



**The University of Oklahoma, OUTREACH
Advanced Programs – Travel Guide
Lajes, Azores, Portugal**



January 2014

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Advanced Programs Welcome Letter

Unit 8010 • APO AE 09720 • Phone 011-351-295-573171 • aplajes@ou.edu

Dear Professor:

Bom Dia! (Good Day!), and welcome to Lajes Field, located on the beautiful island of Terceira, Azores, Portugal.

Terceira is one of the nine inhabited islands of the Azores Archipelago located in the North Atlantic Ocean, about 2,300 miles east of Washington, D.C., and about 900 miles west of Lisbon, Portugal. Lajes Field, known as the “Crossroads of the Atlantic,” provides an important mid-Atlantic link for U.S. and Allied Forces to Europe, Africa, and the Middle East.

Terceira was the third island discovered by the Portuguese giving the island its name, which means “The Third”. The local towns all have a point of access to the ocean and make for great picture opportunities! Wind and rain are considered “trademarks” of the Azores during the winter months, though the climate is mild enough to keep the golf course open year round. Guests may want to pack a rain coat or light jacket if visiting during October to March.

The local people of the island are warm and friendly! Many speak some English, but are always pleased when you try out your Portuguese. When you arrive, I will be happy to give you a short tour around the base to acquaint you with the facilities. There are many wonderful things to see and experience on Terceira, and from just about everywhere, you can see the omnipresent ocean and green hills crisscrossed with lava rock walls.

You will be staying on base at the Mid-Atlantic Lodge in a very nice room. I will reserve your rental car and obtain your base pass about a month before your arrival. Look for my emails to start about six to eight weeks prior to your visit. I'll keep you informed of student enrollments, the island weather, and answer any questions you may have. On the last page in this guide I have listed several websites for more information about the Azores and the island of Terceira.

Terceira is a wonderful place to live and work, even if only for a short time! I look forward to assisting you during your teaching assignment at Lajes.

Sincerely,

Megan

Megan Ramage-White
Site Director

Lajes Site Office and Personnel Data

Addresses

APO Address (US Domestic Mail):

The University of Oklahoma
Attn: Site Manager
65 FSS/FSDE Unit 8010
APO, AE 09720-8010

Office Phone Numbers

From a commercial/civilian phone:

- From United States 011-351-295-573-171
- From Europe 00-351-295-573-171
- From Lisbon, Portugal 295-573-171

From a military/DSN phone (throughout Europe): 535-3171

Email

Megan Ramage-White aplajes@ou.edu

Site Director Phone

For emergency use only (cell):

From Europe: (00-351) 969-526-270

Within Portugal: 969-526-270

OU Office Hours

Monday through Friday: 0900 – 1700 (9:00 am – 5:00 pm)
Major US holidays: Closed

Education Services Officer (ESO)

MSgt Jai Rodriguez
Civilian phone: 011-351-295-576-197
DSN phone: 535-6197

Advanced Programs Site Coordinator

Krissi Turley
Phone: (405) 325-1265
Fax: (405) 325-5709

European Contract Support Office

Dr. Peggy Lerner, Director: apeudirector@ou.edu
Home phone: (49) 6223-71401

Rosemary Petrunyak: apeuprograms@ou.edu

Jaime Harmon: apeuadmin@ou.edu

Office Phone (from United States) 011-49-631-75007415
Office Fax (49) 631-75007416

Mailing Address:

The University of Oklahoma
Contract Support Office
CMR 469, General Delivery
APO AE 09227

Office Location:

Kaiserslautern, Germany
Mannheimer Strasse 132

ARRIVALS AND DEPARTURES

Arrival at Lajes Field Airport:

Disembarkation

TAP Airlines: Passengers will normally be arriving from Lisbon, Portugal. At Lajes, you will arrive at a very small airport and most of the time be bused a very short distance from the plane to the terminal.

Passport Control

Because you cleared customs in Lisbon, Portugal there is no additional passport check needed.

