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Dear Professor:

Guten Tag, and Wilkommen to the Eifel region of Germany! Whether this is your first time to Spangdahlem or you’ve become a frequent visitor to this charming area near the Mosel River, I hope that this site guide will help make your stay enjoyable.

Spangdahlem Air Force Base is located in southwestern Germany near the border of Luxembourg. Over six million visitors come to this region each year to enjoy the history, nature, and scenic views of the area. Trier, the oldest city in Germany, is forty minutes from Spangdahlem. The Mosel River, with its picturesque villages and famous wines, flows nearby. Aside from this guide, additional information regarding local areas of interest is available for you in the Spangdahlem OU field office.

The OU student body at Spangdahlem is comprised of Air Force active duty personnel, family members, and civilian personnel. Spangdahlem Air Force Base is currently the only United States Air Force fighter wing in Germany. Thus, personnel from Spangdahlem are deployed in support of US Air Force operations around the world.

In the following, please find information regarding Spangdahlem and its surrounding areas. The enclosed travel guide is designed to assist you in your travels, and ensure that your visit to Spangdahlem is enjoyable and as smooth as possible. The information contained in this travel guide is current as of October 2009, but operating hours, prices and services do change. Please feel free to contact me if you have any questions or additional requests. All contact information for the OU-Spangdahlem office is located within this guide.

Please review this travel guide and the Advanced Programs Faculty Guide as soon as possible before your departure so that if you have any questions you can contact me. This information will also be useful to you to reference during your trip.

The students at OU-Spangdahlem and I look forward to your visit and to your class. I thoroughly enjoy living in this area, and it is my hope that you will have a professionally rewarding and personally enjoyable experience during your stay here. Please know that I am here to assist you in any way I can.

Wishing you a wonderful and safe journey,

Cherie Cutler
Site Director
Spangdahlem Cultural Highlights

Spangdahlem Air Base is a composite wing. It is home to several types of aircraft, such as the F-16 Falcon Fighter Jet, the A-10 Thunderbolt, the close air support “tank killer,” as well as a transport mission. It is home to approximately 4000 active duty and an equal number of civilians.

Spangdahlem is located in the Eifel Region of the State of Rheinland Pfalz. “Spang” is an ideal launching ground to visit several major cities in four countries, including Amsterdam, Brussels, Aachen, Cologne, Luxembourg, Metz, Paris and Rotterdam. All of these cities can be reached within a 5-hour drive. Additionally, our proximity to the Frankfurt/Hahn Airport, home of Ryan Air, allows visitors to take short, discounted flights to almost all of the major cities of Europe.

Trier, Germany’s oldest city and home to a host of Roman ruins and beautiful cathedrals, is located less one hour’s drive from Spangdahlem. Trier is also the birthplace of Karl Marx.

Closer still, the Eifel Region is host to many castles and scenic villages, all within one hour drive from Spangdahlem. These include Cochem, Bernkastel Kues, and Vianden Luxembourg, the ancestral home of the Duke of Luxembourg.

Beer drinkers will enjoy visiting the nearby town of Bitburg (only 15 kilometers) away. One can take a tour of the Bitburger Pils Brewery, which is the largest privately owned brewery in Germany.

The outdoor enthusiast will enjoy the Eifel region. In addition to the expanses of forest and the vast stretches of farm and grazing land, most of which host walking trails, some of the local attractions include the Eifel Park Gondorf, which is a nature preserve and petting zoo, as well as Lake Stausee, which is a small lake close to the town of Bitburg. The Luxembourgish town of Echternach, located a mere forty minutes’ drive from Spangdahlem, also offers a small lake and picnic area, as well as camping grounds nearby.

Spangdahlem is situated very close to the Mosel River and the vineyards which enfold the river down its entire length. Visitors to nearby towns such Piesport can not only enjoy the breathtaking views of the river, but can also purchase the various types of white wines directly from the producers themselves. Be prepared to sample several bottles though.

