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NAVAL STATION ROTA SPAIN

WELCOME ABOARD

Commander, U.S. Naval Activities Spain

Naval Station Rota, Spain

U.S. Navy photo by Morgan Over

Congratulations on your orders 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 Kingdom 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 Naval Station Rota or one of the more than 40 tenant commands, 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. 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 United 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 make early and frequent contact with your sponsor as he or she can find answers to your detailed questions and walk you through the transition process. Additionally, you can find out quite a bit about the base on our website, **http://www.cnic.navy.mil/regions/cnreurafswa/installations/ns_rota**.html, the Let's Move to Rota website **http://www.public.navy.mil/SURFLANT/HQ/PAGES/ROTAMOVE.ASPX**, our YouTube channel **https://www.youtube.com/channel/UCnUTmgN-jZF_Q1rzZj__oHMA**, or by visiting our Facebook page at **http://www.facebook.com/USNavalStationRota**.

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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.

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Cover Photo: U.S. Navy photo by Morgan Over

Bienvenidos a España!

U.S. Navy photos by Morgan Over

Culture & Food

Visitors and new arrivals who are most readily accepted are those who embrace the Spanish culture. 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.

Spaniards tend to be more conservative in their dress, and they rarely eat or drink while walking. Blending in means dressing a little nicer 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 and 4 p.m. Dinner may start at 8:30 p.m., but reaches its peak as late as 11 p.m., especially on weekends and in the summer.

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 fillet, be sure to order it that way. Most meals come with bread and a small 'tapa' or appetizer - often olives or marinated vegetables.

Tipping is not expected in Spain, but there is no rule against it. If you decide to tip, 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 casual, family style places 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 Andalucia, it is spoken with a different accent than 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.

About Naval Station Rota, Spain

U.S. Navy photo by MC2 (SW) Tracy Alston

Rota was established in 1953, following the signing of an agreement for facilities use between the United States and the 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, El Puerto de Santa Maria, and Fuentebravia - are operated by Spanish security forces. Security inside the base is provided by both Spanish and U.S. Navy security teams.

Basé Naval de Rota is owned by 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).

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

Naval Station Rota and its more than 40 tenant commands comprise of more than 5,000 Americans within a 25-mile area. Of those, more than 2,200 are active duty representing Navy, Air Force, Marines and Army; nearly 2,400 are family members and approximately 480 are U.S. civilian employees. Additionally, there are some 700 U.S. military retirees in the area.

Helpful Rota Websites

http://www.cnic.navy.mil/regions/cnreurafswa/installations/ns_rota/

https://www.facebook.com/USNavalStationRota

The U.S. Navy is responsible for maintaining the station's infrastructure, including a 670-acre airfield, three active piers, 400 facilities and approximately 388 family housing units. The 6,100-acre Spanish-owned installation provides vital support to units transiting in or through the theater.

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 backload facilities. Naval Station Rota also supports ARG turnovers and hosts Sailors and Marines from visiting afloat units.

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.

Who's Who?

725th 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.

521st Air Mobility Operations Group

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

Commander Destroyer Squadron 60

The mission of Commander Destroyer Squadron 60 is to serve as the Immediate Superior in Command (ISIC) over four Arleigh Burke Ballistic Missile Defense (BMD) destroyers. Their duties include supervising all matters pertaining to manning, training, and equipping these vessels in order to maintain the maximum degree of combat readiness. The four destroyers stationed in Rota are USS Donald Cook (DDG 75), USS Ross (DDG 71), USS Porter (DDG 78) and USS Carney (DDG 64).

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.

U.S. Navy photo by MC1 (SW) Brian Dietrick

Commander Naval Expeditionary Task Force Europe and Africa 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 non-judicial punishment (NJP)/office hours, Article 31(b) rights, complaints of wrongs and a wide array of other issues.

Explosive Ordnance Disposal Mobile Unit 8

Explosive Ordnance Disposal Mobile Unit 8 provides an operational explosive ordnance disposal capability to locate, identify, render safe, recover, field evaluate and dispose of all explosive ordnance as directed by Commander, Task Force 68. Additionally, the command provides platoons to Special Operation Command Europe, supports U.S. Secret Service and Department of State tasking in Europe and provides Force Protection diving and other routine diving and demolition services as required.

U.S. Navy photos by MC1 (SW) Brian Dietrick

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.

Forward Deployed Regional Maintenance Center

Forward Deployed Regional Maintenance Center (FDRMC) was established in June 2014. The headquarters of the RMC is in Naples, Italy with detachments in Rota, Spain and Manama, Bahrain. The three sites provide similar services to U.S. Navy ships in 5th and 6th Fleets. In general, Naples provides assignment and oversight for all Voyage Repairs and for Fleet Technical Assists (FTA). Detachment Rota provides ship repair and modernization contract management oversight for all pierside availabilities for the four destroyers stationed in Spain. Rota also provides specialized FTA for ships in 5th and 6th Fleets. Detachment Bahrain provides similar services for MCMs and PCs homeported in Manama.

The organization is staffed with both military members

and civilians. The military members are mostly technically-skilled who possess critical NECs who go aboard Navy ships and fix systems and components. The civilians are primarily waterfront centric (RMC or Naval Shipyard Waterfront Operations, Safety/Environmental, Quality Assurance, Intermediate Level, and Engineering/Technical) with the support offices consisting of an Administrative Office, Comptroller, Finance, and Corporate Operations.

Detachment Rota currently has 60 civilians and 6 military members onboard. Plans are for continued growth over the next few years. Operations are currently housed in buildings 3307 and 555.

Navy Computer and Telecommunications Area Master Station, Detachment Rota

Provide responsive, resilient, and secure computer and telecommunications services enabling information superiority for Naval Station Rota, Spain, its tenant commands, and other U.S. and coalition forces within the Iberian Peninsula as directed.

Navy Environmental and Preventive Medicine Unit 7

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

U.S. Navy photo by MCC William Clark

U.S. Naval Hospital Rota

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.

USNHR Links

http://www.med.navy.mil/sites/nhrota/Pages/Home.aspx (Mobile app available)

https://www.facebook.com/pages/US-Naval-Hospital-Rota-Spain/156021124460161

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, Europe, Africa Southwest Asia, Public Works 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.

