



Welcome Aboard Guide



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

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For questions, concerns, or feedback, please contact the Public Affairs staff at navsta-rotacostline@us.navy.mil.



Congratulations!

You're moving to Rota!		
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Naval Station Rota, Spain

Command Resources

Website: www.cnic.navy.mil/rota

Facebook: www.facebook.com/USNavalStationRota

Instagram: www.instagram.com/navalstationrotaspain

Twitter: @NAVSTA_Rota

Coastline: www.issuu.com/navstarota

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

Welcome Aboard from our Commanding Officer

¡ Bienvenido a Rota! I am honored to welcome you aboard the “Gateway to the Mediterranean!” You have arrived at the premier installation in the Navy, strategically positioned in support of the U.S., Spain, and NATO.

The mission of Naval Station Rota is to support the fleet, fighter, and family. We accomplish this, in partnership with our Spanish allies, through professional conduct and a steadfast commitment to our people and mission. You are now part of Team Rota and essential to its success!



If this is your first time overseas or one of many, inside this guide you will find a wealth of information on the programs and services available on NAVSTA Rota. Your sponsor and the contacts in this guide are ready to answer any questions and help you settle in.

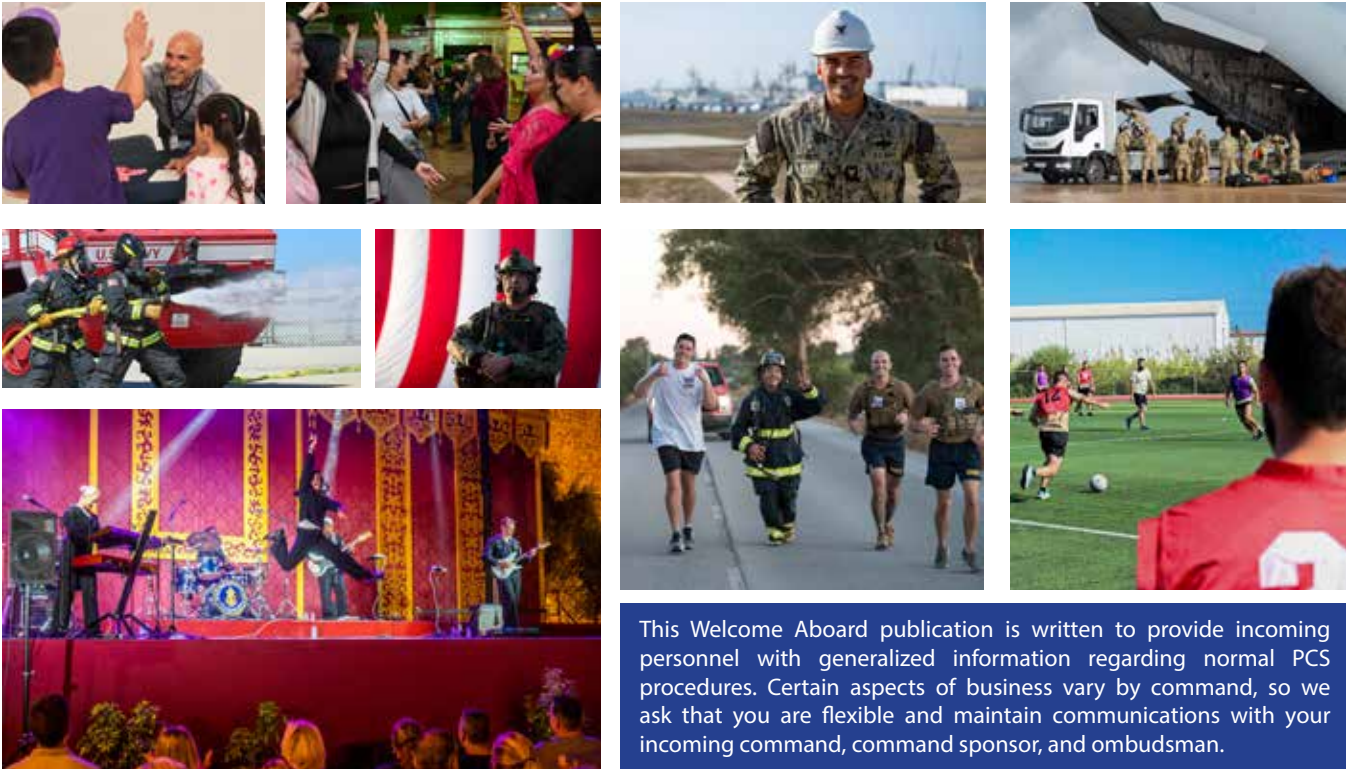
I hope you enjoy your time here and make the most of this incredible opportunity to live in Spain. I encourage you to embrace all that our host nation and the region has to offer, from experiencing the vibrant culture and exploring historical sites to savoring local cuisine and building friendships within our community. Our entire team is standing by to help and we are excited for your arrival.

¡Disfruta España! We look forward to seeing you around the installation.

Sincerely,

Charles

Capt. Charles A. Chmielak
Commander, U.S. Naval Activities Spain
Commander, U.S. Naval Station Rota



This Welcome Aboard publication is written to provide incoming personnel with generalized information regarding normal PCS procedures. Certain aspects of business vary by command, so we ask that you are flexible and maintain communications with your incoming command, command sponsor, and ombudsman.

Naval Station Rota History

Past and Present



U.S. Naval Station (NAVSTA) Rota was established in 1953, following the signing of an agreement for facilities use between the United States and Kingdom of Spain. The agreement required two years of surveys, negotiations, and planning which led to the ground-breaking of Base Naval de Rota in 1955.

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

Located near the Strait of Gibraltar on the Bay of Cádiz and nestled between the towns of Rota and El Puerto de Santa María, NAVSTA Rota is at the halfway point between the United States and Southwest Asia. The base is the strategic funnel point into the U.S. European Command (EUCOM), U.S. Africa Command (AFRICOM) and U.S. Central Command (CENTCOM) areas of responsibility. Installation areas of cooperation include port operations, air operations, installation security, logistics, installation infrastructure and multi-national training. The enduring partnership between U.S. and Spanish forces aboard NAVSTA Rota is indispensable to the safe and secure refueling, rearming, resupplying, and repairing of U.S. and NATO forces operating in Europe, Africa, and the Middle East.

Access to base is through four entry gates – Rota, Jerez de la Frontera, El Puerto de Santa María (known as Salado Gate after the nearby Rio Salado), and Fuentebravía – operated by Spanish security forces. Security inside the base is provided by both Spanish Policia Naval and U.S. Navy security teams.

Base Naval de Rota is owned and operated by Spain and commanded by a Spanish admiral, known as the Chief of Logistics for the Cadiz Arsenal or ALARDIZ. U.S. personnel are guests on and off the base and should behave as such. That said, the U.S. Navy and Armada work closely and share many facilities under the guidance of the Agreement of Defense Cooperation (ADC).

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

NAVSTA Rota's more than 40 supported commands and approximately 7,000 U.S. service members, DoD civilians and contractors, and their families provide innovation and quality service and

support to the European theater and Sixth Fleet area of operations.

Additionally, the NAVSTA Rota workforce also includes nearly 1,000 Spanish national indirect-hire employees that add to the unparalleled performance of the installation and its many invaluable mission areas.

The American base population is composed of approximately 3,500 active-duty service members, 2,800 dependents, and 500 civilians. Approximately 650 retired military personnel and family members reside on the Iberian Peninsula.

The U.S. Navy is responsible for maintaining the NAVSTA Rota's infrastructure, including a 670-acre airfield, four active piers, 400 facilities and approximately 327 family housing units. The 6,100-acre Spanish-owned installation provides vital support to units transiting in or through the theater.

Commander, U.S. Naval Activities Spain also supplies quality-of-life support to Morón Air Base and National Support Elements (NSEs) in Madrid and Valencia, Spain and Lisbon, Portugal.

NAVSTA Rota also acts as a forward-operating location for a variety of expeditionary and rotational forces to support DoD tasking across the European theater of operations.



Spanish Culture

The People, the Food, & More

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

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

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

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

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

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

Spanish Cuisine

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

When dining out, it is important to know that meal times differ greatly than in the United States. Everything starts a lot later in Spain, particularly during the summer time when it stays light until very late (approximately 11 p.m.). Traditionally, breakfast starts around 10 a.m. and is primarily toast. Toppings include jamon, tomatoes, and olive oil or butter and jam. A special treat is churros with a thick chocolate dipping sauce.

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

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

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

Currency

Spain is part of the European Union (EU) and uses the euro. You can get euros from most ATMs, or cajero automáticos in Spanish. Most ATMs charge 3-5 euros in addition to your bank's service charges. Most businesses now accept credit cards and tap-to-pay services though small shops, stands, and markets are still cash-driven. Their systems will ask what currency you would like to make transactions in. For better conversion rates, it is recommended to always choose Euro.





The Basics

Sponsor

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

It is your responsibility to communicate with your sponsor to let him or her know your needs and arrival date. If you do not know who your sponsor is, call the NAVSTA Rota Administrative Office at 727-3129 on-base or commercial at +34 956-82-3129 or contact the email address listed on your orders.

Spouse Sponsor / FRG

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

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

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

Passports

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

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

Preparing for Your Move to Spain



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

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

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

Both tourist and official/no-fee (blue) passports are processed by NAVSTA Rota Administration (Bldg. 1, 2nd floor). It generally takes four to six weeks to receive your passport.

Find all the information you need about tourist passports at <https://travel.state.gov/content/travel/en/passports/need-passport.html>

Required Documents:

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

Family member of civilian component members:

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

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

Special Powers of Attorney

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

- 1) Accepting HHG
- 2) Picking-up your vehicle from VPC
- 3) Dealing with matters related to housing (military or off-base)
- 4) Dealing with pay matters at RSC
- 5) Being issued dependent ID cards

Please visit <https://www.jag.navy.mil/legal-services/special-power-of-attorney/> to build your own Special Powers of Attorney, which will allow your spouse or dependent to act in your place. This website contains a variety of SPOAs that you may find relevant depending on your situation. Preparing Special Powers of Attorney ahead of your arrival with your local legal assistance office can lessen the burden and hasten these tasks once you've arrived in Rota.

Once you have printed your Special Powers of Attorney, you can have them notarized by your command's legal officer, local legal assistance office, or upon arriving in Rota at Region Legal Service Office (RLSO) EURAFCENT Detachment Rota's Legal Assistance Office. Walk-in notary days and hours are every Tuesday, Wednesday, and Thursday from 0900-1200. You must schedule an appointment with the RLSO EURAFCENT Detachment Rota Legal Assistance Office for any other day or time. To schedule an appointment, e-mail rotalegalassistance@us.navy.mil.

Medical Requirements

Upon receiving orders or a letter of intent to transfer to Rota, Spain, service members have 30 days and dependents have 60 days to complete the overseas screening process. Following the completion of the overseas screening, PCS orders will be issued. The overseas screening must be complete prior to the service member's departure from their previous permanent duty station (PDS) with the NAVPERS 1300/16 form endorsed by the previous PDS' military treatment facility (MTF).

