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madrid, spain
1962

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Family Services Center
Torrejon Air Base, Spain

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United States Air Force
APO 283, New York, N.Y

WELCOME!

For many of you this is my first contact with you. Thus, it is my first opportunity to welcome you to Torrejon Air Base and the Madrid area.

Torrejon is a new base which is still growing. Month by month new facilities are completed and new programs developed to accomplish our mission and to provide for the welfare and comfort of you and your families. Our purpose for being here is to provide support the Alert Forces with the support they require to carry out their all-important mission. In this respect, all newcomers should immediately familiarize themselves with our rules regarding "Reflex" traffic. These are outlined on the next page of this publication.

We who are already here are proud of Torrejon Air Base, its development and accomplishments. We realize that, although much has been done, there is still much to do. A spirit of "growth together" has made this a tightly-knit organization.

If you accept your assignment here in this same spirit, taking advantage of the services and facilities available to you, I am confident you will find this a rewarding tour. If you couple this spirit with a desire to learn the Spanish language and tap the great cultural reservoir that Spain is, then this may well be the most unforgettable assignment of your career.

The Commander.
Policies and Procedures

TORREJON and the Madrid area are similar to every other Air Force assignment in that there are certain local policies and procedures which should be learned and adhered to.

Since we are guests here, many of these policies are extremely important to the maintenance of friendly relations with our Spanish hosts.

The «bible» on local do's and don’ts is Sixteenth Air Force Regulation 30-1. Within a few days after your arrival you will be briefed on this regulation and required to sign a certificate that you understand its contents.

Just because you're a law-abiding citizen who wouldn't think of breaking the rules, don't assume you know what this regulation contains. Study it until you are thoroughly familiar with its contents. If you have dependents with you, have them do the same.

This regulation contains the answers to questions which, beyond a doubt, you will encounter. The section translated into Spanish may serve you well some day when a Spanish friend asks you to do something which is prohibited.

It is hard to explain satisfactorily why you can't do it. Show him the section of 30-1 which is in Spanish—it was written for that very reason.

This regulation has been revised and rewritten and revised to keep it current and easily understandable. It is the last word on what are bona fide gifts, who they can be given to, and what your allowable quotas are on various items in the BX and commissary. Your BX and commissary privileges will be among your most cherished possessions in Spain. Don’t jeopardize them through ignorance of local regulations.

PROCESSING

Torrejon processing is no longer the long dreary drudge it once was. Torrejon is operating under the «One-Stop Processing System» since the early part of 1960. No longer does the new arrival play hide and seek with the Processing Agencies. The procedures have been designed for fast and efficient service to enable the new arrival to settle down more quickly and with less effort.

The Center is located in Building 303 within the quonset annex of the 3970th Combat Support Group Headquarters. Personnel arriving at the center are briefed and processed. A representative from Commercial Transportation completes locator cards and briefs them on the shipment of P.O.V.'s, household goods and hold baggage.

A representative from the Pass and Registration Section fills out applications for Spanish I. D. Cards and Spanish Driver's licenses and briefs personnel on the requirements for obtaining Spanish Driver's licenses, Restricted Area badges, etc.

Upon completion of Pass and Registration briefing personnel have completed processing at the Center and report to their respective personnel sections for records and pay processing.

Sponsors accompanied by their dependents are advised to visit the Housing Office as soon as possible. With their assistance, suitable housing on the local economy may be obtained. If the individual is scheduled to move into Royal Oaks the Housing Office provides the necessary assistance.

Torrejon's Family Services provides the usual services and in addition helps you become acquainted with the local situation.

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The diagram shows the layout of the Processing Center with various sections and offices.
At many intersections throughout the base there are red sign posts with red lights on top. These sign posts say "Yield to Reflex." When the red lights are flashing this means that a Reflex exercise is in progress. These exercises are often called two or three times each day.

When this occurs, a variety of Reflex vehicles head for their duty areas on the flight line. The primary purpose of the lights is to warn other vehicular traffic to give Reflex personnel the right-of-way so that Reflex personnel may get there quickly and safely.