U.S. Navy photo by MC1 (SW) Brian Dietrick

Navy Munitions Command Detachment Rota, Spain

Navy Munitions Command Detachment Rota operates and maintains explosives ordnance facilities in Rota, Spain, meeting all Department of Defense conventional ammunition requirements and providing fleet ordnance support locally and to Commander, 6th Fleet/ Commander, Naval Facilities Europe-Africa, Marine Forces Europe, and other U.S. Fleet Forces commands.

https://www.facebook.com/nmc.detrota?fref=ts

Navy Supply Systems Command Fleet Logistics Center Sigonella, Italy - Site Rota

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

U.S. Navy photo by MC2 (SW) Grant Wamack

Personnel Support Detachment Rota

The men and women of Personnel Support Detachment Rota provide prompt and professional pay, personnel and transportation support to authorized military, civilian personnel, contractors, and family members with our members within our European Area of Responsibility.

Region Legal Service Office

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 and care of government owned animals. Routine privately owned animal care is provided within time and equipment limitations. The surrounding area has several qualified veterinarians, and a list is available at the Veterinary Treatment Facility.

https://www.facebook.com/pages/Rota-Branch-Veterinary-Treatment-Facility/177876345561231

Medical Requirements

Upon receiving Your Letter of Intent (LOI) to come to Rota, Spain military members have 30 days to complete the screening and dependents have 60 days. Once the overseas screening is completed, you will receive PCS orders. Ensure a copy of the screening is hand-carried as it is required to complete the base check-in procedure. Be advised that dependents must be re-screened by Naval Hospital Rota upon arrival to obtain command sponsorship.

Overseas Screening

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.

Photos courtesy of U.S. Naval Hospital Rota

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 at

Photo courtesy of U.S. Naval Hospital Rota

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.

Exceptional Family Member 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 their 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.

If you have concerns about your overseas screening, speak with your local overseas screening representative. You can also email Rota's Public Affairs Office at coastline@eu.navy.mil with NON-sensitive questions and we can forward it to the hospital.

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.

Before Getting on the Airplane

Before you jump on a flight and make your way to Rota, there are a slew of details you need to know before even stepping foot on Spanish soil. The next sections are full of details about passports, sponsors, housing, checklists, and so much more.

Sponsors

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 or contact the email address listed on your orders.

Passports

Military members of the U.S. Armed Forces on orders to Spain are not required to have a no-fee passport, but they are strongly recommended to have a tourist passport. They may enter and depart Spanish territory without passports upon presentation of official DoD orders and a DoD military ID card (DD-2). However, travel to countries outside of Spain and many hotels, 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 a Spanish ID card by Security and will be recognized base-wide as command

U.S. Navy photo by MCC William Clark

sponsored.

NATO personnel are required to have a no-fee passport prior to arrival in Spain when assigned to duty in Valencia or Madrid because of duty requirements. The Spanish government requires an NIE number (see page 23) for more information abou thte NIE 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 will be required to show your passport when you spend the night at a hotel or hostel anywhere in Europe. This is standard practice as it is required to show a picture ID

No-fee passports are processed by PSD Rota and tourist passports are processed by Base Admin (Building 1).

If you apply for a tourist passport or renew your passport while in Spain, you must present proof of U.S. citizenship (copy of a passport or original birth certificate), copy of military IDs, passport photo (no more than 6 months old), copy of the no-fee passport if one was issued, and a money order. It generally takes four to six weeks to receive your passport. Find the all the forms need about tourist passports at **http://www.cnic.navy.mil/regions/cnreurafswa/installations/ns_rota/about/departments/administration/passport-services.html**, and no-fee passports at **http://www.cnic.navy.mil/regions/cnreurafswa/installations/ns_rota/about/tennant_commands/personnel-support-activity-europe--detachment-rota--psd--/passport-information.html**.

U.S. Navy photo by MCC William Clark

Entrada (Entry) Stamp

In order to allow members of the civilian component and dependents to stay in Spain for the duration of their tour of duty, or for the duration of their sponsor's tour of duty in the case of dependents, all passports must be processed for a special validation stamp through Spanish Immigration. This validation stamp authorizes the member of the civilian component or dependent to stay in Spain for a period of three years, or until termination of their assignment to Spain, whichever occurs first. The validation stamp will normally be entered in the no-fee passport. However if a no-fee passport is not available, it will be entered in the tourist passport.

To ensure a smooth and timely processing of validation stamps, passports must be turned in to the Pass and ID section of the Naval Station Security Department in Building 3262 during the check-in process. This process takes from 7 to 10 working days.

U.S. Navy photos by Morgan Over

Needed Documents

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

Family member of military/civilian component members: official no-fee passport (visa not required); copy of sponsor's assignment orders; DoD family member ID 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 your local the Legal Assistance Office. For a notary in Rota, all notarizations require presentation of two forms of identification.

Preparing Financially

Relocating costs money, much of it up front. Though you will be reimbursed for many of these expenses, plan on saving between $4,000 and $6,000 for the move. For many, that means starting a savings account early. Some anticipated costs are: traveling expenses such as meals, drinks, souvenirs, magazines, luggage storage and handling, tips, taxi fares, etc.; vacation costs 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; 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.

Have you???

- ☐ Requested a sponsor?
- ☐ Made contact with your sponsor?
- ☐ Scheduled your overseas screening?
- ☐ Scheduled your overseas screening for your dependents?
- ☐ Scheduled your move(s) using **http://www.move.mil**?
- ☐ Visited Rota's official website (**http://cnic.navy.mil/regions/cnreurafswa/installations/ns_rota.html**)?
- ☐ Submitted your housing application through HEAT (**https://www.dko.mil/heat/apply**)?
- ☐ Start viewing houses listed in the Rota housing office at **https://www.homes.mil**
- ☐ Located your nearest VPC to ship your car (**https://www.pcsmypov.com/**)?
- ☐ Coordinated your travel with PSD?
- ☐ Notified your landlord, rental agent or housing office about your upcoming move?
- ☐ Coordinated travel for your pet?
- ☐ Requested school records for your kids?
- ☐ Coordinated temporary lodging with your sponsor?
- ☐ Ensured all ID cards are valid (DoD, driver's license, etc.)?

Before you pack out, please make sure you have the following items in your carryon:

- ☐ Copies of orders
- ☐ Military ID cards
- ☐ OPNAV N130 (or N451) letter authorizing sponsor to move family to Rota in advance of their permanent change of station.
- ☐ Completed overseas screening package
- ☐ Health records
- ☐ Immunization records
- ☐ Dental records
- ☐ Service record(s)
- ☐ Birth certificate(s)
- ☐ Marriage certificate/divorce decree
- ☐ Power or Attorney
- ☐ Citizenship/naturalization papers
- ☐ Insurance cards
- ☐ Car registration and title
- ☐ Vehicle license plate
- ☐ Social security cards
- ☐ Banking/credit cards
- ☐ School records
- ☐ No-fee Passports for all dependents
- ☐ Pet health certificate must be current (within 10 days) before your flight
- ☐ Renewed driver's license (cannot accept an expired driver's license, even if your state allows it)
- ☐ Travel receipts

Vehicle Documents

If you are bringing a vehicle to Spain, please bring:

- ☐ Valid and current U.S. vehicle registration
- ☐ Valid vehicle insurance card (Green Card) (note: Some U.S.-based companies can issue overseas insurance for Spain)
- ☐ Valid U.S. license plates on the vehicle
- ☐ Power of attorney (If active duty sponsor will NOT be present)

What to Bring??