Baggage Claim

Proceed to the Baggage Claim area at Lajes. Your luggage should shortly come around the conveyor belt. The cases off non-arriving luggage seem to be showing a slight increase. Typically, the bag shows up on the next day's flight from Lisbon. If your luggage has not made it onto your flight, there is a small white desk on the right-hand side of the baggage claim area where you will need to fill out a claim form, including your name, local phone number and place you will be staying. Usually, we will not wait for the airlines to call; we will simply go back to the airport the next day after the daily flight has arrived and pick up your bag. You may also proceed out through customs, and I should be able to come back to the desk with you to complete the claim form. If you need one, there are free carts at the entrance of the baggage claim area.

Customs Clearance

After claiming your baggage, look for the Exit sign and walk through. It is highly unlikely that you will be subject to a customs clearance. Just proceed through to the right, under the "nothing to declare" sign.

If Being Met

You will exit the Baggage Claim area into a long hallway. I'll be waiting for you at the end of that hall just outside the door, but this could vary depending on the state of construction in the terminal. Just look for the Crimson and Cream shirt!

Car Rental

It is easier and faster to rent a car at the airport. I will meet you and we can follow me back to the base. Depending on your arrival time and the car, we will have to stop to get a base pass for the car or get a temporary pass and return the next day for a full pass. **Your stateside driving license will be necessary to rent the car.**

Changing Money

If you have not brought Euros with you and you think that you will need some before you get to the Base Exchange or Top of the Rock Club, there is an ATM in the Lajes Airport that dispenses Euros. You can also go to a currency exchange window in Lisbon or upon arrival in Lajes, but the exchange rate will not be as good as at the military facility and you will be charged a commission. There are also several ATMs that dispense Euros on the base; one of them offers 24-hour access.

Departure from Lajes Airport

Arrival at Airport

For all flights, arrive at the airport at least two hours before your flight time. Return flights must be confirmed 24 hours before departure. Park your rental car in the terminal parking lot and take the keys and paperwork to rental agency, located inside the terminal.

Check-In

Proceed to the appropriate airline counter; there are only two. Have your ticket and passport ready. You may check your luggage through to the U.S or retrieve it in Lisbon where you will probably have to spend the night before catching your connecting flight.

Passport Control

Taken care of when you check in.

Security

You will go through a security control area. Place all of your belongings on the conveyor belt for the x-ray. A security agent will use a metal detector and hand search. Notify the agent if you have a heart pace maker.

Luggage Weight Limit – Further travel within Europe

If you are teaching a “Back-to-Back” class and will be continuing on into Europe, **the luggage weight allowance on TAP airlines is limited.** You will be allowed only 20 kg. (Approx. 44 lb.) **total weight.** The number of bags is not limited, but the TOTAL weight cannot exceed this amount. We have seen excessive baggage charges of several hundred dollars due to this concern. Advanced Programs will not reimburse these excessive weight charges. (Return travel to the United States allows only 2 bags for a maximum of approx. 70 lbs. per bag. Additional bags may cost you 100 Euros each in excessive baggage charges.)

Overnight in Lisbon

If it is necessary for you to stay overnight in Lisbon due to flight connections both going to and coming from Lajes, travel reservations will be made for you at a hotel in Lisbon by the AP Travel Coordinator. You will be contacted for a credit card number to hold these reservations.

Departure from Lisbon Airport

Arrival at Airport

For international flights, arrive at the airport two hours before your flight time. For European flights, arrive one hour before your flight time. Best to take a taxi from the hotel to the airport. It is always best to confirm the fare before getting into the taxi.

Check-In

Proceed to the appropriate ticket counter.

Passport Control

You will show your passport along with your tickets at the ticket counter.

Security

You will go through a security control area. Place all of your belongings on the conveyor belt for the x-ray. A security agent will use a metal detector and hand search. Notify the agent if you have a heart pace maker.

Boarding

Arrive at the gate 30 minutes or more before your flight's departure time. Have your boarding card ready. Note: If you are flying TAP, it is a safe bet that your flight will depart Lisbon late and the gate will change.

