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Willkommen to Stuttgart,

The U.S. Army Garrison Stuttgart (USAG) is home to five installations within the Stuttgart community. It is a large community composed of active duty Special Forces Army, Air Force, Marine Corps personnel, Ready Reservists, Department of Defense civilians, contractors, and their family members.

I will email you a **Logistical Support Letter** approximately three weeks prior to your class. It will contain detailed information specific to your individual visit to Stuttgart, including my personal cell phone number should you need to notify me of flight delay/cancellation/rescheduling.

Please printout hard copies of both this **Travel Guide**, and my emailed **Logistical Support Letter**, to take along with you on your journey. Both documents contain very important logistical information.

I look forward to meeting you and helping you have an enjoyable teaching experience. Have a safe journey!

Toni Colaninno

Site Director
Stuttgart Site Office & Personnel Data

Email
Toni Colaninno apstuttgart@ou.edu

Site Director’s Office Phone*
011-49-7031-15-3304

Civilian Address
USAG Stuttgart
Army Education Center
Panzer Strasse
Building 2915, 4th floor
71032 Böblingen, Germany

APO Address (US Domestic Mail)
USAG Stuttgart
Army Education Center, Unit 30401
ATTN: University of Oklahoma, Room 412
APO, AE 09107

Office Phone Numbers*
• From United States 011-49-7031-15-3304
• Within Europe +49-7031-15-3304
• Within Germany 07031-15-3304
• Within Stuttgart 153304
• From a military/DSN phone (throughout Europe): 431-3304

*Please note: this office number does not have a voicemail feature. If you need to leave a message for me outside of office hours, please use the personal cell phone number that is provided in the Logistical Support Letter that I will email to you.

Office Hours
Monday through Friday: 08:30 – 16:30 (4:30 pm)

Education Services Specialist (ESS)
Michael O’Beirne
Phone: 07031-15-2714
DSN Phone: 431-2714
Email: Michael.j.obeerne.civ@mail.mil

Advanced Programs Site Coordinator
Krissi Turley
Phone: (405) 325-1265
Email: keturley@ou.edu
European Contract Support Office

Mailing Address
The University of Oklahoma
Attn: (enter name)
CMR 419, Box 1634
APO, AE 09102

Street Address
The University of Oklahoma
Sickingenstrasse 1A
69126 Heidelberg, Germany

Contract Support Office Contacts
Dr. Peggy Lerner, Director: apeudirector@ou.edu
Home phone: (see pre-travel documents)
Rosemary Petrunyak: apeuprograms@ou.edu
Anna Lindenau: apeuadmin@ou.edu
Office Phone (from the United States): 001-49-6221-768118
Office Fax: 001-49-6221-768-945
**Arrivals and Departures**

**Airport Arrival**

I will be at the airport to greet you upon your arrival. Once you exit baggage claim, follow signs to “Meeting Point/Treffpunkt A.” I will be wearing my OU nametag and holding an OU sign. I will then take you to Panzer Kaserne either by car or by train, depending on weather conditions. If you arrive during office hours, we will then obtain your privilege card and tax-waiver forms, pick up your rental car, and get you to your hotel. Late or Federal Holiday arrivals may require in-processing and rental car pick-up the following day. In that event I will take you directly to your hotel, and pick you up the next morning to complete in-processing.

Before you arrive in Stuttgart, you will be placed on the Panzer Kaserne Gate Access Roster. Your Passport is the only form of ID that can be used to enter the base. Please hand your Passport to the Security Guard and say “I have been placed on the Access Roster.”

**In Case of Flight Delay/Cancellation/Rescheduling**

If your flight is delayed, cancelled or rescheduled, please call my personal cell phone number from the departure city with the new flight number and arrival time. My personal cell phone number is provided in the Logistical Support Letter that I will email to you.

**Alternate Arrival Transportation**

If your arrival transportation will be other than by air, please notify me well in advance to arrange for alternate arrival procedures.

**Rental Car**

I will reserve a compact manual transmission car for you with Europcar. If you would like a car with automatic drive, prior approval must be made by the Travel Coordinator, Mary Atkins.

**Fuel Policy**

You will not be able to purchase gasoline on base, but OU will reimburse you for 35 liters of gas purchased at the German price.

**Maps**

I will provide you with maps showing the areas you’ll be commuting to and from while here in Stuttgart i.e. Patch Barracks (Vaihingen), Panzer Kaserne (Böblingen), Waldhotel Sulzbachtal (Shônaich), Stuttgart Airport.

**Airport Departure**

Most Professors drive to the airport and return the rental car there. At the airport, follow the sign for “Rental Car/Mietwagen.” All of the car rental companies are together in Parking Garage 4 (P4). The Europcar office there operates 24 hours a day. You can walk from the rental car drop-off garage to the terminal.

If you prefer not to drive to the airport, you can return the rental car at the local agency on Sunday (I will assist you with the return), and then take a taxi to the airport on Monday morning. I will provide you with the phone number of a taxi service that is permitted to pick-up customers both on-base and off-base.
Primary Lodging: Panzer Hotel

Location/Mailing Address:
Panzer Kaserne, Haardestr, Building 2905, Böblingen, AE 71032

Phone:
- From US: 011-49-7031-15-3490
- From Europe: +49-7031-15-3490
- Within Germany: 07031-15-3490
- Military/DSN: 431-3490

Website:
http://www.stuttgartmwr.com/lodging/panzer-hotel/

Check-in and Check-out
Check-In Time: 1500 (3:00 pm); Check-Out Time: 1100 (11:00 am)

Typical Room Assignment and Cost per Night:
- Single: $120
- Breakfast is included in room cost. Breakfast hours are 06:00-09:00.

