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Public Affairs

Commanders Guide to German Society, Customs, and Protocol

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**Summary.** This pamphlet should be used as a guide for commanders new to Germany. It provides basic information concerning German society and customs.

**Applicability.** This pamphlet applies primarily to commanders serving their first tour in Germany. It also applies to public affairs officers and protocol officers.

**Forms.** AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

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**SECTION I**  
**INTRODUCTION**

**1. PURPOSE**

This pamphlet—

- a. Provides information to help commanders and public affairs officers (PAOs) in German-American activities.
- b. Particularly applies to commanders hosting or attending official and social functions, both formal and informal.

**2. REFERENCES**

- a. AR 25-400-2, The Army Records Information Management System (ARIMS).
- b. AE Regulation 10-18, Commanding General, USAREUR/7A, Liaison Office, Berlin and Bonn.
- c. AE Regulation 840-10, Display and Presentation of U.S. Flags.
- d. USAREUR Regulation 360-1, USAREUR Community Relations Program.
- e. USAREUR Regulation 550-140, Conduct of Government Liaison Activities in German States (*Länder*).
- f. DA Form 2028, Recommended Changes to Publications and Blank Forms.

**3. EXPLANATION OF ABBREVIATIONS**

The glossary defines abbreviations.

**4. GENERAL**

Commanders serving their first tour in Germany will find the assignment challenging and rewarding. The challenge lies in the ability to integrate, officially and socially, with the host-nation society, and to establish and maintain good German-American relations. Commanders who successfully meet this challenge will receive respect, extensive cooperation, and understanding from the German community in military and community-related matters. They also will build lasting German friendships.

## SECTION II GETTING STARTED

### 5. LIAISON WITH HOST-NATION PERSONNEL

Success in German-American relations starts by learning German customs and establishing good liaison with the German community. Commanders have personnel on their staff, in the community, and at HQ USAREUR/7A to advise them on German customs and to provide liaison support.

**a. The Public Affairs Officer.** The command PAO is responsible for community relations. The PAO employs personnel who are thoroughly familiar with local officials, current and past political situations, and customs. These personnel advise the PAO on situations and on persons invited to official functions. Public affairs office personnel are the commander's political advisers and liaison for establishing and promoting successful German-American relations.

#### **b. United States Forces Liaison Officers.**

(1) United States Forces liaison officers (USFLOs) can advise commanders on the following subjects at the German State (*Land*) level:

- (a) Customs.
- (b) Official protocol.
- (c) Professional and private contacts with German officials.

(2) USFLOs understand the relationship between German official affairs and U.S. Forces military affairs, and can advise commanders dealing with host-nation personnel at the *Land* level. USFLOs also have current information on important events, political situations, distinguished persons, and German official and civilian attitudes toward the U.S. Army and its actions in the *Land*. Table 1 provides Army telephone numbers and e-mail addresses of USFLOs in Germany. Section IV provides more details on the German political and Government structure.

<b>Region</b>	<b>Location</b>	<b>Telephone/Fax Numbers</b>
Baden-Württemberg	Stuttgart	DSN 420-6429/7329 Fax 420-7126
Bayern and Sachsen	München	Civilian 089-284901 Fax 089-2805585
Hessen, Norddeutschland, and Thüringen	Wiesbaden	DSN 338-7566/7567 Fax 338-7500
Rheinland-Pfalz and Saarland	Mainz	Civilian 06131-204940

**c. International Operations Division.** The International Operations Division, Office of the Office of the Deputy Chief of Staff, G3, HQ USAREUR/7A (DSN 370-8182), can provide guidance to commanders on host-nation liaison as necessary. Protocol questions should be directed to the Protocol Office, Office of the Secretary of the General Staff, HQ USAREUR/7A (DSN 377-4520).

## SECTION III GERMAN TITLES AND RANKS

### 6. COMMON TITLES

a. The most common titles in German are *Herr* (Mr.) and *Frau* (Ms./Mrs.). Germans expect to be addressed by title; they do not use first names as readily as Americans do. "The name's Charlie" approach is out of place in Germany. Using a person's first name in Germany indicates knowing the person well. Germans may work together in the same office for years and still address each other by their last name.

b. There are exceptions to this custom. Young Germans are quicker to use first names, as are “blue-collar” Germans and enlisted men of the same grade in the German Federal Armed Forces (*Bundeswehr*). Paragraph 10 addresses a related matter: using the formal and informal forms of “you.”

**7. HEREDITARY TITLES**

Aristocratic designations such as *Fürst* (prince) and *Herzog* (duke) are no longer titles; they have become part of the family name. Members of the former nobility are now ordinary citizens. If unsure of when and where to use the traditional title, the commander should ask someone who knows the person being addressed.

**8. PROFESSIONAL AND ACADEMIC TITLES**

a. Commanders are often greatly concerned with protocol and the titles frequently encountered in political, academic, and professional dealings. In recent years, the use of titles in informal conversation has lessened. In most informal conversations, it is permissible to address a German simply as “*Herr* (or *Frau*) (last name),” regardless of rank. Titles, however, continue to be used in writing (such as in an invitation) and in public reference to a person (such as when introducing a speaker: “*Herr Bürgermeister*” or “*Frau Bürgermeisterin* (last name).”

b. Forms of address are especially important to persons holding academic titles (such as doctor of philosophy). In writing and in public references, commanders should address persons holding doctoral degrees as “*Herr* (or “*Frau*) *Doktor* (last name).” The title *Professor* is particularly esteemed in Germany. Usually a *Professor* also will have a doctoral degree. In formal situations, address a *Professor* as “*Professor Doktor* (last name).” In conversation, a *Professor* normally is addressed “*Professor* (last name)” or simply “*Herr* (or *Frau*) *Professor*.”

c. Germans also use titles on business cards. Many Germans who hold a doctoral degree indicate their field of study with abbreviations of the Latin designations. Table 2 explains frequently used abbreviations of academic titles.

d. General officers of the *Bundeswehr* also use their academic titles with their military grade and name, such as “*Generalmajor Dr.-Ing.* (full name).” An honorary doctoral degree is identified on a business card or letterhead with a small *h.c.* (*honoris causa*) or *e.h.* (*ehrenhalber*) after the title. A cluster of titles is encountered occasionally. For example, “*Prof. Dr. Dr. h.c.* (full name).”

<b>Table 2 Frequently Used Abbreviations of Doctoral Titles</b>	
<b>Abbreviation</b>	<b>Academic Title</b>
<i>Dr. Ing.</i>	Doctor of Engineering
<i>Dr. jur.</i>	Doctor of Law
<i>Dr. jur. et rer. pol.</i>	Doctor of Law and Political Science
<i>Dr. med.</i>	Doctor of Medicine
<i>Dr. phil.</i>	Doctor of Philosophy or Philology (languages)
<i>Dr. rer. pol.</i>	Doctor of Political Science
<i>Dr. rer. nat.</i>	Doctor of Natural Sciences
<i>Dr. theol.</i>	Doctor of Theology

**9. TITLES OF GOVERNMENT OFFICIALS AND CIVILIAN EMPLOYEES**

Titles of German Government workers are not only abundant, they are also longer and perhaps more impressive than hereditary titles (for example, *Regierungsobervermessungsrat*). Ranks and titles of German Government officials are considered best in the context of the German Government structure. Titles are usually used only at formal functions. The secret to pronouncing and understanding long German titles (and words) is to separate the individual parts of the word and to remember that the key or root word is the word on the far right. This rule can be applied to most long titles. *Regierungsobervermessungsrat* can be broken down as follows:

<i>Regierungs</i>	<i>Ober</i>	<i>Vermessungs</i>	<i>Rat</i>
Government	Senior	Surveying	Adviser or Counselor

**10. USING SIE AND DU (FORMAL AND INFORMAL YOU)**

When speaking German, commanders should be careful with using *Sie* and *Du* (both translate into English as “you”).

a. The informal *Du* is used even more rarely than a person’s first name. Only close friends say *Du* to each other. The best practice is to use *Sie* with a German acquaintance until there is a mutual agreement to start using *Du*. The older person traditionally suggests to the younger person that they start using *Du*.

b. School-age children and animals are always addressed with *Du*. *Sie* may be used with older teens (approximately age 16 and over). Many young adults do not mind being addressed with *Du*. If the last name is not used, a compromise may be made by using the person’s first name and addressing him or her with *Sie*. Commanders should use tact or ask the people they talk with for their preference.

c. Germans may also switch to saying *Du* while drinking together on a social occasion. The traditional practice is to drink a pledge of brotherhood (*Brüderschaft*). Holding their glasses, the drinkers link arms and then take a sip. From then on they say *Du* to each other. The ceremony is sometimes premature. Germans who say *Du* to each other after a couple glasses of wine may regret it and later revert to using *Sie*. If an unhesitating *Sie* is used at the next encounter following a *Brüderschaft* drink, the other person should also revert to using *Sie*.