When the lights are flashing, it is proper to proceed with extreme caution, being on the lookout for Reflex vehicles. As you see a Reflex vehicle coming toward you or approaching from behind, pull off the road to let him pass. Give him the right of way at all intersections. Don't make this a race or a guessing game; yield as soon as you see a Reflex vehicle approaching, even if he is a block away.

Often there will be a number of Reflex vehicles in rapid succession. Wait! When the road is clear again, proceed with caution.

As an added precaution, Reflex vehicles are equipped with flashing red lights to warn other traffic they are participating in an exercise. The common rules of the road require that you give way to any vehicle with a red emergency light. This is particularly true with our Reflex mission.

Ultimately, the focus of all our activities here is our Reflex mission. It is vital to us, our country, and the peace of the world. It deserves and must receive our utmost respect, assistance, and adherence to established procedures.

FAMILY SERVICES

Having problems getting situated? If you don't have a few you'll be the exception to the rule. To ease you over the rough spots, Torrejon has an active Family Services Program manned by trained volunteers. These people were newcomers here once themselves and have experienced the same problems that will confront you. They are organized to give you advice, and material assistance such as pots, pans, dishes and other necessities to tide you over until yours arrive.

The Family Services Center is located in the group of quonsets where you do your processing. Drop in and find out what they have to offer.

Now you are in Spain. If you already speak Spanish your problem will be slight—at most getting used to the Castillian lisp. If you don't speak Spanish, you will have a problem until you pick up enough to get by.

You can hear many different comments about a tour in Spain. These will range from "the worst I've ever heard variety all the way up to magnificent, I don't want to leave." The curious thing is that there is a direct relationship in most cases between how well a person enjoys his tour and how well he learns to speak Spanish.

To other words, you as a newcomer to Spain, have an opportunity, through your own actions, to directly influence how enjoyable your tour will be.

Spanish is generally considered to be the easiest of all languages to learn. There are many examples of people who came to Spain without knowing a word of Spanish and left at the end of their tour with a remarkable fluency.

To assist you in learning Spanish there are three main avenues open to you. The military or civilian sponsor, during his first 60 days in Spain, will be scheduled for mandatory on-duty Spanish language classes. These classes are eight weeks in duration and meet for an hour and a half, five days a week. The object of these classes is to give the student enough key phrases and principles of Spanish construction to provide a firm foundation to build upon.

The second avenue is through the local University of Maryland program. Each semester the University offers classes both on the base and in Madrid. Eight semesters of Spanish (double the minimum college requirements) are offered in this program.

The third method, and perhaps the most effective for the person who tackles the language in earnest, is to hire a tutor. Many excellent tutors are available at reasonable rates. They will come to your home and can pace their instruction to suit your ability to absorb the new language.

Another aid is the Spanish class held daily over APRS Torrejon. This program is aired twice daily and has received many compliments on its usefulness when employed simultaneously with one of the other types of formal training.

Whether you employ one of these methods, or, perhaps, all of them, it is extremely important to practice constantly. Use what you learn. Don't hesitate to speak Spanish because you know only a little. Your Spanish friends, business acquaintances, or your maid, if you have one, will all be understanding and helpful.

If you do have a maid, ask her to speak proper Spanish to you. Some maids have developed a kind of pidgin Spanish which they use for their American employers. Learning this is no favor, either to yourself or the maid.

A knowledge of Spanish is the key to this ancient and beautiful country and its fascinating people. It will take you anywhere in Spain you want to go and open almost any door when you get there.
There are three types of quarters available to personnel in the Madrid area: On-base government quarters, Royal Oaks family housing, and housing on the Spanish economy.

Normally, single personnel will live on-base in either the BOQ, NCO Dormitory, or Airmen’s Dormitory. Each of these buildings are three-story brick structures with individual rooms. Permanently assigned officer personnel have a two room suite with bath. NCO personnel live two to a room with each two rooms sharing an adjoining bath. Airmen rooms are identical to NCO quarters except that in most cases there are three to a room.