Modes of Payment:
- American Express
- MasterCard
- U.S. Cash
- VISA

Amenities in Typical Room Assignment:
- High Speed Internet (no extra charge)
- Internet terminal in the lobby- for registered guests only.
- Cable TV.
- DVD players.
- In room microwave oven, refrigerator and coffee maker.
- Hair dryer.
- Full-size ironing boards with iron.
- Clock radio.
- Safe.
- The phones in your room are commercial German phones. 5 cent charge per minute for local calls, 10 cents a minute for Germany wide calls, 20 cents a minute for international calls, and 35 cents a minute for calls to cellular phones.
- Towels: We observe Environmental Awareness in regards to our towel service; please put your towels back on the rack if you want to re-use them. There is a replacement fee for stained or missing towels.
- Laundry Facilities: There are three guest laundry rooms (with detergent vending machines), each with three washers and dryers in each. Please empty lint traps before and after use.
• Vending, snack, soda and ice machines.
• Gym equipped with cardio and weights machines.

Electricity in Room: 220 volt only (transformer required for 110 volt appliances; plug adapter required for dual voltage appliances; standard European outlets/plugs)

Secondary Lodging: Waldhotel Sulzbachtel

Location/Mailing Address:
Im Sulzbachtal 2, 71101 Schönaich, Germany
Distance to Panzer Kaserne: 4.8 km (approximately 3 miles)

Phone:
• From US: 011-49-7031-75780
• From Europe: +49-7031-15-75780
• Within Germany: 07031-15-75780

Website:
http://www.sulzbachtal.com/wEnglish/index.php

Email:
hotel@sulzbachtal.com

Owner:
Herr Knittel

Check-in and Check-out
Check-In Time: 14:00 (2:00 pm); Check-Out Time: 10:00

Late Arrival:
I will notify the hotel if you will be checking in later than 21:00 (09:00pm)

Cancellation Policy:
100% penalty (or 1 full day) will be assessed for changes within 24 hours.

Typical Room Assignment and Cost per Night:
• Single: 78 €
• Breakfast is included in room cost. Breakfast hours are Monday-Friday 6:30 – 9:30am; Saturday-Sunday 8:00 – 10:00am*

*Given that your class meets at 8:30 on the weekend, the hotel may be able to arrange for an earlier breakfast for you. Please speak to Herr Knittel about this. Your room does not have a refrigerator, but you can ask to leave items in the hotel’s refrigerator at reception.

Modes of Payment:
• American Express
• MasterCard
• VISA
• Maestro
Amenities in Typical Room Assignment:

- All rooms are Non-Smoking.
- Wireless Internet Connection (no extra charge).
- Internet: W-LAN and Analog.
- Satellite-TV.
- Radio.
- Direct dial telephone on desk.
- Fax on demand.
- Hotel safe.
- Make-up-mirror, full length mirror.
- Hairdryer.
- Minibar.
- Mailing service.
- Laundry service.

Bathroom Facilities in Typical Room Assignment: Bathroom with shower, heated towel rack.

Electricity in Room: 220 volt only (transformer required for 110 volt appliances; plug adapter required for dual voltage appliances; standard European outlets/plugs).
Classroom Facilities and Administrative Support at Stuttgart

Please refer to the Advanced Programs Faculty Guide for an Overview of the Duties and Responsibilities of OU Site Directors.

The Classroom

The classroom is equipped with a dry erase board and dry erase markers.

Materials and Supplies

Our limited copy capability and limited supplies require that you make copies for your class prior to your departure from the United States.

Audio-Visual Equipment

The following equipment is available. Some of the items are shared with other schools and must be reserved in advance. **Please let me know which you will be using:**

- Dell Laptop with built in DVD player
- LCD Projector
- Overhead Projector
- TV with VCR

Please Note: There is no Wi-Fi in the Education Center

Computer/Internet Access

The OU Site office has a laptop you may use throughout your stay. A wireless internet connection is not available in the Education Center, but it is available in the same building in the 3rd floor USO lounge. Also, The Patch Library has a free computer lab with 32 computers, all with internet access and printing capability.

Patch Library

Location: Building 2342, Patch Barracks
Website: [http://www.stuttgartmwr.com/library/](http://www.stuttgartmwr.com/library/)
Telephone: 49 (0) 711-680-7138/5232; DSN 430-7138
In Case of Emergency While in Stuttgart

Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>112</td>
</tr>
<tr>
<td>Fire</td>
<td>112</td>
</tr>
<tr>
<td>Polizei/Emergency</td>
<td>110</td>
</tr>
<tr>
<td>Military Police</td>
<td>0711-680-114 or 0711-680-5262 or DSN 114</td>
</tr>
</tbody>
</table>

Medical/Dental Facilities

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stuttgart Army Health Clinic*</td>
<td>Patch Barracks, Bldg 2300</td>
</tr>
<tr>
<td></td>
<td>Toll Free: 00800-376-22273; Civilian: 06221-17-2622</td>
</tr>
<tr>
<td>Krankenhaus Sindelfingen</td>
<td>Arthur-Gruber-Strasse 70, 71065 Sindelfingen</td>
</tr>
<tr>
<td></td>
<td>Phone: 07031-98-0</td>
</tr>
<tr>
<td>Krankenhaus Böblingen</td>
<td>Bunsenstrasse 120, 71032 Böblingen</td>
</tr>
<tr>
<td></td>
<td>Phone: 07031-668-0</td>
</tr>
<tr>
<td>Dental Clinic, Patch Barracks</td>
<td>Note: Dental services are offered to active duty personnel, and on a ‘space available’ basis to other than active duty personnel. I can give you a referral to my personal dentist as needed.</td>
</tr>
</tbody>
</table>

Using Medical/Dental Insurance

In most cases, outpatient visits must be paid in advance and bills submitted to your insurance company for reimbursement.

Web Resources