It is imperative to have a copy of the appropriate screening documentation on hand, as it is a mandatory requirement for the base check-in process and for securing command sponsorship for dependents. You can find out more about the overseas suitability process for your arrival in Spain here: <https://rota.tricare.mil/About-Us/Hospital-Staff-Welcome-Aboard/Overseas-Suitability-Screening>

Overseas Screening

The overseas screening packet contains the following forms: NAVMED 1300/16, DD Form 2807, DD Form 2808 as well as DD Form 2792-1 for children. You can find detailed guidance on the screening process in BUMEDINST 1300.2B series and OPNAVINST 1300.14 and additional information at mynavyhr.navy.mil. The screening must be completed at your current Medical Treatment Facility (MTF). The screening must be signed or countersigned by a Navy MTF Provider, but Part 1 screening can be complete through any Non-Navy MTF or Civilian Provider.

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

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

If you or your family member has recently been hospitalized, a complete medical/dental record of all examinations and treatment pertaining to the hospitalization must be provided to the screening physician.



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

Immunizations for Spain

For you and your family's health protection, age-appropriate Advisory Committee on Immunization Practices (ACIP) vaccines are strongly encouraged before detaching. Spain currently has no host-nation mandates. DoDEA schools and Child & Youth Programs aboard NAVSTA Rota follow DoDI 6205.02 and require documented immunizations or an approved religious/medical exemption for enrollment. Questions about specific vaccines (e.g., Hepatitis A, annual influenza) should be directed to your overseas screening coordinator.

TRICARE

When relocating to Spain, active-duty service members (ADSM) and their command-sponsored families have medical coverage through their prior region while in transit. Upon arrival to NAVSTA Rota, you must check in with the Patient Administration department to establish your care in Spain. You will first need to go to the Patient Administration Department (PAD) in room E034 at NMRTC Rota. Afterwards, you will meet the TRICARE Benefit Service Representative (BSR) in room E035 next door to the PAD. They will assist with transferring Tricare coverage for you and your dependents to the TRICARE Overseas Program. Please have a copy of

your overseas screening and orders with you to assist in your registration.

ADSM and dependents stationed at NAVSTA Rota are eligible for TRICARE Prime and will be assigned a Primary Care Manager at NMRTC Rota. ADSM and families stationed outside of the Rota area may be eligible for TRICARE Prime Remote, and enrollment is completed through International SOS at +34-900-812-193. They must be physically in Spain to transfer coverage.

ADSM can also enroll using the Beneficiary Web Enrollment (BWE) option online via MilConnect. Visit the TRICARE office or call commercial +34 956-82-3629 to discuss your TRICARE options before enrolling using BWE to better understand how to select a Primary Care Provider. Failure to check in with TRICARE at Rota could delay care and result in out-of-pocket expenses.

DoD civilian workers and contractors are eligible for care at NMRTC Rota and are advised to also register with the PAD to access care. They will be seen on a space-available basis in NMRTC Rota's clinics and can visit the Billing Office in Room D059 to receive information regarding invoices and filing claims with their private insurance companies. The Billing Office can also be reached at 727-3515/3517 on-base or commercial at +34 956-82-3515/3517.

ADSMs families have dental coverage through United Concordia via TRICARE. NMRTC Rota's Dental Department will

see ADSMs as a priority. ADSMs are automatically covered by active-duty dental benefits provided through Active-Duty Dental Program (ADDP). This also includes National Guard/Reserve if on active-duty orders > 30 days and personnel in TAMP & LOD.

NMRTC Rota serves dependents on a limited basis for dental care and may refer to dental services out in town when unable to provide care. Dental coverage for dependents is not automatic but voluntary and has an associated monthly premium. It is therefore important to maintain dependent dental benefits while overseas to ensure services are properly reimbursed. To do so, the sponsor must enroll their dependents in the TRICARE Dental Program (TDP). Here are some recommendations and tips for enrolling dependents in the TDP:

- Enroll in the TDP online via milConnect
- Enroll all family members at the same time.
- Pay your first monthly premium.
- Set up automatic payments for ongoing premium payments.

Sponsors can also enroll dependents in the TDP by phone at +1 (844) 653-4060 or +1 (717) 888-7400 or by mail. To enroll by mail, download the TRICARE Dental Program Enrollment/Change Authorization Form and mail it with your first month's premium to United Concordia at: United Concordia; TRICARE Dental Program; P.O. Box 645547; Pittsburgh, PA 15264-5253.

All TRICARE beneficiaries will have the



option to change or supplement health plans with vision coverage during open enrollment season in late fall. If you have any questions about your enrollment status or TRICARE eligibility, contact the beneficiary service representatives (BSR) at 727-3629 on-base or commercial at +34 956-82-3629 or visit the NMRTC Rota TRICARE office in-person.

Preparing Financially

Relocating costs money, much of it up front. Though you will be reimbursed for many of these expenses, plan to save between \$6,000-\$8,000 for the move. For many, that means starting a savings account early.

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

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

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

What can I take?

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

Housing

Assignment to government quarters depends on the availability of homes for your rank and family composition. Once you complete an application at www.cnic.navy.mil/HEAT, please call our On-Base Housing Counselor at 727-1345 if dialing on-base and +34 956-82-1345 for commercial for an estimated time a home may be available. Finding a home in the community typically takes 30 days, unless you arrive during June to August, which can extend the process beyond 45 days.

All incoming personnel are required to stay in one of the on-base temporary lodging facilities, the Navy Lodge or Navy Inn. If there is no availability on base, you will be issued a Certificate of Non-Availability (CNA) to stay in an off-base hotel. CNAs are only issued by the Navy Lodge and/or Navy Inn. You can call or go online to book in advance.

For off-base housing, the HSC will help negotiate rental contracts and explain lease agreements. Whether you will live on or off base, loaner furniture is available for a maximum of 90 days upon arrival while you are waiting for your household goods shipment to arrive or upon departure after your household goods have been shipped to your next duty station. Loaner furniture includes beds, dressers, couch/loveseat, coffee and side tables, kitchen table, chairs and lamps.

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

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

Base housing offers American Forces Network (AFN) via a cable TV system that is compatible with American NTSC television signals. On-base residents can request to install an antenna capable of receiving Spanish TV signals at their





own expense, but this will require a European or multi-system television that is compatible with the European PAL signals.

If you anticipate living off-base, you will need to purchase a European or multi-system television if you would like to view Spanish TV channels. Off-base residents can also receive AFN channels. HSC provides free AFN decoders for off-base residents or access AFN on-demand using a smart TV. Residents will be responsible for the purchase of a compatible satellite dish and all cost associated with the installation.

To request loaner furniture and/or appliances, an AFN decoder, or to ask any housing-related questions, you can email the HSC at rota_housing@us.navy.mil.

Personal Property and POV Shipment

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

Household Goods Shipment

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



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

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

In addition and when coordinated and approved by your origin Transportation Office a maximum amount of 500 pounds can be declared for your spouse pro-gear.

Express (Unaccompanied Baggage/UB) Shipment

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

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

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

Applying for On-Base Family Housing



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

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 non-European specification POV (can be either an automobile or motorcycle), free from all Spanish duties and taxes ONLY within six months of reporting onboard and in accordance with Article 47 of the Agreement of Defense Cooperation (ADC) between the Kingdom of Spain and United States of America. If your spouse is also active duty military or a DoD civilian coming to Spain on separate PCS orders, he/she is also entitled to import one POV into Spain under the same tax exempt conditions and in accordance with the ADC. If on PCS orders from another installation in Europe, you are not permitted to ship any European specification vehicle acquired in anywhere except for Spain.

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

In deciding whether to ship your vehicle, keep in mind that many of Spain's



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

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

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

Your vehicle must have a license plate, not the dealer plate, in order

to ship it here. Recommend hand carrying license plates, copy of title and registration. If you are moving from another overseas installation and no longer possess your license plate you must request a new plate. If you purchased a new vehicle or previously relinquished your license plate you must obtain a license plate to drive the vehicle here in Spain. It can take two to four weeks for you to be issued a European license plate. Please contact your motor vehicle facility in the state of your vehicle registration to obtain a license plate prior to arriving in Spain.

Personnel driving their POV to Spain in

Car Seats in Spain

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

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

It is prohibited to travel with a 12-year-old child in the front seat of vehicles unless they are taller than 53 inches.

Children less than 12 years old and 53 inches or shorter must use a retention device adapted to their height and weight.



the execution of their PCS transfer from another European country must report to the Security Department Vehicle Registration section with their vehicle within 48 hours of their arrival to the Naval Station for processing of Spanish registration.

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

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

Vehicle inspections, to comply with

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

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

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

Vehicle Modifications

Per Spanish regulations, the installation

of dark plastic coating or other material on front windshield and/or front side passenger windows to simulate smoked/colored glass is prohibited in Spain. As a result, owners of vehicles in this situation will be officially warned by the NEX ITV safety inspectors that their vehicle does not meet Spanish safety criteria and the inspector will recommend they have the plastic coating removed. Window tinting of rear windshield and rear side windows is permissible only when approved plastic coats are used and installed by professionals.

Firearms

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

Once in Spain, firearms must be



immediately registered with the NAVSTA Rota Security Department. Firearms must be stored in the Security Department armory for the duration of the tour. NAVSTA Rota's security armory is the only authorized storage facility of firearms aboard the installation. All firearms must be registered with Spanish military or Guardia Civil firearms registrars. Members must also apply for a weapons ownership document or "Guía 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, it is highly encouraged to leave firearms in storage in the U.S., as there are few public gun ranges in the local area and there is a process that can take a few days to be able to check out your firearm. Hunters must obtain licenses (in Spanish) and permission from landowners before shooting on private property in Spain, which can be difficult to obtain.

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

Pets

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

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

Most Spanish landlords will impose

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

Regardless of how many pets you own, or if you live on or off base, all pets must have a 15-digit microchip and must be registered with the Rota Branch Veterinary Treatment Facility (VTF) within 15 days of arriving in Spain or obtaining a new animal. On-base residents must also register their pets with the Housing Office within the same 15-day time period. Registration forms are available at the Rota VTF and there is a drop box is located by the front door. Place completed registration forms and copies of your animal(s) health certificate paperwork into the drop box. After registration, an appointment can be made with the Rota VTF to obtain an EU pet passport and RAIA registration.

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

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. Be advised that the Navy does not fully pay for the cost of shipping your pet to Spain, as the average cost to ship a pet utilizing a pet shipping company is approximately \$4,000. In addition, commercial airline regulations have become increasingly stringent. Keep these factors in mind when considering

a pet while in Spain. However, per JTR-050107, you may be eligible for up to \$2,000 of reimbursement from the Navy as long as you use Government-procured transportation. Check with all airlines on your itinerary to ensure your pet is permitted to fly, whether onboard in the cabin or in the hold.

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

Southern Spain enjoys a temperate climate year-round. Consequently, there are some parasites that flourish in this region that you may not be aware of back in the States. One disease of particular concern is Leishmaniasis. This potentially fatal disease is transmitted by sand flies and if your pet is infected they cannot return to the United States. In order to provide optimal protection for your dog, 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.