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

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 June to August, which can extend the process beyond 45 days. The Housing Office Service Center (HSC) provides complimentary house-hunting transportation. If an off base hotel is used, a Certificate of Non-Availability (CNA) is required. CNA's are issued by the HSC.

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, and lamps.

Should you move to base quarters and find you have too much furniture, active duty military are entitled to a one-time shipment of the excess back to CONUS within 15 calendar days of receiving household goods, this does not apply to DoD civilians. This 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, Virginia 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, microwaves, freezers, and 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.

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.

On/Off-base Electricity

On-base current is 110 volts/60 hertz (Hz) and presents no problem for American appliances. Power supplied off base is 220 volts/50 hertz. 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, so clocks and other devices that are set for a U.S. 60

U.S. Navy photo by Morgan Over

Hz cycle will not function properly even when transformed. Look for 50 to 60 Hz on the device 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

Per article 47 of the Agreement on Defense Cooperation (ADC) between the Kingdom of Spain and United States, personal effects, household goods and one vehicle intended for the exclusive use of the member and their dependents must be imported within 6 months of the date of their initial arrival in country to be considered free of all types of Spanish duties.

Household Goods Shipment

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

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

- Privately Owned Vehicles (can be either an automobile or a motorcycle). One per military member on orders to Spain and it must be shipped through your closest Vehicle Processing Center (VPC). A motorcycle is not authorized to be imported as HHG shipment. Note: If assigned to NATO units, contact your NSE for specific details on your motorcycle importation (only NATO personnel are allowed to import two duty free vehicles).
- Personal property to CONUS (designated location due to overseas assignment).
- Household goods to Rota.
- Personal property to non-temporary storage (authorized for the length of your overseas assignment, coordinate with your origin Transportation Office).
- Express (unaccompanied baggage) shipment (limited in weight depending on the branch of service, your rank and number of dependents).
- Professional books, papers and equipment (for military only), when applicable is limited to 2,000 pounds. In addition and when coordinated and approved by your origin Transportation Office a maximum amount of 500 pounds can be declared for your spouse pro-gear.

Express (Unaccompanied Baggage / UB) Shipment

The express (unaccompanied baggage) shipment should consist of items you will need immediately upon arrival in Rota. Ship these items as soon as possible to ensure they arrive before you do. This shipment usually arrives before the main personal property shipment, depending on when you ship it.

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

Once in Spain, firearms must be immediately registered with the Naval Station Rota Security Department. Firearms must be stored in the Security Department armory for the duration of the tour. NAVSTA Rota's security armory is the only authorized storage facility of firearms aboard the installation. All firearms must be registered with Spanish military or Guardia Civil firearms registrars. Members must also apply for a weapons ownership document or "Guia de Pertenencia" upon arrival.

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

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

While it is possible to ship firearms to Spain, one should consider leaving firearms in storage in the U.S., as there are few public gun ranges in the local area. Hunters must obtain licenses (in Spanish) and permission from landowners before shooting on private property in Spain, which can be difficult to obtain.

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

Pets

You and your family are welcome to bring pets to Spain. 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.

https://www.facebook.com/pages/Rota-Branch-Veterinary-Treatment-Facility/177876345561231

Most Spanish landlords will impose similar limits on pets and may impose size or weight limits. Regardless of the number, if one lives on or off base, all pets must have a 15-digit microchip prior to arrival and be registered with the Rota Branch Veterinary Treatment Facility (VTF) within 15 days of residency or of obtaining the animal. On-base residents must also register their pets with the housing office within the same 15-day time period. All service member-owned pets must be kept current on vaccinations. Spanish law requires annual vaccines for dogs and cats. If your pet has been administered a three-year vaccine in the States, it must be boostered after one year to be in compliance with local regulations. If receiving vaccinations off base, it is still necessary to inform the VTF of vaccine compliance.

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

Be advised that the Navy does not pay to ship your pets. Individuals moving to Spain are responsible for the cost of shipping their pet. This expense is NOT reimbursable or a tax write-off. In addition, commercial airline regulations have become increasingly stringent with regard to pet travel to include barring specific breeds for part of the year due to hot and cold weather. The average cost to ship a pet utilizing a pet shipping company is approximately $3,000. Keep these factors in mind when considering a pet while in Spain.

During your stay in Spain you will be required to comply with Spanish law regarding care of animals. This includes purchasing a European Union Pet Passport and registering your pet's microchip with the Spanish tracking system, which can be done at the Veterinary Treatment Facility on-base or any Spanish veterinary clinic for a nominal fee. You are required to keep a proof of vaccination and microchip with you at all times when walking your dog off base. Other requirements, such as muzzling and leashes, may only apply based on where you live or travel within Spain with your dog.

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

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

U.S. Navy photo by MC2 (SW) Grant Wamack

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 Brisileiro, Tosa Ina and Akita Inu.

Any other dog that demonstrates an aggressive character, or has been involved in an attack against people or other animals and/or is designated as potentially dangerous by COMNAVACT Spain, 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.

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.

Pet Entry Requirements for Spain

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

USAPHC

Rota Branch Veterinary Treatment Facility

Pet Registration

SPONSOR'S INFORMATION

Name (Last, First): _____ *Rank:* _____

Mailing: PSC ___ *Box* ____ *Physical:* _____

Phone - Home: _____ *Work:* _____ *Cell:* _____

Email: _____ *Notify by email* __ *Passport Number:* _____

Command: _____ *Best way to contact sponsor:* Home/Work/Cell/Spouse

Spouse's Name: _____ *Phone:* _____

Stateside Address: _____ *Phone:* _____

Branch: _____ *Status:* Active Duty/Retired *PRD:* _____

PET'S INFORMATION

1) Name: _____ *Species:* Canine/Feline

Date of Birth: _____ *Sex:* Male/Female Neutered/Spayed

Breed: _____ *Color:* _____ *Weight:* _____

Microchip Number: _____ *Date of Microchip:* _____

EU Passport: _____

2) Name: _____ *Species:* Canine/Feline

Date of Birth: _____ *Sex:* Male/Female Neutered/Spayed

Breed: _____ *Color:* _____ *Weight:* _____

Microchip Number: _____ *Date of Microchip:* _____

EU Passport: _____

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 (defined as dogs and cats only) entering Spain include:

- Pets must be at least 4 months of age when entering Spain.
- Animals must be identifiable with a 15-digit microchip (ISO 11784/5). Tattoos are not a sufficient form of identification.
- All vaccinations must be given after the microchip has been implanted and should be given to your pet at least 30 days or more prior to moving.
- Each pet must have a certificate of health for the European Union, signed by any veterinarian accredited by the U.S. Department of Agriculture, under the Veterinary National Accreditation Program (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 10 days from the date of issue.
- There is no quarantine requirement for entry into Spain.
- Check with your local veterinarian and the veterinarian in the country you're moving to prior to your arrival.