Personnel arriving in Spain with their dependents know before departing their previous duty station whether or not they will occupy government quarters. Personnel scheduled for government quarters will be authorized shipment of only 2,000 pounds of house goods. Personnel who are not authorized government quarters prior to their departure from the ZI may apply for government quarters after arrival in the Madrid area. If selected for movement into government quarters, the household goods of the individual will be shipped back to ZI and stored at government expense. The on-base family quarters consisting of 6 units are assigned to individuals holding specific jobs essential to the EWO mission. The Royal Oaks family housing area is located approximately 20 miles from the base north of Madrid and consists of 866 units. The majority are four unit apartments although there are a limited number of single and duplex units for field grade officers. These units are completely furnished except for dishes, utensils, linens, bedding, and other personal items.

Personnel who are authorized a quarters allowance are also authorized a station allowance which is designed to equalize the housing cost in this area. Occupants of Royal Oaks or on-base quarters forfeit this allowance as well as their regular quarters allowance. This allowance varies according to grade and is adjusted every six months based on the results of a housing survey conducted here semi-annually. The finance office can give you exact and current figures for your grade.

Finding housing in the Madrid area, except for a possible problem with the language, is not too different from finding housing near a base in the ZI; the problem is to find something you want within the limits of what you want to pay. A listing of some available houses and apartments can be obtained from the Economy Housing section. The Economy Housing section will also assist personnel in the preparation and accomplishment of the lease contract after the individual has located a house or apartment to his liking. A good rule of thumb is to look at a few apartments and a few houses weighing the advantages of each. Once you make this decision you can get started in earnest. Briefly, a house with a yard is usually better for a family with a number of small children, while an apartment normally provides considerably more usable living space for less rent. About 90 percent of the units on the rental market are apartments making them more plentiful than houses. If you do decide a house is for you, do not think your rent will be your only recurring expense. Electricity runs from $10 to $20 per month depending on how many heavy electrical appliances you have and the time of year. The electrical bill will probably be higher if electric heating or electric hot water heaters are used. Water is relatively cheap and probably won’t run over $5 per month except if you have a swimming pool and water your lawn extensively it may run about $10 per month.

If you like to be reasonably warm, figure on needing some heat starting around 1 October and running through 1 June (8 months). From 1 November until 1 April you will probably have your heating system running constantly. The normal heating system is a central hot water system with radiators. Normally a coal burning furnace (calefaccion) is employed but many Americans and an increasing number of Spanish have converted to kerosene. Kerosene is sold on the base for 13 cents a gallon and about 50 gallons ($6.50) is a normal week’s consumption for a medium size (3 bedroom) house. Coal runs $27 or $28 per ton and is usually of an inferior quality. Coal is dirtier than kerosene, about the same price, and usually requires rebuilding each morning. Kerosene requires one or more runs per week from the outlet point on base to your home. Other possible expenses for the housedweller are: a gardener (about $10); electrical or plumbing maintenance ($5-10 monthly); maid ($15 to $30 plus food); sereno ($50 to $100).

If you decide that an apartment suits you better, there are also some things you should keep in mind. What comes with the apartment? Heat, water, electricity? Some include all, some none. This has a big bearing on how much rent you will actually pay. If the heat is furnished, find out when it is turned on. Normally it is turned off 1 April. More that, it will usually be at your own expense. A built-in expense will be a small monthly stipend ($1 to $2) for the do-it-yourselfer. The hot water in most apartments is furnished by the landlord or a very small flat monthly rate of less than one dollar. Hot water is normally paid for by the tenant, usually costing from $4 to $10 per month depending upon amount used. Regardless of which you choose, you...
will have a number of expenses before you are ready to move in. The first is a sum equal to one month’s rent, called a fianzas, which is a sort of guarantee that you will return the apartment in good condition. Many houses and apartments have neither shelving nor light fixtures. Drapes, drapery rods, and curtain rods, are not normally furnished, and apartments do not have shelves, closets, or light fixtures. Thus, there is normally some expense and effort required to equip the unit to meet your needs and desires.

While you are in temporary quarters looking for a place to live, you naturally will be impatient. Do not rush into something without checking thoroughly. After your car arrives (about one month) you will be able to get around better to see what is available, will have become somewhat familiar with local conditions, and should be well enough informed to make a good decision.

