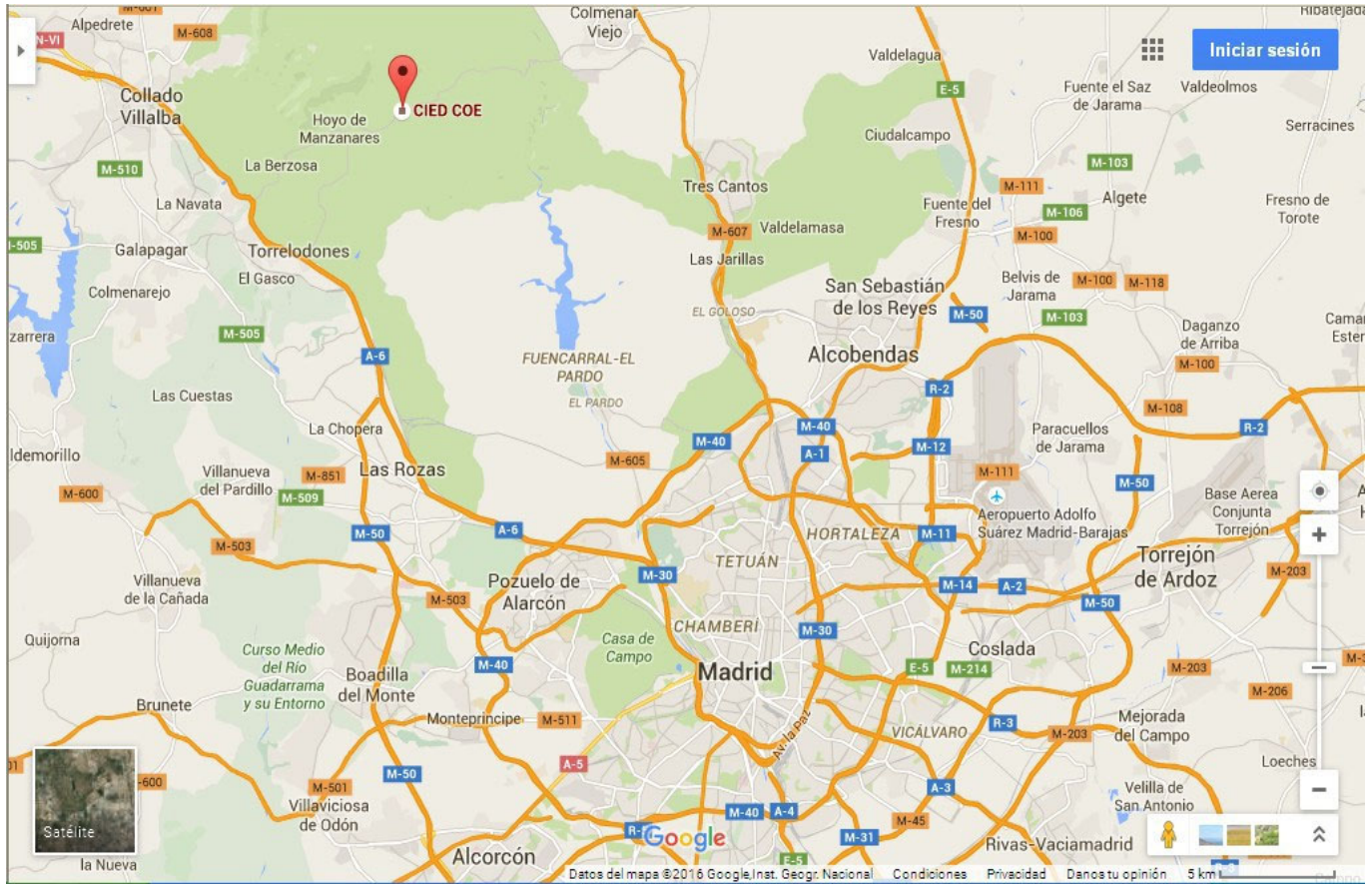


# HHC, AFSOUTH BN, USANATO BDE

## COUNTER IMPROVISED EXPLOSIVE DEVICES- CENTRE OF EXCELLENCE

(Last updated January 2025)



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# **COUNTER IMPROVISED EXPLOSIVE DEVICES CENTRE OF EXCELLENCE**



## **NEWCOMERS' GUIDE**

Updated: 2025



## **Director's Welcome**

**Welcome to the C-IED Centre of Excellence. You are reporting to this Unit because you have been selected by your nation to be part of this multinational team.**

**From now on, your effort will contribute to successfully achieve the C-IED Mission; adding your expertise, knowledge and dedication and integrating those with the rest of the team.**

**Our mission is an integral part of the defence of each of the nations into our area of responsibility. For that reason, I hope from each one of you a full compromise with all nations that have given us the responsibility of the awareness and proficiency on C-IED matters.**

**It is essential that you and your family have a smooth landing and settlement in Spain for the right development of such an important mission. The Admin and Support Section efforts and this Guide are aimed at this goal.**

**It is advisable to read carefully all content of this Guide; it will help you to merge into daily life in Spain, as part of a NATO international team.**

**Please, do not hesitate to contact our personnel or even myself in order to clarify any doubts or to request any help you may need. It will enable you to develop your important assignment carefree.**

**I wish you and your family an enjoyable and rewarding time in Madrid and I hope you will take this opportunity to enjoy new friendships and take back lots of lovely memories from your time here.**

**Col. Juan Gómez Martín**



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## **1.- C-IED COE**

### **1.1. MISSION**

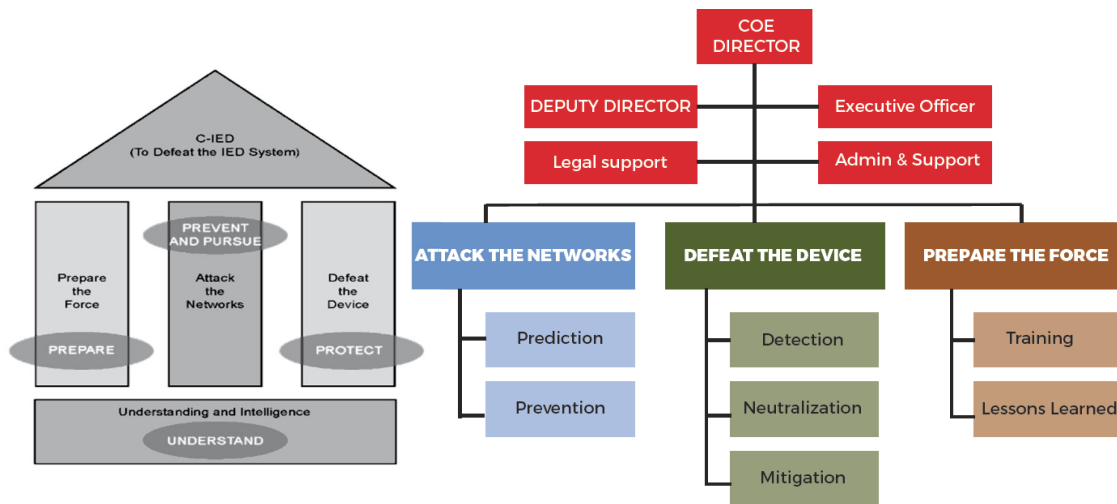


The mission of the C-IED COE is to enhance the Counter Improvised Explosive Devices capabilities of NATO in order to support NATO's military transformation, the Sponsor Nations and Other Customers, thus enhancing the Alliance's interoperability in the field of Counter Improvised Explosive Devices. In particular, the C-IED COE will:

- Co-operate to increase security of Allied Nations and troops deployed in theatres of operations, reducing or eliminating the threat of terrorist attacks with IEDs.
- Support transformation in the field of the fight against improvised explosive devices by relevant subject matter expertise.
- Support the development of capabilities enhancement via:
  - Fostering the development of education, training and supporting multinational exercises.
  - Improving interoperability.
  - Supporting in the development of concepts, doctrine, procedures and standards.
  - Testing and validating concepts and materials through experimentation.
  - Contributing to the process of Lessons Learned.
- Support to the standardization of NATO C-IED-related equipment and associated IED disposal procedures.



## 1.2. ORGANISATION



The C-IED COE is joint and multinational, with both civil and military participation and its organisation reflected in the corresponding Operation MOU amongst the SNs. The Centre has status of an International Military Organisation in accordance with the Paris Protocol.