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 Adolfo-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 150 pounds on the AMC Patriot Express flights. Check with your commercial carrier for possible weight restrictions.

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

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.

Rota Branch Veterinary Treatment Facility USAPHC

PCS'ing to Spain with Pets

Congratulations on getting orders to Spain! With no quarantine period required for pets to enter Spain, the process is fairly easy. Use the checklist below to assist you with the requirements to bring your pet(s) along:

- A 15-digit microchip implanted PRIOR to the current rabies vaccination
- A current rabies vaccine
- A bilingual (**English & Spanish**) EU health certificate AND an APHIS 7001 forms need to be **done within 10 days of arrival.** After 10 days they are considered expired and are no longer valid for travel. We recommend getting your health certificate documents 5-7 days out, just in case of any travel delays. The link to both forms are below:
  http://www.aphis.usda.gov/regulations/vs/iregs/animals/downloads/sp_no_com_pe.pdf
  http://www.aphis.usda.gov/library/forms/pdf/APHIS7001.pdf
- Check with your local Army Veterinary Treatment Facility to assist you with the required documents. You can find the location nearest you with the link below:
  http://phc.amedd.army.mil/topics/animed/vtfo/Pages/VTFMap.aspx\
- If you cannot utilize a military veterinarian, you can see any local veterinarian, but keep in mind, your health certificates need to have **USDA endorsement.** This means you may have to travel to your states USDA office to obtain endorsement. This link will help you find the location where you can get your USDA Endorsement:
  http://www.aphis.usda.gov/import_export/downloads/vsavic.pdf
- Check with your airline on their requirements for travel as well, i.e.-fees, side by side food bowls, live animal stickers, etc.
- Upon arriving to NAVSTA Rota, please check-in with Rota Branch Veterinary Treatment Facility to register your pet(s). To complete NAVSTA Rota and Spanish registration, we will need your address/box number/passport number and a Spanish cell phone number. The fee for the Spanish registration is $25.25 per pet and will be paid upon registration

Driving in Spain & Vehicle Information

Shipping Vehicles to Spain

All active duty military personnel and DoD civilian employees in receipt of permanent change of station (PCS) orders to Spain are entitled to import one POV (can be either an automobile or motorcycle), free from all Spanish duties and taxes. If your spouse is also 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 - with European or U.S. specs - acquired in Spain, free from Spanish Value Added Tax (VAT). Family members of eligible personnel, 18 years of age and over, in possession of a Spanish driver's license, may also own and maintain one European Union manufactured vehicle, acquired in Spain, free from the VAT. There are several new car dealers in the area which cater to Americans.

In deciding whether to ship your vehicle, keep in mind that many of Spain's roadways are narrow and parking is often tight. If your vehicle is small, it should blend in - but full-size pickups, large sport utility vehicles and other large vehicles can be a hindrance while traveling off base or while driving through the older, narrow roadways of many cities. Parking in such tight quarters can result in dings and scratches.

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

Your vehicle must have a license plate, not the dealer plate, in order to ship it here. 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.

Photo courtesy of Vehicle Processing Center Rota

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

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

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

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

Booster Seats

Children up to 18 months and 28 pounds or less must use a rear-facing seat. Children 9 months to 4 years old and 20 to 40 pounds must use a forward-facing seat. Children 3 to 12 years old and 33 to 80 pounds must use a booster seat and cushion.

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

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) in Puerto de Santa Maria to check the shipment of your vehicle. All vehicles must be picked up no later than 45 days from the date of receipt of notification that your vehicle has arrived. For directions to the facility and their phone number, visit http://www.pcsmypov.com.

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

- Valid POV insurance
- Registration payment receipt from Banco Popular
- Valid U.S. vehicle registration
- PCS orders or homeport shift certificate
- Valid U.S. driver's license (If motorcycle, member must have prior 2-year motorcycle license endorsement)
- Valid Department of Defense ID
- ITV appointment from the Navy Exchange Autoport

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

- Release Letter from security
- Valid Department of Defense ID card
- Power of Attorney, if applicable. In cases where service member is not able to pick up POV him/herself.

Driver's License

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

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

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

Spain requires proof of two years minimum of motorcycle driving experience prior to issuing a full motorcycle license, so make sure that your stateside driver's license has been endorsed for motorcycle operations for two or more years, or have written evidence that you have had a motorcycle license for more than two years, prior to your transfer. If 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 500cc.

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 ID Section in Building 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 €70,000,000 per accident and property damage minimum of €15,000,000 per accident. To prove compliance with Spanish compulsory insurance laws, personnel holding POV insurance acquired in or outside of Spain must have an International Certificate of Vehicle Insurance (green card - though it doesn't have to be printed on green paper).

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

The green card is the only acceptable proof of compliance with Spanish compulsory insurance requirements. Therefore, the vehicle registration section will not accept any other document as proof of insurance for vehicle registration or re-registration purposes. Green cards are readily available from most international insurance agencies. They will email you the forms once you have established the policy with the required coverage.

Motorcycles

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

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

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

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

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

Mopeds

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

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

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

Driving in Europe

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

Arriving in 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.

The Flight

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

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

Defense Transportation Regulation (DTR) 4500.9R states the Patriot Express should be utilized to the maximum extent possible. The regulation goes on to state the only exception will be non-availability of AMC scheduled airlift to meet a member's requirements, such as pet space limitations.

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 should make temporary accommodations prior to arrival. Families are required to stay at the Navy Lodge or in temporary housing, and unaccompanied members are required to stay at the Gateway Inns and Suites. If not available, a Certificate of Non-availability will be issued and you may stay at an approved commercial facility.

Rota's Housing Service Center has a limited number of units available for temporary lodging for families. These units are ideal for families with pets and are conveniently located on base. 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 & 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

U.S. Navy photo by MC2 (SW) Travis Alston

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 reservations 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 727-2643. 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 Certificate of Non-Availability (CNA) 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 CNA to stay in a hotel on the economy if they have no rooms available.

