



# **Travel Guide**

## **Ramstein, Germany**

June 2017

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# **Ramstein Site Office & Personnel Data**

## **Addresses**

### **APO Address**

The University of Oklahoma  
86 FSS/FSDE  
Unit 3220 Box 370  
APO, AE 09094-5000

### **Mailing Address**

Education Office  
The University of Oklahoma  
Gebäude 2120  
66877 Ramstein Flugplatz

## **Office Phone Numbers**

- From United States: 011-49-6371-47-6807
- Within Germany: 06371-47-6807
- From Europe: 00-49-6371-47-6807
- DSN/Military: 480-6807

## **Fax**

- From United States: 001-49-6371-47-9839
- Within Germany: 06371-47-9839
- From Europe: 00-49-6371-47-9839

## **Area Site Director**

Tiffany Winfield, BA  
[apramstein@ou.edu](mailto:apramstein@ou.edu)

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

Annette Henderson  
DSN phone: 480-5011  
[Annette.henderson.2@us.af.mil](mailto:Annette.henderson.2@us.af.mil)

## **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  
132 Mannheimerstrasse  
67657 Kaiserslautern

### **Contract Support Office Contacts:**

Dr. Peggy Lerner, Director: [apeudirector@ou.edu](mailto:apeudirector@ou.edu)  
Home phone: (see pre-travel document)  
Thomas Panker: [apeuprograms@ou.edu](mailto:apeuprograms@ou.edu)  
Taylor Austin: [apeuadmin@ou.edu](mailto:apeuadmin@ou.edu)  
Office Phone: (49) 0631-75007415  
Office Fax (49) 0631-75007416

## Advanced Programs Welcome Letter

86 MSS/DPE Unit 3220, Box 370, APO, AE 09094-5000; [apramstein@ou.edu](mailto:apramstein@ou.edu)

Dear Professor,

Greetings from Germany! You are slated to teach a course on the **Kapaun Air Base** (near the well-known Ramstein Air Base). In preparation for your visit, we want to share some information with you. Ramstein is the largest base in what is referred to as the Kaiserslautern Military Community (KMC).

The KMC is the largest American military community in the world outside of the United States. Composed of active duty Air Force and Army personnel, Department of Defense civilians, and family members, your student body will come from all around the KMC. As you enrich them in the classroom, you will no doubt be enriched by their varied backgrounds.

There are many opportunities available here to present a public service seminar during your stay. If you are interested in presenting while you are here, please notify us as soon as possible with suggested topics or your areas of expertise. We will then attempt to match you with an appropriate agency, group, or audience that might benefit from your presentation.

We will send you a **logistical support letter** approximately three weeks prior to your class. It will contain your lodging and rental car (default is a compact car with manual transmission) information and information on your transport from the Frankfurt Airport to the KMC Area. We will also send you the latest information we have on your class size.

Please be advised that our limited copy capability and limited supplies require that you make copies for your class prior to your departure from the United States. In our classroom, you will find dry erase boards, a TV with both VCR and DVD players, overhead projector, flip chart, an LCD projector and a laptop PC with Microsoft software. WiFi and LAN line Internet access is available at the base library, in our office, and at some billeting locations. **If you have other special requirements, such as an automatic transmission, or changes to your travel plans, please let us know well in advance so that we can accommodate you.**

Again, we welcome you and look forward to meeting you and helping you to have an enjoyable experience teaching here in Germany.

Tiffany Winfield, BA  
Area Site Director

# ARRIVALS AND DEPARTURES

## Arrival at Frankfurt 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, and 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 to the meeting place specified on your Logistics Letter. The shuttle driver will meet you at the specified time at the specified location. The van will bring you to the location specified in your letter. Travel time to your lodging will be around 45 minutes to 1 hour by shuttle.

### To Change Money

If you have not brought Euros with you and you think you will need some before you get to a bank on Vogelweh or Ramstein, you will have to change your money at an airport vendor. 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 the KMC. Self-service money machines are located near many exchange offices and banks.

## **Primary Lodging: Vogelweh Air Force Billeting**

Standard Room: Private bath, Mini-fridge, microwave

Cost: \$46-55 (2 room suite if available– reimbursable)

Check-in time - After 1400 (often you can check-in earlier)

Late arrivals: If you are arriving after 1800, you must notify the Site Director and provide a credit card number to secure your reservation.

Check-out time: 1100

Policies regarding accompanying persons: Spouses are allowed to stay in sponsor's room if they are included on sponsor's orders. **Please contact the Site Director and the OU travel office if you plan to bring your family. Family members are subject to non-reimbursable background checks.**

Phone:

- From United States: 011-49-631-536-8910
- Within Germany: 0631-536-8910/ DSN 489-8910

Room payments: Air Force Lodging directives require guests to provide a valid credit card.

Smoking -Smoking is not permitted in any of the lodging facilities.

Electricity: The room has electrical outlets that are 220-volt/50 cycles. Plug-in adapters are not voltage converters and can severely damage electronic equipment. One adapter is placed in your room for your convenience. Adapters are also available at the desk or can be purchased at the BX.

Internet access: The "Business Center" at Vogelweh Billeting has internet-capable terminals.

There is also wireless internet in some rooms and computers with internet capabilities at the Ramstein Library.

Laundry facilities: Washers and dryers are available.

## **Administrative Support at Ramstein**

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 and wireless capabilities are available at Ramstein Library on Ramstein AB. There is also a "Business Center" with internet-capable terminals available at Vogelweh Billeting. There is internet access available in the classroom, both a desktop for you to use as well as WiFi access.

### **Audio Visual Support/Materials/Supplies**

- TV with VCR and DVD
- LCD projector
- Overhead projector and screen
- Flipchart pad with easel
- Whiteboards and dry erase markers
- IBM-compatible computer or laptop with USB input and printer

## Keys to a Successful Visit

- One word: Umbrella!
- E-mail the Site Director after you have received your logistical letter, confirming that you did receive and read the letter. If you have not received a logistical letter two weeks prior to your departure, contact the Site Director.
- When driving in Germany be aware that there are no directional signs (North, South, East, or West). Instead you need to be familiar with the local area village names. Local maps and directions can be provided by the site office.
- While driving on the autobahn, stay in the right-hand lane except to pass.
- It is important to obey all rules and regulations on base, especially speed limits and reserved parking. Fines/tickets must be paid before your departure.
- If you go to the Commissary, it is a courtesy to tip the bagger as they work for tips only.
- There are no German Restaurants that stay open 24-hours. Most restaurants close around 8-10 P.M.
- If you bring your laptop computer, make sure to check the voltage on the computer. If it does not support 220-volt/50 cycles then you need a transformer (we can't supply one). If your computer does support 220-volt/50 cycles then you just need to purchase an adapter that converts the 110 plug to a 220 plug. This can be purchased here at the BX.

## Resources

Maps of Germany can be found at:

<http://maps.google.com>

Ramstein Air Base homepage:

<http://www.ramstein.af.mil/>

Kaiserslautern homepage:

<http://www.kaiserslautern.de/>

Tourism info:

[http://germany-tourism.de/index\\_ENG.htm](http://germany-tourism.de/index_ENG.htm)

Train info:

<http://bahn.hafas.de/bin/query.exe/en>

Weather:

<http://www.afneurope.net>

(Click on Weather and then Ramstein/KMC)