The head of the C-IED COE is a Spanish Director whose staff is a multinational team, their training being mission-oriented. The staff is made up of over fifty personnel, including analysts. Given its aim to be an international focal point in an area of constant interest- terrorist attacks using IEDs- the possibility of increasing staff by up to 40%, depending on future events, is possible. English is the primary language used throughout the COE by the multinational members, and it will be used for all NATO-related communications.

The organisation of the C-IED COE is made up of the following Bodies and Departments:

- a. Command Group.
- b. Attack the Network with the Prediction and Prevention Sections.
- c. Defeat the Device with the Detection, Neutralisation and Mitigation Sections.
- d. Prepare the Force with the Training and Lessons Learned Sections.
- e. Administration & Support.





The C-IED COE networks with the various elements in NATO Headquarters, NATO Command Structure and the different COEs involved in similar activities. It also works closely with the European Union, the United Nations, industry and specialised academic institutions To accomplish this, the C-IED COE has access to the NATO BICES classified network as well as their Unclassified network.

The **Director of the C-IED COE** is responsible to the Steering Committee for the fulfilment of the mission, the tasks and the operation as well as administration of the C-IED COE. He co-ordinates with the HQ SACT in the development and execution of the C-IED COE Programme of Work, including the possible impact of additional in-year requests of SNs and Other Customers.

He is assisted in his duties by the Deputy Director and the Executive Officer, whom suggest improvements in the area of responsibility and propose amendments to doctrines, procedures and standards for subsequent endorsement by the appropriate NATO authorities. On his behalf, they establish and manage co-operations with C-IED organizations, other COEs, NATO nations, and international organizations dealing with C-IED activities. They also advise him in C-IED related matters as required especially in the field of C-IED C2 training and doctrines implementation to the training process.

### **1.3. ADMINISTRATION AND LEGAL SUPPORT**

#### **Garrison Support:**

All admin support such as actions, awards, evaluations, DD Forms 93, SGLV, leave and passes, SRB updates, rating scheme, MEDPROS updates, FVAP, and all other routing HR related actions are handled by the National Support Element (NSE) at Valencia, Spain. NSE supports their assigned personnel and BN's mission by ensuring individual Soldier and Family Readiness through administrative, HR, logistics, operations, and communications support. They receive direct guidance from company leadership. NSE personnel will coordinate with the local Admin Agent and the supporting Company and BN headquarters for all national support requirements for Army personnel. In the event there is not a local NSE NCO available, personnel will route all administrative actions directly to the HQ Company NSE.

#### **Reassignments:**

When a SM out-processes from HHC their main POC is the Valencia NSE. The HQ Company coordinates issuance of PCS orders from the BN MPD/S1 at Naples, Italy. Valencia NSE coordinates all out-processing requirements such as transportation, housing and request for replacement of PE personnel is coordinated between the Senior National Representative (SNR) / the Senior Army Officer (SAO) with ECJ1 Strength Management Division.



### **Clearance:**

The NATO Secret, SF86 renewals, and other clearances are process by the AFSOUTH BN S2 in Naples, Italy through the Valencia NSE. If fingerprints are required, the Service member must travel to Naples, Italy on TDY.

### **Hand Receipts:**

The property books are controlled by the Company Commander HHC HQ in Naples, Italy

### **UCMJ:**

UCMJ Company Grade is held by the Company Commander at HHC HQ in Naples, Italy. UCMJ Field Grade is held by the AFSOUTH Battalion Commander at Naples, Italy.

### **IT Support:**

IT support is not available at Madrid, Spain. Instead this service is found at the HHC HQ at Naples, Italy. The company NSE will process NIPR account requests and issue NIPR computers and hotspot devices. VPN access can also be requested from the Company NSE if needed. Most of your emails will be on NATO Secret servers; the VPN can be used to access your .mil emails.

### **Support Section:**

Deals with supporting the determination of requirements and objectives in the matter of administration, logistics, Communication and Information Systems (CIS) and providing administration support delivering information concerning family support.

The personnel of this branch assist the C-IED COE Director in his duties and manages calendar and schedules appointments for the C-IED COE as well as to provide guidance to all C-IED COE branches on NATO real world life support issues, standard message format, message transmission guidance and procedures. This branch also organizes the incoming and outgoing distribution for personnel assigned to the C-IED COE, ensuring an adequate amount of supplies for the C-IED COE.

The **Legal Advisor** deals with providing advice on legal and international relationships to the C-IED COE Director and his staff, advising on legal matters including International Humanitarian law, Law of Armed Conflict, Law of Armament Restriction, Status of Forces Agreements, Supplementary Agreements, Rules of Engagement, International relationships among the nations, international organizations and other related legal and international matters.





## 1.4. DEFEAT THE DEVICE

The **Defeat the Device** Branch comprises three Sections: Detection, Neutralization and Mitigation. This branch identifies activities and technologies involved in the detection, recognition and location of IED components, promoting pro-active, active and reactive activities and technology solutions in order to identify, neutralise lethal capacity, or destroy IEDs as well as preventing their emplacement and use. They are responsible for conducting research and development projects to evaluate and assess new threats. They also develop advanced multinational courses for C-IED experts such as the Weapons Intelligence Teams currently developed by NATO.

## 1.5. ATTACK THE NETWORK

The **Attack the Network** Branch comprises two Sections: Prediction and Prevention. This branch deals with driving the collection of technical information, using the most highly developed Data Base tools possible, or contributing to an associated database, for the recording of IED incidents either occurring in the theatre of operations or from any other national or international context. They develop advanced multinational courses for C-IED experts that must, in the course of their duties, work with the areas of prediction and prevention, an example being those aimed at Intelligence officers working within the C-IED realm. They also identify the adversary's Tactics, Techniques and Procedures and the emerging threats to predict future action.

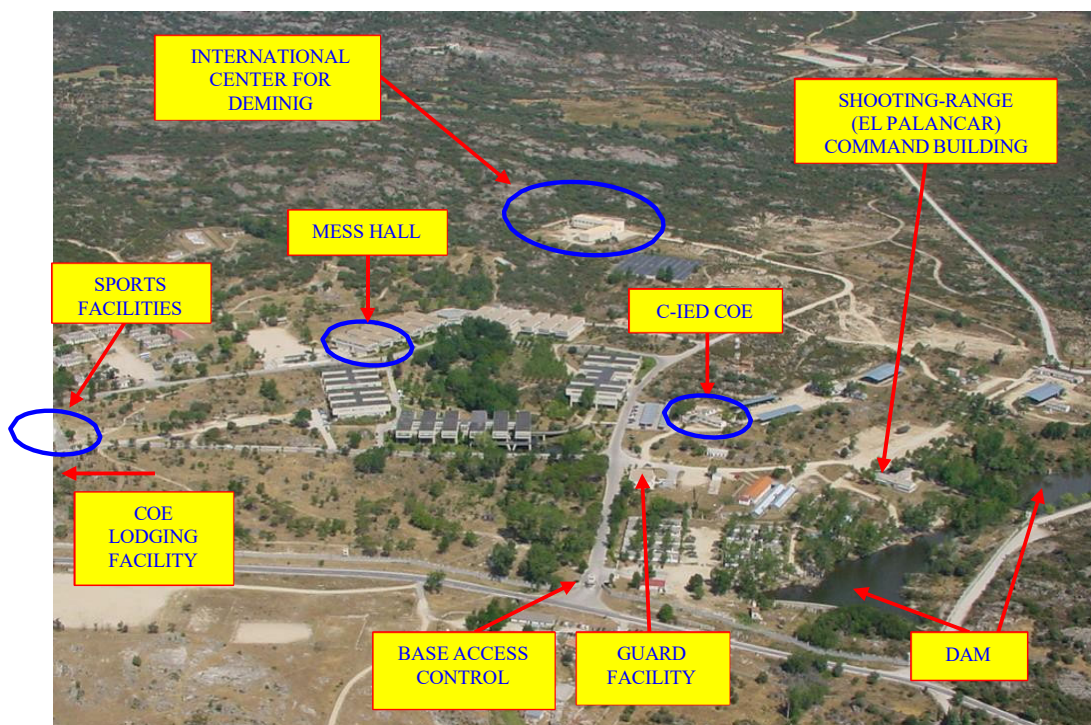
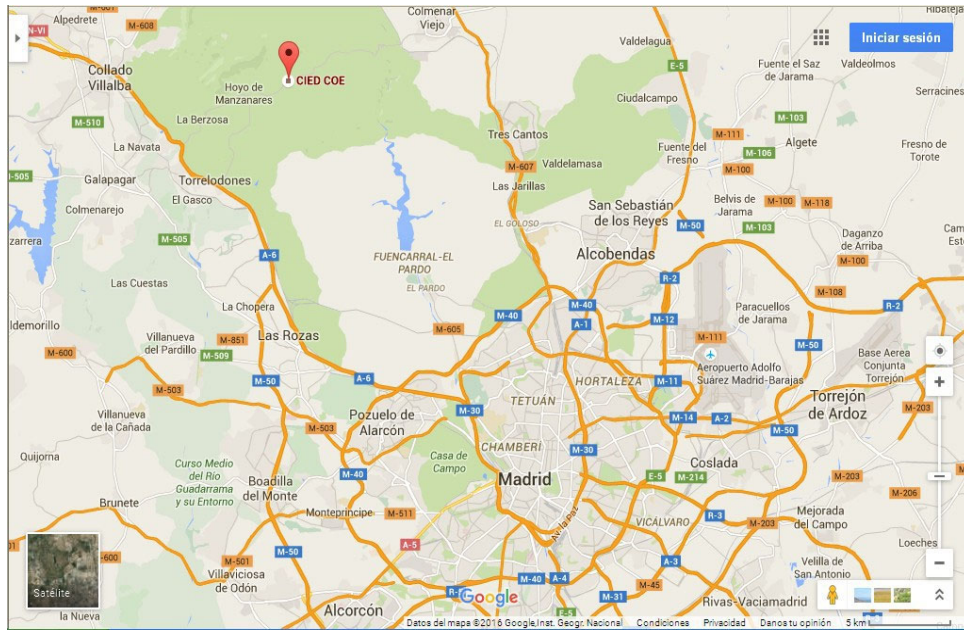
## 1.6. PREPARE THE FORCE

