



The University of Oklahoma, OUTREACH
Advanced Programs – Travel Guide
Ansbach, Germany

2012 - 2013

Table of Contents

Advanced Programs Welcome Letter	03
Ansbach Site Office & Personnel Data.....	04
Arrival at Nürnberg Airport	06
Departure from Nürnberg Airport.....	06
Primary Lodging: Hotel Gasthof Zur Windmühle.....	07
Classroom Facilities and Administrative Support at Ansbach	08
Transportation between Lodging and Classroom	10
In Case of Emergency while in Ansbach.....	10
Base Libraries	11
Resources	11

Advanced Programs Welcome Letter

Unit 28614 • APO AE 09177 • Phone 011-49-980-283-3325 • DSN 467-3325 • apansbach@ou.edu

Welcome! USAG Ansbach provides base support services to military personnel and their families in the Katterbach and Illesheim (a 45 minute drive from the Katterbach Kaserne) communities.

Ansbach is the capital of the district “Middle Franconia” and is located about 25 miles south west from Nürnberg in the northern part of Bavaria. The town has about 50,000 residents and is built along the Rezat River. It is adjacent to Katterbach Kaserne, home to the 4th Aviation Brigade.

Please take some time to carefully review this Guide as well as the AP Faculty Guide (www.ou.edu/content/dam/outreachceap/Advanced_Programs/documents/faculty/AP_Faculty_Guide_2011.pdf). Your travel arrangements will be made in consultation with Mary Atkins, Advanced Programs Travel Coordinator.

Once you arrive in the Nürnberg, you will be met and driven to Katterbach Kaserne. The Education Center is located on Katterbach Kaserne, and this will be your primary site. Normally, a rental car will be reserved for you on post and a single room reserved off post in the Zur Windmühle Hotel (<http://www.hotel-windmuehle.de/>). Information in regard to alternate choices is listed below. Should you have any special request, don't hesitate to ask. We will do our best to accommodate them. Please e-mail apansbach@ou.edu if you need further information.

Thank you,

Esther Otis

Assistant Area Site Director, Ansbach

Ansbach Site Office and Personnel Data

Email

Esther Otis apansbach@ou.edu

Site Director Phone

011-49-9802-83-3325

Civilian Address:

Army Education Center
Bldg 5817, Room 242
Ansbach/Katterbach, DE D-91522

APO Address (US Domestic Mail):

The University of Oklahoma
Katterbach Education Center
Unit 28614
APO AE 09177

Office Phone Numbers

From a commercial/civilian phone:

- Within United States 011-49-9802-83-3325
- Within Europe (Long distance access #) + 49-9802-83-3325
- Within Germany 09802-83-3325

From a military/DSN phone (throughout Europe): 467-3325

OU Office Hours

Monday through Thursday: 0900-1530

Education Services Officer (ESO)

Shirley Ferguson
Phone: (CIV) 09802-83-2378
(DSN) 467-2378
E-mail: shirley.f.avant-ferguson.civ@mail.mil

Advanced Programs Site Coordinator

Carolyn Taylor
Phone: (405) 325-1260
E-mail: cataylor@ou.edu

European Contract Support Office

Mailing Address

The University of Oklahoma
ATTN: (enter name)
CMR 419, Box 1634
APO AE 09102

Street Address

The University of Oklahoma
Sickingenstrasse 1A
69126 Heidelberg, Germany

Contract Support Office Contacts:

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

Home phone: Included in travel documents

Rosemary Petrunyak: apeuprograms@ou.edu

Staff Assistant: apeuadmin@ou.edu

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

Office Fax (49) 6221-768-945

Arrivals and Departures

Arrival at Nürnberg Airport

Disembarkation

Follow the signs for Baggage Claim (in English; also picture of baggage and *Gepäckausgabe* in German)

Passport Control

At the *Paßkontrolle* (Passport Control), get in the correct line for NON-European Community passengers; have your passport ready. It is rarely needed, but you should have your orders available.

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, as you will have nothing to declare.

Shuttle Service to Base

Pick up your luggage and proceed out the glass doors and look for the sign with your name printed on it.

Rental Car

I will book a compact car with manual transmission for use during your stay. Please note that professors are not authorized to purchase fuel on post. Fuel must be purchased off post. You are authorized to receive reimbursement for gas in conjunction with your teaching-related mileage in the area.

Here you have a few options.

