipes. All mail is screened via X-ray machines, and customs forms are considered signed official documents.

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, and you can cash personal or government checks at PSD's cash cage (for U.S. dollars only).

PUBLIC TRANSPORTATION

NAVSTA Rota has a no-fee shuttle bus services provide by Public Works Department. The bus does a round robin throughout the installation with stops at designated locations including family housing. All U.S. I.D. cardholders (military, dependent and contract personnel) may ride the bus.

Off station local commercial transport (bus, taxi, train) is readily available outside the gates. Taxi fees are pre-set or metered so be sure you understand the fare before departing. Tickets for train travel can be purchased at the Puerto train station.

NAVY COLLEGE OFFICE

Through the Navy College Office, military personnel, civilians and their family members are able to pursue vocational certificates and associate, bachelor's or master's degrees. 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. Counselors can assist in evaluating military service experience and training for college credit and can recommend college level testing programs, as appropriate. In addition, counselors have information on tuition assistance programs for active duty personnel, MyCAA for military spouses, federal financial aid programs, veterans education benefits and many scholarship programs.

SAT and ACT exams are offered to military personnel and proctoring services are available for all enrolled in distance learning programs. Several times a year, the Praxis exam is administered to all eligible personnel seeking teacher certification. For specific information on eligibility and scheduling of exams, contact the Navy College Office at nco.rota@eu.navy.mil.





CENTRAL TEXAS COLLEGE

Central Texas College at NAVSTA Rota offers certification and associate degree programs in criminal justice, early childhood programs and fire protection Services. Credit is given for military training and other college coursework as appropriate to the degree program.

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

Embry-Riddle Aeronautical University, Rota Campus offers service members the opportunity to work toward an Associate or Bachelor of Science in Aeronautics, Associate or Bachelor of Science in Technical Management, as well as certification programs in homeland security, occupational health and safety, logistics, supply chain management and other marketable and interesting fields. Additionally, ERAU offers a Master of Aeronautical Science degree. Five modes of learning are available to students: Face to Face, Blended, EagleVision Home, EagleVision Classroom and Online Learning. Credit is awarded for military training and coursework from most colleges as appropriate to the degree program.

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

The University of Maryland University College (UMUC) Europe offers students the opportunity to complete coursework in a variety of different degree programs. UMUC Europe offers four certificate programs, eight associate degree programs, eighteen bachelor degree programs, and four graduate degree programs. Europe students also have the opportunity to enroll in UMUC stateside classes and degree programs. Here in Rota we offer face-to-face 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.

The local Rota UMUC office manages the National Testing Center and is equipped to offer CLEP, DSST and Pearson Vue exams.

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 16-24 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.goou.ou.edu>.

ON-BASE SCHOOLS

DAVID GLASGOW FARRAGUT (DGF)

ELEMENTARY MIDDLE AND HIGH SCHOOLS

Education from kindergarten through 12th grade is provided for eligible family members at the David Glasgow Farragut (DGF) Elementary and Middle/High Schools, located in the housing area on base. Kindergartners must be 5 years old and 1st graders must be 6 years old by Sept. 1.

For proof of age you will need birth certificates for school entry in the first grade and kindergarten. Ask the school that they now attend to send transcripts of your children's schoolwork and their scores on standardized tests to DGF. Bring all of your children's other records that you have as they will suffice until official transcripts are received from the previous school.

Hand carried transcripts will be accepted by the elementary and middle/high schools only until official transcripts are forwarded from the previous school. Records of the children on Individual Educational Programs (IEP) must be hand carried by the parents.

School bus transportation is available for eligible students residing outside the walking area (Las Palmeras housing area) and within the school commuting zone off-base. Las Flores housing area, Rota, Costa Ballena, Southern Chipiona and El Puerto de Santa Maria are included in the zone, but not all residences have bus stops close by. Please check with the Housing Welcome Center or the school bus office for details.

The Navy Exchange has a contractor-operated school meal program at the school cafeteria. Meal tickets can be purchased at the Navy Exchange Customer Service counter.