To get off on the right foot in your search for housing on the economy drop by the off-base economy housing office and consult their specialist. They can advise and assist you in every phase of search. You are required to use the contract they will provide you when you consummate the rental agreement for the apartment or house you select. This assistance with the contract is to help prevent misunderstandings and to protect the interests of both the tenant and the landlord.
BASE MAP

SCALE 1:10,000
LEGEND

BLDG. No

102  TRAFFIC AND IDENTIFICATION BLDG
105  16th. HGS. & 65th. AIR DIVISION
106  BASE HOSPITAL
110  SHOPPING CENTER & THEATRE
115  CHAPEL
116  N. C. O. CLUB
121  OFFICERS DORMITORY
122  OFFICERS CLUB
123  TORREJON "HILTON"
124  OFFICERS SWIMMING POOL
200  AIRMENS CLUB
206  PASS AND REGISTRATION SECTION
208 to 261  AIRMENS DORMITORIES
233  SWIMMING POOL
236  SERVICE CLUB
237  BOWLING ALLEYS
251  WOOD HOBBY SHOP
263  HIGH SCHOOL
300 to 318  GROUP PROCESSING CENTERS
359  RIDING STABLES
402  BASE OPERATIONS
Torrejon Recreation

Torrejon's recreation program has been planned to provide leisure time activities for all. The major sports—football, baseball, and basketball—are played in season and the minor sports and variations of the major athletics are also offered.

In the intramural squadron competition teams are field in basketball, softball, and flag football.

Games are played in the Spain-Morocco Sports District competitions in softball, basketball, and baseball.

In 1959, Torrejon became the first Spain-Morocco Sports District base to field a football team. Against the top teams in European service football, the Torrejon Raiders ran up a respectable record and played in the semifinals for the USAFE Championship.

Football will continue at Torrejon with a goal of making the Raiders one of the service football powers in Europe.

One of the Air Force's more modern, well-equipped gymnasium's was recently opened for use by Torrejon personnel. In addition to the normal facilities, there are steam baths and massage. The steam bath is free, but there is a slight charge for massages. Special classes are held in weightlifting, bodybuilding and boxing.

For bowlers, Torrejon has an eight lane ABC approved alley. An additional four lanes have been approved for construction and authorization is being sought for an additional four to bring the total to 16. The primary leagues conducted on the base alleys are the American Forces Bowling League and the Base League. In addition, numerous other leagues such as mixed doubles are conducted. Local bowlers also compete in Madrid in such leagues as the Embassy League and the Spanish-American League.

A 17 stall riding stable was recently opened on base to provide equestrians facilities to enjoy their pastime. A full complement of steeds is to be procured. The riding trails are located on the back portion of the base.

Torrejon's golfers have long enjoyed

Service Club Game Room.

Hobby Shop.
a tough par 36 nine-hole golf course on base. The course is long and deceptive and has been laid out on rolling ground. It also has its fair share of water hazards and long, close stretches of out-of-bounds territory. Numerous golf tourneys are held with the major event of the season being the American Forces Golf Tournament held each Spring. An additional nine holes are programmed.

For the juniors in the family, the base and allied organizations conduct Little League and Babe Ruth baseball. In 1959, over 400 youths participated in the various team categories.

For square dancers, two clubs—the Madrid Squares and the Flexible Squares—have been organized. The clubs have appeared on programs before the Spanish public and in square dance festivals at other Spanish bases.

For the gun nut and the fishing fiend, a Rod and Gun Club has been operating for a number of years. The Club operates a rod and gun store in the Generalissimo Building and conducts frequent shoots.

For the busted bone bunch, the American Ski Klub has been formed. During the skiing season the club holds outings each weekend in the nearby mountains.

Would-be mechanics and carpenters may take advantage of a modern well-equipped hobby shop on base. It is planned to enlarge the auto repair area.

The Torrejon Aero Club operates two small aircraft from a strip on base.

A large Service Club, located on base, makes available well-rounded recreation programs such as dances, parties, USO talent shows and a diversified list of activities.

The library provides well-stocked shelves with recreation, juvenile and technical type books in addition to magazines, pamphlets and newspapers of various types.