TLA is paid in 10-day increments. Sponsors are required to pay TLA up front and provide zero-balanced receipts to the Housing Office. Once the Housing Office prepares the documentation, sponsors will submit to Command PASS Coordinators (CPC's) who will then submit to PSD for processing. Timely submission of proper documentation is essential to timely reimbursement.

Check in at NAVSTA Rota

Your first two stops when arriving on base (any command) should be with Naval Hospital Rota to re-screen for overseas, then Base Admin (Building 1) for the mandatory Command Sponsorship Page 13 (not applicable to single Sailors). Next stop is Security's Pass and ID section (to receive the Spanish ID cards required to get on/off base) and access to numerous base facilities.

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

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

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

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

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 ID) card.

All individuals old enough to obtain a Spanish ID card must show it to Spanish sentries when entering/exiting the base and when entering the Navy Exchange/Commissary and other U.S. Forces facilities where items exempt from Spanish duties and taxes are sold.

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

1. No fee passports for all dependents and civilian employees. Passports will be held by Security to be validated by Spanish immigration for the length of your tour in Spain. You may pick up your passports two to three weeks later with the Spanish validation (Entrada) stamp on it.

2. Military/dependent ID cards and command check-in sheet (page 13 from NAVSTA Rota admin, Building 1 for dependents; receive upon arrival in Spain)

3. Current permanent stateside driver's license for translation into Spanish, so that you can operate a vehicle until your regular Spanish license is processed.

Location: Building 3262

NIE

A NIE (foreigner identification number) is required for many different reasons such as: renting a house, Spanish bank accounts, utilities hook up, registering a Spanish second-hand vehicle, contracts for cell phones or Internet at home. This number is assigned to all requestors by Spanish National Police. For NIE requests, proceed to Banco Popular on base and pay the NIE fee, then go to Security with the following documents:

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

The process takes from 7 to 10 working days.

Housing

U.S. Navy photos courtesy of Bob Crist

Applying for On-base 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.cnic.navy.mil/HEAT**. HEAT allows service members and their families to begin the housing application process for Navy installations online before or after they receive their Permanent Change of Station (PCS) orders. HEAT is available to any service member at all Navy installations. HEAT does not 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 388 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 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, 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

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.

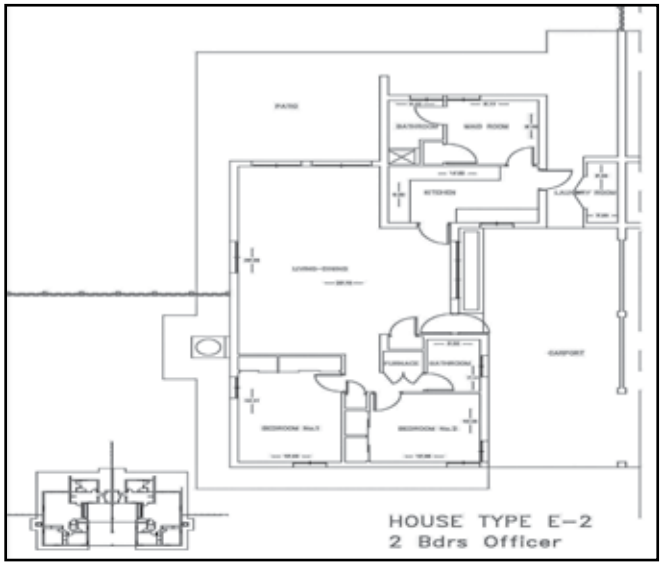
UH residents are housed in modules. Each module is comprised of two separate bedrooms, each approximately 120 sq. ft., separated by a shared bath and kitchen area. They are equipped with a microwave, refrigerator, stackable washer and dryer and two-burner cook top. There are no storage facilities on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

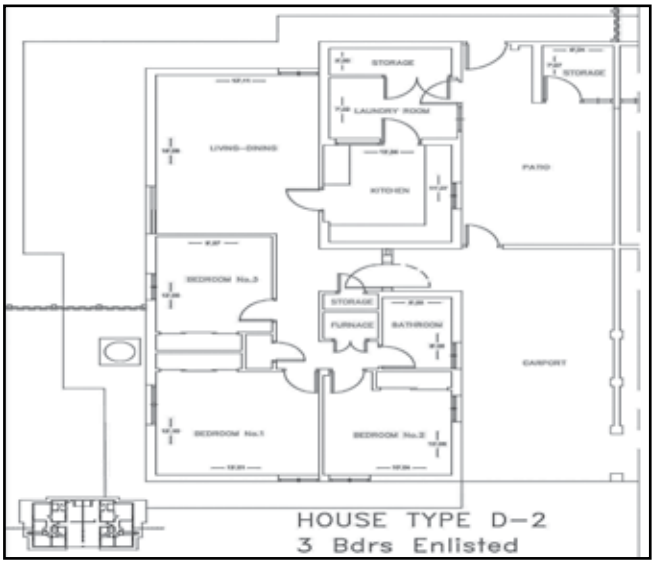
- Single Shore Duty Sailors in pay grades E-4 under 4 years of service are required to reside in UH. These Sailors can request authorization to reside off-base from the Installation Commander. Determination will be based on Naval Station Rota's UH full utilization.

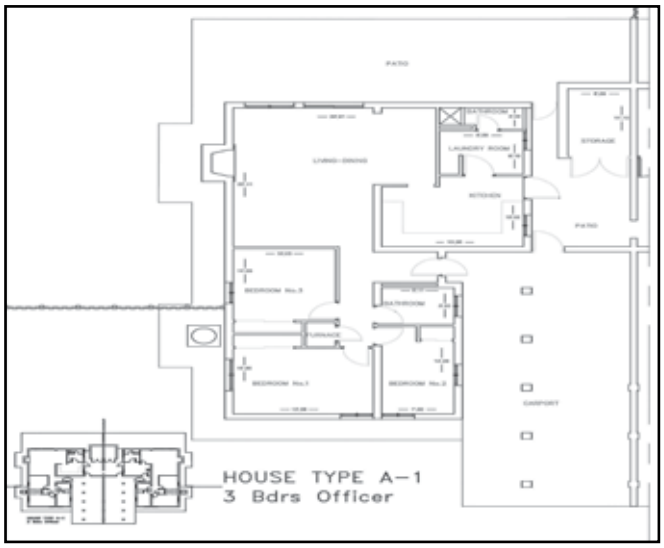
- Single Sea Duty Sailors in pay grades E4 over 4 years can submit a request to receive Overseas Housing Allowances via their Chain of Command to the Installation Commander.