The **Prepare the Force** Branch comprises two Sections: C-IED Training and C-IED Lessons Learned Section. The branch deals with supporting the determination of requirements and objectives within the Alliance in the matter of multinational education, training and exercises. In the wide C-IED "community of interest", led by HQ SACT, the C-IED COE aims to support the harmonisation of allied C-IED training activities. In coordination with HQ SACT, they also develop advanced multinational courses for C-IED experts that deal with Doctrine, Education and Training, Evaluation and C-IED Lessons Learned.



## 2.- LOCATION/ACCESS

The C-IED COE compound (5000 m<sup>2</sup>) is located inside the Spanish Army Engineering Academy, in the western part of Madrid, within the Hoyo de Manzanares city limits. Take exit 27 off the A-6 and follow the M-618 for 14 kilometers.





The C-IED COE infrastructure includes a Lodging facility that can accommodate C-IED COE personnel and visitors for courses, seminars, and workshops.







### **3.- ON ARRIVAL**

#### **3.1. SCHEDULE**

##### **Working time**

- Monday – Thursday: 08:00 to 17:00 (permissive to 08:30, traffic / security dependant).
- Friday: 08:00 to 14:00
- Summer time: 08:00 – 15:00. The C-IED COE Director annually determines the summer period.

##### **Lunch Time**

- 13:30 to 14:30

#### **3.2. DAILY UNIFORM**

- Battle dress with the C-IED COE badge and an ID tag.

### **4.- IN-PROCESSING**

Remember, that the C-IED COE building is into a Spanish Military security area, and access to the Engineering Academy has to be granted by the Spanish Military Authorities prior to arrival.

Although your Sponsor probably already informed you, please, read carefully updated C-IED COE in/out processing SOP and follow the established sequence of this process, otherwise it may cause undesirable delays.

#### **4.1.- REGISTRATION PROCESS**

C-IED COE service personnel must report to C-IED COE Security Officer. C-IED COE members must produce a valid certificate of NATO Security Clearance to the level laid down in the relevant job description. The Security Officer will issue a valid NATO ID card for C-IED COE members and spouses. Once the NATO ID card is issued, C-IED COE service personnel, civilian personnel and family members are requested to report to Admin & Support section for registration.

**Spanish military authorities registration.** You will be required to show following documents for you and your dependents, if any, passports, military ID Card, EU health care cards (if any), driver licenses, and a passport size picture in dress uniform. After registration is completed, Engineering Academy security



office will issue valid military access cards and vehicle passes for access to the Engineering Academy.

**Spanish civil authorities registration.** For the registration to Spanish civilian authorities the NIE (Foreigner Identification Number), which is mandatory to have according to the Spanish Laws, will be provided during the in-processing. This is valid only for three months, the NIE card request more documents and administrative arrangements.

## **5.- LAWS IN SPAIN**

All C-IED COE personnel stationed in Spain are subject to Spanish Law. Certain categories of personnel may, however, in specific circumstances be subject to the law of their own State in accordance with the provisions of the NATO Status of Forces Agreement, respectively the Protocol on the Status of International Military Headquarter set up pursuant to the North Atlantic Treaty (Paris Protocol).

C-IED COE is the liaison officer to the Spanish Authorities for police technical, criminal and external security matters. He will assist you in police issues during working hours. It is also possible to ask for the assistance of local police. For immediate or life-threatening circumstances call 112.

The NIE will be your Spanish ID while you are in Spain, and is required to carry out administrative procedures such as opening a bank account, buying a car, setting up a mobile phone contract in Spain, etc. Due to security reasons, you must provide an ID if requested by a police officer. This includes the Guardia Civil and national, regional and local police forces. A valid ID for EU personnel can be a passport, European ID card or driver's license. Non-EU personnel must carry a passport together with the NIE.

Possession of firearms and ammunition and all the related activities such as transport, export, import, etc. is forbidden by the Spanish law.

### **5.1.- TAXES**

Non-Spanish personnel are exempted from Spanish taxation in respect to their salaries and emoluments. Incomes as a result of a profitable enterprise or business are subject to Spanish taxation.

All eligible C-IED COE personnel and dependents are subject to some privileges under SOFA according to the Exchange of Letters between SHAPE and Spain such as the purchase of tax-free items and fuels or VAT refund. Levies, which are charges for services rendered, have to be paid.



## 5.2.- GOODS

All eligible personnel are allowed to import/export household goods. However, it may be authorized by Spanish Customs Authorities by request on conditions imposed by those authorities.

The transfer, by way or either sale, gift or otherwise of any goods obtained tax-free is prohibited. Abuse of tax concessions is a punishable offence. However, in special cases such transfer may be authorized by Spanish Customs Authorities by request on conditions imposed by those authorities.

## **6.- DRIVING IN SPAIN**

There are many similarities between driving in other European countries and driving in Spain, but there are also differences and it is your responsibility to ensure you are driving within the law. It is essential that the most important regulations concerning road traffic in Spain be studied before driving on roads in Spain.

The minimum age for driving in Spain is eighteen years old, and your insurance should give automatic third party coverage. Driving a vehicle not adequately covered by this insurance will result in criminal offence, punished by Law. We would recommend you contact your insurers to check you have adequate coverage.

Driving licenses issued in any European Union country to members and their dependents are valid in Spain and subject to the only time restriction of the expiration date shown on it. Non-European Union personnel must obtain an International Driving License in their home country or request an official translation of his/her driving license. This translation is valid only for driving vehicles with TA plates. Driving vehicles registered under regular Spanish system requires a valid Driving License under Spanish Law.

Using cell phones while driving is prohibited. Hands-free kits are permitted, but they are not allowed to have earpiece attachments. Anything with a screen (TV, DVD Player, etc.) which could distract you while driving should be positioned where you can't see it. This doesn't apply to a satellite navigator but you must not touch or program your device unless you are parked in a safe place. You must not carry or use a radar detector; the penalty is severe.

Be aware that Spanish law requires all car passengers to wear functional safety devices appropriate to their age group. These are as follows:

- **Rear facing car seats:** **Groups 0 and 0+** (Babies up to 18 months and/or up to 13 kg weight). Children in this group should be in a rear facing car seat i.e. facing away from the direction of travel. This is to ensure maximum protection and safety in the event of an accident,





with straps running securely over each shoulder and fastening between the legs.

- **Forward facing car seats:** **Groups 1** (Children from 18 months to 4 years and/or between 9 – 18 kg weight) **and 2** (Children from 3 to 12 Years and/or between 15 – 36 kg weight).  
“Group 1” seats feature similar fastenings to the smaller group below, however face the direction of travel. These seats should only be fitted directly behind one of the front seats, and not secured with the central lap strap.  
“Group 2” seats are essentially a booster seat with a supporting back and head rest, which uses the fitted seat belt. These are ideal for children who have outgrown the smaller groups but aren’t ready to sit unsupported on a standard “Group 3” booster seat. These “Group 2” seats can often be converted into “Group 3” seats, which simply lift the child up enough to safely use the car’s fitted seat belt. “Group 3” should only be used once the child reaches 22kg.
- **Booster seats:** **Group 3** (Children over 12 years AND over 135 cms. tall). Children should remain on a Group 3 booster cushion until they are over 12 years old AND over 135cms tall. The child should only ever use the car’s fitted seatbelt alone when it can comfortably pass over the shoulder without touching the neck. Please be aware that no child under the age of 12 is allowed to sit in the front passenger seat.
- **Seat belts** – All passengers above Group 3.

