<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Programs Welcome Letter</td>
<td>03</td>
</tr>
<tr>
<td>Vilseck Site Office &amp; Personnel Data</td>
<td>04</td>
</tr>
<tr>
<td>Arrivals and Departures</td>
<td>05</td>
</tr>
<tr>
<td>Primary Lodging: Krystall Inn</td>
<td>07</td>
</tr>
<tr>
<td>Secondary Lodging: Gasthof Roter Hahn</td>
<td>07</td>
</tr>
<tr>
<td>Administrative Support at Vilseck</td>
<td>08</td>
</tr>
<tr>
<td>Vilseck Classroom Facilities</td>
<td>07</td>
</tr>
<tr>
<td>Vilseck Library</td>
<td>10</td>
</tr>
<tr>
<td>In Case of Emergency While at Vilseck</td>
<td>10</td>
</tr>
<tr>
<td>Resources</td>
<td>11</td>
</tr>
</tbody>
</table>
Dear Professor,

Gruess Gott, Guten Tag, und Wilkommen 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

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
Advanced Programs Site Coordinator
Carolyn Taylor
Phone: (405) 325-1265
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
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

ARRIVALS AND DEPARTURES

Arrival at Nuremberg 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 Nuremberg 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/](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:
Schlctic 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

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chalk/eraser</td>
<td>Available</td>
</tr>
<tr>
<td>Dry board markers</td>
<td>Available</td>
</tr>
<tr>
<td>Flip chart pens</td>
<td>Available upon request</td>
</tr>
<tr>
<td>Office supplies</td>
<td>Limited quantities</td>
</tr>
</tbody>
</table>

### 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
- Munich airport: http://www.munich-airport.de/EN/