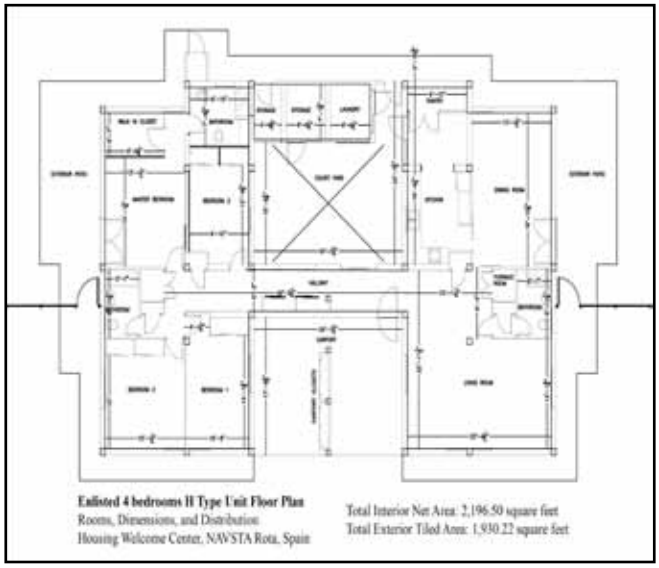
- Single Shipboard Sailors frocked to the pay grade of E5 who have less than 4 years of service are NOT authorized housing allowance and will not be displaced from UH.

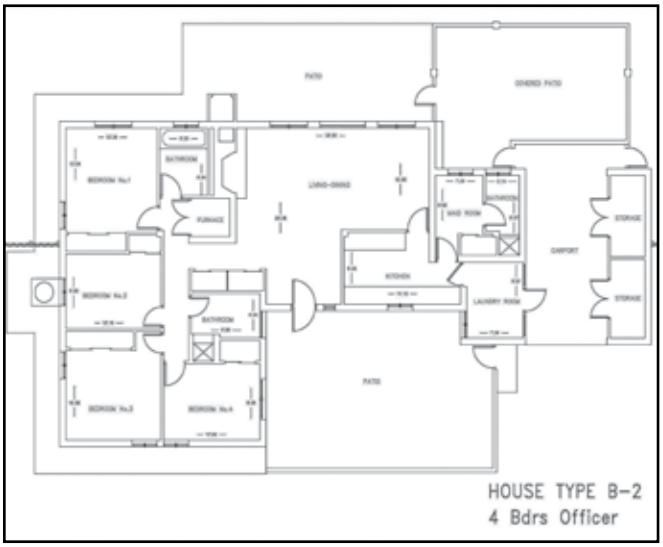
Check with your command upon arrival to determine eligibility to live off base or contact U.S. Naval Station Rota's Administration Department for additional information.











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

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

Homes.mil is an official Department of Defense (DOD) website that helps service members find rental listings. You may visit Homes.mil to see available listings in Rota and surrounding areas. The HSC counselors will assist in locating residence on the economy by:

- Providing a list of approved houses/apartments.
- Providing 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.

U.S. Navy photos courtesy of Bob Crist

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, microwaves, 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

Orientation to Rota and Spain is relatively easy through the help of the four-day ICR course. ICR is a mandatory four-day course for all newly stationed personnel aboard Commander, U.S. Naval Activities Spain and provides 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 June to September when the course is offered weekly. The course is normally held Monday through Thursday, except when Monday is an American holiday, then the course is Tuesday through Friday. Class begins at 8:30 a.m. and ends at 3 p.m.

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

Pre-registration is required in order to attend ICR. The military member or civilian required to attend has to register, not the local sponsor. Registration can be done by calling 727-3232 or stopping by their office located in the Community Support Building, Building 3293. You cannot register until you arrive in Spain.

Postal Matters

There is one U.S. Military Post Office (MPO), Building 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 to 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.

Public Transportation

NAVSTA Rota has a no-fee shuttle bus services provided by Public Works Department. The bus does a round-robin throughout the installation with stops at designated locations, including family housing. All U.S. ID 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 train station.

Photo by Angel Rivera

U.S. Navy photo by MC2 (SW) Travis Alston

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, Military Spouse Career Advancement Account (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. For specific information on eligibility and scheduling of exams, contact the Navy College Office at nco.rota@eu.navy.mil.

DLPT, DLAB Testing at Navy College

Navy College Office Rota has assumed responsibility for the Defense Language Proficiency Test (DLPT) and Defense Language Aptitude Battery (DLAB). Testing is by appointment only - walk in testing will not be permitted. Individuals without One-Net access must call 727-2126. They will coordinate a time for the individual to come by to Building 3269 to start filling out the SAAR-N for access to One-Net. Access to One-Net is a requirement for DLPT/DLAB testing and a requirement to set up the appointment for testing. For more information, please call 727-2798/2785.

Central Texas College

Central Texas College 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 towards an Associate or Bachelor of Science in Aeronautics, Bachelor of Science in Aviation Business Administration, Aviation Security, and Associate or Bachelor of Science in Technical Management with concentrations in: Engineering Sciences, Facilities and Construction Management, Logistics Management, Occupational Safety and Health, Project Management, Information Security, and Management of Information Systems. Additionally, ERAU offers a Master of Aeronautical Science and a Master of Science in Unmanned Aerial Systems. Five modes of learning are available to students: Face to Face, Blended, EagleVision Home and Classroom (web video-conferencing) and Online Learning. Credit is awarded for military training and course work 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 Elementary, Middle, and High School

Education from pre-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 within the school commuting zone off-base, and temporarily staying at the Navy Lodge on base. Rota, Costa Ballena, Southern Chipiona and El Puerto de Santa 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. Once registration is complete and students receive a student identification number from the front office, an automated meal account can be set up at the Navy Exchange Customer Service counter, and students will receive a PIN.

DOD Photo by Steve Bond

DOD Photo by Steve Bond

Elementary School

The purpose of DGF Elementary School is to provide the best possible education for your child. The teachers are highly skilled, teaching materials are current, and the staff is willing to serve and support the student population.

DGF ES Website
http://www.rota-es.eu.dodea.edu/

In addition to grade level teachers, a nurse, counselor, school psychologist, librarian, and educational technologist are available. Additionally, there are support specialists for English Language Learners, Math, and Literacy Support, Learning Impaired (LI), and Speech-Language Pathology (SLP). Instruction in Spanish, 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 (3 to 5 years old) 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 E-4 to E-6. Prospective students must turn 4 years of age by Sept. 1.

Students need a current immunization record and a birth certificate to register; the spouse of a sponsor may also register a new student. For more information on DGF Elementary, visit the school's website at **http://www.rota-es.eu.DoDea.edu** or at **http://res.mdso.eportalnow.net/**.