For your first needs will be to exchange dollars for pesetas. You cannot spend dollars in Spain except at military installations. Dollars may be converted to pesetas at any finance office, at most squadron pay tables, and at authorized hotels in Madrid. The rate of exchange will vary to coincide with value at time of conversion. Based upon the international rate, the peseta is usually pegged at 60 to the dollar. A word of caution: you may feel that you are getting a fortune, but you will find that the one hundred dollar equivalent value of your pesetas will buy about the same amount of goods at home.

Military payment certificates are not used at installations in Spain. Spanish currency is issued in bills of 1, 5, 25, 50, 100, 500, and 1,000 pesetas (ptas); a copper half-peseta coin, and nickel coins valued at 10 and 5 centimos. One hundred centimos equal one peseta and each peseta is worth about two American cents. Currency dated before 1936 is of no value.

Check cashing facilities are available at the finance office to cash State-side checks, travelers checks, and government checks. Finance will also convert your dollars for pesetas. The Madrid finance office is located in the APEX area. The Torrejon finance office is in the 3970th Combat Support Group Headquarters Annex. A cashier is also located at the base theater.

At the present, the only banking facilities available locally are with Spanish Banks. It is easy to establish a peseta account with them. Any central office of the numerous banks have a foreign section where English is spoken. Generally, checks written against a Spanish bank account are not as acceptable to everyone as are the checks you wrote bank home. Some people consider a checking account with a local bank useful for many transactions. Some people feel to the contrary. A peseta account should not exceed that which you intend to use while in Spain, as it is extremely difficult to exchange pesetas for dollars.

You are advised to maintain a checking account in the United States, since many items must be paid for in dollar instruments. Allotments to U.S. banks may be made through the military personnel office, or you may have the finance office send your entire pay to a Stateside bank for deposit. One important disadvantage to a Stateside checking account is the time lag involved. Ordinarily banks send their statements by regular mail. This could mean a time lag of a month or more. Penalties for writing bad checks, intentionally or otherwise, are severe.
RELIGIOUS SERVICES

CATHOLIC
Torrejon Base Chapel
Sunday Masses—8:30 a.m. and 12:30 p.m.
Daily Masses—Noon.
Confessions—Saturday 4:30 p.m. to 6:45 p.m.
Baptisms—Sunday 1:30 p.m.
Instruction Class—Monday 7:00 p.m.
Novena—Wednesday 7:00 p.m.
Choir Rehearsal—Wednesday 7:30 p.m.

Generalissimo Building
Sunday Masses—8:30 a.m. and 12:30 p.m.
Daily Masses—12:05 p.m.
Confessions—Saturday 11:00 a.m. to 4:00 p.m.
Baptisms—Sunday 1:15 p.m.
Catechism Classes—Sunday 9:30 a.m.
Benediction—Wednesday 8:00 p.m.

Royal Oaks
Sunday Masses 11:30 a.m.

PROTESTANT
Torrejon Base Chapel
Worship Service 11:00 a.m.
Sunday School 9:45 a.m.
Fellowship Groups—Sunday 6:30 p.m.
Evening Worship—Sunday 7:30 p.m.
Bible Study Class—Wednesday 7:30 p.m.
Adult Choir—Thursday 7:00 p.m.

Generalissimo Building
Sunday School—9:45 a.m.
Morning Worship—9:45 a.m. and 11:00 a.m.
Adult Bible Study—9:45 a.m.
Fellowship Groups—Sunday 6:30 p.m.
and 7:00 p.m.
Evening Worship—Sunday 8:00 p.m.
Adult Choir—Thursday 8:30 p.m.

Royal Oaks
Sunday School—9:15 a.m.
Morning Worship—10:15 a.m.
Protestant Youth—Sunday 6:00 p.m.
Evening Worship—Sunday 7:30 p.m.
Adult Choir—Wednesday 8:00 p.m.

JEWISH
Pizarro 19
Jewish Service—Sun down (Friday)
Jewish Service—10:00 a.m. (Saturday).