Primary Lodging: Mid-Atlantic Lodge

LOCATION

Building T-166 (main office for check-in)

MAILING ADDRESS

65 FSS Unit 8010
APO, AE 09720-8010

PHONE

From United States	From Europe	From Lisbon
011-351-295-575-178	00-351-295-575-178	295-575-178

From a military/DSN phone:

- 535-5178 (from Europe)
- 245-5178 (from United States)

FAX

From United States	From Europe	From Lisbon
011-351-295-573-790	00-351-295-573-790	295-573-790

From a military/DSN phone:

- 535-3790 (from Europe)
- 245-3790 (from United States)

TYPICAL ROOM ASSIGNMENT AND COST PER NIGHT

Single/double: \$39.00

Building T-164

MODES OF PAYMENT

- US Cash
- MasterCard/Visa
- Traveler's Checks
- Personal Checks

BEDS IN TYPICAL ROOM ASSIGNMENT

1 Double

AMENITIES IN TYPICAL ROOM ASSIGNMENT

- Alarm clock
- Radio
- Iron and ironing board
- Desk/chair
- Telephone (commercial/civilian)
- Televisions – Armed Forces Network (AFN)
- Toiletries (sample sized; soap, shampoo, etc.)
- Living Area/private bath/bedroom
- Wash/face cloth/towel
- Microwave
- Refrigerator
- WiFi

BATHROOM FACILITIES IN TYPICAL ROOM ASSIGNMENT

Private Bath located between bedroom and living area.

ELECTRICITY IN ROOM

110 volt only

FACILITIES WITHIN MID-ATLANTIC LODGE

- Laundry room
- Ice machine
- Soft drink vending machine
- Snack vending machine
- Purchase of incidentals
- Video tape rental
- Lounge/TV area/internet
- 24-hour desk service
- Public civilian telephone
- Military telephone
- AT&T or MCI telephone

SMOKING POLICY

Smoking is not allowed anywhere in the facility

DISTANCES FROM THE MID-ATLANTIC LODGE TO:

(Please note: the distances are short, but the base has many small hills)

Education center/OU office	2 blocks
Class location	2 blocks
Primary breakfast facility	¼ mile
Closest full-service restaurant (Club)	½ mile
Closest fast-food restaurant (Bowling Alley)	2 blocks

POLICIES REGARDING RESERVATIONS AND ROOM ASSIGNMENTS

The site director makes room reservations. Rooms are assigned at check-in. “Bumping” is possible. The site director will pick up your room key prior to your arrival allowing your first stop from the airport to be at your room. If you require late check out on the day of your departure, simply contact the front desk. They are very accommodating.

POLICIES REGARDING ACCOMPANYING PERSONS

Spouse: Allowed in Suite only
Bona fide dependent children
Non-dependent relatives: Not allowed
Non-related companions: Not allowed

Secondary Lodging: Hotel Varandas do Atlantico

LOCATION

Praia da Victoria

MAILING ADDRESS

Rua da Alfandega
19 Praia da Vitoria

PHONE

From United States	From Europe	From Lisbon
011-351-295-540-050/56	00-351-295-540-050/56	295-540-050/56

FAX

From United States	From Europe	From Lisbon
011-351-295-540-051	00-351-295-540-051	295-540-051

TYPICAL ROOM ASSIGNMENT AND COST PER NIGHT

Private room with balcony and ocean view.
Price: 42 - 70 Euros per night depending on the date

MODES OF PAYMENT

- U.S. Traveler's Checks
- Visa/MasterCard

BEDS IN TYPICAL ROOM ASSIGNMENT

1 Double

AMENITIES IN TYPICAL ROOM ASSIGNMENT

- Desk/chair
- Telephone (commercial/civilian)
- Television (cable)

BATHROOM FACILITIES IN TYPICAL ROOM ASSIGNMENT

Private Bath

ELECTRICITY IN ROOM

220 volt only

FACILITIES WITHIN THE HOTEL

- Lounge/TV area
- Breakfast included in room charges

SMOKING POLICY

Smoking is allowed in room and just about everywhere else.