ELEMENTARY SCHOOL

<http://www.rota-es.eu.dodea.edu/>

The purpose of DGF Elementary School is to provide the best possible education for your child. The teachers are highly skilled, teaching materials are cur-



rent and interesting and the staff is willing to serve and support the student population.

In addition to grade level teachers, a nurse, a counselor and school psychologist are available. Support Specialists for English Language Learners Math and Literacy Support, Learning Impaired (LI), Speech-Language Pathology (SLP), Technology and Library are available. Instruction in art, music and physical education is provided by credentialed specialists. A host-nation teacher provides familiarity with the Spanish language, culture and traditions.

The preschool program provides an individual educational program for exceptional preschool children who, after identification and assessment by a multidisciplinary team, are determined to require early educational intervention. Sure Start early education is also provided to families of 4-year-olds who qualify, typically E4 - E6. Prospective students must turn 4 by Sept. 1.

Students need a current shot record, a birth certificate and an I.D. to register. The spouse of a sponsor may also register a new student. For more information on DGF Elementary, visit the school's website at <http://www.rota-es.eu.DoDea.edu>.

MIDDLE/HIGH SCHOOL

<http://www.rota-hs.eu.dodea.edu/>

DGF Middle/High School has a comprehensive program to students in grades seven through 12. Teachers are supported by one counselor, a reading improvement specialist, English as a Second Language (ESL) teacher, a media specialist, school nurse and a program for students with disabilities.

Seventh and eighth grade students take a core

group of subjects (English, math, social studies, key boarding, technical applications and physical education) and exploratory offerings each year. Exploratory offerings can be replaced by a foreign language and/or music art at the request of the student and parent.

Extracurricular activity programs are offered, including student council, newspaper, yearbook, drama, Junior National Honor Society, Spanish Club, French Club, Athletic Club, Environmental Club, and others. A broad range of varsity athletic programs are offered, with competitions arranged with host nation and international schools in the area, as well as other DoDDS schools in England, Germany and Italy.

For more information on DGF Middle/High School, visit the school's website at <http://www.rota-hs.eu.dodea.edu/>.

REGISTERING NEW STUDENTS

Documents needed to register new students include:

- A copy of sponsor's orders for each student.
- Sponsor's I.D. card.
- Full address of sponsor's command.
- Student's school records from his or her last school, along with report card(s) and transcripts.
- All kindergarten and first grade students will need their birth certificate or passport.
- For active duty: DoDDS form 803 from PSD Rota, listing family members that are command-sponsored.
- For DoD civilians: memorandum from Human Resources Office, certifying command-sponsored family members.
- Emergency contact other than spouse (name and telephone number).
- Immunizations DS form 122.





IMMUNIZATIONS REQUIRED FOR DODDS

- Diphtheria, Tetanus and Pertussis: four to five doses required; final dose given after 4th birthday. Booster required for children ages 11 - 12.
- Polio: three to four doses required; final dose after the 4th birthday.
- Measles, Mumps and Rubella: Two doses required.
- Hepatitis A: two doses required.
- Hepatitis B: three doses required.
- Haemophilus influenzae type B (Hib, Hib-HepB): two to four doses.
- Varicella/Chicken Pox: If no evidence of immunity, two doses required.

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

EDUCATIONAL AND DEVELOPMENTAL INTERVENTION SERVICES (EDIS)

EDIS is a multidisciplinary team offering diagnostic screenings, evaluations and treatments for children. The multidisciplinary team consists of a clinical child psychologist, occupational therapist, physical therapist, speech/language pathologist and early childhood Special Educator. For more information on EDIS services, call 727-4029.

OFF-BASE SCHOOLS

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. 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 any tuition, but you will be responsible for getting your kids to and from school (no buses).

If you live on base, the location of your house determines what school in Rota or El Puerto de Santa Maria your child will be in. 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 to see the official admission list. You may download the application from <http://www.juntadeandalucia.es/educacion/> or pick it up at FFSC where assistance will be provided to complete the form.

If you are coming to Rota during summer, you will have to wait until the beginning of September to initiate the enrollment process as they take the summer off. 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.

For more information about registering your kids in Spanish schools, contact FFSC. They will help you through the process.