**SECTION IV  
GOVERNMENT STRUCTURE AND RANK**

**11. FEDERAL GOVERNMENT**

Germany has a Federal system like our own. Germany is divided into 16 states (*Länder*) (table 3), each with its own Government.

<b>Table 3 German <i>Länder</i> and Capitals</b>	
<b>Land</b>	<b>Capital</b>
Baden-Württemberg	Stuttgart
Bayern	München
Berlin*	
Brandenburg	Potsdam
Bremen*	
Hamburg*	
Hessen	Wiesbaden
Mecklenburg-Vorpommern	Schwerin
Niedersachsen	Hannover
Nordrhein-Westfalen	Düsseldorf
Rheinland-Pfalz	Mainz
Saarland	Saarbrücken
Sachsen	Dresden
Sachsen-Anhalt	Magdeburg
Schleswig-Holstein	Kiel
Thüringen	Erfurt

\*city-states

**12. GOVERNMENT LEADERS**

Germany has a parliamentary form of Government similar to Great Britain’s Government structure.

a. The head of Germany is the Federal President, the *Bundespräsident*. The *Bundespräsident* is the ceremonial head of state, comparable to the Queen of England.

b. The second-highest ranking official in Germany, the *Bundestagspräsident*, is the President of the Federal Parliament, the *Bundestag*.

c. The head of the German Government is the Federal Chancellor, the *Bundeskanzler*. While the Chancellor's role compares in some ways to that of the U.S. President, the position is closer to that of Great Britain's prime minister. The Chancellor is a member of the lower House of Parliament (*Bundestag*) as are, normally, the other members of the cabinet. Members of Parliament elect the Chancellor and can remove both the Chancellor and the Chancellor's administration with a vote of no confidence. A Federal minister (*Bundesminister*) heads the Chancellor's office (*Bundeskanzleramt*).

d. The official press spokesperson of the German Government has the rank of *Staatssekretär* and heads the Federal Press and Information Office.

**13. FEDERAL MINISTRIES**

a. Each Federal ministry is made up of several departments. The number of departments depends on the ministry's responsibilities. The structure and functions of ministries at the *Bund* and *Land* level are very similar. For obvious reasons, however, three ministries exist only at the Federal level:

- (1) The Ministry of Foreign Affairs.
- (2) The Ministry of Defense.
- (3) The Ministry of Economic Cooperation and Development.

b. The head of a ministry is addressed as "*Herr* (or *Frau*) *Minister*." The State minister (*Staatsminister*) or the Parliamentary State secretary (*Parlamentarischer Staatssekretär*) is usually second in command. Some ministries have two Parliamentary State secretaries. A *Staatsminister* ranks above a *Staatssekretär*. The highest appointed official in a ministry also has the title *Staatssekretär*.

c. In addition to the ministries, the Federal Government has a Federal Press and Information Office. The head of the Federal Press and Information Office is the official press spokesperson, who has the rank of minister.

d. Table 4 lists German Federal ministers (cabinet members).

<b>Table 4 German Federal Ministers</b>
Chancellor
Minister for Foreign Affairs and Vice Chancellor
Minister for Special Affairs and Chief of the Chancellor's Office
Minister of the Interior
Minister for Economics and Technology
Minister of Finance
Minister of Justice
Minister of Agriculture
Minister for Labor and Social Welfare
Minister of Defense
Minister for Education and Research
Minister for Health
Minister for Zoning, Housing, Urban Development, and Traffic
Minister for Family, Senior Citizens, Women, and Youth
Minister for Economic Cooperation and Development
Minister for Environmental Affairs, Nature Protection, and Reactor Safety

**14. PARLIAMENT**

As with Congress, the German Parliament has two houses, the *Bundesrat* (Federal Council) and the *Bundestag* (House of Representatives). The *Bundestag* is the more important of the two houses because it has the legislating initiative on most issues.



**a. Bundestag.** The *Bundestag*—

- (1) Is the chief lawmaking body.
- (2) Exercises supervision over the executive.
- (3) Is led by the *Bundestagspräsident*.

(4) Is made up of deputies (*Abgeordnete*) who roughly compare to U.S. members of Congress. The *Abgeordnete* are elected every 4 years by direct, public vote. In German elections, whether at Federal, *Land*, or community level, a political party must gain 5 percent of the total ballot to send representatives to Parliament.

**b. Bundesrat.** *Bundesrat* members are not elected; they are appointed by the *Land* Governments. The *Bundesrat*—

- (1) Allows the *Land* Governments to participate in the Federal legislation process.
- (2) Is made up of members of the *Land* Governments. *Land* Governments may appoint these members and cancel the appointments at any time.
- (3) Enables governors of the German *Länder* to take turns officiating as President of the *Bundesrat*.

## 15. LAND GOVERNMENT

German powers are divided between the Federal Government (*Bundesregierung*) and the *Land* Government (*Landesregierung*). The *Länder* have considerable autonomy, especially regarding police, education, and cultural affairs. The governor of a *Land* is the *Ministerpräsident*.

**NOTE:** The city-states refer to their governors differently. In Berlin, the governor is called *Regierender Bürgermeister* (Governing Mayor); in Bremen, the *Senatspräsident* (President of the Senate); and in Hamburg, *Erster Bürgermeister* (First Mayor).

a. The *Ministerpräsident* is elected by the members of the *Landtag* (State Parliament) for 4- or 5-year terms. The *Land* cabinet ministers are responsible for the ministries of agriculture, culture and education, economics, the environment, Federal affairs, finance, food, health, the interior, justice, labor, science and art, social structure, and traffic.

b. The scope of responsibility of the ministries varies from *Land* to *Land* (for example, Baden-Württemberg has a ministry of economics, Bayern has a ministry of economics and traffic, and Hessen has a ministry of economics and technology).

## 16. LAND MINISTRY STRUCTURE

A closer look at *Land* ministries provides a great deal of information about ranks, correct forms of address, and possibly the seating protocol at change-of-command ceremonies. The *Land* ministry of the interior, for example, is structured as follows:

**a. Ranking Personnel.** The head of the *Land* ministry is the minister of the interior (*Innenminister*). Second in command is the *Land* secretary (*Staatssekretär*).

**b. Departments.** Most ministries of the interior have seven main departments. One ministry director (*Ministerialdirektor*) is responsible for the departments in (1) through (4) below, and another ministry director is responsible for the departments in (5) through (7) below. The departments are as follows:

- (1) Civil Service Law, Personnel, Education and Training, Budget, Organization.
- (2) Constitution, Law, Survey.
- (3) Public Safety, Police. This department includes the *Land* secret-service agency (*Landesamt für Verfassungsschutz*), the *Land* criminal police office, the *Land* police school, the *Land* riot police, and waterways police.
- (4) Communal Affairs (includes banking).
- (5) Construction Law, Housing and Urban Development, Fire Protection.
- (6) Civil Defense/Disaster and Emergency Relief.

(7) State Planning.

**c. Structure.** Ministry structure varies from *Land* to *Land* and may change based on elections and coalition demands.

## 17. LANDTAG

Each German *Land* has its own legislature (*Landtag*) with delegates from the electoral districts of the *Land*. (For example, the Baden-Württemberg legislature in Stuttgart has 155 delegates from 70 electoral districts.) Elections are held every 4 years. The *Land* legislature structure is as follows:

**a. Presidium (*Präsidium*).** The *Präsidium*—

(1) Includes the president of the legislature, 2 deputies, and 13 members who help the president during full sessions.