During the summer and early fall, there is usually a fest occurring every week in one of the surrounding villages. Some of the highlights include the Bitburg Borderfest, held during the 2nd weekend in July, which includes folk dancing, singers, and musicians from other countries throughout Europe, as well as rides, food and drinks. The Wein & Strassenfest (Wine & Street Fest) in Bernkastel-Kues is held annually on Labor Day Weekend. Other famous area fests include the Mandersheid Medieval fest, the Vianden (Luxembourg) Medieval fest, and the famous Wittlich Pig Fest, during which there is lots of drinking eating and consumption of roast pork. All of these fests can easily be reached within a one hour drive of Spangdahlem.
Spangdahlem Site Office & Personnel Data

Civilian Address
The University of Oklahoma
Gebäude 129, Room 207
54529 Spangdahlem
Flugplatz

APO Address (US Domestic Mail)
The University of Oklahoma
52 FSS/FSDE
Unit 2655, Box 150
APO, AE 09126-5120

Office Phone Numbers
- From United States: 011-49-6565-61-7555
- From Europe: (Long Distance Access #) +49-6565-61-7555
- Within Germany: 06565-61-7555
- Within Spangdahlem: 61-7555
- From a military/DSN phone (throughout Europe): 452-7555

Email
Al Cannon apspangdahlem@ou.edu

Fax
From United States: 01149-6565-942117
Within Germany: 06565-942117

Site Director Phone (For emergency use only)
Home: 6561-17634
Cell: 0152-2434-1511

OU Office Hours
Monday through Friday: 0800 – 1700 (8:00 am – 5:00 pm); Closed holidays

Education Services Officer (ESO)
Cedric Rodgers
Civilian phone: 06565-61-6335/6063
DSN phone: 452-6335/6063

Advanced Programs Site Coordinator
Carolyn Taylor
Phone: (405) 325-1959
Fax: (405) 325-5709/3335

European Contract Support Office

Mailing Address
The University of Oklahoma
ATTN: (enter name)
CMR 469, General Delivery
APO, AE 09227

Street Address
The University of Oklahoma
Mannheimer Strasse 132
67657 Kaiserslautern, Germany

Contract Support Office Contacts:
Dr. Peggy Lerner, Director: apeudirector@ou.edu
Home phone: Included in travel documents
Jamie Harmon: apeuprograms@ou.edu
Taylor Austin: apeuadmin@ou.edu
Office Phone (from United States) 011-49-6221-768118
Office Fax (49) 63175007416
2 Weeks Prior to Arrival – Base Entry Pass Information

Base entry passes must be secured for professors to enter the airbase without an escort. To obtain the entry pass, professors should fax their passport information to the Site Director’s Office two weeks prior to arrival in country. Professors should also send social security information. This information should be faxed to (011) 49-6565-942117. Please Note: base entry procedures change frequently according to military needs. Please be prepared to endure some delay in obtaining passes. Professors will be notified accordingly.

Arrivals and Departures:

Arrival at Luxembourg Airport

Disembarkation
A bus often transports passengers from the plane to the terminal. Passengers sometimes walk directly from the aircraft to the terminal. Free baggage carts are available. This is a very small and convenient airport. Almost everyone speaks English very well.

Passport Control
Get in the line for Non-European Community passengers; have your passport ready.

Baggage Claim
Baggage Claim is directly after Passport Control.

Customs Clearance
Located next to the baggage claim area. Proceed through the green gate.

Shuttle to Base
The Site Director will pick you up upon your arrival at the Luxembourg airport, as there is no longer a base shuttle. The reception area is directly after Customs. In the unlikely event that you and the person who is meeting you miss each other, please go to the Information desk to see if there is a message for you. If not, please wait.

Note: please note that due to changes the massive construction effort at the Luxembourg airport and the surrounding area, we do not recommend that professors drive to or from the airport.