CIVILIAN EMPLOYMENT

In general, opportunities for family member employment on the Naval Station are limited. Most available jobs are clerical or sales related. However, opportunities do arise according to the needs of the various commands.

The Human Resources Office (HRO), located in Bldg. 1, provides appropriated fund personnel services for the Naval Station, tenant commands and other U.S. Naval commands in Spain and Portugal.

Many of the jobs available on the base are filled through the HRO. Visit the Human Resources Office to see current vacancies and obtain any necessary forms and other application information. Current job listings are also posted in the base newspaper, The Coastline. Family members of military and civilian employees are generally those who are eligible for consideration for those jobs.

Family members who have previously worked for the federal government and who may have 'status' or be 'eligible for reinstatement' should check with HRO. Applicants wishing to be considered for current job openings prior to arrival at Rota may submit an application/ résumé up to 30 days before the sponsor's arrival.

It is important for individuals to check other base employers. The Navy Exchange and the Morale, Welfare and Recreation Department have separate non-appropriated fund (NAF) personnel offices and administer their own hiring programs. Family members



should contact the personnel offices at these activities if interested in employment. MWR Employment opportunities are also listed on the Naval Station Rota MWR website at <http://www.rotamwr.com>. Navy Exchange employment opportunities can be found at <http://www.NavyExchange.jobs>.

Other employers of family members are Navy Federal Credit Union and Navy College. Also, David Glasgow Farragut Schools hire substitute teachers and educational aides. Copies of college transcripts are required for substitute teaching. Original transcripts are required for full-time teaching positions. Qualified teachers seeking positions should visit the schools upon arrival to Rota.

Off-base employment is not available for most Americans. Spanish labor laws and the Agreement on Defense Cooperation (ADC) make off-base employment infeasible.

HOME-BASED BUSINESSES

In accordance COMNAVACTSPAININST 1740.1J, individuals interested in establishing a home-based business aboard Naval Station Rota must apply for a home-based business license through the Region Legal Service Office (RLSO). The application must be submitted to RLSO prior to conducting any business aboard NAVSTA Rota or operating a business from government assigned quarters.

Home-based business owners may not use the NAVSUP FLC shipping and receiving office as a means to transport products; business owners should utilize the Military Post Office (Bldg. 3230). Per COMNAVACTSPAININST 1740.1J, individuals are prohibited from using the Fleet Post Office for any business or commercial purpose. Individuals and/or their businesses may not use the FPO to transmit items for resale, receive supplies or any other profit making purpose.

QUALITY OF LIFE PROGRAMS

FLEET AND FAMILY SUPPORT CENTER

The Fleet and Family Support Center (FFSC) is your link to information and quality of life enrichment. Telephone extensions are 727-3232/3231. Services are geared for everyone, whether single or married. Programs are organized into two categories: Counseling and Advocacy Services and Work/Family Life Services. These include:

Deployment Support Program: FFSC provides a variety of services for deploying individuals, commands and their families - pre-deployment, mid-deployment 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. Counseling services are



offered on basic budgeting, debt, checkbook or credit management and general savings and investment strategies.

Information and Referral: The FFSC provides information and referral on topics such as base services, local maps, counseling, traveling, volunteering, sponsoring and more.

New Parent Support Program: The New Parent Support specialist provides home visitation services for expectant families and families with young children focusing on nurturing parenting.

Professional Clinical Counseling/Crisis Intervention: FFSC has a staff of professional counselors who are credentialed to provide confidential clinical services, which include individual, marital and family counseling. The FFSC staff develop and provide life skills training and enhancement programs for issues such as anger management, parenting skills and assertive communication

Sexual Assault Response Program: The Sexual Assault Response Program manages the base sexual assault prevention, intervention and support program.

The FFSC provides welcome aboard packages to personnel arriving in Rota. Information on military installations worldwide is available through the Military Installations/Plan My Move website. The information is updated quarterly. The website address <http://www.militaryinstallations.DoD.mil>.

Spouse Employment Assistance Program (SEAP): SEAP is designed to provide employment assistance to military and civilian family members. It offers skill-building programs and workshops to help participants with career planning,

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 Assistance Program (TAP) seminar, which provides transitioning members with information about the services and benefits for which they might be eligible and for.



