



EXTENDED CAMPUS

COLLEGE *of* PROFESSIONAL
and CONTINUING STUDIES

Stuttgart, Germany Travel Guide



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Welcome Letter

Unit 30401 • APO AE 09154 • 49-0964-1705963304 • DSN 596-3304 • apstuttgart@ou.edu

Greetings from Stuttgart, the birthplace of the automobile!

In 1886, at around the same time, Gottlieb Daimler and Carl Benz were both working on an invention – the motorcar. Today, Stuttgart boasts both a Porsche and Mercedes-Benz Museum honoring their inventions. Stuttgart is also home to the Ritter Sport Chocolate Factory and the Stuttgart State Gallery is an art museum of international renown, featuring works by Rembrandt, Vermeer, Rubens, Carpaccio, and Albrecht Dürer. Here are helpful links for more information on Stuttgart and all that it has to offer: <http://www.stuttgart.de/en/> , and <http://www.stuttgart-tourist.de/en>.

The U.S. Army Garrison Stuttgart (USAG) is comprised of five installations and has approximately 25,000 community members, including active duty Special Forces Army, Air Force, Marine Corps personnel, Ready Reservists, Department of Defense civilians, contractors, and their family members. USAG Stuttgart houses the Headquarters for both U.S. African Command and U.S. European Command.

In preparation for your journey, please print hard copies of this Logistical Support Letter and the Stuttgart Travel Guide. Both documents contain important logistical information; this Support Letter has detailed information specific to your individual visit to Stuttgart. After reviewing both documents, please contact me with any questions, concerns, or other issues you may have.

I look forward to meeting you and helping you have an enjoyable teaching experience in Stuttgart. Safe travels!

Sincerely,

A handwritten signature in black ink, appearing to be 'LT', with a long horizontal flourish extending to the right.

Lowell Tilden
Stuttgart Site Director

Stuttgart Site Office & Personnel Data

OU Representative

Lowell Tilden: apstuttgart@ou.edu

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
APO, AE 09154

Office Phone Numbers

- From United States 011-49-0964-1705-963304
- Within Europe +49-0964-1705-963304
- Within Germany 0964-1705-963304
- From a military/DSN phone (throughout Europe): 596-3304

Please note: The 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: 09:30-17:30

Education Services Specialist (ESS)

Jim Taylor
Phone: 011-49-7031-15-2714
DSN Phone: 431-2714
Email: james.f.taylor48.civ@mail.mil

Site Coordinator

Chad Manos
Phone: (405) 325-1959
Email: chaddles@ou.edu

European Contract Support Office

Mailing Address

The University of Oklahoma
Attn: (enter name)
CMR 469, Box General Delivery
APO, AE 09227

Street Address

The University of Oklahoma
Mannheimer Str. 132
67657 Kaiserslautern, Germany

Contract Support Office Contacts

Dr. Peggy Lerner, Director: apeudirector@ou.edu

Jessica Smith, Assistant Director: <mailto:apeuprograms@ou.edu>

Office Phone (from the United States): 001-49-631-7500-7415

Office Phone (from within Germany): 0631-7500-7415

Arrivals and Departures

Airport Arrival

I will be at the Stuttgart airport to greet you upon your arrival. Once you pick up your luggage, proceed to leave baggage claim and I will be waiting for you with a sign stating your name and “University of Oklahoma”. I will then take you to Panzer Kaserne for in-processing. If you arrive during office hours, we will obtain your privilege card and tax-waiver forms, pick up your rental car, and go to your hotel. Arriving after office hours, or on federal holidays, may require that you in-process and pick up your rental car 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. If you choose to arrive during the weekend, you will pick up your rental car directly from the airport and use the GPS to guide you to your hotel and I will meet you at my office Monday morning for in-processing. (Rental car pick-up from the airport must be coordinated with Macci Clement in the travel office.)

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 use the first entry lane (closest to guard house), hand your passport to the Security Guard and tell them you 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. If you cannot reach my cell phone, please contact my personal email address. Both my cell and personal email will be 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 an automatic transmission car with GPS for you from Europcar.