To Change Money
There is a money exchange just left of the stairway next to the reception area. However, you should not need to exchange money here; wait until you get to Spangdahlem.
Departure from Luxembourg Airport

Arrival by Shuttle
Shuttle service to the Luxembourg Airport is currently no available. The professor will be picked up and dropped off at the airport by the Site Director.

Check-In
Check-in is on the right of the terminal entrances. LuxAir takes care of many carriers’ passengers.

Passport Control
Passport control occurs at time of check-in, again to enter the passenger waiting area, and upon boarding the aircraft. Keep your passport handy.

Primary Lodging: Eifel Arms Inn

Eifel Arms Inn
Bldg 520
Spangdahlem AB

Mailing Address
52 SVS/SVML
Unit 3640
APO, AE 09126

Phone
- From United States: 011-49-6565-95-6500
- From Europe: (International Access Code) +49-6565-95-6500
- Within Germany: 06565-61-0500
- Within Spangdahlem: 61-0500
- From a military/DSN phone: 452-0500

Fax
06565-95-0530/0540

Check-in Time
1400 (2:00 pm)

Late Arrival Possible
Yes. After 1800 (6:00 pm), reservations must be secured with a credit card. Notify billeting or the Site Director if you will be arriving after 1800.

Check-out Time
1100 (11:00 am)
Typical Room Assignment and Cost per night

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$53.25</td>
</tr>
<tr>
<td>Suites</td>
<td>$66.75 (Rarely available)</td>
</tr>
<tr>
<td>TLF Apartments</td>
<td>$55.00, $78.75 for 2 bedroom</td>
</tr>
</tbody>
</table>

Modes of Payment

- U.S. Cash
- U.S. Personal Checks
- U.S. Traveler’s Checks
- MasterCard/Eurocard
- VISA

Beds in Typical Room Assignment:
One twin (one person), one double (two people)

Amenities in Typical Room Assignment:

- Alarm clock/radio
- Coffee maker
- Desk/chair
- Fan
- Hair dryer (can be borrowed from front desk)
- Mini-bar
- Kitchenette (sink, mini-fridge and microwave)
- Telephone (military)
- Telephone (commercial/civilian)
- Television: local programs
- Toiletries (soap, shampoo, etc.)
- Television: AFN and/or CNN
- VCR
- Wash/face cloth
- Iron/ironing board (can be borrowed from front desk)

Bathroom Facilities in Typical Room Assignment
Private facilities including sink, toilet and shower.

Electricity in Room
110 and 220 volt. Plug adapter required for dual voltage appliances only if using standard European 220 volt outlet.

Facilities within Eiffel Arms Inn

- Laundry room
- Ice machine
- Soft drink vending machine (front desk)
• Snack vending machine (front desk)
• Purchase of incidentals (front desk)
• Video tape rental
• Lounge
• 24-hour desk service
• Public civilian telephone
• Military telephone
• ATM machine
• AT&T or MCI phone (accessible from room, get code from front desk)

Smoking Policy
Smoking is not allowed anywhere within the facility.

Distance from Eiffel Arms Inn to:

Education center (Bldg 129) 1/4 mile
OU Office (Bldg 129, room 207) 1/4 mile
Usual class location (Bldg 129, room 217) 1/4 mile

Primary Breakfast Facilities

Moselle Dining Facility Bldg #147
Eifel Mountain Golf Course Bldg #58
Burger King near Bldg 192/BX
Closest full-service restaurant (JR Rocker’s) In Club Complex n/Eifel Arms
Closest fast-food restaurant (Popeye’s) Co-located with Gas station

Policies Regarding Reservations and Room Assignments

Reservations must be made in advance as early as possible by the Site Manager. Present Letter of Identification at check-in. “Bumping” DOES occur, but if it does accommodations will be made at a local hotel. Special requests should be made as far in advance as possible (at least one month) through the Site Manager.