Middle / High School

DGF Middle/High School has a comprehensive program for students in grades sixth through 12. Teachers are supported by a middle school counselor, a high school counselor, a reading support, math support, and English-as-a-second-language (ESL) teacher, a media specialist, gifted education coordinator, school nurse and a program for students with disabilities.

Sixth, seventh and eighth grade students take a core group of subjects (English, Math, Social Studies, Science, Physical Education, Advisory, and a variety of exploratory offerings each year. Exploratory courses can include, but are not limited to, foreign language courses, professional technical courses, fine arts courses, scientific studies courses, and business courses. Reading is a required course for grade six students.

DoDEA graduation requirements differ depending on the year a student enters ninth grade. For more information on graduation requirements for secondary students, please refer to **http://www.dodea.edu/StudentServices/Graduation/index.cfm**. There are 3 documents on this website that are intended to help students and parents to determine the number of credits and the distribution of credits by subject area required to receive a DoDEA standard diploma or an honors diploma.

Extracurricular activity programs are offered including student council, yearbook, drama, Junior National Honor Society, Junior Student 2 Student Club, International Club, various sports, and others. A broad range of varsity athletic programs are offered for high school students, with competitions arranged with host nation and international schools in the area, as well as other DoDDS schools in England, Germany, and Italy.

DGF MS/HS Website
http://www.rota-hs.eu.dodea.edu/

DOD Photo by Pattti Rzeznik

Registering New Students

Documents needed to register new students include:

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

DOD Photo by Steve Bond

Immunizations Required at DoDDS Schools

- Diphtheria, Tetanus and Pertussis: four to five doses required; final dose given after 4th birthday. Booster required for children ages 11 to 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 to 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/**.

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 the School Liaison Officer.

Civilian Employment

In general, opportunities for family member employment on the Naval Station are limited due to the Agreement on Defense Cooperation (ADC), which says American positions are limited to 30 percent of the total available jobs.

The Human Resources Office (HRO), located in Building 1, provides appropriated fund personnel services for the Naval Station, tenant commands, and National Support Elements in Spain and Portugal.

Positions in Rota

http://www.cnic.navy.mil/regions/cnreurafswa/installations/ns_rota/about/departments/human_resources_office/employment_opportunities.html

http://www.rotamwr.com

http://www.NavyExchange.jobs

http://www.usajobs.gov

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. Navy Exchange employment opportunities can be found at their website above.

Other employers of family members are Navy Federal Credit Union and the Navy College Office. Also, David Glasgow Farragut Schools hire substitute teachers, educational aides, and teachers. Copies of college transcripts are required for substitute teaching. Original transcripts are required for full-time teaching positions. Qualified teachers seeking positions should visit USAJobs.gov as all positions are posted to that website.

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

Home-based Businesses

In accordance COMNAVACT Spain Instruction 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 (Building 3230). Per COMNAVACT Spain Instruction 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 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.

Intercultural Relations (ICR): FFSC Rota has two cultural experts to assist you with adapting to your new home in Spain. They offer an initial Intercultural Relations course, which is a mandatory four day course completed at the beginning of your tour that provides information on Spanish language, food, culture, and travel. In addition to this introductory course, FFSC offers cultural seminars, further language study, and the Foreign Language Exchange program (FLEX), which pairs American service member and families with Spanish families to have cultural exchanges.

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

Professional Clinical Counseling/Crisis Intervention: FFSC has a staff of professional counselors who are credentialed to provide confidential clinical services, which include individual, marital 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.

Relocation Services: FFSC provides classes, one on one consultation, and websites to assist folks with smooth relocation to and from Spain. FFSC offers Sponsorship Training, Smooth Move Training and provides welcome aboard packages to personnel arriving in Rota. Additionally, information on military installations worldwide is available through the Military Installations/Plan My Move website at **http://www.militaryinstallations.DoD.mil**; the information is updated quarterly.

Family Employment Readiness Program (FERP): FERP 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, resume writing and interviewing skills.

Transition Assistance Management Program (TAMP): TAMP is mandated by DoD to assist service members in their transition from military to civilian life. A major component of TAMP is the Transition, Goals, Plans, Succeed (T-GPS) seminar, which provides transitioning members with information about the services and benefits for which they might be eligible. The TAMP program also has courses on starting your own business, using GI benefits to go back to school, and vocational training programs available through the Veteran's Administration.

Personal and Family Life Program: Navy families face some special challenges, and the Personal and Family Life Education Program offers many activities designed to promote family strength and well-being. Life Skills are all about self-discovery, exploring new ways to think, interact and problem-solve. These workshops will focus on using conflict to direct positive change; harnessing the power of communication to strengthen relationships through mutual respect and understanding; and employing thought management and problem solving strategies to get to and stay in Operational Stress Control (OSC) mission-ready green! Take advantage of these programs to promote personal and family strength: Anger Management; Communication Skills; Conflict Management; New Spouse Orientation; Parent Education; Stress Management; and, Healthy Relationships.

Navy Family Ombudsman Program: The ombudsman is a volunteer, appointed by the commanding officer, to serve as an information link between command leadership and Navy families. Ombudsmen are trained to disseminate information both up and down the chain of command, including official Department of the Navy and command information, command climate issues, local quality of life improvement opportunities and "good deals" around the community.

Ombudsman also provide resource referrals when needed. They are instrumental in resolving family issues before the issues require extensive command attention. Contact Your Ombudsman by visiting the Navy Family Ombudsman Registry at **http://www.ombudsmanregistry.org/?m=login**.

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.

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 Building 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

U.S. Navy photo by MC2 Edward Guttierrez II

to all authorized personnel, including sponsored dependents, U.S. civilians and retirees on Saturday and Sunday, and on specific special event meal dates.

MWR Rota

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

Aquatics Center features an indoor 25-meter heated pool with hours exclusively for lap swimming, water aerobics, swimming lessons and more. This newly renovated facility has added major upgrades including a new core workout station, swim lanes, Mortex flooring, and much more!

Child Development Center

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

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

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. MWR Traveler has recently been included in the new pricing initiative making cultural tours more affordable. 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.

Fitness Center

The Fitness Center has workout options including: free weights, Cybex equipment, a cardiovascular room, family fitness room, basketball court, 2 racquetball courts, and lockers. Outside of the Fitness Center, enjoy a 400-meter all-weather track with a new multipurpose turf field within. Three softball fields and tennis courts are available for the community as well. A wide variety of group exercise classes and programs are offered in addition to exercise equipment available for check out. Personal Trainers are at your disposal to help develop fitness goals and provide periodic progress evaluations

Fleet Landing

Fleet Landing arranges social and special events, as well as logistical support for visiting ships. Services include free Internet access, a Laundromat, indoor and outdoor lounge area with TV's, snack bar and food.