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, Club Beyond (youth ministry), Men's group, 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) and other activities provide volunteer service opportunities.

Child care is provided during most Chapel services for infants and preschool age children.

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 5-star dining facility, serving approximately 1,000 meals a day to permanently assigned and transient active duty personnel plus their dependents. The galley serves a wide range of meals, 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 Monday - Friday. The base galley is open to all authorized personnel, including sponsored dependents, U.S. civilians and retirees on Saturday and Sunday, and on specific special event meal dates.

MORALE, WELFARE AND RECREATION (MWR)

<http://www.rotamwr.com/>

Rota's MWR programs are some of the finest in the Navy. MWR offers a myriad of programs for the whole family and are available for personal assistance.

Aquatics Center features an indoor 25-meter heated pool with hours exclusively for lap swimming, water aerobics swimming lessons and more. Call 727-2129.

The Child Development Center provides for full-time child care needs from 6:30 a.m. to 5:30 p.m., Monday - Friday, for children from 6 weeks to 5 years old. Spanish immersion classes are available for children from ages 3 - 5. Hourly care is space-available for all ages. Call 727-1100.

Gravity Teen Center is a Boys & Girls Club of America (BGCA) and 4-H based after school program that provides seventh through 12th-graders a place to learn and hang out with their peers. Food, games, dances, trips and social events round out the activities. Video games, big screen TV/DVD, Internet access, pool table, ping pong, foosball, computer lab and

lounge all supplement the provided club opportunities. For more information call 727-4721.

Expeditions MWR Traveler houses both the **Information, Tickets & Travel (ITT)** and **Navy Outdoor Recreation (NOR)** where all your sightseeing, travel and outdoor pursuits can be met. ITT offers more than 100 tours each year to multiple historical destinations within Spain, as well as trips to futbol matches, bullfights, bodegas and flamenco dance shows. More than 30 international trips are also offered to locations such as Paris, Prague, London, Dublin, Rome and many more. NOR offers various adventure trips such as canyon descending, hiking, climbing, horseback riding, deep sea fishing and even skiing and snowboarding in the winter months. The NOR center also has an indoor rock climbing wall and outdoor equipment rental.

The Fitness Center has workout options including: free weights, new Nautilus equipment, a cardiovascular room, basketball court, three racquetball courts, lockers, sauna and Jacuzzi. Outside of the fitness center enjoy a 400-meter all-weather track with a multipurpose sports field within, softball fields and tennis courts. A wide variety of fitness classes and programs are offered. A variety of sports and exercise equipment is available for check out. Trainers help develop fitness goals and provide periodic progress evaluations. Call 727-2565.

Fleet Recreation arranges athletic competitions, recreational activities, social and special events, as well as logistical support for visiting ships. Services include free Internet access, free Laundromat, big screen TV and lounge, Nintendo and Playstation games, AT&T cell phones, snack bar with pizza, soda and beer, pool and foosball tables and more. Call 727-1920.





NAVAL STATION ROTA, SPAIN ✦ WELCOME ABOARD

Golf: The 18-hole golf course is 6,500 yards in length, and covers more than 200 acres. The pro shop assists with golf lessons, rental clubs and equipment sales. Practice your game on the driving and chipping range and the putting green. Call 727-2260.

The Housing Pool is an outdoor facility open from Memorial Day through Labor Day for recreational swimming and water slides. It is located in the housing area. Call 727-4882.

La Plaza offers food and beverages with televisions, pool tables, darts, gift shop and a sit-down restaurant. Call 727-1995.

Liberty is the single Sailor's source for leisure activities, trips, tournaments, recreational games and more. Includes Internet-enabled computers and free Wi-Fi Internet access and mini-theater with Bose surround sound. Call 727-2527.

The Library offers thousands of books, magazines and newspapers, plus first-come, first-serve Internet access, children's story hour, summer reading program, DVDs and CDs. Call 727-2418.

