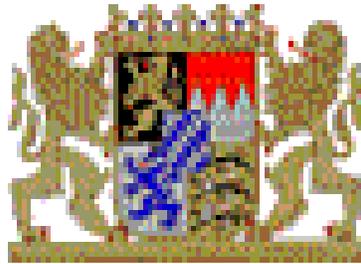




## **Travel Guide**



**Vilseck, Germany**

**June 2017**

## Table of Contents

Advanced Programs Welcome Letter .....	03
Vilseck Site Office & Personnel Data .....	04
Arrivals and Departures .....	05
Primary Lodging: Krystall Inn.....	07
Secondary Lodging: Gasthof Roter Hahn.....	07
Administrative Support at Vilseck.....	08
Vilseck Classroom Facilities.....	07
Vilseck Library .....	10
In Case of Emergency While at Vilseck.....	10
Resources .....	11

## **Advanced Programs Welcome Letter**

Unit 28038, APO, AE 09112 Phone: 011-49-9662-83-2069 [apvilseck@ou.edu](mailto:apvilseck@ou.edu)

Dear Professor,

Gruess Gott, Guten Tag, und Willkommen in Deutschland,

I wish you a safe and enjoyable travel to Vilseck, Germany. Vilseck, Germany is in the heart of the Oberpfalz region of Bavaria. Travels to the Czech Republic, and Nuernberg are within an hour's drive from Vilseck. Locals are very friendly and the weather is always unpredictable. Many local businesses in the area who cater to Americans speak English.

My name is Carla Miller and I am the area Site Director for Vilseck, Grafenwoehr, Hohenfels, and Ansbach. I am a proud Military Spouse and former middle school teacher who believes in education and the importance of continuing education. I am also a University of Oklahoma graduate and received my degree with the Advanced Programs in 2003.

The students and I are very excited you have been selected to teach our upcoming class. The Vilseck Military community is a small installation and we are pleased you are promoting education and helping our students advance their degree. Vilseck has students that attend classes within an 100 kilometer radius. We have students from Hohenfels, Ansbach, and Bamberg, Germany.

Carefully review this Travel Guide to learn more details about the classroom, your rental reservation and hotel accommodations. I will meet you at the airport in Nuernberg to take you to post. A rental car will be reserved for you on base. I will make a room reservation at either the on post military housing or a local guest house in the city of Vilseck. The local guest house is quite charming and includes breakfast. The hotel has all the modern conveniences and even provides nightly dinners for an extra charge. You will need to check with the desk on the hours of the restaurant.

The classrooms in Vilseck are small but adequate. Computer technology is available and classrooms are equipped with an LCD projector, laptop, board space and butcher block paper (upon request). If you have any other special requests don't hesitate to ask. I will keep in contact through e-mail, and look forward to meeting you!

Sincerely,

Vilseck Site Director

## **Vilseck Site Office & Personnel Data**

### **APO Address**

Army Education Center  
The University of Oklahoma  
Unit 28038  
APO, AE 09112

### **Civilian Address**

Army Education Center  
Rose Barracks  
Sudlager Sorghof Geb. 223  
Vilseck, Germany 92249

### **Office Phone Numbers**

From a commercial/civilian phone:

- From United States: 011-49-9662-83-2069
- From Europe: 00-49-9662-83-2069
- Within Germany: 09662-83-2069

From a military/DSN phone: 476-2069

### **Site Director**

[apvilseck@ou.edu](mailto:apvilseck@ou.edu)

### **Fax (Receive only)**

- From United States: 011-49-9662-83-3113
- From Germany: 09662-83-3113
- Military/DSN: 476-3113

### **Office Hours**

Monday – Thursday (0800-1600)

Friday: 0800-1200

### **Education Services Officer (ESO)**

Susan Sine

DSN phone: 314-476-3392/2653

[susan.sine@eur.army.mil](mailto:susan.sine@eur.army.mil)

## **Advanced Programs Site Coordinator**

Chad Manos

Phone: (405) 325-1959

Fax: (405) 325-5709

## **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](mailto:apeudirector@ou.edu)

Home phone: Included in travel documents

Thomas Panker: [apeuprograms@ou.edu](mailto:apeuprograms@ou.edu)

Taylor Austin: [apeuadmin@ou.edu](mailto:apeuadmin@ou.edu)

Office Phone (from United States) 011-49-6221-768118

Office Fax (49) 63175007416

## **ARRIVALS AND DEPARTURES**

### **Arrival at Nuremburg Airport**

#### **Passport Control**

If you are traveling from another country you must first go through passport control--  
*Paßkontrolle* Get in the correct line for NON-European Community passengers; have your  
passport ready.

#### **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 has two lanes: Red and Green. Walk through the Green area since you will have nothing to declare.

## **Shuttle Service to Base**

Airline personnel will direct you through customs. Pick up your luggage and proceed out the glass doors. The University of Oklahoma Site Director will pick you up at the airport. Please look for a sign/professor's name. Travel time to Vilseck is 1 hour by shuttle. The distance is about 60 miles. Please Note: There is not a private shuttle service to and from Vilseck, Germany.

## **To Change Money**

If you have not brought German money with you and you think you will need some before you get to a bank in Vilseck, there are money exchange counters and banks in the airport. The exchange rate will not be as good as at a military facility and you will be charged a commission, so exchange only what you think you will need before getting to a bank in Vilseck. Self-service money machines are located near many exchange offices and banks.