See Extended Campus Faculty Guide, page 17, for more information regarding rental car insurance policies: <https://pacs.ou.edu/about/ou-north-america-and-europe/faculty-staff-resources/> .

Fuel Policy

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

Maps

I will provide you with maps showing the areas you'll be commuting to and from while here in Stuttgart.

Airport Departure

You will return the rental car at the Stuttgart Airport. While 'Flughafen' is the German word for airport, the directional signs for the airport more often say 'Messe' with a picture of an airplane next to it. This is because the airport was built in an area used for large festivals and events, referred to as the 'Messe'. At the airport, follow the signs for "Rental Car/Mietwagen." All of the car rental companies are together in Parking Garage 4 (P4). Europcar drop-off operates 24 hours a day. It is a 5 minute walk from the rental car drop-off garage to the terminal.

The airport drop-off facility cannot provide you with a receipt immediately. Instead, upon your return home, I will email you the rental car receipt they provide to me by email. You should however, ask the drop-off staff to provide you with a "check-in protocol," to allow you to verify that the car has suffered no damage.

Primary 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: 84 €
- Room rate includes internet access and buffet breakfast. 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 can arrange for an earlier breakfast for you. Please speak to Herr Knittel about this. Your room does not have a refrigerator, but you can request the use of a small portable refrigerator at the front desk.

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).

Secondary Lodging: Panzer Hotel

Note about “Space-A” Status:

On-base hotels give priority to active duty military personnel. All others can reserve rooms on a ‘Space A’ basis – this means that the hotel will not guarantee the reservation until a week before the arrival date. This is clearly risky, so, if you request to stay on post, I reserve with the Waldhotel first, and only cancel with them if/when the Panzer Hotel has confirmed.

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:

<https://stuttgart.armymwr.com/programs/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: \$135
- 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)

Administrative Support at Stuttgart

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

The Class Room

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

Materials and Supplies

Due to limited office supplies and equipment, please make copies of your course materials prior to your departure from the United States.

Audio-Visual Equipment

- Classroom computer with DVD drive
- OU Laptop with DVD drive
- Smart Board
- Wireless and hardwire internet

Patch Library

Location: Building 2342, Patch Barracks

Hours: M-Th: 10:30 – 19:00; F: CLOSED; Sa-Su: 10:00 – 18:00

Website: <https://stuttgart.armymwr.com/programs/patch-library>

Telephone: 49 (0) 711-680-7138/5232; DSN 430-7138

In Case of Emergency While in Stuttgart

Emergency Phone Numbers

Service	Phone numbers
Ambulance	112
Fire	112
Polizei/Emergency	110
Military Police	0711-680-114 or 0711-680-5262 or DSN 114

Medical/Dental Facilities

Emergency Room: Böblingen Hospital (Krankenhaus Böblingen)

Bunsenstrasse 120, 71032 Böblingen

Phone: 07031-668-0

Stuttgart Army Health Clinic:

Patch Barracks, Bldg 2300

Toll free: 00800-376-22273; Civilian: 06221-17-2622

The Stuttgart Army Health Clinic is not an emergency clinic. Note ambulance is available and it offer limited medical services. Patients requiring emergency treatment should report to the nearest host nation facility (see below), or call the Military Police at DSN: 114 or Civilian 0711-680-114 or 0711-680-5262.

Krankenhaus Sindelfingen:

Arthur-Gruber-Strasse 70, 71065 Sindelfingen

Phone: 07031-98-0

Dental Clinic, Patch Barracks

Dental services are offered to active duty personnel, and on a 'space available' basis to other than active duty personnel.

Using Medical/Dental Insurance

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

Resources

- USAG Stuttgart: <https://home.army.mil/stuttgart/index.php>
- City of Stuttgart: <http://www.stuttgart.de/en/>
- Stuttgart Tourism: <http://www.stuttgart-tourist.de/en>
- Restaurants near base and hotel: https://www.tripadvisor.com/Restaurants-g562790-Boblingen_Baden_Wuerttemberg.html