(2) Oversees the administrative matters of the legislature, establishes its budget, and approves the appointment or dismissal of officials by the president.

**b. Council of Elders (*Ältestenrat*).** In some parliaments, the most important steering committee of the legislature is the *Ältestenrat*, which is sometimes integrated into the *Präsidium*. The council helps the president with legislative, political, and administrative affairs.

**c. Political Party Factions (*Fraktionen*).** Each *Fraktion* includes at least eight delegates from the same political party. The *Fraktion* exercises political influence on the German Government. *Fraktion* members also voice the consensus opinions of their *Fraktionen* during full sessions of the legislature. Twelve standing committees and ad hoc committees handle the detailed work of the legislature, which ranges from ecology to sports.

**d. *Oberfinanzdirektion*.** The German Federal Government operates some *Land*-level agencies. The *Oberfinanzdirektion* (Supreme Finance Office), which handles real estate for the U.S. Armed Forces, is an agency commanders may need to contact occasionally. Each *Oberfinanzdirektion* is headed by an *Oberfinanzpräsident*, who reports to the Federal Ministry of Finance and *Land* finance ministries.

## 18. REGIONAL GOVERNMENT

a. The regional Government (*Regierungspräsidium*) is below the *Land* level. The *Regierungspräsidium* administers the regional district (*Regierungsbezirk*), which includes several counties. For example, Baden-Württemberg has four *Regierungsbezirke* with *Regierungspräsidien* based in Freiburg, Karlsruhe, Stuttgart, and Tübingen. The *Regierungspräsidien* are under the staff supervision of the *Land* ministry of the interior and under the technical supervision of the appropriate *Land* ministries.

b. A *Regierungspräsident* heads each *Regierungspräsidium*. The *Regierungspräsident* directs a group of civil servants who conduct business between *Land* and county (*Stadtkreis* or *Landkreis*) levels. Generally, the functions of each *Regierungspräsidium* parallel the functions of the *Land* Government. The *Regierungspräsident* is responsible for the following organizations:

- (1) Agricultural offices (*Landwirtschaftsämter*).
- (2) Clearing houses.
- (3) County commissioners (*Landräte*).
- (4) County savings-and-loan associations (*Kreissparkassen and Girokassen*).
- (5) Health offices (*Gesundheitsämter*).
- (6) *Land* police in the area of jurisdiction.
- (7) Lord mayors (*Oberbürgermeister*).
- (8) Road-construction offices (*Straßenbauämter*).

(9) Schools (*Schulen*).

(10) Water-management offices (*Wasserwirtschaftsämter*).

c. Forestry officers throughout the *Land* work for forestry directorates (*Forstdirektionen*). *Forstdirektionen* are responsible for farmlands and forests.

## 19. COUNTIES

Each *Regierungsbezirk* is made up of several counties (*Kreise*). There are two kinds of counties: the *Landkreis* (rural county) and the *Stadtkreis* (city or urban county). The ranking official in a rural county is the *Landrat*, and the ranking official in an urban county is the *Oberbürgermeister*. The parliamentary body at this level is called the *Kreistag* (county council) or, for a city or urban county, the *Stadtrat* (city council).

**a. The Urban County.** The *Stadtkreis* is a city that also performs the functions of a county. A *Stadtkreis* has a population of 100,000 or more and is independent of and on the same level as a *Landkreis*.

### b. Example of a *Stadtkreis* Organization.

(1) A *Stadtkreis* includes a city council (*Stadtrat*), which is a parliament made up of elected city councilors (*Stadträte*). In some *Länder* the local parliament is called the *Stadtverordnetenversammlung*. The functions of the *Stadtrat* are similar to those of a county council (*Kreistag*).

(2) The *Stadtrat* has several standing committees (such as administration, city zoning, financial, social, and technical). Each committee meets more than 20 times a year and is presided over by the *Oberbürgermeister* or *Oberbürgermeisterin*, as applicable.

**c. Communal Level (Counties).** Communities represent the lowest level of self-determined government. Community towns or villages report to the rural county (*Landkreis*) and have limited self-administration. The organization of community administrations differs from *Land* to *Land*.

## SECTION V COURTS AND JUDGES

### 20. COURTS

**a. District Court.** The lowest-level court in Germany is the district court (*Amtsgericht*). The *Amtsgericht* handles minor criminal and business-law cases and performs certain administrative functions (such as maintaining a register of associations (*Vereine*)).

**b. Regional Court.** The next higher-level court is the regional court (*Landgericht*). The *Landgericht* deals with—

- (1) More serious criminal cases.
- (2) Business-law cases that involve monetary values beyond the limit set for the *Amtsgericht*.
- (3) Civil-law cases.

**c. Supreme Regional Court.** At the *Land* level, the Supreme Regional Court (*Oberlandesgericht*) represents the highest court of appeal for major civil, criminal, and business-law cases.

**d. Federal Court.** The highest level for civil, criminal, and business-law matters is the Federal Court (*Bundesgerichtshof*). The *Bundesgerichtshof* decides (only in writing) the disputed aspects of appealed cases. If an appeal is successful, the case may be returned to the originating *Landgericht* or *Oberlandesgericht*.

**e. Special Courts.** The following court structures exist for the indicated subjects:

- (1) For litigation of cases involving private entities versus the German Government or vice versa:
  - (a) The district court (*Verwaltungsgericht*).

- (b) The *Land* court (*Verwaltungsgerichtshof* or *Oberverwaltungsgericht*).
  - (c) The Federal court (*Bundesverwaltungsgericht*).
- (2) For litigation of cases involving labor law:
- (a) The district labor court (*Arbeitsgericht*).
  - (b) The *Land* labor court (*Landesarbeitsgericht*).
  - (c) The Federal labor court (*Bundesarbeitsgericht*).
- (3) For litigation of cases involving medical insurance, retirement, social welfare, or worker's compensation:
- (a) The district social court (*Sozialgericht*).
  - (b) The *Land* social court (*Landessozialgericht*).
  - (c) The Federal social court (*Bundessozialgericht*).
- (4) For litigation of cases involving the constitutionality of laws or other provisions:
- (a) The *Land* constitutional court (*Staatsgerichtshof*).
  - (b) The Federal constitutional court (*Bundesverfassungsgericht*).

## 21. JUDGES

The rank for judges was revised to abolish elaborate titles in favor of the simple term *Richter* (judge). The local staff judge advocate can provide commanders the official standing and form of address for German judiciary officials attending an American function.

## SECTION VI GERMAN UNIONS

### 22. GERMAN FEDERATION OF LABOR

Many local nationals who work with the U.S. Forces are in a union. The majority of them are with the public services and transportation workers union (*Vereinte Dienstleistungsgewerkschaft (Verdi)*) under the German Federation of Labor Unions (*Deutscher Gewerkschaftsbund (DGB)*), Germany's largest labor organization. The rest of them are with the German Union of Salaried Employees (*Deutsche Angestellten-Gewerkschaft (DAG)*). Appendix A provides more details on the various levels of German professional organizations.

a. The *DGB* is made of 12 unions and includes about one-third of the total German labor force. The largest *DGB* is the Union of Metal Workers (*Industriegewerkschaft (IG) Metall*), with nearly 2.5 million members. Other major *DGB* unions include—

- (1) Building trades, agriculture, environment (*IG Bauen-Agrar-Umwelt*).
- (2) Mining, chemistry, and energy (*IG Bergbau, Chemie, Energie*).
- (3) Public services and transportation (*Verdi*).

b. The *DAG* is another major labor union that has a half million members. This union is independent of the *DGB*.