Exotic Pets & Dangerous Dogs

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

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

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

Dangerous breeds are not permitted on NAVSTA Rota. You may own a dangerous breed of dog if you live off base, but you must comply with Spanish registration procedures.

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

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 Rota Security Department can assist owners of dangerous animals with the registration process. Call 727-3225/3246 on-base or commercial at +34 956-82-3225/3246 for assistance.



Requirements for Pet Entry to Spain

As soon you know you're moving to Spain, start preparing your pet for entry requirements. Ensure your transportation office knows you're shipping pets to Spain, so they may help make reservations for you with your airline or direct you to the place to make reservations. Airlines charge fees for shipping pets and this expense is not reimbursable. You must call the airline assigned to you in your itinerary to verify pet travel regulations regardless of ticket notation.

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

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

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



Getting Here

Arriving in Rota

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

FLIGHT Patriot Express (CAT-B or Rotator)

On October 1, 2025, Patriot Express service to NAVSTA Rota was terminated. Thus, you will not be able to arrive in Rota via this means of transport. Once you have received your orders, you should immediately work with your Command Pay and Personnel Administrator (CPPA) and Defense Travel Management Office (DTMO) to book commercial flights for you and your family.

Commercial Airlines

From October 1, 2025 onward, Patriot Express service to NAVSTA Rota ceased, and you will need to have commercial flights booked via your previous command's CPPA and DTMO. Flights booked through NAVPTO may not

represent current airline pet policy regardless of ticket notations. Be sure to check individual airline policy for baggage limits, baggage fees, and entry requirements, as certain airlines may not waive fees or requirements for military members. To construct your itinerary, Jerez de la Frontera (XRY) is the closest airport at approximately 30 minutes' drive from NAVSTA Rota. If you cannot arrange a flight to Jerez de la Frontera, your next option should be Seville (SVQ), which is a little more than an hour's drive or train ride from the base.

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

General Pet Travel Information

Pet owners are responsible for complying with all required documentation, immunizations and border clearance requirements and should be prepared to pay any necessary fees to obtain them. All animals are subject to examination by the customs' veterinarian at the Spanish port of entry (usually Madrid Barajas International Airport). Plan at least four

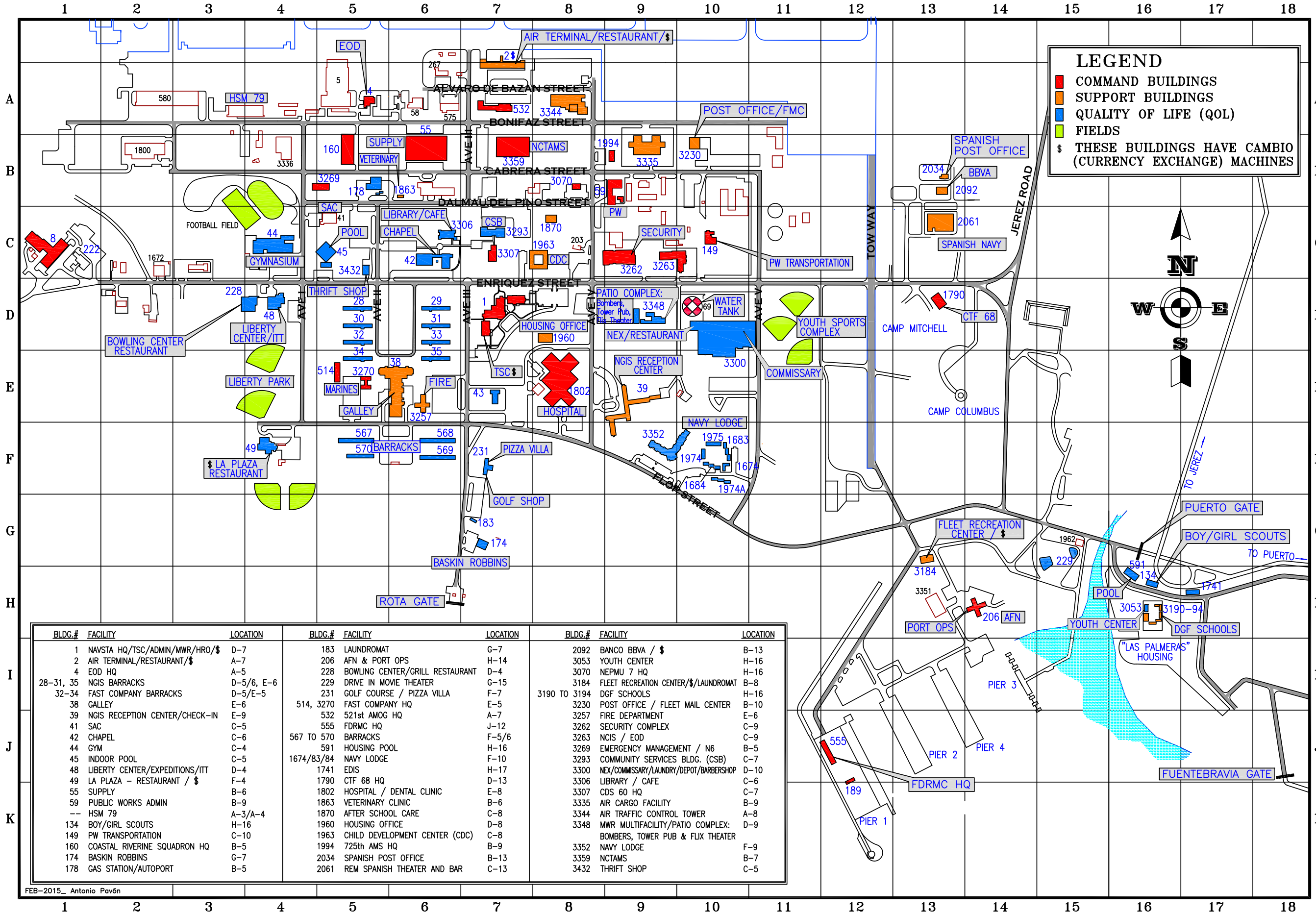
Flights, Lodging, and More

hours to clear a pet through customs during regular workdays; clearance of animals may be delayed after working hours and on weekends.

The passenger must provide an International Air Transport Association-approved container for the pet. It must be large enough for the animal to stand up, turn around and lie down with normal posture and body movements (some commercial airlines simply require that the animal “be comfortable.” 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.

You must call the airline assigned to you in your itinerary to verify pet travel regulations regardless of ticket notation. The maximum weight accepted as excess baggage, container and pet weight combined, is 99 pounds for commercial airline flights.



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

Navy Inn
Managed by the Navy Exchange Service Command (NEXCOM) Hospitality group, the award-winning Navy Inn, located in Bldg. 39, boasts 158 non-smoking rooms including fully accessible and pet-friendly rooms, based on availability. Navy Inn offers 24-hour front desk service and business center with print capabilities, free 24-hour lobby coffee, free guest laundry facilities and free Wi-Fi as well as an outside BBQ area and a fully equipped conference room for rent that can accommodate up to 100 people.

For further information, contact the Navy Inn front desk at 727-1871 on-base or commercial at +34 956-82-1871. For official or Space-A lodging reservations, log onto <http://www.DoDlodging.net/> or call 1-877-NAVY-BED.

Navy Lodge
Perfect for military families on a PCS move, NEXCOM's Navy Lodge consists of

48 non-smoking rooms, including two fully accessible, with two queen beds, smart TVs and fully equipped kitchenette with refrigerator, stove and microwave. Navy Lodge Rota is the 2024 Edward E. Carlson Award recipient, recognizing it as the best Navy Lodge on the planet!

In 2023, Navy Lodge Rota added 50 two-bedroom, two bathroom family suites that feature a full sized kitchen including a dishwasher. The new Navy Lodge boasts a pool and splash pad, BBQ area, basketball court, playground and NEX Mini-Mart and. The property's brand-new fitness room further enhances the guest experience. The Navy Lodge offers free breakfast, free Wi-Fi, and coin laundry facilities.

To make reservations, call 727-2643 on-base or commercial at 1-800-628-9466. For pet friendly rooms, check for availability when making a reservation.

Temporary Lodging Allowance (TLA)

Unaccompanied personnel ranks E-5 and above entitled to TLA are required to stay at the Navy Inn. If space is not available, your second choice is the Navy Lodge. The Navy Lodge will provide a CNA to stay in a hotel on the economy in case of unavailability.

Families are required to stay at the Navy Lodge. If space is not available, a Certificate of Non-Availability (CNA) must be obtained from the Navy Lodge before making arrangements for accommodations in a community. A list of hotels with military discounts in the local community, along with the agreed upon TLA rate, is available at the Housing Service Center.

TLA is paid in 10-day increments. Service members are required to pay for each 10-day billing cycle up-front. Upon payment, your accommodation provides a zero-balanced receipt, which must be taken to the Housing Office for TLA processing. Once Housing prepares the documentation, sponsors will submit to Command Pay Personnel Assistant (CPPA) who will then submit to PSD for processing. Timely submission of documentation is essential for timely reimbursement.

Making Phone Calls

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



Getting Settled

Check-in at Naval Station Rota
Your first stops when arriving on base (any command) should be:
- Your gaining command's Administration Department and CPPA for administrative check-in procedures and travel voucher processing
- NAVSTA Rota Security's Pass and I.D. section, located in Building 3262 across from Bomber's and Flix Theater, to receive your and your dependents' Spanish TEI cards required to get on/off base and to access to numerous base facilities
- NMRTC Rota for medical record drop-off and in-processing, as well as overseas re-screening for dependents

Upon arriving at your new command, you will need to visit your new command's Administration Department to process Documents needed to process the command sponsorship Page 13:
- Copy of PCS orders
- Copy of Record of Emergency Data/ Dependents Information (NAVPERS 1070/602)
- U.S. Naval Hospital Rota's Overseas Screening endorsement for all dependents
- Power of Attorney (if sponsor not present)
- COMNAVPERSCOM (PERS-451)/CNO

(N130) Advanced/Delayed Travel of Dependents authorization (if applicable)
- No-fee passports for all dependents accompanying the sponsor

It is extremely important to see your Command and Pay/Personnel Administrator (CPPA) within two days of reporting to complete your gain process and submit your travel voucher for your PCS. To be gained by your new command, you will need your orders, overseas screening, and passports. Timely submission of your gain paperwork will prevent any unnecessary overpayments of entitlements. During your check-in procedures with your CPPA, make sure that you ask them about your pay and travel entitlements (COLA, OHA, MIHA, TLA, DLA and Travel Pay/Per Diem). These entitlements are not automatically credited to your pay (LES) and must be claimed separately by the sponsor. You must submit your travel voucher with your CPPA within five days of PCS travel completion. To submit your travel voucher, you will need the receipt of your SATO travel itinerary and any subsequent en-route lodging and car rental (if authorized) receipts.

Urinalysis: All new PCS arrivals assigned

Checking In, Finding Housing, & More

to shore-based commands in Rota have 72 hours to check in with the installation's Urinalysis Program Coordinator (UPC). The UPC office is open for check-in's and check-out's every Tuesday and Thursday from 0900-1100 in Building 532, which is directly across from the NAVSTA Rota Air Terminal. You must have your sponsor with you when providing your initial sample. For any questions, e-mail NAVSTARotaUPC@us.navy.mil.