Policies Regarding Accompanying Person

Only authorized dependents (spouses and dependent children) listed on your Letter of Identification may stay in billeting with the sponsor. If accompanied by non-dependent relatives and companions, alternate accommodations must be arranged.

Late Arrival or Change of Lodging

Please notify the Site Manager or the front desk as soon as possible of a late arrival or changes in lodging requirements. If the reservation is not secured with a credit card, it will be released after 1800. Early check-in (before 1400) is discouraged to allow time for room cleaning.
Alternate Lodging
Our primary alternate lodging facility is the Waldorf Eifel Hotel in Gondorf, which is 6 kilometers from the base. Single rooms typically cost 60 Euro, which includes breakfast. More information concerning this hotel can be found at www.waldhaus-eifel.de/.

Classroom Facilities and Administrative Support

Spangdahlem Classroom Facilities

Primary Classroom Site
The primary classroom continues to be building 129, room 217, in the Education Center. This building is approximately 1/4 mile away from lodging (the primary lodging facility.) We must therefore respect the rules of the Education Center and more importantly, the limitations of space in the building. Desks cannot be moved at all to accommodate circle seat formations, for instance. If any special seating arrangements are required, the professor should notify the Site Director as soon as possible to see if it is possible to arrange an alternate location. This is not guaranteed.

Spangdahlem Education Center
The main education center as well as the five colleges (UMUC, Embry Riddle Aeronautical University Central Texas College and the University of Phoenix), are all co-located in building 129. This building is a short 5 to 10 minute walk from Lodging.

Typical Room Assignment

- Seating: The classroom is located in building 129, room 217 and sits approximately 20 students comfortably. Students sit in rows at tables that we accommodate 2 students each. Professors with special classroom seating needs, such as space for forming discussion circles and exercises, should make this need known well in advance. **We do not have such space readily available and will have to seek it out from other organizations. If you have such requirements, please be sure to notify me well in advance.**

- Resources: The resources available in the classroom include computer, multimedia component setup with VCR and DVD. An “In-Focus” projector projects media screen images as well as computer images unto a large white screen. There is also a large screen television and VCR available, though it is not used regularly.

- Heating and Air Conditioning: The building heating is good. There is no air conditioning in the room. A fan is available.

Building Security
The building is opened and secured by the building monitor.

Classroom Policies and Procedures
We must respect the rules of the Education Center, and more readily the limitations of space in the education center building. Desks in room 129 cannot be moved **at all** to accommodate circle seat formations, for instance. If any special seating arrangements are required, the professor should notify the Site Manager as soon as possible to arrange an alternate location. Students will police the room and clean as needed. No trash is to be left in the room at night.
Computer Support
A computer will multimedia capabilities is available in the classroom. The computer has internet access, but is monitored by the base Local Access Network (LAN).

Administrative Support at Spangdahlem

Audio/Visual Support
The resources available in the classroom include:
- Computer
- Multimedia component setup
- VCR (available upon request)
- DVD
- An “In-Focus” projector
- Large screen television (available upon request)
- Additional VCR
- Small “Smart Board”

Internet Access
Internet access is available at the Education Center’s computer lab. The service is provided by UMUC. The computer lab is currently open M-F 0830-1630. Evening hours are M, W, F from 1630-2030. Hours are subject to change based upon UMUC staffing. The computer lab is located in building 129, on the third floor. Patrons must provide their own printing paper. ONLY SYSTEM ADMINISTRATORS CAN DOWNLOAD FILES on these computers. The computer lab is monitored.

Internet access is also available via wireless internet and cat-5 cable in the lodging building. Base Lodging also has a business center with computer terminals which is open 24 hours a day for patrons.

Free internet access is also available at the following locations: the Eifel Lanes Bowling Facility, building 307, the lobby of the Consolidated Club Complex, which is located next to the lodging complex, the base library, which is essentially across the street from the education center and at “Kuhl Beans” coffee shop, which is located in the “Willkommen Center,” building 48. Access is available during operating hours.