Failure to follow these laws could result in a large on the spot fine and in extreme cases, you could be taken into custody. In addition, your insurance may become invalid.

In the same way, it is mandatory to use approved protective helmets when riding a motorbike (under any circumstances) or a bicycle (for everybody on roads and for people under 16 in cities).

A child between 7 and 11 years old may only ride as a passenger if the bike is being driven by a parent or authorized person. They must wear a suitable helmet. You must not carry a child under 7 years old.

Unleaded petrol (95 & 98 octane) is available. Diesel (Gasoleo ‘A’ or Gasoil) is available. Gasoleo ‘B’ is heating oil only. Credit cards are accepted at most filling stations.

Speed limits in Spain, which may be varied by signs, for private vehicles without trailers, are as follows:



- Near schools and in some residential zones 13 mph (20 km/h).
- Built-up areas 31 mph (50 km/h).
- 2nd category roads outside built-up areas 55 mph (90 km/h).
- 1st category roads outside built-up areas 62 mph (100 km/h).
- Motorways 74 mph (120 km/h).
- Motorways and dual carriage ways in built-up areas 49 mph (80 km/h).

The legal alcohol limit while driving, which also applies to cyclists, is 50 milligrams of alcohol per 100 milliliters of blood (0.05 BAC). A lower limit of 30 milligrams applies to drivers with less than 2 years' experience. Severe penalties include fines and withdrawal of your driving license. Be aware that you can be tested for narcotics as well as for alcohol.

On-the-spot fines can be imposed and you should be given an official receipt. If you pay a fine within 20 days it is reduced by 50%. If you park illegally your vehicle could be clamped or towed away.

You must carry the following items in your vehicle:

- Spare Wheel (not for two-wheeled vehicles) – and the tools to change a wheel, or a tire repair kit.
- Two Warning triangles.
- Reflective jacket – Anyone getting out of your vehicle in a breakdown situation on a motorway, main road or any other busy road must wear a reflective jacket, so they should be kept in the passenger compartment. You could be fined for not wearing one, but not for not carrying them.
- If you wear glasses to drive you should carry a spare pair.

You are entitled to register one tax-free vehicle or more if there is an additional driving license in your family. Dependents have to reside with their sponsor, check with your SOFA Office for additional registrations. C-IED COE registered vehicles are exempt from Spanish Motor Vehicle Road Tax. All vehicles must pass a technical inspection at an approved ITV station.

Finally, public parking in the streets is usually regulated under local rules. These means that you must pay a fee to use these parking slots, subject to hourly limitations. You will recognize these zones because of the green or blue lines painted on the ground. This system is widely used in Spain, not only in Madrid city (where it is called "ORA"). Please take into account that the vehicles registered with TA plates are NOT exempted to this payment.

## **7.- YOUR VEHICLE IN SPAIN**

All personnel assigned to C-IED COE (except Spanish Nationals) holding a full NATO ID card are authorized to import their privately owned motor



vehicles, caravans and/or trailers, free of duties import tax and Value Added Tax. To enjoy Tax Exemptions it is necessary to ask for Special Registration under Diplomatic Regime (TA plates). You will be provided with an official document called “Permiso de Circulación” (Circulation Permit), as shown below (for TA plate.)

MINISTERIO DEL INTERIOR JEFATURA PROVINCIAL DE TRÁFICO DE MADRID		PERMISO DE CIRCULACIÓN PERSONAL TÉCNICO ADMINISTRATIVO Certificat d'immatriculation	
A	MATRÍCULA TA- 304-086	B	FECHA DE MATRICULACIÓN 27/07/2015
C	TITULAR [REDACTED]		
E	CARGO MILITAR ADSCRITO		
F	PAÍS OTAN		
G	MARCA [REDACTED]	MODELO [REDACTED]	
	SERIE Y NÚMERO DEL BASTIDOR WME45133 [REDACTED]	FECHA DE FABRICACIÓN 2009	
Madrid, a 16 de JULIO de 2015			

This is an Official Document, and must be returned, as well with the plates, to the Ministry of Foreign Affairs on occasion of the end of the Registration (EOT, re-export, scrap, etc.), so in case it is lost or stolen it is necessary to report ASAP to the closest Police Station. A copy of this Police report will be needed in order to request a new one. The original documentation of the vehicle (ownership certificate or similar) is to be sent to the Ministry of Foreign Affairs.

This documentation will be returned on occasion of the re-exportation of the vehicle (for EOT or any other reason). Please let your SOFA Office know well in advance to avoid undesirable delays.

However, be aware that when you sell an imported motor vehicle that was imported from outside the European Union to a non-entitled person you are obliged to pay the Import Tax as well as the Value Added Tax on the current market value. In addition, if it doesn't meet European Technical Specifications, it can occur that the vehicle will not be eligible for Spanish Regular Registration.

The same tax obligations apply for all Spanish and EU vehicles purchased free of taxes.

The Ministry of Foreign Affairs requires at least one-year registration in the name of the entitled member to authorize and proceed with the sale to another person.

Being on assignment to COE C-IED, if you import a motor vehicle or other authorized vehicles you will be granted initial entry to Spain under the regulation pertinent to other visitors, but you must be in possession of:



- An international motor insurance (Green Card).
- A national vehicle registration document.
- A valid driving license.

Upon taking up your appointment at C-IED COE, you will become a temporary legal non-resident of Spain and as such your visitor's privileges cease in respect to your vehicle. You must therefore register it at your SOFA office as soon as possible but maximum 90 days of its arrival. SOFA Office affects the registration of private vehicles belonging to C-IED COE personnel.

In order to register your vehicle and to obtain a TA plate, the following requirements must be met:

- Proof of vehicle motor ownership, in the sponsor's name (if not, a sales contract is mandatory).
- Certificate of Conformity of the vehicle to be registered (provided by the manufacturer).

The following points may be relevant to your particular circumstances:

Entitled personnel may own, at any time, one duty free vehicle registered within the HQ if unaccompanied or two duty free vehicles if accompanied by dependents. A vehicle is considered to be Duty free if it has been imported from the incumbents' Sending States.

If you own a caravan or trailer (Weight below 750 kg) you must also display the same license plate as the towing vehicle (Tax free purchased trailers or caravans must be registered prior with SOFA Office).

In line with Spanish/European law, a vehicle must be inspected when is four years old and, then, periodically, every two years up to ten years old and, every year later on. Vehicles registered under Special Regime (TA plates) are not exempted from this requisite; however, these vehicles are not provided with regular Technical Inspection Card. Please look for advice at your SOFA Office prior to visit one ITV (Technical Inspection Station); cost shall be borne by the vehicle owner.

Caravans/trailers above 750 kg. (Including load capacity) are registered like motor vehicles and receive their own registration.

Dependents who attain driving age (18 years old) while in Spain, or who otherwise do not possess a driving license or permit from their sending state, may obtain a Spanish driving license after complying with the appropriate Spanish regulations.

When involved in a car accident, the owner of the car will always be liable for the costs incurred.



If your car is stolen, the Spanish Tax Authorities will decide how the import tax will be handled. Ask your insurance agency if you are covered under your present policy for this liability. A copy of the Police Report is mandatory to be sent to the Ministry of Foreign Affairs (through the SOFA Office).

Purchasing a new vehicle without taxes from any Country inside European Union is possible, but please bears in mind that the exemption is to be requested and authorized in advanced by the Taxes Agency in the Host Nation (Spanish AEAT for C-IED COE personnel- European Directive 2006/112/CE).

**IMPORTANT:** Registration of new vehicles with non-EU Technical Specifications is **NOT** granted by the Ministry of Foreign Affairs.

If you have any doubts or questions regarding proper vehicle registration procedures, call the SOFA Office (A&S branch). Changes have to be immediately reported. Also, please, contact the SOFA Office for more info on how to act when buying/selling a tax free item or imported motor vehicle. It will prevent you from unexpected costs. Please bear in mind that it is always subject to previous Diplomatic and Tax Agency authorization.