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

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

For initial check-in with Security (telephone: +34-956-82-1605/1610/1609), you will need:
1. No fee passports for all dependents and civilian employees. Passports will be held by Security to be validated by

Spanish immigration for the length of your tour in Spain. You may pick up your passports two to three weeks later with the Spanish validation (Entrada) stamp on it.

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

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

Housing

The Rota Housing Service Center (HSC), located in Bldg. 1960, offers a wide variety of housing services. All personnel in receipt of PCS orders are encouraged to view the NAVSTA Rota Housing website at: https://www.cnic.navy.mil/regions/cnreurfswa/installations/ns_rota/ffr/housing_and_lodging.html. You can also contact HSC via email at rotahousing@us.navy.mil, by phone at 727-2398/2698 on-base or commercial at +34-986-82-2398/2698, or stop by HSC during open hours (typically 8 a.m. – 4 p.m.).

Applying for On-Base Family Housing

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

On-Base Family Housing

All incoming officer and enlisted personnel on accompanied tours have

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

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

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

Unaccompanied Housing

The Unaccompanied Housing (UH) Office is located in Bldg. 35 and the front desk is open 24/7. The desk provides full service with check in/out, keys/lock outs, service calls, and more. To contact UH, send an email to rotauhfrontdesk@us.navy.mil,

call 727-2590 if dialing on-base or commercial at +34 986-82-2590, or stop by the office hours (Mon-Fri 7:30 a.m. – 4 p.m.).

The main campus barracks are centrally located aboard NAVSTA Rota within easy walking distance

to MWR facilities, Navy Exchange (NEX)/Mini-NEX, Commissary, U.S. Naval Hospital Rota, Galley, PSD, and more.

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

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

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

Off-Base Housing

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

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

Homes.mil is the 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 incoming and outgoing relocation information

- Providing indoctrination to Community Housing for new arrivals
- Inspections of homes for adequacy, including In-Checks, Preliminary and Final Inspections
- Providing a list of approved houses/apartments
- Providing assistance with showing services through local realtors and/or self-guided tours to help locate off-base housing
- Negotiating rental contracts
- Explaining the lease agreements
- Providing Issue Resolution services

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

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

Locations

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

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

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

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

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

Paying Rent

Rent for homes on the economy are paid in euros. Most Americans pay their rent to their landlords using money transfer apps or wire transfer; be sure to discuss/negotiate this during the lease agreement. Be aware that bank-to-bank transfers and money transfer apps may charge you a set fee. Banco BBVA and NEX Home Rental Payment Program are also other means to pay rent.

Self-Help Store

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



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

Partial Full Tour Furnishings

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

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

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

Post Office

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

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

Postal services provided at the MPO are very similar to those provided by civilian post offices in the United States. First class letter mail and packages typically take about 7 to 10 days to arrive in Rota from the United States. Anything sent “overnight” or “next day” service from the US will reach the mail processing center in Chicago on the next day, but will not get to Rota for at least 3-5 additional days afterwards.

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

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

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

ENTRADA (Entry) Stamp

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

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

NIE

A Número de Identificación de Extranjero (NIE) is required for many different reasons such as renting a house, Spanish bank accounts, utilities hook-up, registering a Spanish second-hand vehicle, kids’ activities, contracts for cell phones or internet at home, and some forms of transit and event



tickets. This number is assigned to all requestors by Spanish National Police. For NIE requests, go to Security with the following documents:

- 10 euros
- Passport
- Military/dependent I.D. card
- Spanish I.D. card (TEI)

The process takes approximately 3-4 weeks.

Driving in Spain
Vehicle Pick-Up Procedure

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

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

- Valid POV insurance
- Payment receipt from Banco BBVA (inside the Base)
- Valid U.S. vehicle registration
- Valid license plates
- PCS orders or homeport shift certificate
- Valid U.S. driver’s license (If motorcycle, member must have prior two-year motorcycle license endorsement)
- Valid Department of Defense (DOD) ID
- ITV appointment from the Navy Exchange Autoport

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

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

Driver’s Licenses

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

To obtain a Spanish driver’s license to operate a car, 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 standard Spanish driver’s license to operate a car or motorcycle. However, family members from 15 to 18 years of age can apply for a Spanish driver’s license valid to operate mopeds or microcars (vehicles up to 49 cc)

Spain requires proof of two years minimum of motorcycle driving experience prior to issuing a full motorcycle license, so make sure that your stateside driver’s license has been endorsed for motorcycle operations for two or more years, or have written evidence that you have had a motorcycle license for more than two years, prior to your transfer. If your U.S. driver’s license with motorcycle endorsement was issued less than two years ago, you will obtain a Spanish driver’s license valid to operate motorcycles with no more than 500 cc.

Prior to applying for a Spanish driver’s license, applicants must satisfactorily pass a written test on Spanish traffic laws and signs. Security Department personnel administer this test during the week that you and your family members attend the Intercultural Relations (ICR) class. It takes approximately two weeks to get the Spanish license once the paperwork is submitted to Security. In the meantime, you and your family members may drive legally in Spain by obtaining an official Spanish translation of your stateside driver’s license from the Security Department Pass and I.D. Section in Bldg. 3262 at no cost to you.

Automobile Insurance

Vehicle owners must have a third-party liability insurance policy with the following coverage to either operate or register a vehicle: bodily injury, liability minimum of €50.000.000 per accident and property damage minimum of



€75,000.000 per accident. To prove compliance with Spanish compulsory insurance laws, personnel holding POV insurance acquired in or outside of Spain must have an International Certificate of Vehicle Insurance (green card - though it doesn't have to be printed on green paper).

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

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

Motorcycles

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

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

All active duty motorcycle riders must complete a Motorcycle Safety Foundation-approved basic rider safety course prior to riding on-base. Courses are usually held monthly and must be scheduled using the Enterprise Safety

Applications Management System (ESAMS) or at <http://navymotorcyclerider.com>. Class registration is often limited. It is highly encourage to complete training prior to arrival.

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.

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

Mopeds

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

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

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

Driving In Europe

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

Getting Settled in Spain Intercultural Relations (ICR)

The ICR course is designed to orient all newcomers to Rota, Spain. Hosted

by COMNAVACTS and the Fleet and Family Support Center (FFSC) Rota, the three-day ICR course provides newly reporting members and their families with information about the base and its surrounding areas. The course includes a field trip where newcomers have the opportunity to explore the town of Rota, browse a local open-air market, and taste a typical Spanish meal.

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

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

Your sponsor can register you for the course up to one month before your arrival or you can register for the next available date upon arrival by calling 727-3232 on-base or stop by the FFSC office located in the Community Support Building, Bldg. 3293.

Banking and Credit Cards

Navy Federal Credit Union (NFCU) is the only U.S. bank on base. NFCU is open Monday-Friday; closed Saturdays, Sundays, and U.S. holidays. Additionally, Navy Federal also operates three ATMs on base. Checks from U.S. banks are accepted at the Navy Exchange and Commissary.

Automatic Teller Machines (ATM)

Spain is a member of the European Union (EU) and the official currency is the euro. You can get euros from several ATMs on base. You may be charged a transaction,



withdrawal and/or conversion fees, which could amount to 3-5 €. Fees vary by institution. ATMs that dispense euros are located inside the Commissary, outside the NEX, outside the NMCRS Thrift Shop, and at the BBVA location located in the Spanish area of the base. You can also purchase euros at the NEX. Conversion rates vary daily.

There are also ATMs that dispense dollars on the installation, including a Navy Federal ATM outside the Navy Federal office in Building 1A, outside La Plaza, and outside the NEX.

Public Transportation

NAVSTA Rota has a no-fee shuttle bus services that does a round-robin throughout the core of the installation with stops at designated locations including the pier, barracks, galley and NEX. All U.S. ID cardholders (military, dependent, and contract personnel) may ride the bus.

Off base, local commercial transport (bus, taxi, and train) is readily available outside the gates. The Rota bus station is located near the Rota gate. The closest train station is in El Puerto de Santa María and approximately a 20-minute

drive from base. The Spanish medium and long-distance train provider is Renfe, and it's local transit subsidiary is known as Cercanías. Both systems have apps where you can buy and use tickets, but you can also purchase tickets at the station. Taxi fees are pre-set or metered so be sure you understand the fare before departing. There is a regular ferry service between Rota and Cádiz and El Puerto de Santa María and Cádiz.

Civilian Employment

Human Resources Office (HRO) Rota is located in Bldg. 1, Room 145 and provides services for the vast majority of Department of Navy (DON) appropriated fund (APF) positions on NAVSTA Rota, tenant commands, and National Support Elements in Madrid, Valencia, and Lisbon.

While there is a 70/30 ratio of Spanish Local National (LN) positions to U.S. positions, all posted vacancies (local or CONUS hire) include military spouses and family members in the area of consideration in order to increase employment opportunities. All APF vacancies are posted on USAJobs.gov.

USAJobs.gov is the Federal government's

official one-stop source for Federal jobs and employment information. Applicants are strongly encourage create an account to store appointment and preference documents in USAJobs so they will be readily available at all times. Military spouse and family members may apply for employment up to 30 days before their anticipated arrival overseas. However, they may not receive preference until their arrival at the foreign location. Please ensure you keep, travel itinerary, PCS orders (spouse must be on the orders) and marriage certificate, as proof of eligibility for military spouse and family member preference.

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

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

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

Navy Exchange Jobs: <http://www.NavyExchange.jobs>

Other Employment Opportunities

Navy Federal Credit Union, Navy College Office, Rota Elementary School, Rota Middle/High School, and select contract positions are available for family members at NAVSTA Rota.

DoDEA schools hire substitute teachers, educational aides, and full-time teachers. Copies of college transcripts are required for substitute teaching. Original transcripts are required for full-time teaching positions. Qualified teachers seeking positions should visit www.usajobs.gov for all positions are posted to that website.

Dependents are authorized to telework remotely for positions based out of the United States, offering another avenue to find employment.

Off-Base Employment
Off-base employment is not available for most Americans. Spanish labor laws and the Agreement on Defense Cooperation (ADC) make off-base employment a challenging process. For more information, please schedule an appointment with Mr. Luis Martin Mesa, the RLSO EURAFCENT Det Rota's Spanish

attorney located in Bldg. 3293, by emailing rotalegalassistance@us.navy.mil.

Home-Based Business (HBB)

You may be interested in starting and running a home-based business (HBB) during your time in Spain. If so, please be aware that some of the following restrictions may apply:

All home-based business must register with RLSO EURAFCENT Det Rota office located in Bldg. 1. You can set up an appointment or just inquire about additional information by e-mailing rotalegalassistance@us.navy.mil. Income from HBBs is taxable under Spanish law. Note that Spanish law may not require businesses to register with Spanish Social Security if income is less than 9,080.40 €/year. Military Mail Facilities cannot be used to import goods for resale. Note that agency-type sales are permitted. The NEX or Commissary may not be used to resource HBBs. HBB owners must shop in the local economy. Food-Based HBBs may have additional requirements regarding food safety and liability disclosure. All approved business will confine their activities to NAVSTA Rota.