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.

Pool

The Housing Pool is an outdoor facility open from Memorial Day through Labor Day for recreational swimming, lap swimming by request swim lessons water slides, parties and more. It is located in the housing area. Call 727-4882.

La Plaza

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

Liberty Center

Liberty is the single Sailor's source for leisure activities, trips, tournaments, recreational games and more. Includes Internet-enabled computers, free Wi-Fi Internet access, and state-of-the-art video game systems. MWR has also added Magic Jacks, printing and scanning devices, webcams and over 800 DVDs to view in the mini-theater, with Bose surround sound.

Library

The Library offers thousands of books, magazines and newspapers, Internet access, children's story hour, summer reading program, DVDs and CDs.

MWR Rota Websites
http://www.rotamwr.com/
https://www.facebook.com/RotaMWR

Navy Outdoor Recreation

Navy Outdoor Recreation provides opportunities to actively participate in outdoor adventure pursuits, while emphasizing skills development, environmental awareness and personal

U.S. Navy photo by Morgan Over

empowerment through adventure. NOR also offers equipment rental for activities ranging from water sports and camping gear to party rentals.

Pinz

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, custom party packages, food and more.

Pizza Villa

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

School Age Care

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.

Sports

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.

Flix Theater

Flix Theater (indoor theater) offers current movie releases from Wednesday through Sunday 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.

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.

American Forces Network

AFN Rota provides radio and television programming for the American forces stationed in Spain.

General broadcast radio operates 24 hours a day and features Naval Station information, local DJ shows, most music formats, news, sporting events, and talk shows. The frequency is stereo FM 102.5 in Rota, 92.1 in Moron or you can listen live on AFN 360 by visiting **http://www.afneurope.net/Radio/AFN360InternetRadio/tabid/2174/Default.aspx**. In addition the radio they control the base information channel, channel 7, which lists community news and events relevant to the local area.

American Red Cross

The Service to the Armed Forces branch of the American Red Cross provides Active duty, Department of Defense civilians, and dependents at Naval Station Rota with a variety of programs to increase community resiliency.

U.S. Navy photo by MCC William Clark

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

The American Red Cross is located in Building 3293 and can be reached at 727-2333, Rota@RedCross.org or after-hours at the stateside call center, 877-272-7337.

U.S. Navy photo by MCC William Clark

Navy-Marine Corps Relief Society

The Navy-Marine Corps Relief Society (NMCRS) provides financial assistance to active and retired personnel and their family members in times of emergency. This assistance is not limited to just our Navy and Marine Corps members. Assistance is available to members from all branches of the U.S. military.

First month's rent and deposit is a common request for newcomers to Rota as personnel usually have to have the money available before they can sign their lease. NMCRS can normally assist with this expense while you are waiting for your local military entitlements to begin.

NMCRS Rota also offers the Quick Assist Loan program for active duty Navy and Marine Corps members. If you don't already have a loan balance, you might qualify for this quick and easy loan option. If you find you have a financial need when you arrive, please stop by the NMCRS office or call 727-1614 for assistance.

Navy Exchange

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 or visit their website at **https://www.mynavyexchange.com/storefinder/nx_display_facility.html?p_facility_no=716.**

Commissary

Rota's commissary offers nearly 10,000 grocery and miscellaneous items and has a full-service deli/bakery. Rotisserie chicken, Panini sandwiches, several hot foods, deli meat and cheese trays and self-service fruit and vegetable salad bar are available. Call 727-2580 or visit their website at **http://www.commissaries.com/stores/html/store.cfm?dodaac=hqce5u&page=home.** 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.

Another great option are the public markets, Mercado de Publico, where fresh fish, produce, meat, flowers, bread and more can be found. Most are open Monday to Saturday, 10 a.m. to 2 p.m.

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 which sells a variety of homegoods, clothing and food.

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.

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Useful Phone Numbers

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

Emergencies
On base: 727-2911
Off base: 956-82-2911
Spanish Emergency #: 112

Hospital Emergency Room
727-3307 / 727-3308
Non-emergency dispatch
727-2000
Public Works Trouble Desk
727-2347 / 727-2348
Rota Quarterdeck: 727-2222
Hospital Quarterdeck: 727-3305/3560
NAVSTA Rota Admin: 727-1552
AFN Rota: 727-2121
American Red Cross: 727-2333
Barbershop/Beauty Salon: 727-4034
Base Communications Cashier: 727-1001
Central Texas College: 727-2574
Chapel: 727-2161
Commissary: 727-1259 / 1293
Defense Service Office: 727-2531
DGF Elementary: 727-4185/4187
DGF Middle/High: 727-4183
Embry-Riddle Aeronautical University: 727-2984
Fleet and Family Support Center: 727-3232
Fleet Mail Center: 727-2977
Hospital Appointments: 727-3618/3620
Housing: 727-2398
HRO: 727-1643
Navy College Office: 727-2785
Navy Exchange: 727-2391
NEX Mini-mart: 727-1258
NEX Vehicle Rental: 727-2002 / 2675
NEX Autoport: 727-2454/3759
ITV Inspections:727-2450
NGIS: 727-1871
Navy Lodge: 727-2643
Navy-Marine Corps Relief Society: 727-1614
Overseas Screening: 727-3481
Pass and ID: 727-1610/1611
Passport Services: 727-3129
Post Office: 727-3105
Public Affairs/The Coastline: 727-3786
RLSO: 727-3104
Space-A Info: 727-2411 / 2171
University of Maryland: 727-2917
University of Oklahoma: 727-2799
Vehicle Registration: 727-1607
Veterinary Treatment Facility: 727-3179
WIC: 727-2921

MWR Services
Aquatics Center: 727-2129
Child Development Center: 727-1100
Gravity Teen Center: 727-4721
Expeditions MWR Traveler (ITT/Outdoor Recreation): 727-3101.
Fitness Center: 727-2565
Fleet Landing: 727-1920
Golf: 727-2260
Housing Pool: 727-4882
La Plaza: 727-1995
Liberty Center: 727-2527
Library: 727-2418
Pinz: 727-2112
Pizza Villa: 727-3213
School Age Care: 727-2839
Sports: 727-1916
Flix Theater: 727-2328
Youth Sports: 727-4781

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

Enjoy Your Stay!

HTTP://WWW.FACEBOOK.COM/USNAVALSTATIONROTA

TWITTER: @NAVSTA_ROTA

NAVAL STATION ROTA SPAIN

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