OTHER
Torrejon Base Chapel
Episcopal Holy Communion—Sunday 8:30 a.m.
Episcopal Holy Communion—Prayer Book Holy Days during week 9:30 a.m.
or as announced.

Generalissimo Building
Christian Science—Sunday 11:00 a.m.
(Church of Christ—Sunday 3:00 p.m.
(Auditorium)

Latter Day Saints—Morning Worship Sunday 11:00 a.m. (Room 314), Evening Worship—Sunday 6:30 p.m. (Room 314).
Lutheran Services—Sunday 11:00 a.m. (Room 105).

Royal Oaks
Episcopal Service—Sunday 11:30 a.m.

DRESS
One local policy which will affect you immediately is the policy on off-base dress. In the Madrid area and throughout Spain, the uniform is not worn off-base in public areas except when it is required in the conduct of official Air Force business.

It's permissible to wear your uniform to and from your quarters and the base. However, stopping on the way home after leaving the base is taboo.

Proper dress on the street or in other public places is a civilian coat with tie for men and comparable attire for women. Slacks and shorts for women are not appropriate.

Uniform regulations here are basically similar to most ZI installations having a change of seasons. Normally, blues become optional on 1 October and mandatory on 1 November. Summer uniforms become optional on 1 April and mandatory on 1 May. Exceptions due to unseasonable weather are announced when the occasion arises.

Neither 505 shorts nor fatigues are authorized wear off-base. This also applies to driving to and from the base in a private vehicle. Under certain circumstances, a person wearing fatigues can leave the base in fatigues if he has to take the vehicle off base. Your supervisor can fill you in further on this.

The Spanish are a clothes-conscious people. Although not the richest, they are considered to be the best dressed people in Europe. This can be attributed to a great pride in their appearance. Regardless of his economic situation, a Spaniard is willing to go to the trouble to make sure his clothes are neat and clean when he appears in public. You will observe this yourself before you have been here very long.

AUTOMOBILES
An automobile is a cherished possession in Spain. The very fact that you possess one raises you far above the ordinary. As might be expected, since possessing an automobile is more difficult, registering and operating a vehicle are more complicated.

At Torrejon the process of registering your vehicle, getting your vehicle license and your Spanish operators permit is integrated with a safety orientation program so that by the time necessary paper work is completed, the driver will be ready to cope with the many problems of operating a vehicle on Spain's streets and highways.

To understand the great stress placed on driver safety, you should realize that the greatest single source of bad publicity and ill will among American forces in Spain has come as the result of auto accidents, hit and run cases, and drunken driving. Just because you have always had a good driving record back home, don't underestimate the hazards of driving in Spain. Make the most of the safety orientation you receive—it may save your life or prevent the permanent loss of your driving privilege during your tour here.

COMMISSARY
Two commissaries are operated for the convenience of American personnel and their dependents. A branch commissary is located in the Generalissimo Building complex and the main store is located in the Torrejon Community Center.

A complete line of non-perishable and perishable items are on sale at both locations. This includes fresh meats and vegetables.

The on-base commissary is open Monday through Friday from 1000 hours to 1800 hours. Saturday hours are 0900 to 1300 hours.

The Madrid commissary is open Monday through Friday from 1030 to 1830 and on Saturday from 0600 to 1300 hours.

Both commissaries are closed on Sundays, American holidays observed by Sixteenth Air Force, four Spanish holidays, and the day designated for taking inventory. Inventory is conducted on the 24th of each month, except when the 24th falls on Sunday, in which case the commissary is closed on the 25th.

Commissary, a Miniature Grocery Store...
**BASE FACILITIES**

**WEAPONS**

All weapon registrations will be made with the Base Director of Security and Law Enforcement thru the Pass and Registration Office. At this time application for Spanish registration permits and hunting license is initiated with the Spanish authorities.

U. S. Forces Personnel in Spain are subject to Spanish Law, Arms and Explosives Code, Article 7, which gives us the same privileges received by the Spanish military personnel.

A fee is required to be paid to the Spanish Issuing Department (Central Air Region) for each weapon registered or hunting license requested. There is an extra 5 ptas. charge on any duplicates required.