Private Organizations/Non-Federal Entities (NFEs)

NFEs are self-sustaining organizations that are not an official component of the Federal Government. NFEs are established, operated, and controlled by an individual (s) acting outside the scope of any official capacity as officers, employees, or agents of the Federal Government. Examples of NFEs include Petty Officer Associations, spouse clubs, fraternal organizations, and businesses.

•In order to have a NFE recognized onboard COMNAVACTSPAIN, you must submit a package for approval (in accordance with COMNAVACTSPAININST 1710.4J) to RLSO EURAFCENT Det Rota office located in Bldg. 1. You may obtain an application package or request information by e-mailing rotalegalassistance@us.navy.mil.

MILITARY

CHILDCARE

dot com

One Place
for Military
Families
to find the child
care they need

ALL BRANCHES | ALL LOCATIONS | ALL THE TIME
WWW.MILITARYCHILDCARE.COM

There's an App for It!

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

Translation Apps

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

WhatsApp

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

HEALTH & PUBLIC SAFETY

AlertCops

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

to share your position with the public security center.

Smart Traveler, U.S. Department of State

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

Mobile Banking

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

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

MILITARY LIFE

AFN Go

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

Commissary Rewards

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

NavyMWR Rota

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

Navy App Locker

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





Base Programs/Facilities

Base Facilities, Programs, Shopping, & More

Fleet and Family Support Center (FFSC)

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

Deployment Support Program:

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

Family Advocacy Program:

Counselors provide case management, safety/risk assessment, treatment of child abuse and neglect, and spouse/partner abuse. FAP Victim Advocates also provide safety planning services and FAP education to the community.

Financial counseling:

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

Information and Referral:

The FFSC provides information and referral resources on all local and community services.

Intercultural Relations (ICR):

FFSC Rota has two cultural experts to assist you with adapting to your new home in Spain. We offer a three-day ICR course, first and second days mandatory with an optional field trip on the third day, that includes information on the Spanish language, food, culture, and travel. In addition, FFSC offers cultural seminars, further language study, and the Foreign Language Exchange (FLEX) program, which pairs American service members and families with Spanish families.

New Parent Support Program:

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

Professional Clinical Counseling/

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

Sailor Assistance and Intercept for Life Program (SAIL):

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

Professional Clinical Counseling at DGF Middle / High School:

FFSC has a clinical counselor present at DGF Middle/High School to provide confidential counseling services for students in grades 6 to 12 and their families. Counseling services include, but are not limited to, issues related to transition, bullying, peer relationships, deployment and related developmental problems. Prevention and awareness education is provided to the students in collaboration with the health education curriculum.

Sexual Assault Response

Program: Located in Building 3293, The Sexual Assault Response Program manages the base sexual assault prevention, intervention and support program. For immediate crisis response, please contact the SAPR 24/7 response line at +34-646-407-871. For more information about the SAPR Program, please contact +34-956-823-232 or 727-3232 if dialing on-base.

Relocation Services:

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

Family Employment Readiness Program (FERP):

FERP is designed to provide employment assistance to military and civilian family members. FFSC offers skill-building programs and workshops to help participants with career planning, resume writing, and interviewing skills.

Exceptional Family Program (EFMP):

The Exceptional Family Program is here to support service members and their families when dealing with special medical and/or educational needs. Once enrolled in EFMP, your assigned EFMP Case Liaison will ensure you are accessing the necessary services and resources. If there is anything that you have not been able to access, your EFMP Case Liaison will help you find the necessary resources or refer you to the next step in ensuring the necessary



resources are secured. If there is a child receiving Individualized Education Program (IEP) services, the EFMP Case Liaison can attend to offer support and clarification during IEP meetings. The EFMP Case Liaison is here to support the service member and his family to ensure a successful tour.

To get enrolled in EFMP the DD Form 2792 must be completed by the PCM for an adult or child dependent. If there is a child dependent that receives IEP services at school or an Individualized Family Service Plan (IFSP) for a child up to 3 years old, the sponsor must also submit a completed DD Form 2792-1 and attach the IEP or IFSP. The DD Form 2792-1 can be completed by the IEP or IFSP service team. Once all required forms and documents are gathered, they must be submitted to the MTF EFMP Coordinators at NMRTC, Rota. The MTF EFMP Coordinators can be found in the PAD/OSS office near the quarterdeck. For any questions, please reach out to the EFMP Case Liaison at EFMPRota@us.navy.mil.

Transition Assistance Program (TAP):

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

Life Skills Program

Life Skills Program offers many events designed to promote family strength and well-being. Life Skills are all about self-discovery, exploring new ways to think, interact and approach problems. These workshops focus on using conflict to direct positive change and harnessing the power of communication to strengthen relationships through mutual respect and understanding. Thought management and problem solving strategies are employed to get to and



stay in Operational Stress Control (OSC) mission-ready green! Take advantage of these programs to promote personal and family strength:

- Anger Management
- Communication Skills
- Conflict Management
- New Spouse Orientation
- Parent Education
- Stress Management
- Healthy Relationships
- Mind Body Mental Fitness

Navy Family Ombudsman Program

The ombudsman is a volunteer, appointed by the commanding officer, to serve as an information link between command leadership and Navy families. Ombudsmen are trained to disseminate information both up and down the chain of command, including official updates from the Department of the Navy, command information, command climate issues and improvements to the quality of local life. Ombudsmen also provide resource referrals when needed. They are instrumental in resolving family issues before the issues require extensive command attention.

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

Please contact FFSC for more information about services and programs at 727-3232 if dialing on-base or commercial at +34 956-82-3232.

Chapel

The Religious Ministries Department offers a comprehensive command religious program including divine services for the Catholic and Protestant communities. We have two Lay-led religious services for the Jesus Christ of Latter Day Saints community and for the Jewish community. The department also offers weekly CCD, RCIA, Hebrew school, children's church, youth ministry, and adult and youth religious education classes. Sacramental preparation and reception is available with individual Chaplains. There are many opportunities to volunteer within the chapel program, as an expression of faith or for an opportunity to get community service hours. The Protestant Women of the

Chapel (PWOC), Catholic Women of the Chapel (CWOC), and Mothers of Preschoolers (MOPS) are other partner organizations that provide opportunities for personal connections, spiritual growth, and volunteer service. The Chapel staff can provide referrals for other faith groups in our local area. For more information, contact the Chapel at 727-2161 on-base or commercial at +34 956-82-2161.

Galley Services

Naval Station Rota's Gateway Galley, located in Bldg. 38, is a five-star accredited dining facility, serving approximately 1,800 meals a day to permanently assigned and transient active duty personnel, reservists on active duty plus their DoD ID cardholder family members. The Gateway Galley serves Navy Standard Core Menu that is Go 4 Green compliant.

DoD and CNIC policy only allows DoD ID cardholder family members to use the base galley facility if their active duty sponsor escorts them. U.S. Civilians and contractor personnel are not authorized unless orders specifies the use of the

Galley for consumption of meals. At the discretion of the installation CO, the galley is open to all authorized personnel, including sponsored dependents, U.S. civilians, retirees, and local nationals with base access during specific special events such as Christmas and Thanksgiving meals or cultural heritage days.

Morale, Welfare and Recreation (MWR)

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

The Aquatics Center features an indoor 25-meter heated pool offering lap swimming, "Learn to Swim" lessons, and open swim. This facility has added significant upgrades, including deck-side cardio options, a core workout station, and TRX strength equipment. Navy Second Class Swim Testing available by appointment. The Outdoor Pool is located in family housing is open from Memorial Day through Labor Day for recreational swimming, lap swimming, swim lessons, water slides, aqua climbing wall and parties. For more information, call 727-2129 on-base or commercial at +34 956-82-2129.

The Fitness Center has a variety of equipment and facilities to meet your

fitness goals, including weight and cardio rooms, a family fitness space, a NOFFS Functional Fitness Room, a basketball court, and locker rooms with showers. Enjoy a 400-meter all-weather track outside the Fitness Center encompassing a multipurpose turf field. Multiple softball fields, a lighted outdoor basketball court, and four tennis courts are also available for the community. A wide variety of group exercise classes and programs are offered in addition to exercise equipment available for checkout. Personal Trainers are at your disposal to help develop fitness goals and provide periodic progress evaluations. Command Fitness Leader (CFL) and Mission Nutrition trainings are offered throughout the year. The Fitness Center is open 365 days a year for your fitness needs, and 24-hour access is available. For more information, call 727-2565 on-base or commercial at +34 956-82-2565.

The Waterfront Fitness Center is MWR's newest recreational facility opened in May 2025. It is located across from Fleet Landing and conveniently close to the harbor area. This outdoor facility contains free weights and training equipment for dozens of patrons, as well as an open-air basketball court and exercise area for command physical training. For more information, call 727-2565 on-base or commercial at +34 956-82-2565.

MWR's Intramural Sports program offers a wide variety of team and individual sports, including softball, basketball, volleyball, flag football,



soccer, golf, bowling, running, triathlons, and cycling. For more information, call 727-1916 on-base or commercial at +34 956-82-1916.

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

El Patio complex includes two separate facilities: Flix Theater and Bombers Fresh-Mex, a quick-service Mexican food restaurant alongside the Tower Pub gastro-bar (offering a separate a la carte menu). With Spanish-inspired design and an expansive patio, El Patio is the perfect venue for entertainment. The facility is conveniently located next to the NEX and Commissary complex, creating a pleasant, town-center feel. For more information, call 727-3712 on-base or commercial at +34 956-82-3712.

Flix Theater (located at El Patio) offers current and first-run movie releases across two state of the art 71-seat cinemas with digital surround sound. Concessions are available throughout all showings and include all your favorite snacks and beverages. Additionally, Rota is home to the only operational drive-in in the U.S. Navy, and drive-in movies are heard in FM stereo. Show times are available at the theater and online at navymwrrota.com/theaters. For more





information, call 727-3709 on-base or commercial at +34 956-82-3709.

La Plaza is home to the largest pizza facility in the U.S. Navy! Pizza Villa features American-style pizza, calzones, salads, and oven-baked sandwiches. Monthly pizza specials and programming are also offered. La Plaza provides a variety of private event catering options. Within the facility, you can also find Champions Bar, which hosts several special events, including diverse American Forces Entertainment acts. Facing the golf course, the outside patio provides an open space, a pavilion, horseshoe pit, and cornhole boards for your entertainment. For more information or to order a pizza, call 727-3212 on-base or commercial at +34 956-82-3212. You can also download the new Pizza Villa app on the App Store to order ahead for eat-in or take-away. An ATM is also available outside the facility as a quick cash option.

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

Gourmet Bean is conveniently located at both Fleet Landing and the Library, offering a comprehensive Starbucks "We Proudly Serve" coffee menu. Each café

also offers a selection of breakfast items, salads, sandwiches and more for dine-in or takeaway. For more information call 727-2923 on-base or commercial at +34 956-82-2923.