## **8.- ACCOMODATION**

C-IED COE personnel will live on the local economy and use private housing arrangements. Registration is controlled by local authorities requiring, by law, that each individual be formally registered in the area concerned. Therefore personnel are to inform sponsor and Admin & Support after finding accommodation or after any other change during their assignment at C-IED COE.

Personnel renting privately are advised to read ***Annex B***.

Legal provisions on renting and letting in Spain are contained in the Law of Urban Lettings (*Ley de Arrendamientos Urbanos*) of 1994, which applies to rental contracts dated from 1 January 1995. According to Spanish law, rental contracts are governed firstly by the rental contract and, if there was none, secondly by the Law of Urban Lettings.

When searching for a property, prospective tenants may choose to use the services of a real estate agent or through private local press or internet advertisements.

“Empadronamiento” refers to the process of registering with your community’s city roll (Padrón). It is the official record of all the people who live in a particular community and is the official way to verify or accredit your stay in Spain. By law, everyone who resides in Spain should be registered in the community where they live. It can also be helpful for schooling, health care



services registration, visa applications for visitors, etc. Getting registered “empadronado” is largely a question of filling out a form and gathering together the required documents. Considering the staggering amount of bureaucracy required for certain other official procedures, the *empadronamiento* is pretty painless.

You must apply for your *empadronamiento* in person, and depending on where you live; you may also have the option to apply by phone or on the Internet.

However, when you apply in person you will be issued a “volante de empadronamiento” (certification on registration) on the spot. Otherwise, it will usually be mailed to you.

If you are moving out of Spain, you will need to notify your community that you are moving out so they can update their records accordingly.

## **9.- SOFA PRIVILEGES**

According to the Paris Protocol, the Status of Forces Agreement (SOFA) and the Exchange of Letter between SHAPE and the Kingdom of Spain, and within the Spanish Authorities approved procedures, COE C-IED personnel (ID holders) will be entitled to the following privileges:

### **9.1.- MOTOR VEHICLES**

Non-Spanish personnel assigned to C-IED COE are entitled to vehicle tax free registration for one vehicle if unaccompanied or, two vehicles if accompanied by dependents with driver license.

These vehicles may be imported free of taxes and duties or purchased on the local market within limits explained above. Members may acquire used vehicles on the local market or from a particular seller. Used vehicles are only entitled for tax free registration.

**It is highly recommended to visit SOFA Office prior to initiate any matter related to your POMV (buying new car, re-export, sell it in or outside Spanish market, scrapping, etc.)**

Any Vehicle of a member of the C-IED COE and its dependents qualifies for a Circulation Tax (I.V.T.M.) payment exemption. This exemption is acquired automatically with a TA plate. Your SOFA office will provide forms to the Spanish members in order to request that tax exemption.





## **9.2.- MOTORCYCLES**

Personnel entitled to a tax free motor vehicle shall be authorized to import or purchase a motorcycle free of duties and taxes.

## **9.3.- CARAVANS/TRAILERS AND PLEASURE BOATS**

Entitled personnel may own at any time one duty free caravan/trailer and one pleasure boat.

## **9.4.- ALCOHOL AND TOBACCO**

Members and its dependents, 18 years older and above, may buy tax and duty free alcohol and tobacco. Wine and beer can be purchase on reasonable quantities. There are, however, to observe the following ration limits for alcoholic drinks and tobacco:

- Six bottles of distilled spirits, liqueurs or fortified wines per month.
- One thousand two hundred cigarettes per entitled member. Cigars less than 3 grams are equal to 3 cigarettes and over 3 grams equal six cigarettes. 50 grams of rolling or pipe tobacco equals 100 cigarettes.

Acquiring these articles is subject to Tax Office approval. Monthly requests are due on the 25th of the previous month. More information is available at your SOFA office. Entitled members must sign Acknowledgement Statement Form prior to the first request.

## **9.5.- FUELS AND LUBRICANTS**

According to the Spanish Authorities approved procedures, members are entitled to buy free of taxes and duties the amount of fuel and lubricants to be used for commuting in private own vehicles between C-IED COE and their place of residence; From 150 up to 400 liters of fuel and up to 10 liters of lubricant per month depending on the engine capacity and type of fuel.

Approved Companies for dealing with cards for the provision of tax free fuel are H24 and FORAX. Explanation on each company procedures is available at your SOFA Office.

## **9.6.- HOUSEHOLD FURNISHING AND APPLIANCES**

Members and its dependents may purchase in the local Spanish market household articles (furnishing, appliances or any other household articles that may be imported or exported when moving out) free of tax when the unit price exceeds 180.30 €, taxes not included.

If buying any article subject to VAT refund you must obtain a valid invoice from the seller containing, at least, Company name, CIF (fiscal identification



code), invoice date, invoice number, description of articles, unit price, VAT amount, total amount, C-IED COE member's name (not dependents) and NIE.

## 9.7.- VAT REFUND

VAT refund is claim on natural quarter basis. C-IED COE members should collect invoices during the three months period and claim the VAT refund during the next six months; after that period no VAT refund will be approved.

## **10.- MEDICAL SERVICES**

The Spanish healthcare system consists of both private and public healthcare, with some hospitals (*hospitales*) and healthcare centres (*centros de salud*) offering both private (*privado*) and state healthcare services (*asistencia sanitaria pública*). You don't need to have private health insurance to get medical treatment in Spain but it usually allows you to get faster treatment for non-emergency procedures.

The procedure for getting a doctor within the Spanish public health care is as follows:

You should get an European Health Insurance Card (EHIC) from your statutory health insurer and/or a S1 form. This will enable you to get any health care you might need. You are entitled to an EHIC/S1 form if you come from one of these countries: *Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.*

The European Health Insurance Card and the S1 form gives you the same right to statutory health care as people insured in the country you are in, so you can visit a local doctor.

Either you have your European Health Insurance Card or a S1 form; you need to take your documents to the local INSS (Instituto Nacional de la Seguridad Social) together with the *Empadronamiento* and your N.I.E.

Then go to your closest *Centro de Salud* to register. Next time you need to go to the doctor you will call the number for your doctor and thus you set up an appointment with them.

<http://centrossanitarios.sanidadmadrid.org/>

In case of emergencies, you can take your card with you to the hospital and should receive free medical attention. Even if you don't have your European Health Insurance Card with you, you are entitled to health care,



although conditions of payment and reimbursement may be more complicated. In an emergency (if you are hospitalized, for example) your local health authority might be able to help by faxing or e-mailing a provisional replacement certificate.

### **MILITARY MEDICAL SERVICE:**

There is a medical section at the Engineers Academy where you can receive immediate emergency care.

A doctor and a nurse officer are available from Monday to Friday on morning working hours. For off duty hours or specialist treatment all NATO non-Spanish military personnel assigned to C-IED COE and their dependents could apply for a medical card and health cover by Spanish military medical services if there is a reciprocity agreement between your country and Spain.

“Gomez Ulla” military hospital is currently the one that provides medical assistance. **Address:** GLORIETA DEL EJERCITO, S/N 28047 MADRID  
Telephone number: 91 422 2000 Subway: Carabanchel (Línea 5).

In order to receive medical primary care or specialist treatment for C-IED COE personnel and their dependents with no bilateral agreement, it is necessary to use their respective health insurance.

## **11.- EDUCATION**

A primary concern for expat families relocating with kids is finding a good school in Spain. Options vary between public, private, international and semi-private (*colegios concertados*) schools, and these institutions can be Catholic or secular, co-educational or single-gendered.

Parents will need to carefully evaluate a number of factors before making their choice – considering their child’s age, the anticipated length of their stay in Spain, their budget, the primary teaching language they would prefer and the curriculum that would best suit their child.

Education is compulsory in Spain for children between the ages of 6 and 16. There is one voluntary phase as Pre-School, three schooling years, from age 3 to 5 and two mandatory phases as Primary School, from age 6 to 11 and Secondary School, from 12 to 15. At the age of 16 and, subject to the academic qualification reached, pupils are awarded a graduation certificate and are eligible to attend a two-year cycle for higher secondary school (Baccalaureate) for access to the University. University specialties and seats are granted to students who have attained appropriate qualifications.

For students whose goal is not to get a college degree and have attained the necessary qualifications at the age of 15 may attend a three year cycle of



basic vocational training and a two year cycle of advanced vocational training with the opportunity to train for such professional careers as clerical, secretarial, electronics, IT, telecoms, electrician, plumber or additional foreign language training, etc.

The official school year calendar generally runs from mid-September until the end of June, this can however vary according to the region of Spain in which you reside and the child's age group. The school year is divided in three terms following a two-week break period (Christmas and Easter). Summer holidays are usually for eight weeks but again may vary according to where one lives.