DISTANCES FROM THE HOTEL TO:

Education center/OU office	5 miles
Class location	5 miles
Primary breakfast facility	downstairs
Closest full-service on base restaurant (Club)	5 miles
Closest fast-food restaurant (Bowling Alley)	5 miles

Plenty of nice restaurants in Praia near the hotel. The Marisqueria "O'Pescador" restaurant is about a 1 minute walk.

POLICIES REGARDING RESERVATIONS AND ROOM ASSIGNMENTS

The site director will make your room reservations.

POLICIES REGARDING ACCOMPANYING PERSONS

Just like any hotel, your family and friends are welcome as long as there is a vacancy.

Administrative Support at Lajes Field

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

COMPUTER SUPPORT

Location	Availability
Education Center computer lab or Visiting Professor's office	Professors may make arrangements with the site director to use the computer located in the computer lab or our visiting professor's office when the building is open.
Site director's office	You may also use the site director's office computer when not in use.
Community Activity Center	Professors may use computers located at the Community Center during their normal operating hours.

Location	Availability
Library	Professors may use computers located at the Library during their normal operating hours. The Library also provides free WiFi access for professors bringing their own laptop.
Mid-Atlantic Lodge	The Lodging office can provide you with a username and password for free WiFi access. Professors may also use the public computers offered in the Mid-Atlantic Lodge lobby. This building is open 24/7.

AUDIO/VISUAL SUPPORT

Equipment	Availability
Smart Board	In Classroom
Internet Computer	In Classroom
VCR and monitor	In Classroom
Overhead Projector	Available upon request
Flipchart	Available upon request (limited)
Audio tape player	Available (in site director's office)
In-Focus Projector	Available (in site director's office)

MATERIALS AND SUPPLIES

Please return unused materials and supplies to the site director for the use of the next professor since supplies are limited.

Equipment	Availability
Chalk/eraser/Dry board markers	All classrooms are equipped with Smart Boards; chalk and markers not needed
Overhead transparencies	Not available
Office supplies (paper, staples, etc.)	Limited quantity is available from the site director

Lajes Field Classroom Facilities

LOCATION

Building T-146

DISTANCE FROM MID-ATLANTIC LODGE

2 blocks

FACILITY OWNER

65th Force Support Squadron

TYPICAL CLASSROOM ASSIGNMENT

- Rows of wheeled tables and chairs
- Maximum student capacity: 30
- Furniture may be moved if replaced to original arrangement

FACILITIES NEAR CLASSROOM

Facility	Location
Men's and women's restrooms	Middle of the hall
Snack vending machine	1 st floor lobby
Break area/Lounge	2nd floor
Snack bar/fast-food restaurant	Not Available in facility, closest is less than 1/4 mile away in bowling alley (Burger King)
Smoking area	Outside Only

BUILDING SECURITY

The OU Site director will either serve as the building monitor, or will have a student volunteer as the appointed building monitor. This person will be responsible for locking up the building.

OTHER CLASSROOM POLICIES AND PROCEDURES

Room assignments are coordinated through the education services technician.

Instructor and students are responsible for the condition of the classroom.

In case of an emergency:

- Military police 911
- Ambulance 911
- Fire 911

Transportation between Mid-Atlantic Lodge and Classroom

Mode of Transportation	Distance
Walking	2 blocks
Rental car	1 minute drive
Military shuttle bus	See site manager for schedule.
Taxi	1 minute ride (via base taxi only)

Lajes Field Library/Community Center

LOCATION

Building T-307

PHONE

Locally dial 535-3688

HOURS

Weekends: 1200 – 1600 (12:00 pm – 4:00 pm)

Tuesday through Friday: 1100-1900 (11:00 am – 7:00 pm)

Closed Portuguese Holidays, Closed U.S. Holidays

TYPE OF LIBRARY

International Base library; recreational media plus a non-fiction collection for academic purposes

CIRCULATING BOOK HOLDINGS

30,000

REFERENCE BOOK HOLDINGS

Cannot be taken from the library

CD-ROM HOLDINGS

NewsBank

ERIC HOLDINGS

Yes

PROQUEST

Yes, general periodicals

VIDEO TAPES

Non-fiction, DVDs available

OTHER RESOURCES

- Computers
- Internet and wireless internet
- Photocopying available

LENDING POLICIES AND PROCEDURES

- Loan period: 3 weeks
- Video tapes: 2 weeks
- DVDs: 1 week

In case of an emergency while at Lajes

EMERGENCY PHONE NUMBERS

Service	Phone number
Ambulance	Military (on base): 911 Civilian (off base): 295-571-911
Fire	Military (on base): 911 Civilian (off base): 295-571-911
Civilian Police/Emergency	Call military police only
Military Police	535-3222 From off base, call 295-573-222

ALL incidents should be reported to the military police.

