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Wiesbaden Site Office & Personnel Data

Addresses

APO Address:
Army Education Center
ATTN: University of Oklahoma
Unit 29623, Box 46
APO, AE 09096

Office Phone Numbers

From United States
- Monday – Friday: 011-49-611-705-5937

From Europe
- Monday – Friday: 00-49-611-705-5937

Within Germany
- Monday – Friday: 0611-705-5937

Military/DSN
- Monday – Friday: 337-5937

Fax

- From United States: 011-49-611-705-6188
- From Europe: 00-49-611-705-6188
- Within Germany: 0611-705-6188
- Military/DSN: 337-6188
Site Director
Wade Jackson, Taylor Chavis & Nicole Gray, apwiesbaden@ou.edu

Office Hours

- Monday - Friday: 0800 – 1630 (08:00 am – 4:30 pm)
- Closed US holidays

Education Services Officer (ESO)

Chris Pittman
DSN Phone: 337-6205/5559
Chris.a.pittman.civ@mail.mil

Advanced Programs Site Coordinator

Carolyn Taylor
Phone: (405) 325-1959
cataylor@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: Please see pre-travel packet
Rosemary Petrunyak: apeuprograms@ou.edu
Rebecca Fussnecker: apeuadmin@ou.edu
Office Phone (from United States) 011-49-6221-768118
Office Fax  (49) 6221-768-945
Dear Professor,

As the OU Site Manager for Wiesbaden & the surrounding State of Hessen, I would like to personally welcome you to Germany. I look forward to making your acquaintance and to helping you enjoy your stay here in Wiesbaden. Please let me know if I may be of assistance to you prior to your arrival.

You can choose a room reservation at the Army Lodge or Hotel Hansa. These hotels are both approximately 10 kilometers from the classroom. Please see page 7 in this guide for further details on hotel accommodations.

A rental car can be reserved for you at the rental facility located on the military shopping facility in the Hainerberg Housing Area. I will either meet you at the airport or you may take the commuter train from the airport to Wiesbaden main train station and then take a 5 minute taxi ride from there to the hotel. The train ride is scenic from the airport and takes 45 minutes. Please contact me prior to travel regarding this choice of transportation to the base.

For your stay in Germany, please be prepared for highly variable weather, with varying intensities of rain and the occasional really nice hot sunny day. An industrial strength umbrella and a windbreaker are generally appropriate. Really comfortable walking shoes are essential if you wish to view this ancient Roman-founded city located along the Rhein River. If you are interested, an opera, a casino, and a world-class spa facility are available in Wiesbaden. To drive onto any of the military facilities (including the classroom and the hotel), you will need your passport, your travel orders and a stateside or international drivers’ license.

Once you arrive, I will assist you with obtaining a temporary base photo pass to ease your access to the various military facilities. Please let me know when I may be of assistance to you.

Sincerely,

Wade Jackson
Site Director
ARRIVALS AND DEPARTURES

Arrival at Frankfurt Airport: Terminal 1 & Terminal 2
Note: Both terminals are connected by the free Skytrain and all signs and staff are multi-
lingual.

Disembarkation
Free baggage carts are available; these carts can be taken on the escalators. Follow the
signs for Baggage Claim (in English; also picture of baggage and Gepäckausgabe in
German)

Passport Control
At the Paßkontrolle (Passport Control), get in the correct line for NON-European
Community passengers; have your passport ready. It is rarely needed, but have your
orders available also.

Baggage Claim
Continue to follow the signs for Baggage Claim. An information board lists the arriving
flights and the number of their baggage carousels.

Customs Clearance
After claiming your baggage, look for the Exit/Ausgang and Zoll/Customs signs. The
Customs Clearance area exits into the public portion of the terminal.

Rental Car
A rental car will be arranged for you by the Wiesbaden OU Site Manager.

Airport to Base
With prior arrangements, the site manager will meet you at the airport and escort you to
the hotel. Alternatively, you could take the commuter train to Wiesbaden main train
station for 4 Euros, and then take a 5 minute taxi ride from there to the hotel for 5 Euros.
The commuter train runs every 20 minutes and is located in the Local Bahnhof (train
station) on the lowest level of the Fluhafen (airport). The ride is scenic and takes about 15
minutes.