## SECTION VII GERMAN AND AMERICAN FLAGS

### 23. DISPLAYS ON U.S. INSTALLATIONS

A 1958 agreement between German officials and officials of the American Embassy specifies rules for flying the German flag with the U.S. flag (AE Reg 840-10):

- a. The German flag will receive the position of honor (the position on the right as seen from the seat of the commander). The German and U.S. flags will be approximately the same size and the flagpoles will be the same height. The poles should be close enough to permit raising and lowering both flags as part of the same ceremony. U.S. personnel will raise and lower both flags.
- b. When raising and lowering the flags at formal occasions, both the German and the U.S. national anthems will be played. The *Deutschlandlied* will be played first and followed, without pause, by the Star-Spangled Banner. German and U.S. military personnel in uniform will face the flags and salute when the flags are raised and lowered.
- c. When the German flag is at half-staff, the U.S. flag will also be at half-staff. Similarly, the German flag will be at half-staff when the U.S. flag is at half-staff.

**SECTION VIII  
COMMON-SENSE APPROACH TO PROTOCOL ORDER**

**24. GENERAL**

This section provides general guidance on protocol order and seating. Appendix B lists civilian ranks and military grades in descending order.

- a. Guidance and protocol lists cannot serve all protocol situations. Local considerations, the purpose of the gathering, and common sense always should take precedence over theoretical seating-protocol rules.
- b. The commander's representatives (protocol-office or public-affairs-office personnel) usually will make arrangements for seating at events as follows:

(1) At business meetings, officials who need to talk to each other should be placed next to or across the table from each other. The need to give these officials an opportunity to talk to each other is more important than the need to observe seating-protocol rules.

(2) Before official functions, arrangements should be made with the ranking participants or their staff to approve exceptions to usual seating protocol. If participants have a personal seating preference, this preference should take precedence over protocol, if appropriate. However, strict protocol order sometimes is required. Some officials may be offended if they are seated in a position "lower" than that to which they are entitled by their rank or position.

- c. If unsure about the correctness of a situation, commanders should coordinate with local German officials and appropriate protocol personnel.

**NOTE:** In many instances, language capabilities should take precedence over protocol order. At less formal functions, departing from protocol order will better serve the purpose of the gathering.

**25. AREA OF INFLUENCE**

- a. Generally, the closer a person is to the place of appointed office, the greater the person's influence and rank (for example, the *Oberbürgermeister* of a significant town would not outrank the *Bürgermeister* of a small village at a table in that village). An exception applies when Federal officials visit *Land* gatherings or *Land* officials visit local gatherings.
- b. At local functions, the delegate to the *Land* assembly would rank below supervisory officials, but above the town councilors. A *Bundestag* member campaigning at home ranks just below the local *Oberbürgermeister*.
- c. When unsure of protocol order, common sense favors the stranger. In these cases, designate the visitor as a guest of honor and give him or her the place of honor.

**26. SIZE REPRESENTATION AND RESPONSIBILITY**

A governing body assembles and ranks representatives of governed units according to the size and responsibility of the units represented. For example, the *Oberbürgermeister* of *Stadtkreis* Stuttgart assembles and seats *Bürgermeister* according to the populations of their precincts, except that the *Bürgermeister* of a village ranks above the *Bürgermeister* who manages the administration of a city precinct of Stuttgart. The precinct may be 20 times the size of the village, but the responsibility is not comparable. The village representative manages a whole community, while the city official manages only a part.

## 27. SEATING ACCORDING TO TYPE OF EVENT

a. Protocol order is determined by considering the purpose and atmosphere of the occasion. The seating of each invited guest depends on the aims of the host and the character of the event. Very serious mistakes can arise from misjudging the character of an event. The following two examples show how the character of the event can affect the seating protocol:

(1) The *Bürgermeister* of several neighboring large towns, the *Landrat*, the *Kreisoberforstmeister* (the county forest manager), the maneuver-damage-control officer (a major) of a U.S. Army division stationed in the area, and a representative from the American Embassy gather in the officers club of the division headquarters to discuss maneuver damage to the area timber. The protocol order for seating in this case would be the American major, the *Landrat*, the *Kreisoberforstmeister*, the American Embassy representative (present to contribute pertinent knowledge to the discussion), and the various *Bürgermeister* seated according to the size of their communities.

(2) The same people are invited to a banquet given by one of the *Bürgermeister* to observe a local strawberry festival. The protocol order for seating at this event might be the *Bürgermeister*, the *Landrat*, the major (as a representative of the U.S. Army division), the neighboring *Bürgermeister*, the *Kreisoberforstmeister*, and the American Embassy representative.

b. The use of a round table can help prevent anyone from feeling slighted when a small, mixed group meets. When a round table is used, the two highest-ranking guests are seated to the right and left of the host, and the remaining guests are seated appropriately around the table.

## 28. MIXING DIGNITARIES

a. Large gatherings often involve officials from various organizations. Seating is a common problem when members of the German or U.S. military and officials of the German or U.S. Government are present.

(1) The best seating arrangement at events where high-level political and military guests from several countries are present is the "shuffle." The shuffle involves alternating the seating of German civilians with U.S. officers, for example, in order of descending rank. The nature of the occasion will determine whether the number-one guest is a civilian or a military member.

(2) When both German and U.S. military members are present, members of like grade are seated together.

(3) When both U.S. diplomatic officials and U.S. Army officers are present, U.S. diplomatic and Army personnel are alternated among German dignitaries. Military personnel in uniform always should be seated according to grade.

(4) When an event is less formal and civilian clothes are worn, more leeway is possible in seating military personnel.

b. Except at high-level or strictly formal events, seating protocol is less important after the highest-ranking three or four guests have been placed. Other considerations of seating protocol are as follows:

(1) Interpreters must be seated at useful intervals to translate.

(2) People with similar interests who know one another and enjoy one another's company should be seated together.

(3) An older, well-respected person is often seated in a position higher than rank alone would require.

c. An American attending a host-nation meeting or event should shake hands with the German host first, then go around the room and shake hands with other representatives. When leaving the meeting or event, the American should shake hands with and thank the German host for the invitation.

## SECTION IX OFFICIAL FUNCTIONS AND ENTERTAINMENT

### 29. GENERAL

a. By U.S. standards, Germans may appear less sociable when it comes to entertaining. A major factor is the traditional German preference for personal privacy. Germans may turn down invitations without an excuse. The arrival of unannounced guests, particularly around mealtime, may offend the host. While good social manners in the United States usually require the guest to reciprocate an invitation, conditions or preference often will keep a German from inviting his or her host in return. No offense is intended.

b. With this in mind, an invitation extended by a German implies a genuine interest in establishing a closer personal relationship.

c. Guests should not smoke without the host's permission.

### 30. DRESS FOR SOCIAL EVENTS

a. German dress codes for military and social events are as follows:

(1) *Straßenanzug* means informal dress. For the military, this means wearing a uniform corresponding to the time of the day (duty uniform, Army green, or Army blue with four-in-hand tie (bowtie)).

(2) *Smoking or Dunkler Anzug* means formal dress. For the military, this corresponds to wearing the Army blue or blue mess uniform with four-in-hand tie.

(3) *Gesellschaftsanzug* means Army blue or white mess uniform or Army blue or white evening mess uniform.

(4) *Dienstanzug, weißes Hemd (mit Fliege)*, means Army blue or white uniform with four-in-hand tie.

(5) *Dienstanzug, weißes Hemd (mit Langbinder)*, means Army blue or white uniform with four-in-hand tie.

(6) *Dienstanzug Grundform* means Army green (class A) uniform.

(7) *Dienstanzug* means duty uniform.

b. Spouses should wear appropriate attire corresponding to the uniform being worn. Active-duty spouses should wear the appropriate military uniform.

### 31. FORMAL DINNERS

#### a. Invitations.

(1) As in the United States, a large dinner party usually is announced by invitation. The German equivalent of the engraved American R.S.V.P. (*répondez, s'il vous plaît*) invitation is used: *U.A.w.g. (Um Antwort wird gebeten* (response requested)). Appendix C provides sample invitation formats.

(2) On invitations, Americans "request the pleasure of the company" of the invited. However, German hosts "*geben sich die Ehre, Herrn X einzuladen*" (confer on themselves the honor of inviting Mr. X).

(3) Whether specified or not, proper etiquette requires that every invitation be answered. The traditional reply is a short, polite, handwritten note that either accepts the invitation with pleasure or declines with regret. Unless the prospective guest is a good friend of the host, a note is preferred over a telephone call.