The «Guía de Pertenencia» issued by the Spanish Authorities is proof of ownership of the weapon in Spain. This permit is only transferable to U. S. personnel assigned to the U. S. Mission. This rule applies to both weapons bought in Spain and imported into the country.

The Guía has to be renewed every year in month of April. The hunting license does not have an expiration date and is issued for an indefinite period.

The Guía will be turned for cancellation when: The weapon is transferred to another member of the Mission; or the owner is leaving Spain PCS.

If a weapon registered with Spanish Authorities is sent or taken out of Spain prior to the departure of its owner on PCS orders, the Guía will be held in this office and cancelled only when the owner leaves the country.

The limitation on the number of firearms authorized is as follows: Officers: 3 handguns and 6 long barrel weapons; NCO's: 1 handgun and 6 long barrel weapons; Airman: 2 long barrel weapons.

Dependent wives of authorized military are entitled to register one long barrel weapon and have a hunting license.

Any member of the U. S. Forces entitled to the above mentioned privileges may borrow a registered weapon from another member for a period of 10 days, providing the Guía issued to the weapon's owner and an authorization signed by him are in the possession of the carrier.

All personnel will insure that the Guía is signed at the bottom where it reads «Firma del Interesado».

**MEDICAL CARE**

Military personnel, dependents, and civilians eligible for medical care have available at Torrejon one of the finest and newest Air Force base hospitals. The hospital is classed as a 100-bed operating hospital and can be expanded to 156 beds.

In the hospital there are the standard clinics such as Pediatric, Well-Baby, Pre-Natal, and OB. A complete Dental Clinic is available; however, complete dental care for dependents may or may not be available depending upon the supply and demand of personnel, supplies and facilities.

The appointment system is used to facilitate the handling of in-and outpatient. No appointment is necessary for sick call, military immunizations.

By appointment only:

- **Military Sick Call**
  - Mon-Fri, 0830-1130 hours
  - ext 2540, 2541, 2542

- **Dependent Sick Call**
  - Mon-Fri, 1300-1630 hours
  - ext 2540, 2541, 2542

- **Surgical Clinic**
  - Mon-Tues-Thurs, 1400-1530 hours
  - ext 2540, 2541, 2542

- **Eye Clinic**
  - Daily, ext 2800
**BASE FACILITIES**

*Ear Nose Throat Clinic*
Daily, ext 2800

*OB & Gym Clinic*
Tues, 0900-1045 hours ext 2540, 2541, 2542

*Military Physicals*
Mon Fri. Mon, 1000 hours, ext 2540, 2541, 2542. Tues, 0900 hours. Wed, 1300 hours. Thur, None. Fri, 1300 hours.

*Dental Clinic*
As scheduled, ext 2802

**PETS**

The base has established procedures with the Madrid City Hall whereby the registration of pets owned by members of the U.S. Forces in Spain is acceptable.

If you are a dog owner, simply take your dog to the base veterinarian for rabies inoculation. The Vet will issue you a numbered tag which must be worn by the dog at all times when not indoors.

Dogs with a current inoculation certificate (Spanish or Stateside) may be registered at the Base Vets and receive a tag for 25 cêntimos.

Any graduate veterinarian (Spanish or American) may observe an animal in cases involving bites. He will issue a certificate denoting the condition of the animal at the end of a two week period—this service is at the expense of the owner.

All persons bitten by animals should report to the hospital immediately for adequate treatment and the reporting of the incident.

Any authorized vet may observe the in cases involving bites. He will issue a certificate denoting the condition of the animal at the end of the two weeks. This certificate must be presented to the Municipal Laboratory, Calle Ballen 41, Madrid.

**EXCHANGES**

TWO Air Force Exchanges (AFEX) are operated for the convenience of military personnel, their dependents, and civilians authorized exchange privileges.

The Madrid AFEX is located in the Generalisimo Building complex in the inner courtyard next to Carlos Mau-reras 7. In addition to the usual AFEX services, a Class VI (package store) facility is operated under the auspices of AFEX.