Fleet Landing is located near the pier and home to Gourmet Bean. It also arranges social and special events catered through La Plaza. Services

include free Internet access, a 24-hour laundromat, indoor and outdoor seating areas, and a meeting space equipped with a projector. For more information, or to book the conference room, call 727-2923 on-base or commercial at +34 956-82-2923.

Community Recreation is home to our **Tickets & Travel** and **Outdoor Recreation** programs! Here is where all your sightseeing, travel, and outdoor pursuits can be met. Rota MWR offers more than 150 tours annually to historical destinations within Spain, cultural festivals, ski trips, and outdoor adventure areas. Some international overnight trips are also offered. Community Recreation also provides an indoor rock climbing wall and equipment rental, including ski and snowboarding equipment, bikes, water sports equipment and party rentals. Visit the Armed Forces Travel www.americanforcetravel.com website for travel booking options, including discounted airline fares, hotels, and rental cars. For more information, call 727-3101 on-base or commercial at +34 956-82-3101.

Liberty Center is the unaccompanied active duty members' source for leisure activities, trips, tournaments, and recreational games. Open 365-days per year, it has Internet-enabled computers, free Wi-Fi, TV lounges, table games, massage chairs, arcade games, musical instruments, and video activities. The Liberty Center also offers printing and scanning devices, webcams, and over 800 movies to view in the mini-theater with surround sound. For more information, call 727-2527 on-base or commercial at +34 956-82-2527.

The **Library** offers more than 25,000 books, DVDs, and CDs, Internet access, children's story time, and a robust summer reading program. The Library staff is also available to assist you with creating an access account to the DoD MWR Digital Library so you're able to enjoy thousands of books and videos on your own devices. For more information, please call 727-2418 on-base or commercial at +34 956-82-2418. Additionally, Gourmet Bean café, serving Proud to Serve Starbucks Coffee, is located within the Library building, providing coffee, beverages, and assorted grab-and-go food items for purchase.

Community Classes offers the opportunity to learn new skills, such as piano, guitar, Spanish language, fine arts, dance, martial arts, robotics, and photography. Class registration is offered at the Liberty Center. Do you have a particular skill that you would like to share? You can also sign up as an instructor. For more information, call 727-2527 on-base or commercial at +34 956-82-2527.

Child and Youth Programs (CYP)

Child Development Center (CDC) provides full-time child care needs Monday – Friday, 6 a.m. - 6:30 p.m., for children ages six weeks to five years old. Hourly care is also available for all ages and based on space availability. For



more information, call 727-1100 on-base or commercial at +34 956-82-1100. Log on to MilitaryChildCare.com to submit a formal request for full-time care. Log on to MWR Rota's webpage (navymwrrota.com) and follow the CYPOnline link to request hourly care.

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

Youth Center's Gravity/Jams is a recreational-based, after-school program for 10-18-year-olds (still enrolled in high school). The facility opens after school Mondays – Wednesdays and Fridays, 3-6:30 p.m., early release Thursdays, 2:45-6:30 p.m., and on Monday – Friday full school days off, noon-6:30 p.m. The facility has two sides serving both the pre-teens (Jams, ages 10-12 years old) and teens (Gravity, ages 13-18 years old). Each side offers a variety of game tables, video games, music equipment, computers, video, photo, and music



production software, and an array of art, craft, science, and construction supplies. The Youth Center offers various camps, off-base field trips, and special events, including dances, lock-ins, and late-night openings. The Youth Center is also a member affiliate with the Boys & Girls Club of America (BGCA) and 4-H and offers clubs and activities for both. For more information, call 727-4625 on-base or commercial at +34 956-82-4625. Log on to MWR Rota's webpage (navymwrrota.com) and follow the CYPOnline link to request more information.

Youth Sports are organized team activities to improve athletic and motor skills while developing a child's self-esteem. Team sports are offered year-round, including baseball, soccer, flag football, and basketball. Individual sports clinics are offered during summer and winter break. Youth Sports has activities for ages 3 to 14 yrs. For more information, call 727-4721 on-base or commercial at +34 956-82-4721. Log on to MWR Rota's webpage (navymwrrota.com) and follow the CYPOnline link for more information.

American Forces Network (AFN) Radio and Television

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



listen live on AFN Go by downloading the app or visiting <https://afngo.net/afneurope/Rota>. AFN TV is syndicated through AFN Europe's headquarters in Germany and comes pre-wired for use in all on-base housing. You can also watch AFN TV on your phone or smart TV by signing up for AFN Now online at <https://afn-now.myafn.mil/Identity/Account/Register> and then downloading the app on your devices.

American Red Cross

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

Programs include emergency communication messages to support leave requests during family emergencies, a variety of professional volunteer opportunities for youths and adults, blood pressure clinics, CPR and babysitting classes, community education programs, and much more. The American Red Cross is located in Bldg. 1B and can be reached on-base at 727-2333 or by emailing Rota@RedCross.org. For after-hours requests, contact the stateside Hero Care Center at +1 877-272-7337.

Navy-Marine Corps Relief Society (NMCRS)

The Navy-Marine Corps Relief Society (NMCRS) provides interest-free financial

assistance and education to members of the United States Navy and Marine Corps and their family members.

Household Setup Loan: Service members PCSing to Rota may be eligible to receive a Household Setup loan to relieve the initial financial burden of renting a home off base. In many cases, the first month of rent and security deposit must be paid at the time of lease signing with the homeowner. The lease agreement is required for requesting Overseas Housing Allowance (OHA). NMCRS Rota can assist in bridging this major expense while you are waiting for OHA to begin.

Quick Assist Loan: Do you need funds today? Another financial service NMCRS provides to active duty Sailors and Marines is the Quick Assist Loan (QAL). The QAL is a walk-in service that takes approximately 15 minutes to complete. If eligible, you may receive a check for an interest-free loan for \$500 or less.

Financial Education: Experienced NMCRS Caseworkers are available to provide education on a number of topics and create or update a budget. They can assist in preparing for a PCS, navigating potential financial challenges, and teaching sailors how to read their LES - just to name a few helpful resources.

Financial Assistance: Life can happen unexpectedly overseas- NMCRS has caseworkers available to provide needs- based financial assistance in the form of an interest-free loan. NMCRS uses donations to provide financial assistance, so each case is carefully considered.

Visiting Nurse Program: NMCRS can offer in-home visits by our Registered

Nurse to active duty and retired Sailors, Marines, and their families. The Visiting Nurse provides health education for prenatal and postpartum mothers, newborn care and breastfeeding support, as well as a variety of health concerns. The Visiting Nurse also facilitates a variety of free classes and support groups.

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

Thrift Shop: The NMCRS Thrift Shop is a great place to find bargains on clothing, uniforms, and household goods. All donated items are carefully inspected to ensure that only quality items are fit for resale. Please see social media for updated hours of operation. Thrift shop is located in Building 3432, between the Chapel and the Aquatics center.

If a financial need arises during your time in Rota, contact us by calling +34 956-82-1614 or email rota@nmcrs.org. We are located in Building 1B.

United Service Organizations, Inc. (USO) Rota
The USO's mission is to strengthen America's military service members by keeping them connected to family, home, and country throughout their service to the nation.

USO Rota opened on October 2, 2017 and helps service members as they transition through NAVSTA Rota, Spain. The center

features a relaxing lounge area with an internet café capable of printing and complete with CAC functionality. We offer Wi-Fi throughout the terminal and refreshments consisting of Coca-Cola products, coffee, water, and a variety of snacks. EasyTV is delivered courtesy of TKS and is in the USO main lounge, family room, as well as the terminal's departure and arrival areas, providing travelers with stateside television programming. A family room is available with children's play space, nursing area, and family-friendly entertainment.

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

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

Women, Infants & Children (WIC) Overseas
WIC Overseas is a nutrition education and supplemental food program that aims to improve the overall health and wellness of families of active duty service members, DoD civilian employees, DoD contractors, and their dependents. WIC is available for pregnant women, breastfeeding women (up to infant's first birthday), postpartum women (non-breastfeeding women up to 6 months or breastfeeding women up to 1 year), and children 0-5 years old. Benefits include basic nutrition and health screenings,



redeemable nutritious food checks for use at the Commissary or NEX, access to resources and tips that help you and your family lead healthier lives, healthier birth weights for babies, reduced anemia rates for children, breastfeeding support, breast pump loan program, and a breastfeeding/pumping room open to everyone. WIC Overseas Rota is located in Building 1963, the Child Daycare Center building. For more information, call 727-2921 on-base or commercial at +34 956-82-2921.

Shopping: On Base Navy Exchange
Navy Exchange (NEX) Rota's Main Complex is centrally located on the base adjacent to the Commissary. The NEX is open Monday-Saturday 0900-1900 and Sunday 1000-1800 and carries a wide variety of recognized name brands. The NEX features a large selection of clothing and shoes for the entire family, electronics, small appliances (both 110v and 220v), housewares, uniforms, furniture, lawn and garden, hardware, sporting goods, watches, sunglasses, and jewelry.

The NEX offers services such as floral, barber/beauty salon, laundry/dry cleaning, alterations, optical center, Janz Durable Medical Equipment, Military AutoSource, photography studio, cellular, internet, currency exchange, rental payment services, and local souvenirs. The NEX Main Store is home to recognized fast-food locations including Subway, Dunkin Donuts, and Planet

Smoothie. The NEX also has a food court located at the air terminal (Bldg. 2) that offers Nathans All American, Dunkin Donuts, and Healthy Express. There is also a Baskin Robbins near the Rota gate and the Dive Inn Restaurant, which serves food and ice cream, located near base housing by the Puerto/Salado Gate. Car rental services are available in the air terminal at Building 2.

The attached NEX Mini Mart carries a wide selection of health and beauty products, sports nutrition, pet supplies, household cleaning supplies, paper products, food and beverages and much more. The NEX Mini Mart is open from 07:00- 22:00 Monday – Saturday and 07:00-21:00 on Sundays.

The NEX Car Care Center and gas station is located adjacent to the School Age Care (SAC) building. It offers unleaded and diesel fuel, general automotive repair such as HVAC recharges, oil changes and tire installation as well as the ITV inspection, which is required for the registration of a vehicle on base. Tow truck service is available Mon-Fri 8 a.m. – 5 p.m. The NEX operates the Repsol gas card program, which allows eligible personnel to receive a certain quantity of gasoline at a reduced rate at Repsol stations throughout Spain. To sign up, stop by the NEX Main Store Customer Service office to get the application form. It will take a few months to set-up.

For more information on NEX stores, services and hours of operation, call 727-2391 on-base or commercial at +34 956-82-2391.

DECA Commissary
Rota's Commissary offers nearly 10,000 grocery and miscellaneous items and has a full-service deli/bakery. Rotisserie chicken, panini sandwiches, several hot foods, deli meat and cheese trays, special order cakes, and self-service fruit and vegetable salad bar are available. For more information, call DSN 727-1266 or commercial +34 956-82-1266.

As with all overseas commissaries, they accept coupons up to six months past the expiration date as well as the Rewards Card coupon program. Be aware that Commissary eligibility is only available to active-duty service members, DoD civilians and contractors, and dependents on official orders with a TEI card, as well as personnel on TAD/ TDY orders after orders have been stamped by the Security Office. Please have your TEI card readily available to show Commissary staff when checking out.