Navy Outdoor Recreation provides opportunities to actively participate in outdoor adventure pursuits, while emphasizing skills development, environmental awareness and personal empowerment through adventure. Available gear includes: backpacking/camping equipment, bike rentals and more. Call 727-3101.

Pinz, MWR's Bowling Center, offers 12 modern lanes, with a pro shop and ball and shoe rentals. Also available are free lessons, professional ball cleaning, leagues, parties and more. Call 727-2112.

Pizza Villa is an American-style pizza and Italian specialties restaurant for dine in or delivery. Patio dining and children's playground are available. Call 727-3213.

School Age Care (SAC) provides before and after school care for children kindergarten through sixth grade that complements, rather than duplicates the school. Day care is also available during school vacations. Activities include arts and crafts, cultural programs, day camps, field trips, sports, science and more. SAC utilizes Boys & Girls Club of America (BGCA) and 4-H as curriculum guidelines. Call 727-2839.

Sports programs offer a wide variety of team and individual sports, including softball, basketball, volleyball, flag football, soccer, golf, bowling, running, triathlons, cycling and more. Call 727-1916.

The Gateway Auditorium (indoor theater) offers current movie releases 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. Call 727-2328.

Youth Sports: Organized team activities to improve athletic and motor skills, along with 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. Minimal costs are involved. Call 727-4781.

AMERICAN FORCES NETWORK RADIO AND TELEVISION

AFN Rota provides radio and television programming from the Armed Forces Radio and Television Service.

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. They also control the base information channel.

AMERICAN RED CROSS ROTA

The American Red Cross provides active duty military, eligible civilians and family members verification of illness or death of loved ones. Verification is required to obtain emergency travel orders through the military. Financial assistance is also provided for travel in emergency situations for active duty military and their family members.

Classes in CPR, first aid and baby-sitting are available, as well as an active volunteer program. The American Red Cross provides emergency services 24 hours a day. Located in Bldg. 522, call 727-2333.

NAVY-MARINE CORPS RELIEF SOCIETY

The Navy and Marine Corps Relief Society (NMCRS) provides financial assistance to active and retired personnel and their family members in times of emergency. First month's rent and deposit is a common request for newcomers to Rota as personnel must have the money available before they can sign their lease. If you find you have a financial need when you arrive, please stop by the NMCRS office or call 727-1614 for assistance.

In addition to the financial assistance, NMCRS has a variety of other programs including: budget counseling to help families make ends meet; a thrift shop which sells secondhand clothing and household goods; a Budget for Baby class with a baby layette provided to attendees; and a grocery coupon program to help the community save money. In addition a NMCRS visiting nurse, coordinated through the hospital, is also available to assist with home visits and education and training for our community.

SHOPPING NAVY EXCHANGE

https://www.mynavyexchange.com/storefinder/nx_display_facility.html?p_facility_no=716

Rota's main Navy Exchange complex, which opened

in 2007, is centrally located on the base. The Navy Exchange carries clothing for the entire family, giftware, shoes, books and magazines, DVDs and CDs, uniforms, electronics, furniture, sporting goods, jewelry and housewares. Additionally, contract vendors in the NEX complex include a floral shop, barber shop and beauty salon, optometrist, photo studio, Subway sandwich shop and Cafe Andalucia. Call 727-2391 for more information.

Baskin-Robbins Ice Cream is located near the Rota gate. Call 727-2151. The Runway Cafe is the only dining facility open 24 hours daily. It is located in the air terminal. The air terminal KFC/Taco Bell is open seven days a week from 11 a.m. - 10 p.m. Call 727-3138.

COMMISSARY

<http://www.commissaries.com/stores/html/store.cfm?dodaac=hqce5u&page=home>

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 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 new 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 and their hours are typically from 10 a.m. - 10 p.m. every day but Sunday. Special features may include a full aisle of various olive oils and wine selections. These in-town stores also carry many European products not found in American supermarkets.

Shopping at supermercados means you need to learn how to read product labels in Spanish; however, it is easy to accomplish. In the Rota area, the main supermercados are Mercadona, Carrefour, 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 ('jamon'). Find one, patronize it and you're sure to make a friend or two.



Welcome Aboard



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