The standard of the state education system is supposed to be as high as that of the private system and, what's more, it's free for children to attend public schools in Spain. Parents normally do, however, need to pay for books and for fees incurred by extra-curricular activities. It is free for expats to send their children to state schools in Spain, as long as they have registered on the *Empadronamiento* or *Padron*, the municipal register, at their local town hall. Documents required to enrol in a state school in Spain generally include:

- Birth certificate.
- Parent's marriage certificate (or document stating they are both legal guardians of child).
- NIE and/or Passport.
- Papers issued by the Town Hall Education Department confirming a place at the school (to get these papers, a certificate proving residency is required from the *Padron* office).

Children usually attend the state school in closest proximity to their house until secondary school, when the principle of catchment zones takes effect. In Spain, there is a noteworthy absence of a national rating system for evaluating individual schools and, as a result, word-of-mouth tends to be the best way to determine the standards of an institution.

The primary teaching language of state schools in Spain is generally Spanish. Do not assume that teachers in the state system will speak English, as many will not, and those that do will have varying levels of proficiency.

State-schools in Spain tend to be best for expats with very young children who can easily overcome the language barrier and other challenges, and for expats who plan to live in Spain long-term.

Semi-private schools are former private schools subsidised by the Spanish government. Fees are low, and in some cases, non-existent.

These schools are a good option for parents who would prefer smaller class sizes for their children, but the standard of each is dependent on the neighborhood it is situated in. The rule of thumb seems to be that if the school is located in a prosperous area then it is more likely to meet expat standards. Some of these types of schools admit children from as young as one year old.



The primary teaching language in these schools will also be Spanish or the regional co-official language and the curriculum will be the Spanish state curriculum.

Private schools in Spain are numerous, uphold various curricula and always have annual tuition fees. As in other destinations, these schools are assumed to have smaller class sizes, higher-quality facilities and a greater array of extra-curricular activities.

Unless the private school is a bilingual school or an international school, the primary teaching language will be Spanish or the co-official language of the region. Demand can be high for the more prestigious private schools in Spain and, in order to enroll their children in one of these schools, expats will have to move fast and negotiate well.

Education costs vary immensely, and it is best to consult with the school directly regarding tuition and curriculum. Further information is available from the National Association of British Schools in Spain (NABSS) as well as the European Council of International Schools (ECIS, phone +34 91 5626722).

For details of specific schools in your area, as well as details of the curriculum and qualifications you are advice to contact:

**Spanish Ministry of Education and Culture (MEC)**

Phone + 34 902 21 85 00

Fax + 34 91 701 86 48

Webpage: [www.mec.es](http://www.mec.es)

## **12.- KNOWING MADRID**

The history of the area known today as the Autonomous Community of Madrid has its origins during the Paleolithic Age. The Romans also passed through here, but the origins of today's city of Madrid, however, are Moorish and date back over 1.000 years ago.

Madrid, the capital of Kingdom of Spain, is especially known for being the capital of entertainment and good living, thanks to its warm and nice atmosphere, which make it an extraordinary city, swarming with life, art, culture and nightlife.

The features that best defines de character of Madrid's people are its openness and hospitality. Madrid is a pot of people from a big variety of origins that has formed into a special kind of socio-cultural amalgam, which makes it possible for everybody to feel at home. The capacity to integrate different cultures permitted the adoption of forms of life and customs from outside without losing the city's own integrity, furnishing the city with an invaluable richness.



“Plaza Mayor” is one of the most beloved squares, close to “Puerta del Sol”, “Plaza de la Villa” and “Plaza de Oriente”, until the gorgeous “Palacio Real”. Further on is the “Puerta de Alcala” which leads to “Parque del Retiro”, one of the finest parks in Europe, with the Crystal Palace and the pleasant lake ideal for boat excursions.

Madrid is also perfect for shopping lovers, who love to stroll around its streets, especially in the district of Salamanca full of boutiques and luxurious shops (if you can afford it...)

There are many restaurants in Madrid offering specialties of the Spanish traditional cuisine, but the city boasts an enviable offer of international food, able to suit all culinary needs.

There are many places situated both within and outside the limits of the Autonomous Community of Madrid, which have two things in common: their location –close to the capital- and the enormous cultural heritage they possess: Aranjuez (47 km from de capital), Chinchón (52 km), San Lorenzo del Escorial (49 km), Avila (115 km), Segovia (87 km) and Toledo (85 km) are the most interesting places for one-day visit.

### **13.- USEFUL TELEPHONE NUMBERS**

Emergencies (Ambulances, fire brigade, police): 112 (for all Europe).

City Police: 092.

Spanish Tourist Office: 915 802 317.

Madrid City Tourist Office: 915 881 636.





## ANNEX A – TRANSPORTATION

If you are traveling from Madrid, you can either take the 611A bus from Moncloa bus station, which drives you directly to the Military Academy where the C-IED COE is located, or take the C-3, C-8, C-10 train lines of “Cercanías RENFE” to “Las Matas” station and take the bus.



HORARIOS DE SALIDA DE MADRID (Intercambiador de Moncloa)						
010714						
Lunes a viernes laborables (Vigente de 1 de septiembre a 20 de julio)						
De	7:30	a	15:30	cada	30	minutos
A	16:30	17:00	17:30	18:30	19:00	
	19:30	20:30	21:00	22:30		
Lunes a viernes laborables (Vigente de 21 de julio a 31 de agosto)						
A	7:30	8:00	8:30	9:30	10:00	10:30
	11:30	12:00	12:30	13:30	14:00	14:30
	15:30	16:30	17:00	17:30	18:30	19:00
	19:30	20:30	21:30			
Notas:						
Utiliza la calzada bus-VAO durante las horas de funcionamiento en cada sentido, sólo de lunes a viernes laborables. Sábados laborables, domingos y festivos sin servicio.						

**LR** LARREA, S.A. Calle Vicente Guillén Zamorano, 15.  
28260 GALAPAGAR (MADRID)

**Tel: 91 851 55 92**



# 611A

## Hoyo de Manzanares - Madrid (Moncloa) (Por Urb. Las Colinas)



HORARIOS DE SALIDA DE HOYO DE MANZANARES (Academia Militar)						
010714						
Lunes a viernes laborables (Vigente de 1 de septiembre a 20 de julio)						
De	6:30	a	14:30	cada	30 minutos	
A	15:30		16:00	16:30	17:30	18:30
	19:30		20:30	21:30		
Lunes a viernes laborables (Vigente de 21 de julio a 31 de agosto)						
A	6:30	7:00	7:30	8:30	9:00	9:30
	10:30	11:00	11:30	12:30	13:00	13:30
		14:30	15:30	16:00		
De	16:30	a	21:30	cada	hora	
Notas:		Utiliza la calzada bus-VAO durante las horas de funcionamiento en cada sentido, sólo de lunes a viernes laborables. Sábados laborables, domingos y festivos sin servicio.				

**LR** LARREA, S.A. Calle Vicente Guillén Zamorano, 15.  
28260 GALAPAGAR (MADRID)

**Tel: 91 851 55 92**

More information:

<http://www.crtm.es/tu-transporte-publico/autobuses-interurbanos/lineas.aspx>







## Líneas

- 1 PINAR DE CHAMARTÍN / VALDECARROS
- 2 LAS ROSAS / CUATRO CAMINOS
- 3 VILLAVERDE ALTO / MONCLOA
- 4 ARGÜELLES / PINAR DE CHAMARTÍN
- 5 ALAMEDA DE OSUNA / CASA DE CAMPO
- 6 CIRCULAR
- 7 HOSPITAL DEL HENARES / PITIS
- 8 NUEVOS MINISTERIOS / AEROPUERTO
- 9 MIRASIERRA / ARGANDA DEL REY
- 10 HOSPITAL INFANTA SOFÍA / PUERTA DEL SUR
- 11 PLAZA ELÍPTICA / LA FORTUNA
- 12 METROSUR
- R ÓPERA / PRÍNCIPE PÍO