(4) Before sending invitations, the host should call key guests by telephone to see if they can come. Based on their replies and the importance of the event, the host may need to consider rescheduling or canceling the event.

(5) The dress for the occasion usually is noted in the lower-right corner of the invitation.

**b. Arrival.** The time a host wants guests to arrive is generally stated on the invitation. No one is "fashionably late" in Germany.

(1) A formal lunch (*Mittagessen*) is held from 1230 to 1330. Evening dinner parties begin around 1900.

(2) At very formal functions, the host or hostess greets the arriving guest. The guest then checks the posted seating arrangement (if not posted, seating is indicated by placecards on the dinner table).

(3) After being greeted, the guest then proceeds to the living room or salon, takes a cocktail or other aperitif from the person serving, and mingles with the guests. Seats, if provided, are for elderly guests.

**c. Assembling for Dinner.** When guests are assembled and dinner is ready, the host or hostess begins the move toward the dining room by inviting the guest of honor to join him or her for dinner. The other guests will follow the host and hostess.

**d. Seating.** The seating order normally is according to rank. However, the seating protocol should not defeat the purpose or enjoyment of the dinner. If appropriate, the host may ask ranking guests for permission to depart from strict seating protocol. Breaking up the group, such as by seating guests at small tables, is one way of getting around seating protocol in order to make a dinner more enjoyable. If the seating must be according to rank, the following guidelines apply based on the table arrangement.

**(1) Long, Narrow Table.**

(a) If the host and hostess sit at opposite ends of a long table, the following rules apply:

1. If the guest of honor is male, the place of honor is to the right of the hostess; the second-ranking male guest sits to her left.

2. The highest-ranking woman sits to the host's right, the second-ranking woman to his left. Unless the spouse of a dignitary has official or social rank in his or her own right, he or she takes the rank of his or her spouse and will be seated in a position corresponding to the place of his or her spouse.

3. Moving toward the center of the table, the third-ranking male guest sits beside the first-ranking female guest, and the fourth-ranking male guest sits beside the second-ranking female guest.

4. At the other end of the table, spouses hold places equivalent to those of their husbands or wives.

5. If the guest of honor is a woman, the woman's husband should be seated in the position designated for a female spouse. Other guests will be seated according to normal protocol order.

(b) If the host and hostess prefer to sit at the middle of a long table, the following rules apply:

1. The ranking guest and spouse will sit directly opposite the host and hostess.

2. Married couples are separated and are seated alternately according to sex, and in descending order according to rank, from the center of the table outward to the ends.

3. The lowest-ranking guests sit at the ends of the table. This means the lowest-ranking male guest will be separated the entire table length from his wife.

4. When the number of guests at the table is a multiple of four, the hostess usually moves one seat to the left of the host to allow the alternation of sexes.

**(2) Horseshoe-Shaped Table.** At large official banquets, a horseshoe-shaped table may be used. The following rules apply:

(a) The host sits in the center on the outer rim of the horseshoe, and the host's spouse sits to his or her right.

(b) The guest of honor sits to the right of the host's spouse, and the spouse of the guest of honor sits to the host's left.

(c) The next ranking woman sits to the right of the guest of honor, and her husband sits to the left of the wife of the guest of honor.



(d) Other guests sit in descending order of precedence from the host.

**(3) Banquet or Speakers Table.** When a banquet or speakers table is used, the following rules apply:

(a) The host sits at the center of the table.

(b) The guest of honor sits to the host's right, and the master of ceremonies or toastmaster sits to the host's left.

(c) The second-ranking guest sits to the right of the guest of honor, and the third-ranking guest sits beside the toastmaster.

(d) Alternating of distinguished guests will continue to the ends of the table. Only distinguished members of the community should sit at the head table.

**(4) Special Seating.** At all-male gatherings, the guests sit in order of importance.

(a) The host and cohost (usually the man next in rank to the host) normally sit at opposite ends of a long table.

(b) The guest of honor sits to the host's right. The third-most-important guest sits to the host's left. The second- and fourth-most-important guests sit to the right and left, respectively, of the cohost.

(c) The remaining guests sit in order of descending rank. If the host and cohost sit at the center of the table, guests will be seated outward toward the ends of the table according to rank.

#### **e. Toasting.**

(1) Formal toasting is not common in Germany. The host may give an introductory toast. He may rise, bow slightly to the ladies beside him, toast the health of the group, and sit down. If toasting is part of a ceremony, guests should not drink until the toasting starts.

(2) Guests often propose toasts among themselves. When Germans toast, they usually raise their glasses to their companions before and after they take a sip. The person of higher rank proposes the toast to his or her subordinates. As a courtesy, the men propose toasts to the women.

(3) Most toasts do not involve clinking glasses together. Only on very special occasions, such as birthdays and weddings, do people lightly clink their glasses together as a mark of their hearty good wishes to each other.

(4) The guest being toasted remains seated and does not drink. He or she replies by offering a toast to the host and hostess.

(5) If a guest does not want wine or another beverage, he or she should motion with a hand to tell service personnel not to fill the glass. Refusing a beverage is considered more thoughtful than leaving a filled glass untouched. Guests should accept a small amount of wine if toasts are expected.

### **32. COCKTAIL PARTIES**

Cocktail parties are not common in Germany, but the influence of American social habits on German commercial and political circles has introduced the custom. During cocktail parties, hosts should—

a. Encourage guests who are fluent in both English and German to mingle with guests who know only one language.

b. Consider having someone pass a tray of food and drinks among the guests to accommodate those who do not know the language well enough to ask for something to eat or drink.

## SECTION X OFFICIAL MILITARY OCCASIONS

### 33. CHANGE OF COMMAND

The change-of-command ceremony is the first and last event of a commander's tour. Officers attend many change-of-command ceremonies during their military careers. The following suggestions apply particularly to ceremonies in German communities, but also may apply to international events.

#### a. Preparation.

- (1) Invitations should be sent at least 4 weeks before the event. When addressed to Germans, the invitations should be printed only in German or in both English and German.
- (2) A German-speaking person should be available to answer questions and to determine the status of the invitations.
- (3) A guestlist should be compiled by liaison personnel (sec II) and should include the following distinguished German guests:
  - (a) The *Regierungspräsident* (if the official seat is in the commander's city).
  - (b) The *Landrat*.
  - (c) The *Oberbürgermeister*, *Bürgermeister*, or both.
  - (d) The department chiefs of important, local German administrations (for example, police chief, city engineer).
  - (e) Church representatives (such as the Protestant and Catholic deacon (*Dekan*)).
  - (f) Members of the Federal Parliament (*Bundestagsabgeordnete*) or members of the *Land* Parliament (*Landtagsabgeordnete*). Members of Parliament who live in the community should also be invited.

**b. Deputies.** When inviting a top official, no one should be offended if the official's deputy attends the function. The deputy should be treated the same as the official he or she represents.

- (1) At meetings, conferences, and business seminars where the deputy actively participates, the deputy is seated according to the rank of the represented official.
- (2) At social functions, military reviews, and ceremonies, a more relaxed attitude prevails. At these events, the deputy is seated before others of his or her rank, not at the rank of the represented official (for example, a colonel representing a general would be seated first in a group of other colonels).

**c. Seating Order.** At German and American functions, the commander should rely on his or her local national employees to help determine seating, as they are likely to know the local guests.

- (1) Guests, especially German officials, are seated according to rank and position. Use of a reviewing stand helps take care of many seating problems.
  - (a) The spouses and children of the outgoing and the incoming commander are seated to the right and left of the reviewing stand, respectively, followed by the ranking guests.
  - (b) Ranking German and American officials are seated from right to left of the reviewing stand.
  - (c) Local dignitaries whom the commander deals with on a daily basis receive preferred seating over guests coming from a distance.
- (2) A few seats should be reserved for persons who attend unexpectedly.

**d. Speeches.** The commander's remarks should be kept simple and concise. Unless the commander is comfortable with the German language, he or she should limit speaking German to a hearty welcome. Although Germans appreciate any effort to use their language, it is unfair to subject an audience to the speaker's private struggle with the German language. Memorizing or reading a speech in German, rather than in English, is acceptable and shows respect for the host nation.