1. Self pick-up: Pick up the rental car from Nürnberg Airport Monday morning upon arrival and drive to Ansbach using directions supplied by Site Director. Drive to Nürnberg Airport on Sunday after class and drop off the car. Stay Sunday night in the Mövenpick Hotel adjacent to the Nürnberg Airport. Or drive to the Airport Monday morning, if staying Sunday night in Ansbach.
2. Guided self pick-up: Meet Site Director at the Nürnberg Airport Monday morning. Pick up car from Nürnberg Airport and follow Site Director to Ansbach. Drive to Nürnberg Airport on Sunday after class and drop off the car. Stay Sunday night in Mövenpick Hotel adjacent to the Nürnberg Airport. Or drive to the Airport Monday morning, if staying Sunday night in Ansbach.

3. On-post pick-up: Meet Site Director at the Nürnberg Airport Monday morning and drive with the Site Director to Ansbach. Pick up car in Ansbach. Drop off car in Ansbach on Sunday after class and drive with the Site Director to Nürnberg. Stay Sunday night in Mövenpick Hotel adjacent to the Nürnberg Airport.
4. On-post pick-up alternate: Meet Site Director at the Nürnberg Airport Monday morning and drive with the Site Director to Ansbach. Pick up car in Ansbach. Drop off car in Ansbach on Sunday after class. Take the train from Ansbach to Nürnberg. The train ride is approximately 45 minutes, and once you reach the main Nürnberg terminal, you take the U2 subway line to connect directly with the Nuremberg Airport. I will help you purchase your train ticket if you prefer this option.

The accommodations and rental car arrangements described above have been proposed based on AP policy and local conditions to provide you the most comfortable visit to our area. Access and security issues, driving conditions and on-site needs were taken into consideration to the best of our ability. Should you require or prefer other arrangements, please contact us and the Travel Coordinator, Ms. Mary Atkins. Exceptions to these arrangements will require additional approval. I look forward to seeing you soon and hope you have a pleasant journey and stay in Ansbach.

To Change Money

Currency in Germany is the Euro (€). If you have not brought Euros with you and you think you will need some before you get to a bank in Ansbach, there are cash machines that accept EC-cards and all common credit cards next to the post office between departure 1 and 2 as well as in the arrivals area. Self-service money machines (Geldautomat) are located near many exchange offices and banks.

Departure from Nürnberg Airport

Arrival By Shuttle Bus

There is no shuttle from the base to the airport. You will be driven from the hotel to the airport. Take escalator to the upper level and go to the appropriate airline counter. Signs are in German and English.

Check-In

Information boards posted in the Departure Hall indicate the counter numbers for each airline. Have your ticket and passport ready. Proceed through security.

Primary Lodging: Hotel Gasthof Zur Windmühle

Location/Mailing Address: Rummelsberger Strasse 1
91522 Ansbach

Phone:

- From US: 011-49-981-97200-0
- From Europe: +49-981-97200-0
- Within Germany: 0981-97200-0

Fax: Within Germany 0981-97200-199 (Request permission from hotel manager.)

Manager: Helmut Sturm

Check-In Time: 1400 (2:00 pm); Check-Out Time: 1030 (10:30 am)

Late Arrival Possible: If after 1800 (6:00 pm), notify hotel.

Room Assignment and Cost per Night:

- Single: €49-69
- Double: €88-102

Modes of Payment:

- Euros (€)
- VISA
- U.S. Cash
- American Express
- MasterCard/Eurocard

Beds in Typical Room Assignment: Single room

Amenities in Typical Room Assignment

- Alarm clock
- Desk and chair
- Radio
- Television with local programs
- Telephone

Bathroom Facilities in Typical Room Assignment: Private tub or shower, toilet and washbasin.

Electricity in Room: 220 volt only (transformer required for 110 volt appliances; plug adapter required for dual voltage appliances; standard European outlets/plugs)

Facilities in Zur Windmühle

- Restaurant (closed on Sunday)
- Breakfast (included in room cost)

Policies Regarding Accompanying Persons: This is a private hotel. Military policies do not apply. All categories of accompanying persons may stay.

Secondary Lodging: Franconian Lodge

Location/Mailing Address: Army Lodging Ansbach Brainard Hall Urlas 91522 Ansbach

Phone:

- From US: 011-49-9802-83-7014
- From Europe: +49-9802-83-7014

Email: http://www.armymwr.com/travel/lodging/lodging_locations.aspx#Ansbach

Check-In Time: 1400 (2:00 pm); Check-Out Time: 1100 (10:00 am)

Late Arrival Possible: If after 1800 (6:00 pm), notify hotel.