To Change Money
If you have not brought European money with you then you will need some before you
get to a bank in Wiesbaden. There are money exchange counters in Arrival Hall B as well
as throughout the airport.
Primary Lodging: Wiesbaden Army Lodge at Hainerberg

Address:
Mississippi Str. 45
65189 Wiesbaden, Germany

Website: http://www.wiesbaden.army.mil
Click on “About the Garrison/lodging information” in the drop-down menu.

Phone:
From United States: 011-49-611-723-7600
Within Germany: 0611-723-7600
Military/DSN: 314-335-5505 or 314-335-5506

Check-in time: 1400 (2:00 pm)
Late arrival possible:
Yes. Site Director will arrange if requested.
Check-out time: 1100 (11:00 am) or earlier

Typical room assignment: Single, $120/night
Modes of payment:
• Cash/Personal check
• Military Star Card
• Visa/MasterCard/Discover/American Express

Standard room: One double bed
Typical amenities and hotel features:
• Microwave/TV
• Free High Speed Wireless Internet
• Iron/Ironing board
• Telephone
• Fitness room
• Breakfast: Coffee and pastries
• Automated Teller Machine in Lobby
• Free Self Service Laundry rooms
Bathroom facilities: Bath and shower
Electricity: 220 volt only, standard European outlets
Smoking policy: No smoking allowed

Distance from hotel to:
- Education center: 5.5 miles
- OU office: 5.5 miles
- Class location: 1.5 miles
- Library: 5.5 miles

Reservations/Room assignment policies:
Reservations are made by the OU Site Director. Travel Orders/ Letters of Instruction (LoA) must be presented upon arrival. If late arrival is anticipated, please let the OU Site Manager and/or the Army Lodging know so the room “will be held for a late check-in”. Failure to call and cancel or adjust prior to 1800 on the date of arrival will result in no-show or cancellation charges.

Accompanying persons policies:
Spouses and dependent children are allowed to stay in billeting. Non-dependent relatives and companions are allowed to stay in billeting on a space available basis only. Please contact the OU Site Manager regarding these concerns prior to travel.

Driving Directions

Army Lodging to Classroom

- Take the 1st right onto B455
- Merge onto Berliner Strasse/B455 via the ramp to Mainz-Kastel/WI - Erbenheim
- Take the exit toward WI-Erbenheim-Sud
- Turn right onto Zum Freiedhof/K634
- At the roundabout, take the second exit
- Arrive Wiesbaden Army Airfield - AM Flugplatz Erbenheim Bldg. 1023 E.
- Education Building is located adjacent to the Main Street Café
Secondary Lodging: Domäne Mechtildshausen

Address:
Domäne Mechtildshausen
65 205 Wiesbaden
Telefax 0611 - 73 74 - 679
From United States:  +49 611 - 73 74 - 660
Within Germany: 0611 - 73 74 - 660
Email: gaestehaus@mechtildshausen.de

Website: http://www.domaene-mechtildshausen.de/

Check-in time: 1:00 pm
Late arrival possible: Yes. Site Director will arrange if requested.
Check-out time: 1100 (11:00 am) or earlier

Typical room assignment: Single, 82 euros /night
Modes of payment:
- Cash
- Visa/MasterCard/Discover/American Express

Standard room: One twin bed
Typical amenities and hotel features:
- Cable Satellite TV
- Free High Speed Wireless Internet
- Telephone
- Hairdryer
- Farm Fresh Breakfast
- Free Parking on Site

Bathroom facilities: Shower
Electricity: 220 volt only, standard European outlets
Smoking policy: No smoking allowed

Distance from hotel to:
- Education center: 0.5 miles
- OU office: 0.5 miles
- Class location: 0.5 miles
- Library: 0.5 miles

Reservations/Room assignment policies:
Reservations are made by the OU Site Director. Travel Orders/ Letters of Instruction (LoA) must be presented upon arrival. If late arrival is anticipated, please let the OU Site Manager know so the room “will be held for a late check-in”. Failure to call and cancel or adjust prior to 1800 on the date of arrival will result in no-show or cancellation charges.
Driving Directions

Domäne Mechtildshausen to Classroom

- Domäne Mechtildshausen is located outside the post gate and is walking distance to the classroom
Wiesbaden Classroom

To locate the classroom

Once you enter the gate, proceed towards the Education Center, building 1023 E. The education center is located adjacent from the Main Street Cafeteria and behind the library. The OU office and classrooms are located on the basement level.