**e. Receptions.** At the reception, the officer who is assuming command has his or her first opportunity to meet the German community leaders. These community leaders will play an important role in the success of the commander's mission.

(1) A German-speaking person and, when appropriate, the aide-de-camp should stand in the receiving line to pass on the guests' names to the commander.

(2) Officials in the German civil service may be addressed by name and academic title, if applicable (for example, "Doktor von Lubov" instead of "Herr Leitender Regierungsdirektor"). Appointed and elected officials, such as the lord mayor, should be addressed by German position titles (such as *Herr Ministerpräsident*, *Herr Regierungspräsident*, *Herr Landrat*, *Herr Oberbürgermeister*). When a guest has more than one title, such as *Professor* and *Doktor*, the higher title (*Professor*) should be used.

**f. Funding.** Funds for the reception ceremony and for printing invitations are appropriated under Program 9. USAREUR Regulation 360-1 provides guidance on funds.

## SECTION XI INTRODUCTIONS

### 34. GENERAL

**a. Introductions.** German introductions are generally more formal than American introductions. There is a strict order of precedence: older persons first, and women before men. This order exists even for routine handshakes, such as at a gathering where friends greet each other. Men always are presented to women, and younger people to older. There are several customary greetings in answer to an introduction, but the simplest is *angenehm* (pleased to meet you). Do not say *Wie geht es Ihnen?* (How are you?) unless you want an answer.

**b. Shaking Hands.** Germans shake hands frequently. To a German, shaking hands means little more than saying hello. Friends will shake hands twice, when they meet and when they part. A nod of the head usually accompanies the handshake. The woman should initiate the handshake (extend her hand) first to the man or to the younger woman. Keeping one's hand in one's pocket while shaking with the other hand is considered impolite.

## SECTION XII THE COURTESY VISIT

### 35. GENERAL

A new commander should establish initial contact with the top-ranking German officials within 4 weeks after assuming command. Delays of more than 1 month could strain German-American relations. The change-of-command ceremony and reception where the commander first meets German officials are no substitute for a proper, "official" courtesy call.

a. The commander's staff should arrange courtesy calls as soon as possible, although the actual visits might not take place for 2 weeks. Acceptable hours for a courtesy visit are from 0900 to 1130 and from 1500 to 1700.

b. Officials whom commanders should visit include, but are not limited to, the *Regierungspräsident* (if the official seat is in the commander's local community), the *Landrat*, and the *Oberbürgermeister* or *Bürgermeister*. If there are Federal agencies operating at the *Land* level, the commander should visit the *Oberfinanzpräsident* (of the *Oberfinanzdirektion*), the Defense District Command (*Verteidigungsbezirkskommando*) or the Defense County Command (*Verteidigungskreiskommando*) Commander (*Kommandeur*), and the chief of the Federal Assets Office (*Bundesvermögensamt*).

c. The PAO may suggest additional officials whom the commander should visit.

### 36. THE OFFICIAL OFFICE CALL

a. During the initial visit, a new commander must be prepared to hear about problems left unsolved by his or her predecessor. Commanders should make only promises they can keep, and preferably agree to "look into the problem." When the matter involves a decision that must be made at a higher headquarters, the commander should say so.

b. During courtesy visits to the *Oberbürgermeister* or to other officials, refreshments and coffee are offered. When the German official returns the visit, the commander should reciprocate the official's hospitality.

### **37. GESTURES OF PERSONAL COURTESY**

a. German officials particularly appreciate when a commander presents the official with a personal card with the commander's home telephone number and invites the official to call if an emergency arises. The German official will not abuse the privilege to call the commander.

b. Sending seasonal greetings is a nice gesture and is always appreciated. Greeting cards are well worth the extra time and personal funds spent. Birthday greetings also are an indication of thoughtfulness. Ages 50, 60, and 65 are considered important birthday years for Germans. The PAO or the protocol officer should know the birthdays of local German officials.

c. A new commander may receive a gift, perhaps a book about the local town or city, from a German official. It is not necessary for the commander to reciprocate at once, since the commander will meet the giver many times in the course of business and at social functions. Gifts customarily are exchanged at the end of the commander's tour.

d. Commanders and German officials usually exchange gifts on significant, private occasions and when the commander is leaving the command. The gift should be of personal value rather than material value and should not suggest that the recipient reciprocate in kind.

(1) Printed matter is an acceptable gift. Purchasing items other than printed matter is authorized under BA43/0012 funds (USAREUR Reg 360-1 provides specific guidance).

(2) The commander should try to present awards to German officials at a suitable U.S. location rather than at the office or headquarters of the recipient.

### **38. GERMAN COURTESY CALLS**

When a newly elected, high-ranking German official, who may not have visited an American installation before, visits a commander, a retreat formation is an appropriate ceremony for honoring the German official.

## **SECTION XIII THE GERMAN RECEPTION**

### **39. GENERAL**

The German reception (*der Empfang*) often is held to honor someone and may serve as a lead-in to another function (such as a dance, a concert, an exhibition, a dinner, or a special ceremony). German receptions are similar to American receptions.

a. The host or hostess and his or her party stand near the door to greet guests as they arrive. Nametags often are used at large events.

b. Germans prefer having receptions celebrating commercial or official events (such as a change of branch manager or dedication of a new courthouse) at 1100. Besides nonalcoholic beverages, wine, champagne, and beer are usually served, as well as canapes or pretzels. Dignitaries may give brief speeches.

c. If there is a head table, guests will be seated according to rank (the guest of honor or primary speaker to the host's right and the second-ranking speaker to the host's left).

## **SECTION XIV OFFICIAL GERMAN DELEGATIONS INVITED TO SPECIAL EVENTS**

### **40. PROTOCOL FOR DELEGATIONS**

Large German representative groups often are invited to retreat ceremonies, charity concerts, or military reviews. Protocol arrangements for these functions differ from those for dinners and receptions. The following examples provide some protocol considerations:

**a. Military Reviews.** Civilians often are invited to attend a military review. If the party on the reviewing stand is small, civilian and military personnel may be seated in the usual manner (guests one and two sitting next to the hosting officer). Military personnel rank higher than civilian guests at these events unless the civilians are very high-level. The remaining dignitaries are ranked in protocol order. The head of *Land* or the Chancellor always sits to the right of the hosting officer.

**b. Concerts.**

(1) When a distinguished delegation is invited to a concert, the American host or hostess should reserve a block of seats, perhaps three or four rows deep, in the most desirable section.

(2) The organizer and protocol personnel at the local city hall (*Rathaus*) will establish an order of protocol and will arrange the seating. Organizers should place nametags on the seats (usually with tape).

(a) The honored guests sit to the right and left of the host. The next three ranking guests (after the honored guests) generally sit behind the host, right to left, in order of precedence.

(b) Special guests are seated approximately six places on either side of the host and four rows behind him or her, in decreasing order of importance. Another possibility is to seat the first echelon of dignitaries in the front seven or eight seats (ranked right to left), the next echelon behind them, and so on until all special guests are seated.

(3) On arrival, the guests usually meet in an anteroom, learn the seating arrangement, check coats at the cloakroom (*Garderobe*), and walk together through the auditorium of the townhall (*Stadthalle*) or conservatory to the reserved seats.

**c. Charity Events.** It is recommended, but not required, that commanders invited to an event held to benefit a reputable charity send the host a small donation after the event. Donations should be made in a personal capacity using personal funds only.

**SECTION XV  
THE PRIVATE VISIT**

**41. PERSONAL CARDS**

Commanders and German officials usually exchange formal visits and exchange personal cards, especially in diplomatic or military circles or in small civilian communities. Personal cards are widely used for social and business purposes.

**42. FLOWERS**

a. When invited to a private dinner or when visiting a private home, it is customary for the guest to bring flowers. The flowers should be presented unwrapped (unless they are wrapped in cellophane) to the hostess, who will put them in a vase while the host helps his guests with their coats.

b. Commanders should choose white or pastel-colored flowers and avoid bright colors. Red roses are reserved for a loved one (an old custom still widely observed) and should not be given to the hostess.