Room Assignment and Cost per Night:

- Standard Room: \$120
- Family Apartment: \$135
- Additional Person Fee (per night): \$7.50

Room assignments are not made until the night before check in. Family Apartments are reserved for PCSing families and may not be available.

Modes of Payment:

- VISA
- U.S. Cash
- American Express
- MasterCard

Amenities in Typical Room Assignment

- ◦24-Hour Front Desk Attendant
- ◦Sunrise Start Breakfast (Daily): 0700-1000
- ◦Coffee and Tea in Lobby
- ◦Alarm Clock
- ◦AM/FM Radio
- ◦High-Definition, Color TV
- ◦DVD Players
- ◦WiFi
- ◦High-Speed LAN Internet
- ◦Microwave Oven
- ◦Full Kitchen with Dishwasher in Family Apartments
- ◦Movie Loan Program
- ◦Coffee Maker
- ◦Hairdryer
- ◦Iron/Ironing Board
- ◦Person Care Items

Classroom Facilities and Administrative Support at Ansbach

- Please refer to the Advanced Programs Faculty Guide for an overview of the duties and responsibilities of OU Site Directors.
- Classroom space is subject to change if the Education Center must accommodate a larger class.

Audio/Visual Support

- LCD Projector (OU owned)
- PC laptop and speakers (OU owned)

Materials and Supplies

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

Item	Availability
Overhead pens	Available from Site Director.
Overhead transparencies	Available from Site Director.
Dry board markers and erasers	Available from Site Director.
Office supplies (paper, clips, staples, etc.)	Limited quantities are available from the Site Director.
Course materials	Faculty must bring their own texts and course materials.

Classroom Site:

Katterbach Kaserne Education Center

- Location: Bldg 5817, 2nd floor
- Distance from Hotel Zur Windmühle: 2.6 miles

Classroom Facilities

- Tables for students
- Maximum student capacity: 15 in smaller classroom, 30 in larger classroom
- Dry erase board
- Furniture may be moved if replaced to original arrangement
- Radiators (adjustable)

Facilities Near Classroom

Facility	Location
Men's & women's restrooms	Down the hall
Fast-food and drinks	Within walking distance

Building Security

Facility Administrator is responsible for building security, as well as locking and unlocking classroom doors. No food permitted within the Education Center. Drinks must have a screw-top lid.

Other Classroom Policies and Procedures

- Room assignments are made by the Education Services Officer.
- Instructor and students are responsible for the condition of the classroom. There is no cleaning contract for the classroom. Please keep the area clean.
- Emergency numbers (DSN): Military Police 114, Ambulance 116 and Fire 117

Transportation between Lodging and Classroom

From Zur Windmühle (off-base lodging)

Transportation	Distance to classroom
Walking	Not advisable, no sidewalks
Rental car	10 minute drive
Taxi	10 minute ride
OU Site Director	Site Directors are available to provide transportation for in-processing purposes

In Case of Emergency while in Ansbach

Emergency Phone Numbers

Type of assistance	Phone numbers
Ambulance	Military: 116 Civilian: 09802-83-116
Fire	Military: 117 Civilian: 09802-83-117
German Police/Emergency	0981-909-4114
Military Police	114

Medical Facilities

Facility	Location/Information
US Military Health Clinic CIV 0800-914-6133	Bldg. 5810 Authorized use on a per visit charge; costs are usually reimbursable through stateside medical insurance.
Host Nation Hospital	Contact U.S. Military Hospital for referral. U.S. hospital has host nation liaison.

Dental Facilities

Facility	Location/Information
US Military Dental Clinic CIV 09802-83-2806/2723	Bldg. 5810
Host Nation Dentist	Contact U.S. Military Dental Clinic for referral. U.S. clinic has host nation liaison.

Using your Medical/Dental Insurance

In most cases, outpatient visits must be paid in advance and bills submitted to insurance companies for reimbursement. In-patient care is billed directly to the insurance company; no advanced payment is necessary.

Base Libraries

Bleidon Housing Area:

Bleidorn Housing Area, Bldg. 5083
CIV 0981-183-1740 / DSN 468-1740
Hours M-Th 1100-2000; Sa-Su 1100-1800
Closed Friday & U.S. Holidays

Stork Barracks:

Storck Barracks, Bldg. 6510
CIV 09841-83-4675 / DSN 467-4675
Hours M-Th 1100-1900; Su 1100-1800
Closed Fr, Sa & U.S. Holidays

Resources

City of Ansbach: www.ansbach.de
Nürnberg Airport: <http://www.airport-nuernberg.de/english/>
USAG Ansbach: www.ansbach.army.mil