Classroom Amenities

Classroom Equipment:
- Tables and chairs for 15 or more students
- One large dry-erase board
- Stand-up flip-chart (if requested ahead of time)
- Pull-down overhead screen
- Color TV/VCR/DVD player (if requested ahead of time)
- Panasonic LCD slide projector (model PT-LC76U) for a computer. HOWEVER, you must bring your own laptop computer. There is NO Computer in or near the classroom area.
- Overhead projector & podium (if requested ahead of time)
- Copy machine located in OU office at the end of the hallway near classrooms

Facilities near classroom:
- Restrooms: At end of the hallway in the basement
- Vending machine: At end of the hallway in the basement
- Break area: Only the area outside of classroom building
- Snack bar/fast-food restaurant: Main Street Cafeteria adjacent to building
- Smoking area: None

Building security:
The Professor will sign for the building key from the OU Site Manager, and control all access. If the key is lost, or left in the building, the class will be held outside in the rain.

Other classroom policies/procedures:
At all times, leave the classroom ready for other schools to use. Instructor and students are responsible for the condition of the classroom. Bring your own beverages & food in sealable containers. Remove your own residue with you out of the building after class.

In case of any emergency call: 114 on any DSN phone or 0611-705-114 from any civilian phone within Germany. The Military police will direct the emergency actions from that phone number. If you have a non-emergency question, the Provost Marshall can be reached at DSN 337-5096 or CIV 0611-705-5096.

Distance between Lodging and Classroom
- Rental car: 5-10 minute drive
- Military shuttle bus: Regular Bus schedule before 4 pm
- Taxi: 5-10 minute ride
Administrative Support at Wiesbaden

Please refer to the Advanced Programs Faculty Guide for an overview of the duties and responsibilities of OU Site Directors.

Computer Support

The Army Lodge and Hotel Hansa have in-room laptop connections. The library on the airfield also has computers available for e-mail and word processing. The OU Site directors can help you fill out the paperwork to get access to use the library computers.

Wiesbaden Library

Location: Building 1029
Phone: 337-1740

Hours:
- Monday – Thursday: 1000 - 1900 (10:00 am – 7:00 pm)
- Saturday and Sunday: 1000 – 1700 (10:00 am – 5:00 pm)
- Closed Friday and US holidays

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<thead>
<tr>
<th>Resource</th>
<th>Availability</th>
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<tbody>
<tr>
<td>Circulating book holdings</td>
<td>Available</td>
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<tr>
<td>Reference book holdings</td>
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<tr>
<td>CD-ROM holdings</td>
<td>Unknown</td>
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<tr>
<td>ERIC holdings</td>
<td>Unavailable</td>
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<tr>
<td>Proquest</td>
<td>Unavailable</td>
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<tr>
<td>Video tapes</td>
<td>Unavailable</td>
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Other resources:
- Computers with internet access
- Photocopying, 10 cents per copy

In Case of Emergency while at Wiesbaden

Emergency Phone Numbers

Military police: 0611-705-114 or 337-114
Civilian police: 110
Fire: 112

Medical Facilities

US Military Clinic
Phone: 337-6320
Authorized use on a per-visit charge; costs are usually reimbursable through state-side medical insurance.
Using your Medical/Dental Insurance

In most cases, outpatient visits must be paid in advance and bills submitted to insurance companies for reimbursement. In-patient care is billed directly to the insurance company—no advanced payment is necessary.

Wiesbaden on the World Wide Web

Information on Wiesbaden area:
http://www.wiesbaden.army.mil/sites/about/history.asp

City of Wiesbaden
http://english.wiesbaden.de/index.php