Other Information

Driving Directions: Lodging and Classroom
Professors will park at Lodging, building 520, across from the AAFES gas station. The professor will drive up to the traffic circle at the airplane monument, and take the second right. (You will head towards the outdoor basketball court.) This road is Arnold Blvd. At the next intersection, take a left onto Smith. You will then take the next immediate right (across from the base chapel.) which is Mather Blvd. The classroom is located in building 129, which is the main education center, in room 217, which is directly across from the Moselle Dining Facility. The professor will usually park in that lot. Those staying at our other lodging and off-base locations will receive specific directions from the Site Director.
Rental Car Information
Cars will be rented from Enterprise rental car, located on base at Spangdahlem. A typical economy, gasoline powered car will cost less than 200 Euro for a week’s rental. Automatic transmission cars must be requested, as standards are the norm here in Germany. Though the Site Director typically makes reservations on behalf of the instructor, Enterprise can be reached at 0049-6565-4388.

Note: Visiting professors are no longer authorized to purchase gasoline at military facilities, according to US Customs regulations. Please note that professors should fuel their cars off base at the nearest local gas station and save the receipt. The OU travel reimbursement office will refund the cost of the amount of fuel consumed, up to one tank of gas.

Walking Option
Walking to the classroom during the fair weather months is an option.

In Case of Emergency while at Spangdahlem

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>Military: (DSN phones) 116</td>
</tr>
<tr>
<td></td>
<td>Civilian: 116</td>
</tr>
<tr>
<td>Fire</td>
<td>Military: 117</td>
</tr>
<tr>
<td></td>
<td>Civilian: 06565-4117</td>
</tr>
<tr>
<td>Civilian Police/Emergency</td>
<td>114</td>
</tr>
<tr>
<td>Military Police</td>
<td>DSN 452-6666</td>
</tr>
<tr>
<td></td>
<td>Civilian 06565-61-114</td>
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</tbody>
</table>

Medical Facilities
Appointment desk (DSN): 452-8333

Dental Facilities
Spangdahlem Dental
DSN: 452-8193
Emergencies: 06565-95-8333

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.

Spangdahlem Libraries

Phone
(DSN) 452-6203
**Hours**

Monday through Thursday: 1000 – 1900 (10:00 am – 7:00 pm)
Weekends: 1000 – 1600 (10:00 am – 4:00 pm)

**Type of Library**

Public

**Lending Policies and Procedures**

ID card holders only

**Available Resources**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulating book holdings</td>
<td>35000</td>
</tr>
<tr>
<td>Reference book holdings</td>
<td>1700</td>
</tr>
<tr>
<td>Periodical holdings</td>
<td>125</td>
</tr>
<tr>
<td>CD-ROM holdings</td>
<td>100</td>
</tr>
<tr>
<td>ERIC holdings</td>
<td>N/A</td>
</tr>
<tr>
<td>Video tapes</td>
<td>2600 VHS; 1300 DVD</td>
</tr>
<tr>
<td>Other resources</td>
<td>Internet (limited use)</td>
</tr>
</tbody>
</table>

**Resources**

- Welfare, Morale and Recreation [http://www.52services.com/](http://www.52services.com/)
- Luxembourg Airport [http://www.luxairport.lu/index_e.htm](http://www.luxairport.lu/index_e.htm)
- Mosel River Area [http://members.aol.com/melefuji/Page9mosel.html](http://members.aol.com/melefuji/Page9mosel.html)
- City of Trier, Germany [http://www.tompgalvin.com/places/de/rheinland_pfalz/trier.htm](http://www.tompgalvin.com/places/de/rheinland_pfalz/trier.htm)
- Regional Tourism [http://www.germany-tourism.de/e/dest_states_rlp_e.html](http://www.germany-tourism.de/e/dest_states_rlp_e.html)