**43. INVITATIONS TO MEALS**

**a. Private Dinners.** A private dinner may involve traditional, open-faced sandwiches (*belegtes Brot*) or crystal chandeliers and a nine-course meal. The following information will help American guests feel more comfortable at a private dinner:

(1) German etiquette requires the serving person to serve drinks and soup from the guest's right, and serve platters of food, from which the guests serve themselves, from the left. Place settings are cleared from the right.

(2) It is not necessary to eat all food that is served, but politeness requires that a little of each course be taken and eaten.

(3) Americans do not have to change their style of using cutlery when eating at German dinners. Switching silverware from the left to the right hand, which is common in the United States, is incorrect in Germany (as is placing the unused hand on the lap). Germans use the spoon and knife only in the right hand. A fork is commonly held in the left hand, except when only the fork is used.

(4) It is considered impolite to smoke during meals, especially while others are eating.

(5) The invited guest should be courteous and helpful. Younger guests should leave the table only after the older or distinguished guests have left.

**b. Coffees and Teas.** Germans usually serve coffee or tea at 1500 or 1600. The beverage is usually served with a pastry. Afternoon coffee is an informal affair.

**c. Suppers.** The evening meal (*Abendessen*) is usually light and is served at about 1900. The *Abendessen* usually will be a traditional, open-faced sandwich (*belegtes Brot*): sliced cheese, tomatoes, perhaps sardines in oil, coldcuts (*Wurst*), and butter. Beverages may range from beer to soft drinks to tea, or even mineral water. The tone is informal and involves relaxation after the long workday. A light lunch and a larger evening meal, as in the United States, are becoming more common.

**d. Frühschoppen.** *Frühschoppen* is a late-morning meal held at about 1000. *Frühschoppen* usually involves traditional, open-faced sandwiches (*belegtes Brot*), bread, a variety of cheese, and coldcuts. Beverages range from beer to soft drinks. *Frühschoppen* is usually held in a tent or at a guesthouse during a fair or fest.

## SECTION XVI

### THE HUNT

#### 44. GENERAL

a. Development in Europe immediately before the year 800 is considered to be the most significant influence on German hunting customs. During this period, the sovereign of Europe proclaimed the right to hunt as the prerogative solely of the royalty. After this proclamation, hunting became a major recreation of the court. With the court hunts came the elegance of court protocol and ceremony. Most German hunting customs today can be traced to these old customs.

b. Today, hunting areas in Germany are divided into territories averaging 1,000 to 2,000 acres (400 to 800 hectares) called *Reviere*. The right to hunt wild game in these areas may be owned or leased by the German Federal or *Land* Government, an individual, a group of individuals, or a community. Whoever owns or leases hunting property is the hunting-rights holder. The Federal German Hunting Law establishes minimum-size requirements for various *Revier* categories. The *Länder* may increase minimum sizes.

c. Commanders who are invited to hunt with a German host should refer to AE Regulation 215-145 for information on hunting in Germany. Commanders may also refer questions to their local hunting and fishing coordinator.

## SECTION XVII

### GERMAN BEER AND WINE

#### 45. GERMAN BEER

Beer (*Bier*) brewed in local breweries or in the surrounding area is most appropriate for serving at meetings and other events. Germany has many breweries of all sizes. Although there are a great number of beer brands available, the purity of the brew is strictly maintained throughout the brewing industry. Although the more than 500-year-old law, *Reinheitsgebot*, is no longer in effect, German brewers may still use only natural ingredients (water, barley (processed into malt), hops, and yeast). The types of beers are roughly as follows:

##### a. Popular Beers.

(1) Pilsner (*Pils*) has a high hops content. It is brewed using a process that originated in breweries in the Czech city of Pilsen. *Pils* has a slightly bitter taste and develops more foam than other beers. When poured from the tap, a good *Pils* takes up to 7 minutes to pour.

(2) Export (also referred to as *Helles*) beer has a higher alcohol content than *Pils* and is usually less expensive.

(3) Old (*Alt*) beer is a dark beer. This beer comes from cities on the banks of the lower Rhein River. *Alt* beer is brewed using a special fermentation process.

## b. Special and Less Common Beers.

(1) *Bock* and *Doppelbock* are special dark and very strong beers that should not be served at meetings, parties, or ceremonies. These beers are brewed only on certain occasions (special feasts and holidays) and in certain areas. *Bock* and *Doppelbock* have an alcohol content that is considerably higher than that of regular beer. Even moderate consumption of these beers may have an intoxicating effect on anyone not used to drinking them.

(2) Fest beer (*Festbier*) is served at the *Oktoberfest* in Munich. Christmas beer (*Weihnachtsbier*) is served only at Christmas. Both beers have a high alcohol content and should be consumed in moderation.

(3) Wheat beer (*Weizenbier*) has become very popular, especially in summertime. The two types of *Weizenbier* are *Kristallweizen* (filtered) and *Hefeweizen* (unfiltered). In Berlin, *Weizenbier* is known as *Berliner Weiße* and is drunk with a shot of raspberry juice or *Waldmeister* (herbal juice).

## 46. GERMAN WINE

German wine (*Wein*) categories are more complicated than German beer categories. There are three types of wine and three colors:

### a. Types of Wine.

(1) **Table Wine (*Tafelwein*)**. This wine is the simplest to make and the cheapest to buy. *Tafelwein* is made only from German grapes, but may be a blend of grapes from several of Germany's wine regions.

(2) **Quality Wine From a Specified Area (*Qualitätswein, Q.b.A.*)**. These wines must have a control number on each label as a guarantee that legal standards concerning purity of color, taste, and aroma have been met. The entire contents of this wine must come from one of the following recognized German wine areas:

- (a) Ahr.
- (b) Baden.
- (c) Bergstraße (southern Hessen and northern Baden).
- (d) Franken.
- (e) Mittelrhein.
- (f) Mosel-Saar-Ruwer.
- (g) Nahe.
- (h) Rheingau.
- (i) Rheinhessen.
- (j) Rheinpfalz.
- (k) Württemberg.

(3) **Quality Wine With Identifying Name or Title (*Qualitätswein mit Prädikat*)**. This type of wine must be produced using grapes from only one wine domain (*Weingut*). The six levels of quality in this category are as follows:

(a) *Kabinett*. This wine is made from natural grapejuice that is fermented, not improved. The grapes used to make this wine are harvested in October.

(b) *Spätlese*. This wine is made from late-picked, fully ripened grapes. The grapes used to make this wine are harvested in November.

(c) *Auslese*. This wine is made from overripe grapes.

(d) *Beerenauslese*. This wine is made from noble-rotten, overripe, single berries.

(e) *Trockenbeerenauslese*. This wine is very sweet and made from a selection of noble-ripe, overripe berries of the highest taste concentration.

(f) *Eiswein*. This wine is very sweet and made from berries frozen at harvest and pressed at minus 10 degrees centigrade.

**b. Wine Colors.** Germany is best known on the international wine market for its white wines. There are, however, three officially accepted German wine colors:

(1) White (*weiß*).

(2) Red (*rot*).

(3) Rosé (*weißherbst*).

**c. Sekt.** *Sekt* is sparkling wine produced in Germany, as opposed to champagne which, strictly speaking, is produced solely in the French region of Champagne.