Rota Education Center
The Rota Education Center is located in Building 3293 on the first floor. There are two local universities located in the Education Center: Embry-Riddle Aeronautical University and University of Maryland Global Campus. For assistance with tuition assistance or any other Navy College services, please contact the Navy College Virtual Education Center (NCVEC). Their hours of operation are Monday – Friday (0700-1900 EST) or call toll-free at 1-833-330-MNCC. You can also visit www.navycollege.navy.mil.

Embry-Riddle Aeronautical University – Worldwide | Rota Campus
At Embry-Riddle Aeronautical University's Rota Campus, we empower service members and civilians to advance their careers through flexible, high-quality education. As a globally recognized and regionally accredited leader in STEM—Science, Technology, Engineering, and Mathematics—our degree programs are designed to prepare students for success in industries such as aerospace, aviation, security, technology, cybersecurity, logistics, engineering, uncrewed systems, safety science, and business. For a list of all our programs visit: <https://worldwide.erau.edu/degrees>. Embry-Riddle Worldwide delivers



education through multiple modalities to fit your lifestyle—whether you prefer in-person instruction, blended formats, EagleVision virtual classrooms, or fully online learning. Military training and experience as well as previous college credit are evaluated for transfer credit, helping students accelerate their path to graduation.

With more than 130 global locations, ERAU Worldwide is committed to supporting learners wherever they serve or live. For more information, visit <https://worldwide.erau.edu/locations/rota> or email rota@erau.edu

University of Maryland Global Campus (UMGC) Europe

UMGC Europe is a non-profit regionally accredited university that offers students the opportunity to complete coursework in a variety of degrees. UMGCEurope offers more than 135 academic programs, including certificates, associate degrees, bachelor's degrees, and graduate programs. We are continually expanding our offerings to meet the evolving needs of our students and global workforce. Recent additions include a cutting-edge Certificate and Bachelor's degree in Artificial Intelligence and a flexible 1-year MBA program with onsite classes designed for working professionals. UMGCEurope maximizes the use of your military training in transfer credit providing the fastest path to earning a degree.

Here in Rota, we offer face-to-face, virtual (via Zoom) and online classes on an ongoing basis throughout the academic year. High school students who meet the criteria are considered for admission and concurrent enrollment.

The local Rota UMGCEurope office manages the National Testing Center and is equipped to offer GED, CLEP, DSST, Microsoft certifications, and Pearson VUE tests.



We are happy to accept and assist in the utilization of FASFA, Scholarships, and Military Tuition Assistance. We also offer UMGCEurope scholarships throughout the academic year. For additional information, visit us on the web at <https://www.europe.umgc.edu/> or contact us at rota-europe@umgc.edu.

School Liaison Program (SLP)

The School Liaison Program, or SLP, is the vital link between parents, schools, the installation and Child & Youth Programs (CYP) on issues regarding transitions, deployments and PCS moves.

Location: School Age Care (SAC), Bldg. 41
Commercial: +34-956-82-2425
SLO Email address: SLRota@us.navy.mil

Please start with this link for one stop information about DoDEA schools, Homeschooling, Spanish schools, Child & Youth Programs (CYP), and much more: <https://www.smores.com/vgemr>.

You can pre-register with DoDEA schools

and upload documents prior to visiting the elementary or middle/high school registrars. Please visit the following link for Rota Education Welcome Information: <https://www.smores.com/vgemr>.

After you arrive in Rota, you will need to visit the elementary school registrar (no appointment is required) to finalize registration. For middle and high school students, please email rotamhsregistrar@dodea.edu to set up an appointment. An appointment is needed so that you can meet with the registrar and guidance counselor in one visit. Space is limited, so DoD contractors and other space-available personnel should contact the SLO immediately upon receiving orders to verify availability.

Aside from the pre-registration link, you can also find school websites and contact information, school calendars, and other information. Your child(ren) will attend Rota Elementary School (Pre-K-5th) or DGF Middle High School (6th-12th). Items you can upload include orders to Rota, your child's passport photo page, immunization records, or



other documents. If you can't upload the documents, you can hand carry them along with any school records when you visit the elementary or middle/high school to finalize enrollment with the school registrar. The school's contact information is included in the Rota Education Welcome Information. Parents of Middle/High School students are encouraged to hand carry a copy of their student's transcript when they arrive to Rota. EFMP participation in certain courses and activities may be limited and are assessed on a case-by-case basis. Contact the SLO and EFMP Coordinator for more information.

If you are staying in the Navy Lodge or Navy Gateway Inns & Suites when school starts, bussing is available. If you have to stay in a hotel off base (usually in Rota), there are centralized bus stops to pick or drop off. Unfortunately, the off posts bus stops are not published to public website due to security concerns. When you arrive, the SLP or Student Transportation Office can provide you with a map of bus stops throughout the local communities.

In the welcome information link, there is also information on the Student Meal Program (SMP). All DoDEA students must be enrolled in the Student Meal Program. LinqK12 manages student accounts. Note: All families regardless of family size or income levels should apply for the Free & Reduced Meal (FARM) program. NEX customer service can assist with issues concerning student accounts. Included in the welcome information is also youth sponsorship, Anchored4Life

(SAC, K-5) and Child & Youth Programs such as Youth Center and the School Age Care programs. There is also information on the Child Development Center (CDC) and Youth Sports.

If you wish to homeschool while at NAVSTA Rota, families are encouraged to register with the School Liaison, but it is not a requirement. Homeschool families can receive auxiliary support from DoDEA (on base) schools. Elementary students can participate in classes like art, gym, music, host nation (Spanish language and culture), and use the library by special arrangement. Middle/High students can also register for similar courses or upper level course and use the library by special arrangement. Homeschooler can participate in after-school clubs if space is available and participate in sports at the high school

level. There is also a homeschool network in Rota, and they keep in touch through the "Rota Area Homeschool Families" Facebook page.

The School Liaison schedules quarterly events to support homeschool families. Homeschool families are encouraged to develop portfolios or a way to document the homeschooler's progress, and families have the flexibility to choose curriculum and schedule. It is also highly recommended to use curricula that is accredited.

If you would like information regarding Spanish public schools, you cannot register until you have: 1) housing lease agreement in place and 2) proof of residency certificate from your town's city hall. It is best to make an appointment with the school liaison after you arrive.

Child & Youth Related Organizations

Rota Girl Scouts – RotaGirlScouts@usagso.org

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

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

F.E.E.T (Friends Exploring España Together, Youth Sponsorship Ages 12-18) – SLPRota@us.navy.mil

Red Cross Youth Club – +34-956-82-2333

Families registering with Spanish schools are encouraged to register with the School Liaison. For more information about Spanish schools, please visit www.smore.com/szfpt.

Rota Elementary School and Rota Middle/High Schools

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

Rota Elementary School

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

and traditions. You can find more information about Rota Elementary at <https://rotaes.dodea.edu/>

Rota Elementary has Universal Pre-Kindergarten for students meeting the age requirement (4 years old by 1 September). It is a full day pre-kindergarten program. More information can be found at <https://www.dodea.edu/education/universal-prekindergarten-program>.

Rota Middle/High School

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

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

course for sixth grade students. DoDEA graduation requirements differ depending on the year a student enters 9th grade. For more information on Graduation Requirements for Secondary students, please refer to <https://www.dodea.edu/RotaMHS/policy.cfm>. There are three documents on this website that are intended to help students and parents to determine the number of credits and the distribution of credits by subject area required to receive a DoDEA standard diploma or an honors diploma.

Extracurricular activity programs are offered including student council, yearbook, drama, Junior National Honor Society, junior student 2 student club, international club, various sports, and others. A broad range of varsity athletic programs are offered for high school students with competitions arranged with host nation and international schools in the area, as well as other DoDEA schools in England, Germany, and Italy. For more information on DGF Middle/High School, visit the school's website at <https://www.dodea.edu/RotaMHS/index.cfm>.

Educational and Developmental Intervention Services (EDIS)

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



Command Resources

Supported Commands in Rota

22nd Naval Construction Regiment (22NCR)

22nd Naval Construction Regiment (22NCR) provides command and control of assigned Naval Construction Force (NCF) units deployed throughout the U.S. Naval Forces Europe-Africa and U.S. Sixth Fleet areas of operations. As a component of Navy Expeditionary Combat Command (NECC), 22NCR operates under Commander, Task Force 68, and is responsible for overseeing expeditionary engineering and construction operations in support of major combat operations, humanitarian missions, and partnership-building efforts with Allied and partner nations.

The regiment works closely with joint, NATO, and host-nation forces to enhance maritime infrastructure, provide forward-deployed engineering solutions, and sustain combat readiness across the theater. Whether coordinating contingency construction, managing port assessments, or supporting diving and hydrographic survey missions, 22NCR plays a vital role in advancing U.S. Navy capabilities and interoperability in the European and African regions.

521st Air Mobility Operations Group

The 521st Air Mobility Operations Group operates Air Mobility Command's Global Air Mobility Support System in the Southern European & Southwest Asian regions. Formulates plans, establishes policies and procedures, and directs administration of 500 personnel in three squadrons, six detachments, and operating locations spanning 5,000 miles. Conducts distributed execution of en route aircraft maintenance, operations support, air mobility command and control, and aerial port operations. Coordinates strategic airlift requirements with USAFE/AFAFRICA, AMC, and AFCENT planners.

725th Air Mobility Squadron

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

on transportation issues and support DOD, NATO, and higher headquarter taskings.

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

serves as the Immediate Superior in Command (ISIC) executing Administrative Control (ADCON) over five FDNF-E destroyers under Commander, Surface Forces Atlantic (CNSL). They supervise all matters pertaining to manning, training, and equipping these vessels in order to maintain the maximum degree of combat readiness. The five destroyers stationed in Rota are USS Arleigh Burke (DDG 51), USS Oscar Austin (DDG 79), USS Roosevelt (DDG 80), USS Bulkeley (DDG 84), and USS Paul Ignatius (DDG 117).

CTF 65 executes Tactical Control (TACON) of all surface combatants, and embarked aircraft, under Commander, U.S. SIXTH Fleet (C6F) not assigned to deployed Carrier Strike Groups / Amphibious Ready Groups, in addition to other ships directly supporting combat operations as assigned by C6F.



Mine Countermeasure Group (MCMGRU) Six

As the U.S. European Command and U.S. African Command Mine Countermeasure Task Group, MCMGRU SIX leads COMSIXTHFLT MCM planning, engagements, operations, and exercises in USEUCOM and USAFRICOM areas of responsibility. MCMGRU SIX participates regularly with our NATO Allies and partners throughout the year to maintain readiness and strengthen our international relationships. Within MCMGRU SIX, MCM Detachment Rota also operates and maintains Underwater Unmanned Vehicle (UUV) and Remote Operated Vehicle (ROV) systems in U.S. 6th Fleet area of operations, regularly participating in Baltic, Mediterranean, and Black Sea operations and exercises while continuing to develop UUV TTP's and doctrines through experimentation and advanced sensor integration.