## **Departure from Nuremburg Airport**

**Sunday: I can help you reserve a room at the airport hotel Movenpick, but I will need you to send me your credit card payment information. Depending on your rental car reservation you can drive back to the airport or take the train to the airport Sunday night. The train ticket is approximately 20 Euros. Typically the return flight on Monday morning is a 0600. The price of the room varies but you can also look at the following web site for more information. <http://www.moevenpick-hotels.com/en/europe/germany/nuernberg/hotel-nuernberg/overview/>**

## **Check in**

Information boards posted in the Departure Hall indicate the counter numbers for each airline. US carriers conduct a security interview with each passenger before taking luggage and issuing a boarding card. Have your ticket and passport ready. Please know beforehand how much luggage you can carry and the size restrictions.

## **Passport Control**

Follow the signs to the Departure Gate noted on your boarding card. If you check in before a gate is assigned, refer to the departure boards in the Departure Hall. Unless you are traveling to another destination in Germany, you will go through passport control. At the Passkontrolle (passport control), have your passport ready. It is rarely needed, but have your orders available also.

## **Primary Lodging: Krystal Inn (on post)**

### **Location:**

Rose Barracks  
CMR 411  
APO, AE 09112

### **Phone:**

- From United States: 011-49-9662-83-1700
- From Europe: 00-49-9662-83-1700
- Within Germany: 09662-83-1700
- Military/DSN: 476-1700

### **Check-in time: 1400 (2:00 pm)**

Late arrival possible but must be guaranteed with credit card number.

### **Typical room:**

- Bed
- Phone/TV/VCR
- Chair/Desk
- Coffee Maker
- Shower
- Radio/Alarm
- Iron/Ironing Board
- Smoking allowed only in smoking rooms

### **Reservation/Room assignment policies:**

The Site Director will make reservations, “bumping” does not occur.

Standard Room: \$85

Extended Stay: \$105

Additional Occupants 1 yr. and older: \$7.50

### **Policies regarding accompanying persons:**

Spouse and dependent children may stay in the Krystall Inn. Non-dependent children or companions may not stay in the Krystall Inn.

## **Secondary Lodging: Gasthof Roter Hahn**

### **Location:**

Schlict 36

Vilseck, Germany

From United States: 011-49-9662-8124

From Europe: 00-49-9662-8124

Within Germany: 09662-8124

### **Check-in time:**

1400 (2:00 pm)

### **Cost:**

Single room is 35Euros

### **Modes of payment:**

Cash (euros) or credit cards

### **Typical room:**

- Single bed
- Desk/chair
- Phone/Radio/TV
- Alarm Clock
- Iron/Ironing Board
- Smoking allowed throughout facility

### **Reservation/Room assignment policies:**

Reservations can be made 10 days prior to arrival. No “bumping.”

### **Policies regarding accompanying persons:**

This is a private hotel; military policies don't apply. All categories of accompanying persons may stay at this hotel.

## **Administrative Support at Vilseck**

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

### **Computer Support**

Computers for public use are in the MOS Library on Rose Barracks. The classroom in room 3.13 has internet capabilities only for the University of Oklahoma.

### **Audio/Video Support**

- LCD projector
- Laptop

### **Materials and Supplies**

When materials and supplies are available, please return unused materials and supplies for the use of the next professor since supplies are limited.

Supplies	Availability
Chalk/eraser	Available
Dry board markers	Available
Flip chart pens	Available upon request
Office supplies	Limited quantities

## **Vilseck Classroom Facilities**

### **Vilseck Education Center**

- Location: Bldg. 223, Room 1.3 or 2.2
- Distance from Krystall Inn: 3 blocks
- Distance from Gasthof Roter Hahn: 3 miles
- Facility owner: Education Center

### **Typical Classroom Assignment**

- Desks for students
- Max capacity: 24 (room 3.13)
- Chalkboard
- Movable furniture
- Radiators

### **Facilities Near Classroom**

- Restrooms: Same building
- Smoking area: Outside
- Vending machine: Building 222
- ATM: Building 224

### **Building Security:**

Instructor is responsible for building security; students will assist.

## Vilseck Library

### Location:

Building 2222  
Phone: 476-1740

### Hours:

Monday through Friday: 1100 to 1900 (11:00 am to 7:00 pm)  
Saturday: Closed  
Sunday: 1200 to 1700 (12:00 pm to 5:00 pm)

**Periodical holdings:** Limited to popular magazines and professional journals

CD-ROM holdings: Limited

Proquest: Available online

Other resources: Computer services and cassette books

### Lending policies/procedures:

Loan period is 30 days; 4 days for videos and tapes

## In Case of Emergency While at Vilseck

### Phone numbers:

- Ambulance: 116 (DSN); 09662-83-116 (Civ)
- Fire: 117 (DSN); 09662-83-117 (Civ)
- Civilian police: 110 (DSN); 09662-83-110 (Civ)
- Military police: 114 (DSN); 09662-83-114 (Civ)
- Information: 113 (DSN); 09662-83-113 (Civ)

### Medical facilities:

US Military, bldg. 250

Phone: 476-2936

Authorized on a per-visit charge; costs are usually reimbursable through stateside medical insurance.

Dental facilities:

US Military, bldg. 255

Phone: 476-1720

Emergencies only

### Using your medical insurance:

In most cases, outpatient visits must be paid at the time of service. You are responsible for submitting bills to insurance companies for reimbursement. In-patient care is billed directly to the insurance company; no advance payment is necessary.

## Resources

- Vilseck: <http://www.globalsecurity.org/military/facility/vilseck.htm>
- Rose Barracks and map: <http://www.1id.army.mil/1ID/Units/1-63/NewComer.htm>

- Army Europe Library at Vilseck: <http://www.library.ulinet.army.mil/locations/vils.htm>
- Nurnberg Airport: [www.airport-neuernberg.de](http://www.airport-neuernberg.de)
- Munich airport: <http://www.munich-airport.de/EN/>