MEDICAL FACILITIES

US Military

- Phone: 535-4113
- Dial 911 for emergencies
- No in-patient services available

Hospital de Santo Espirito (Host Nation Hospital in Angra)

- Phone: 99-212122/212081 from the base
- 20 minute drive from the base.
- Payment required immediately after being seen.

DENTAL FACILITIES

US Military Dental Clinic

- Full payment, copy of TDY orders and passport required
- Phone: 535-3139

USING YOUR MEDICAL/DENTAL INSURANCE

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

DRIVING DIRECTIONS

Lajes Airport to Lajes Field Billeting (Mid-Atlantic Lodge)

- Exit the airport on the only road leading out. (There is only ONE road)
- You will come to a “**roundabout**.” Enter the roundabout and take your **3rd right** (which is really a left turn).
- You will quickly be on a newly paved road.
- Approximately ½ mile down the road, there will be an intersection immediately after the church (on the right). Turn **left** towards “Posto Um / Juncal.” If you are driving on cobblestones, you have gone too far. Turn around and turn right towards “Posto Um / Juncal.”
- Go straight until the next **roundabout** and again, enter the roundabout, take your **3rd right** and you will be at the main gate to the base. Have your orders, base pass, and passport ready for the gate guards. If you rented a car at the airport, you will also need to have your car rental papers ready. (Please note: you will not be able to enter or exit base without your base pass! I will give this to you when I greet you upon your arrival.)
- After entering the base, go straight for about half a mile and turn **right**. You’ll be heading up a hill with a power plant on your right as you turn.
- Go all the way up the hill and take your **first left**.
- Go up that hill and follow the ridge past the Bowling Alley (building T-169) on your right.
- Make a right at the next road and park in front of the lodging office, building **T-166**.

Some notes about driving on the island:

- You must be prepared to show your base pass and passport or military ID each time you enter or exit the gates.
- Speed limits are enforced. The speed limit on roads between the airport and the lodge is 40 km.
- You must use your turn signal for all turns, when pulling over to the side of the road, or passing another vehicle.
- Portuguese drivers frequently stop in the middle of the lane (without pulling over to the shoulder) to answer their cell phones. (It is illegal to drive and talk on a cell phone at the same time.) Be aware that cars in front of you could, and probably will, stop for no apparent reason.
- Drivers on the island will frequently pass you, even if you are driving the speed limit.
- The number one cause of accidents on the island is inattention.
- There are many blind corners and turns, and there could be a herd of cows, or a donkey pulling a cart on any of the roads, including the Via Rapida (highway), at any time. Please be very aware while driving on the island.

Lajes Field to Lajes Airport

- Exit the base through the **main gate**.
- You will immediately be at a “**roundabout**.” Enter the roundabout and take your **1st right** (which is really a right turn).
- Go straight until the road T’s and veer **right**.
- Approximately ½ mile down the road, you will be at the next **roundabout** and again, enter the roundabout, take your **1st right** and follow the road around to the terminal parking lot.
- Park your rental car in the lot and return the keys and paperwork to the proper rental agency in the arrivals area. You will then need to go upstairs and check in for departure.

Lajes and Terceira on the World Wide Web

Tourist sites

- <http://www.eurosun.com/terceira.htm>
- <http://www.azores.com/azores/terceira.php>
- <http://en.wikipedia.org/wiki/Azores>

Lajes Field

- <http://www.usconsulateazores.pt/LajesField.htm>
- <http://www.lajes.af.mil/>