Commander, Task Force (CTF) 68

CTF 68 exercises command and control of assigned Expeditionary Forces within the U.S. European Command and U.S. Africa Command areas of responsibility in direct support of Commander, U.S. Naval Forces Europe, U.S. Naval Forces Africa, and Commander, U.S. SIXTH Fleet. These Expeditionary Forces include Explosive Ordnance Disposal Forces, Naval Construction Forces, Mine Countermeasure Units, Expeditionary Logistics Units, and Maritime Expeditionary Security Forces.

Explosive Ordnance Disposal (EOD) Detachment Rota

This command has operational explosive ordnance disposal (EOD) capability to locate, identify, detect, render safe,

recover, field evaluate, and dispose of all explosive ordnance hazards as directed by Commander, U.S. Naval Forces Europe, Africa, Central. The command conducts demolition operations to include disposal of retrograde ordnance, support U.S. Secret Service and Department of State tasking and supports installation emergency response services as required by COMNAVACT Spain.

Explosive Ordnance Disposal (EOD) Mobile Unit 8

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

Fire and Emergency Services

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

safety walkthroughs as requested.

Forward Deployed Regional Maintenance Center

Established in June 2014, Forward Deployed Regional Maintenance Center (FDRMC) provides services to U.S. Navy ships in Fifth and Sixth fleets with headquarters in Rota, Spain and Manama, Bahrain. FDRMC Naples provides assignment and oversight for all voyage repairs and fleet technical assist for ships deployed in the Sixth Fleet. The detachments in Rota and Bahrain similarly provide specialized fleet technical assist for ships in U.S. FIFTH and U.S. SIXTH Fleets in addition to contract management oversight for ship repair and modernization on all pier-side availabilities for the Destroyers homeported in Rota and the Minesweepers and Littoral Combat Ships homeported in Manama. Both military and civilians staff the organizations.

Helicopter Maritime Strike Squadron (HSM) 79

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



Legal Services The Region Legal Service Office (RLSO) Europe, Africa, Central (EURAFCENT) Detachment Rota

office, located in Bldg.1, houses our Staff Judge Advocate, trial, and command services. They can help you with base check-out (must be done in uniform of the day), home based business (HBB) requests, private organizations registration, fundraising requests, Freedom of Information (FOIA) requests for base police/incident reports, and foreign criminal jurisdiction – liaison with Spanish authorities should you need to make an appearance with the local Spanish court. For more information, call 727-3104 on base or commercial +34 956-82-3104.

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

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

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

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

For more than six decades, NCTAMS LANT Detachment Rota has served the European and African areas of responsibility and the fleet with

outstanding communications support. NCTAMS provides command, control, communications, computers, and telephone services to NAVSTA Rota, its supported commands, Department of Defense customers throughout the Iberian Peninsula, and others as directed. Helpdesk and touch labor services are provided by telephone on-base at 727-3221/3222 or commercial at +34 956-82-3221/ 3222. ONE Net general support services can be contacted at +39 081-568-4357. Local ONE Net support is available at 727-2300 on-base and commercial at +34 956-82-2300..

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

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

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

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

PWD Rota oversees base environmental programs including drinking water, wastewater, hazardous waste, recycling, spill prevention and response, natural resources, and cultural resources. Drinking water is filtered, chlorinated, and routinely tested to U.S. drinking water standards. Results of testing are available in the annual Consumer Confidence Report for all base housing residents and base employees on the CNIC - Naval Station Rota website here: <https://cnreurfcent.cnic.navy.mil/Operations-and-Management/Water-Quality-Information/>.



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

U.S. Navy Medicine Readiness and Training Command (NMRTC) Rota, Spain

NMRTC Rota provides health services for all active duty personnel, retirees, DoD civilians, contract employees, and family members in the Rota community. In addition to inpatient and outpatient 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 Navy.

Emergency services are available 24/7. Please call the NMRTC Rota Quarterdeck at 727-3305/3560 on-base or commercial at +34 956-82-3305/3560.

The Dental Services Directorate provides dental services to all active duty personnel and, on a space-available basis, their command-sponsored family members. The directorate provides, other eligible beneficiaries basic preventive, routine and restorative care. DOD civilians receive an itemized fee while retirees and their family members may be provided treatment on a space-available basis.

To obtain a referral for specialty dental care, active duty personnel and their family members must first be examined to identify all required dental treatment. Orthodontic (braces) and prosthodontic

(crowns, bridges, dentures) treatment is sometimes limited and based on the severity of need and panel recommendations.

NMRTC Rota - Call Out Box (formerly known as U.S. Naval Hospital Rota)
Website: <https://rota.tricare.mil/>
Facebook: www.facebook.com/USNHRota
X (Twitter): @USNHRota
Tricare Online Patient Portal: <https://www.tricareonline.com/>

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

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

Navy Environmental and Preventive Medicine Unit (NEPMU) 7

The Navy Environmental and Preventive Medicine Unit (NEPMU) 7 was commissioned in Rota, Spain in June 2014. The unit's mission is to provide preventive medicine support to Navy and Marine Corps forces, joint and combined military operations, and allied governments. The Unit has a rich history of service in theater, originally commissioned in May 1957 in Naples, Italy and disestablished in 2006 with a European draw down in forces. The Unit meets the increasing demand for public health support

the European Command, African Command, and Central Command area of operations.

Navy Munitions Command (NMC) Detachment Rota

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

Regional Support Center Rota (RSC Rota)

Regional Support Center Rota (RSC Rota) Spain is a detachment of the United States Navy Pay and Personnel Support Center (NPPSC) global network. RSC Rota continuously strives to meet the needs of its customers through delivery of accurate and timely military pay services in the European theater of operations. RSC Det Rota office is open Monday-Friday, 8 a.m. to 4 p.m. except for U.S. holidays. Cash cage for disbursement/ collection of funds is available every Tuesday/Thursday from 9 – 11 a.m.

For CAC/ID card service, schedule an appointment via Rapids Appointment Scheduler website: <https://rapids-appointments.dmdc.osd.mil/> or call 727-3011 on-base or +34 956-82-3011 commercial with questions regarding appointment processes or to cancel an existing appointment.

Note: Immediately upon arrival, contact your CPPA to submit your travel claims and gain documents via Salesforce to have your overseas allowances properly started. TSC Yokosuka processes gains and losses for all OCONUS commands in the Navy. TPC Memphis processes all travel claims for the entire Navy.

Veterinary Treatment Facility (VTF), Rota

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



Websites and Social Media

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

Naval Station Rota Command

Naval Station Rota: www.cnic.navy.mil/rota
Naval Station Rota Facebook: www.facebook.com/USNavalStationRota
Naval Station Rota Instagram: www.instagram.com/navalstationrotaspain
Naval Station Rota Twitter: @NAVSTA_Rota
DVIDS (images & publications): www.dvidshub.net/unit/nsrs

Departments/Tenant Commands Websites

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

Department/Tenant Commands Social Media

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

Tools for Your PCS Move

Processing POV transport: www.pcsmypov.com
Navy Ombudsman Registry: <https://ombudsmanregistry.cnic.navy.mil/>
Relocation Information: <http://www.militaryinstallations.DoD.mil>
Navy Inn: <https://ngis.dodlodging.net/>
Navy Lodge: www.navy-lodge.com

Employment

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

Schools

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

Rota Education Center

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

Important Phone Numbers

Departments, Tenant Commands, & More

- Off-base emergencies: 112

Hospital Emergency Room: 727-3307 / 3308

Non-emergency Dispatch: 727-2000

Public Works Trouble Desk: 727-2347 / 2348

Hospital Quarterdeck: 727-3305 / 3560

NAVSTA Rota Admin: 727-1552

AFN Rota: 727-1025

American Red Cross: 727-2333

Barbershop/Beauty Salon: 727- 4034

Base Communications Cashier: 727-1001

Central Texas College: 727-2574

Chapel: 727-2161

 After-hours Chaplain: +34 639 101 864

Commissary: 727-1266 / 1292

Defense Service Office: 727-2530 / 6318

Dental Front Desk: 727-3733 / 3734

Rota Elementary School: 727- 4185 / 4187

Rota Middle High School: 727- 4183

Embry-Riddle Aeronautical University: 727-2984

Fleet and Family Support Center (FFSC): 727-3232

Fleet Mail Center: 727-2977

Hospital Appointments: 727-3618 / 3620

Housing Office: 727-2398

Human Resources Office: 727-1643

Navy College Office: 727-2785

Navy Exchange: 727-2391

Navy Lodge: 727-2643

Navy-Marine Corps Relief Society: 727-1614

 NMCRS Visiting Nurse: +34 642 470 045

Navy Inn: 727-1871

NEX Mini-Mart: 727-1258

NEX Vehicle Rental: 727-2002 / 2675

NEX Autoport: 727-2454 / 3759

 ITV inspections: 727-2450

Overseas Screening: 727-3481

Pass & ID: 727-1610 / 1611

Passport Service: 727-1552

Post Office: 727-1442

Public Affairs/Coastline: 727-1021

RAWL: 727-4000

Region Legal Service Office (RLSO): 727-3104

Telefonica Help Desk: 727-2555

University of Maryland: 727-2917

University of Oklahoma: 727-2799

Vehicle Registration: 727-1607

Veterinary Treatment Facility: 727-3149

WIC: 727-2921

MWR Facilities

Athletics: 727-2565

Aquatics Center: 727-2129

Child Development Center (CDC): 727-1100

Outdoor Recreation: 727-3101

Fitness Center: 727-2565

Fleet Landing Cafe: 727-1920

Flix Theater: 727-3709

Flix Drive-In: 727-3709

Golf Course: 727-2260

Gravity Teen Center: 727-4625

Housing Pool: 727-4882

La Plaza: 727-6323

Liberty Center: 727-2527

Library: 727-2418

Pinz Bowling Alley: 727-2112

Pizza Villa: 727-3213

School Age Care: 727-2839

Youth Sports: 727-4721

Taxi Information

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

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

Your PCS Checklist

Basics, Pack Out, Children, Pets & More

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

- Before your pack out, please make sure you have the following items in your carry-on:
- ☐ Copies of orders
 - ☐ Updated copy of NAVPERS 1070/602 (pg. 2)
 - ☐ Valid military I.D. cards
 - ☐ OPNAV N130 (or N451) letter authorizing sponsor to move family to Rota in advance of their permanent change of station (if applicable)
 - ☐ Completed overseas screening for service

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

- For parents of school-aged children:
- ☐ School records

- For pet owners bringing pets:
- ☐ Pet health certificate must be current (within 10 days)before your flight

- If you are bringing a vehicle to Spain, you must:
- ☐ Bring a valid U.S. vehicle registration
 - ☐ Present a valid vehicle insurance card for Spain (Green Card)
 - ☐ Have current U.S. license plates on vehicle.
 - ☐ Present a power of attorney if the active duty sponsor is not present

- If driving from outside Spain:
- ☐ Contact detailer for funding approval



When dialing a base number...

From base: “727” and the four-digit extension

From off-base/cell: Dial “956-82” and four-digit extension

From U.S. landline: Dial 011-34-956-82-XXXX