Monday 1300-1700 1000-2100
Tuesday 1030-1700 1000-2100
Wednesday 1030-2000 1000-2100
Thursday 1030-1700 1000-2100
Friday 1030-1700 1000-2100
Saturday 0900-1600 0900-1800
Sunday Closed

The base AFEX is located in the community center just to the right of the traffic circle. The store is operated as a department store and contains a full range of comfort and luxury items. A Class VI store is also in the Community Center. Operating hours are:

**BX and Class VI Store**
Monday through Friday 1000-1400 & 1500-1800
Saturday 1000-1400
Sunday Closed

Military Paydays 1000-1400 & 1500-1900

**BX Snack Bar**
Monday through Saturday 0700-1500 & 1600-2300
Sundays, Spanish holidays 1600-2300

**Service Club Snack Bar**
Monday through Saturday 0700-1400 & 1500-2000
Sunday 0830-2300

**MATS Terminal Snack Bar**
Open 24 hours a day, except that it is closed from 0400 to 0500 hours and from 1600 to 1700 hours daily, for cleaning purposes.

**Travel Tips**

*** ABOUT CARS***

Where to Go

Two Air Force Exchanges (AFEX) are operated for the convenience of military personnel, their dependents, and civilians authorized exchange privileges.

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*** WHERE TO GO***

To travel in Spain can be richly rewarding or quite disastrous. In any case, there are a few "musts" to contend with.

Automobile liability insurance is compulsory. Spanish insurance companies as well as a few American companies provide coverage. Usually, a Spanish company is preferred due to their knowledge of the local laws and the promptness in settling any resulting claims.

The importance of prompt action in the event of a claim cannot be over emphasized. Policies written by Spanish companies contain collision coverage which would cover the majority of accident claims. Most accidents involve property damage under $100 due to the inexpensive body repair work available in Spain.

Because of the many difficulties and misunderstandings it is highly recom-mended that all personnel consult the Personal Affairs Office prior to purchasing insurance. Simple negligence is a crime under Spanish law; therefore, in almost every auto accident there is a criminal action instituted, with the resultant request for jurisdiction by the American military. While in the past the United States Forces have obtained jurisdiction in almost all cases, recently there have been a number of cases where difficulties have arisen, resulting in personnel being detained in Spain. In all of these...
Recently a program has been established where companies that have demonstrated an understanding of the status of American personnel in Spain and have indicated a willingness to act promptly in claims matters, are permitted to render claims and sales service on the base in Personal Affairs Office only.

Barcelona is the MSTS port for auto shipment. Privately owned autos are picked up at Barcelona by the owner, and usually arrive in Spain from four to six weeks after delivery to Caven Point, New Jersey.

An agreement has been reached with the Spanish Government whereby you may offer to sell your automobile to the Parque Móvil de los Ministros (PMM). This may be done only after you have owned the vehicle in Spain for two years, and then only at those times designated by PMM and under such stipulations as they may impose. The agreement is not designed to provide sellers with a ready market for the sale of all American cars. No one should bring an expensive car to this area with the intent of selling it at a profit when he departs. There is no guarantee that your car will be accepted for sale. The buying of cars by PMM may be discontinued at their will.

Trains and buses offer fairly adequate transportation for local travel. In addition, streetcars, taxis, and buses are available at very reasonable rates. A private automobile is definitely convenient in Madrid, but it is not an actual necessity. Madrid has many taxis and they still provide relatively cheap transportation. A fare of 15 to 20 pesetas (50 to 40 centimos) will take you to most places in the center of Madrid. A one or two pesetas tip will suffice for most taxi trips.

The Air Police Desk in the Hotel Balboa is open 24 hours a day. If any difficulties begin to assume major proportions, call them at 36 61 59 and they will send a patrol to assist you. If there is any argument over a taxi fare, direct the taxi driver to take you to the Hotel Balboa and the matter can be reconciled by the Air Police.

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in the palatial home donated by him to the State. Open Wednesday through
Monady, 10:30 a.m. to 1:30 p.m. Closed on Tuesday. Price: 5 pesetas.
NATURAL SCIENCES. Ciencias Naturales, Castellanana, 84.
Tel.: 260900. Open daily from 10 a.m. to 2 p.m.
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