## Metro Ligero

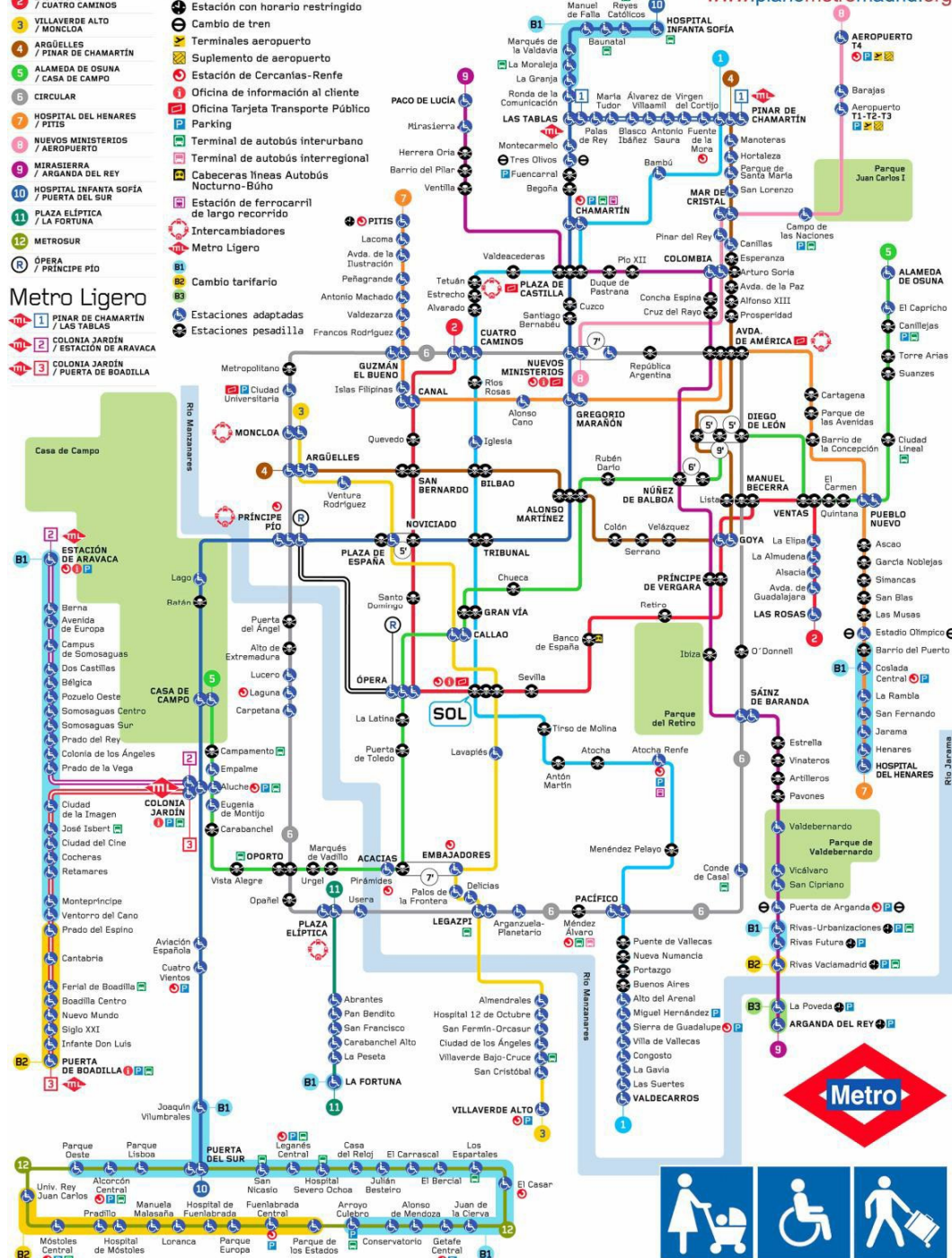
- 1 PINAR DE CHAMARTÍN / LAS TABLAS
- 2 COLONIA JARDÍN / ESTACIÓN DE ARAVACA
- 3 COLONIA JARDÍN / PUERTA DE BOADILLA

## Simbología

- Transbordo corto entre líneas
- Transbordo largo entre líneas
- Estación con horario restringido
- Cambio de tren
- Terminales aeropuerto
- Suplemento de aeropuerto
- Estación de Cercanías-Renfe
- Oficina de información al cliente
- Parking
- Terminal de autobuses interurbano
- Terminal de autobuses interregional
- Cabeceiras líneas Autobuses Nocturno-Búho
- Estación de ferrocarril de largo recorrido
- Intercambiadores
- Metro Ligero
- Cambio tarifario
- Estaciones adaptadas
- Estaciones pesadilla

# METRO MADRID 2016

[www.planometromadrid.org](http://www.planometromadrid.org)



<https://www.metromadrid.es/en/>



## ANNEX B – ACCOMODATION

In Spain, a tenancy agreement (*contrato de arrendamiento*) is valid whether verbal or written. Verbal contracts are generally a bad idea, particularly if you don't speak the language fluently. Insist on having everything in writing so you ensure you fully understand what you're signing. To break a contract, the lessee must give at least 30days' notice before the end date.

As standard, a tenant with a long-term contract (more than one year) has the right to renew annually for three years, unless the landlord states after one year that they intend to occupy the property personally on a given date – two months' notice must be given to the lessee. The landlord is permitted to increase the rent if improvements are made, as long as the increase meets certain standards and is less than 20 percent overall.

Typically, a contract will be for 12 months, renewed annually, and if you give notice to quit during this period, you will have to pay rent until the end of the contract. However, as of June 2013 this is no longer legally required – rental periods can be as little as six months followed by a rolling one month contract. Still, if you expect to have to leave suddenly and in a way that is out of your control – for example being recalled by your company – you should budget for this or have an escape clause written into the contract.

The deposit is equivalent to a minimum of one, typically two, months of rent and cannot be used to pay your rent. It should be held by a third party. The landlord cannot ask to be paid more than one month's rent in advance, and payment is usually at the beginning of the month. The landlord may ask for a bank guarantee. This means that if the tenant fails to pay the rent, the landlord can apply directly to the tenant's bank for the funds.

In addition to the rent, the tenant will be expected to pay for utilities and minor repairs due to wear and tear. This should be made clear in the contract. Utilities for a two bedroom apartment in Spain are typically around EUR 50–150 per month, depending on energy efficiency, usage and type of utilities. On top of this, there may be annual or monthly fees for maintenance of communal areas and local charges, such as garbage collection.

Tenants must maintain the property to a reasonable standard so it's important to ensure that an inventory is done at the start of your tenancy and is accurate. In addition, it's advisable to request an inspection two to four weeks before you actually leave, to give you time to put any quibbles right and thus regain as much of your deposit as possible. If you do this, you may be able to get the landlord to give you your deposit back when you return the keys. Otherwise, they have the right to keep it for one month. Any longer and they must pay interest on the funds.

Spanish law is strongly pro-tenant. It is difficult for a landlord to evict a tenant, even if they stop paying rent, as court proceedings are slow and rent



must remain unpaid for an extended period before the landlord can arrange an eviction. In 2013, the period was reduced from six months to six weeks, making it easier for landlords to start the eviction process, although court cases tend to still be drawn out over several months.

Shutting off utilities, changing the locks or otherwise restricting the tenant's use of the property is likely to be considered harassment, and landlords who do so may face a fine or a jail sentence. Landlords may even be charged with trespassing if they enter their own property without the permission of the tenant.

One concern for tenants in the current market is that the landlord may go bankrupt and the property be repossessed by the bank. In this case, the tenant continues to have the right to occupy the property as though it had been sold in the usual way. In practice, you will often be asked to leave by the former or new owner. You do not have to agree. If you are offered a financial settlement to encourage you to leave, you may accept it but you don't have to.

### **Contract for long term letting - English**

In....., on the.....of.....year.....

#### **ASSEMBLED**

1. Lesser.....nationality.....address.....locality...NIF/passport....., of age/not of age, marital status.....

Intervene (cross out what does not apply):

- in own name and representation

- represented by.....nationality.....address.....NIE/passport..... by means of .....

2. Lessee.....nationality.....address.....locality.....NIE/passport....., of age/not of age, marital status...

Intervene (cross out what does not apply):

- in own name and representation

-represented by..... nationality..... address..... locality..... NIE/passport..... by means of .....





## SET FORTH

I. That the lessor is the owner of the property apartment..... entrance.... letter/number.... situated In street..... number... locality .....province.....

II. That the lessee is interested in letting the property identified in previous paragraph (from here on the property), for the time period mentioned later, to be used for permanent residency.

III. Since the lessor is interested in letting of the property for a time period, the two parts, accepting mutually each other's legal capacity to do so, subscribe the present letting contract for use as permanent dwelling, subject to Law 29/1994 of 24th of November, Law on Letting of a Dwelling (from here on LAU), and in accordance with the following

### Clauses

#### FIRST - OBJECTIVE

The lessor rents out the property described in the beginning, for a time period to the lessee that accepts.

The lessee declares explicitly that the property dealt with in this contract will be used as permanent dwelling and only for that use, in accordance with what is established in the LAU.

#### SECOND - DURATION

The property is rented out for ..... months/years or the time period from.....to.....both days included. If the conventional duration was inferior to five years, arrived the day of the expiration of the contract, this will be continued obligatorily by annual terms until the letting has a five year-old minimum duration, unless the lessee manifests the lessor with thirty days minimum in advanced of termination of the contract or of any of the extensions, his will of not renovating it. If the expiration date of the contract arrives, once lapsed minimum five years of its duration, none of the parts has notified to the other one, at least with a month in advanced to that date, their will of not renovating it, the contract will be continued obligatorily by annual terms until three years-old maximum more, unless the lessee manifests the lessor with a month in advance of the termination of any of the annuities his will of not renovating the contract. On the last day of the letting period, the lessee must return the keys of the property to the lessor or the person that he appoints.



### THIRD - THE RENT

3.1. The parts set freely the rent to the amount of.....Euro, to be paid in monthly advanced payments within the seven first days of each month, unless something else is explicitly agreed between both parts under final chapter 'Otras' of this document.

3.2. The rent will be paid in cash and in the property rented out, unless something else is explicitly agreed between both parts under final chapter 'Otras' of this document.

3.3. The lessor must give the lessee a receipt for payment, unless what has been agreed about the payment in previous paragraph verifies payment, specifying both the rent and the payments for other concepts.

### FOURTH - GUARANTEE

4.1. At this moment the lessee hands over to the lessor in cash the amount of ..... Euro, equivalent to one monthly rent-payments, as guarantee.

4.2. At the end of the letting, the lessor returns to the lessee in cash the amount of the guarantee that corresponds, within one month from the delivery of the keys. After one month without the guarantee sum having been returned, shall be added the legal interest.

4.3. If the regional government has established rules for handling of the guarantee sum, the handling must be done in accordance with those rules.

### FIFTH - FURNITURE/EQUIPMENT

The letting dealt with in this contract includes also furniture and equipment in the property. As an addition to this contract is included an inventory of such furniture and equipment, that the lessee declares to accept.

### SIXTH - MAINTENANCE

The lessee declares to receive the property, with the furniture/equipment as listed in the inventory, in a good state of preservation and habitation, and to know its characteristics, services and legal use, accepting it as encountered. At the termination of the present contract, the lessee compromise himself to hand back in identical conditions the property and the objects mentioned in the inventory. The lessee will pay for damage or losses imputable to him.



## SEVENTH - COSTS

7.1. All costs for services measured by meters for the property are for the account of the lessee.

7.2. All general costs for the adequate maintenance of the building, its services, charges and responsibilities, that corresponds to the property or its annexes, and that cannot be measured, are for the account of .....

7.3. The payment of the costs will be executed and guaranteed in the same form as for the rent.

## EIGHT - CESSION AND SUBLETTING

8.1. The present contract may only be ceded after a written consent from the lessor. In case of a cession, the person taking over maintains the obligations of the lessee in relation to the lessor.

8.2. The property may only be sublet partly, after written consent from the lessor, and the price may not at any time exceed the rent. In case of a subletting, the right of the person subletting extinguishes together with this contract.

## NINTH - PREFERRED PURCHASING RIGHT

This right is regulated in section 25 of LAU.

## TENTH - RIGHT TO SUBROGATION

This right is regulated in section 16 of LAU.

## ELEVENTH - RESPONSABILITY FOR EFFECTS OF LESSEE

The lessor is not responsible for lost or damage to effects that the lessee brings into the property.

## TWELFTH - INDEMNISATION OF LESSOR

In case the lessee does not return the keys to the lessor on the day of terminating the present contract, in accordance with what it is established in second clause, he must pay in indemnities to the lessor, in addition to the costs and expenses originated from the break of the contract, a sum equal to the result of multiplying each day of delay by the resulting amount from dividing the total rent between the number of days agreed for this letting.



#### THIRTEENTH - RENT MODERNIZING

The rent will be modernized according to the variation of the Consumer Price Index.

#### FOURTEENTH - LEGISLATION

14.1. For anything not foreseen in this contract, shall be applied what is established in present Law 29/1994 of 29 of November, on Letting of a Dwelling (BOE n1 282 of 25 November 1994), and/or any other Laws that may come into effect on this subject, derogating totally or partly the present one, and supplementary, the Civil Law.

14.2. The present contract does not constitute a tourist letting, and for that reason is not subject to the special norms applicable for tourist apartments.

FIFTEENTH - For any problem that can arise in the interpretation or application of the present contract the parts undergo voluntarily the Tribunals of..... , giving up any other jurisdiction.

#### OTHERS

And as proof of conformity with the foregoing, both parts sign the present contract in duplicate and with only one effect, at the place and date indicated in the beginning.

# **ADDITIONAL INFORMATION**

## **ARRIVAL AND IN-PROCESSING**

You will arrive at the Madrid Airport, and depending on where your connections are made, you may arrive at either the domestic or international terminal. You will proceed to the Diplomatic Line at Passport Control and show your original NATO orders (stamped, or signed and dated in blue ink) and your U.S. Army CAC card. Your orders now become your VISA in and out of Italy. Each time you depart and enter, you must show this order with the original blue ink stamp and signature, and red ink stamp emblem from the passport officials. Make sure authorization for passport, VISA, and excess baggage is authorized in your PCS orders. HHC, AFSOUTH BN National Support Element (NSE) will issue you an in or out-processing checklist. Please follow each of the steps in the checklist and work closely with your sponsor and HHC Company NSE in submitting your required documents to start/stop your overseas entitlements, and establish your network access (in the USRAEUR domain). Your NATO installation will also have their own in/out-processing requirements with each staff section (J1, J2, J6, etc). The NSE personnel will assist you in applying for and receiving their NATO identification cards, ration cards and any required finance support.

## **SHARP/EO Reporting Procedures**

In the event of a SHARP or EO related incident, please contact the appropriate company or battalion representative directly. Their contact information is:

CO SHARP: +39-314-646-6057

BN SHARP: +39-331-685-0920

CO EOL: 314-675-6624

BN EOL: +39-347-498-2998

## **PASSPORT / VISA**

Soldiers traveling overseas are required to have a tourist passport at a minimum. Official No-fee passports are only required if you are assigned to a NATO Rapid Deployable Corps (NRDC). For HHC, our NRDC is in Spain. If your follow-on assignment requires an Official passport, you will be able to process this action through the U.S. Consulate. The application process may take 8 weeks, so, you should begin the passport application process as soon as you receive your PCS orders.

## **IT SUPPORT**

All IT support will be coordinated through the NSE at your location. All property from the BN will have IT support from the BN S6.

## **SECURITY CLEARANCE**

The NATO Secret, SF86 renewals, and other clearances are processed by the AFSOUTH BN S2 through the NSE at your specific location.

## **HAND RECEIPTS**

The property books are controlled by the Company Commander at HHC HQ Naples, Italy. You will sign sub-hand receipts for any company-owned communications equipment during your in-processing activities. For your OCIE issue, you will be sent a fillable form that will help you request your OCIE issue. Once complete, return to the Commander and Supply Sergeant and they will coordinate with CIF-Vicenza, Italy to ship you your gear. Once you receive your shipment, inventory and submit your hand receipt to the Supply Sergeant.

## **UCMJ**

UCMJ Company Grade - Company Commander at HHC HQ in Naples, Italy.

UCMJ Field Grade - AFSOUTH Battalion Commander at Naples, Italy.

SPCMCA for E1 through E6 - AFSOUTH Battalion Commander at Naples, Italy.

SPCMCA E7 and above - USA NATO Brigade.

GCMCA – DCG- USAEUR-AF

## **Army Specific Information Must Be Completed Before Arrival**

SERE <https://jkodirect.jten.mil/html/> (Annually IAW NATO)

AT LV1 <http://jko.jten.mil/courses/at11/launch.html> (Annually IAW NATO)

TARP <https://www.lms.army.mil> (Threat Awareness & Reporting Program)

GAT <https://armyfit.army.mil/Protected/>

CYBER AWARENESS (this is the IA training) [https://iatraining.disa.mil/eta/disa\\_cac2018/launchPage.htm](https://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm)

INFO SEC <https://www.lms.army.mil> Information Security Program Initial Orientation/Refresher Training)

OPSEC <https://www.lms.army.mil> (OPSEC)

## **Postal Procedures**

All postal is provided through the Navy NSE located on the NCIA campus.