## SECTION XVIII GERMAN HOLIDAYS

### 47. LEGALLY OBSERVED HOLIDAYS

Most Americans stationed in Germany do not celebrate German holidays, but all Americans in Germany should be aware of them. On religious holidays, noise should be kept down, and activities that might interfere with German celebrations or appear irreverent should be avoided. Commanders and their advisers should consider German holidays when planning American ceremonies and activities. Inexpensive German calendars, available at stationery stores (*Schreibwaren*), show German holidays. The following are legal German holidays:

a. New Year's Eve (*Silvester*). New Year's Eve is celebrated much the same in Germany as in the United States, with the addition of lots of fireworks.

b. New Year's Day (*Neujahr*).

c. Three Kings' Day (*Heilige Drei Könige*) (6 January). Three Kings' Day is observed in Baden-Württemberg, Bayern, and Sachsen-Anhalt.

d. Good Friday (*Karfreitag*).

e. Easter Sunday (*Ostern*).

f. Easter Monday (*Ostermontag*).

g. Labor Day (*Tag der Arbeit*) (1 May). Labor unions hold rallies on this day throughout Germany.

h. Ascension Day (*Christi Himmelfahrt*).

i. Whitsunday (*Pfingstsonntag*).

j. Whitmonday (*Pfingstmontag*).

k. Corpus Christi Day (*Fronleichnam*). Corpus Christi Day is observed in Baden-Württemberg, Bayern, Hessen, Nordrhein-Westfalen, Rheinland-Pfalz, Saarland, Sachsen, and in Thüringen in areas where the majority of the population is Roman Catholic.

l. Assumption Day (*Maria Himmelfahrt*) (15 August). Assumption Day is observed in Saarland and in the Roman-Catholic areas of Bayern.



m. Day of German Unity (*Tag der Deutschen Einheit*) (3 October). The Day of German Unity commemorates the 1990 reunification of the former German Democratic Republic and the Federal Republic of Germany.

n. All Saints' Day (*Allerheiligen*) (1 November). All Saints' Day is observed in Baden-Württemberg, Bayern, Nordrhein-Westfalen, Rheinland-Pfalz, and Saarland.

o. Day of Repentance (*Buß- und Betttag*). The Day of Repentance is observed only in Sachsen.

p. Christmas (*Weihnachten* (25 December)). Christmas is celebrated with the family. Gifts are traditionally exchanged on Christmas Eve (*Heiligabend* (24 December)). German stores usually close at noon or at 1400 on Christmas Eve and do not reopen until the day after the holidays (27 December).

q. Second Christmas Day (*Zweiter Weihnachtstag* (26 December)). The second Christmas Day is celebrated with friends. Guests may be invited to the home.

**NOTE:** Though not a legal holiday, Advent is observed in Germany on the four Sundays preceding Christmas. Germans take greater note than Americans do of this occasion. It is customary for them to display a wreath (*Adventskranz*) with four candles. The candles are lit on each of the four successive Sundays before Christmas.

## APPENDIX A USEFUL GERMAN TERMS

The following terms apply to education (types of schools), law (courts), organized groups, police, politics, professional organizations, and unions in Germany.

### **BERUFSORGANISATIONEN**

*12 Industriegewerkschaften (IG)*

*Bezirksverband*

*Bundesverband der Arbeitgeber (BdA)*

*Deutsche Angestelltengewerkschaft (DAG)*

*Deutscher Gewerkschaftsbund (DGB)*

*Einzelhandelsverband*

*Handwerkskammer*

*Industrie- und Handelskammer (IHK)*

*Innung*

*Kammer (for example, Rechtsanwaltskammer, Ärztekammer)*

*Kreisverwaltung*

*Landesbezirk des DGB*

*Landesverband*

*Ortsverband*

### **GERICHTE**

*Amtsgericht*

*Arbeitsgericht*

*Bundesarbeitsgericht*

*Bundesgerichtshof*

*Bundessozialgericht*

*Bundesverfassungsgericht*

*Bundesverwaltungsgericht*

*Landesarbeitsgericht*

*Landessozialgericht*

*Landgericht*

### **PROFESSIONAL ORGANIZATIONS**

Twelve unions of specific trades (for example, *IG Metall* (Union of Metal Workers)).

District organization of a union (for example, *IG Metall* has four in Baden-Württemberg).

Federation of Employers; umbrella organization of employer organizations for various industries.

German Union of Salaried Employees (only for “white-collar” employees).

German Federation of Labor Unions; includes 12 independent unions of varying sizes; determines policy and represents member unions on national-level matters.

Retailers Association; coordinates activities and supports retailers in a given area.

Chamber of Crafts; regional institution for crafts, such as automotive mechanics, carpenters, and plumbers.

Chamber of Industries and Commerce; regional institution executing self-administration of industrial and trade firms and providing assistance and coordination (including legal advice and registration); system of training apprentices.

Guild; maintains roll of masters; supervises apprentice training.

Chamber (such as Chamber of Lawyers or Physicians); mandatory regional institution with primary functions of registration, licensing, legal assistance, and court-of-honor and disciplinary functions.

County office of the *DGB*.

State-level chapter of the *DGB*.

State-level organization.

Local-level organization. (There are other union-type organizations, which may be parallel to the *IG*, for specified professions.)

### **COURTS**

City court; lowest level of jurisdiction for minor criminal and civilian cases; performs certain administrative functions, such as maintaining a register of associations (see *Vereine*).

Local labor court; handles employment matters between employees and the employer.

Federal labor court.

Federal court; highest level for criminal and civilian matters; deals (only in writing) with disputed aspects of a case, which will be reopened at the *Landgericht* or *Oberlandesgericht* if the appeal is successful.

Federal social court.

Federal constitutional court

Federal administrative court; responsibilities identical to Federal court, but for administrative matters.

State labor court.

State social court.

State court; handles more-important criminal cases.

<i>Oberlandesgericht</i>	High State court; highest judiciary level in a State for appeals in serious criminal matters and cases of business law.
<i>Richter</i>	Judge.
<i>Sozialgericht</i>	Local-level social court; handles social-insurance matters.
<i>Staatsgerichtshof</i>	State constitutional court; rules on compliance of State laws and provisions with constitution.
<i>Verwaltungsgericht</i>	Administrative court; rules on matters of individual citizens, organizations, or communities contesting a decision by an administrative body; there are usually three or four of these courts in a State.
<i>Verwaltungsgerichtshof/ Oberverwaltungsgericht</i>	High administrative court; State court of review on administrative matters.
<b>POLITIK UND VERWALTUNG</b>	<b>POLITICS AND ADMINISTRATION</b>
<i>Beigeordneter</i>	Assistant mayor; chief of a department of a community administration.
<i>Bundeskanzler</i>	Federal Chancellor; nominated by the Federal President and elected by the <i>Bundestag</i> .
<i>Bundesländer</i>	Federal States. There are 16 (see table 3).
<i>Bundesminister</i>	Federal minister (cabinet member); appointed by the <i>Bundespräsident</i> on recommendation by the <i>Bundeskanzler</i> . Usually, but not necessarily, a member of the <i>Bundestag</i> .
<i>Bundespräsident</i>	Federal President; ceremonial head of Germany.
<i>Bundesrat</i>	Federal council (upper house of Parliament); composed of representatives of the various <i>Bundesländer</i> appointed to the <i>Bundesrat</i> by the State Governments.
<i>Bundesratspräsident</i>	President of the Federal council; office held by the minister presidents of the <i>Bundesländer</i> on a rotational basis for 1 year each; exercises the power of the <i>Bundespräsident</i> when the <i>Bundespräsident</i> cannot do so.
<i>Bundesregierung</i>	German Federal Government.
<i>Bundesrepublik Deutschland</i>	Germany.
<i>Bundestag</i>	House of Representatives (Federal Parliament); members elected for 4-year term: half by name-vote in a specified voting district, the other half from party lists established for each State.
<i>Bundestagspräsident</i>	Chairman of the <i>Bundestag</i> (Federal Parliament). Second-highest ranking official in Germany.
<i>Bundesversammlung</i>	Federal assembly; composed of the members of the <i>Bundestag</i> and an equal number of representatives from the <i>Bundesländer</i> ; convenes every 5 years for the sole purpose of electing the Federal President.
<i>Bürgermeister</i>	Mayor: <ul style="list-style-type: none"> <li>• Chief executive of a <i>Stadt</i>, <i>Gemeinde</i>, or <i>Dorf</i>.</li> <li>• Department chief in major city (<i>Großstadt</i>) administration whose superior is an <i>Oberbürgermeister</i>; usually presides over several departments.</li> </ul>
<i>Gemeinde</i>	Community (general designation for entities on lowest administrative level) or parish (Catholic or Protestant).
<i>Gemeinde (Dorf)</i>	Community with as many as several thousand residents; has marginal self-government.
<i>Gemeindedirektor</i>	Chief executive of a <i>Gemeinde</i> in some States.
<i>Gemeinderat</i>	Town or village council (in case of a city, also called <i>Stadtrat</i> ), or member of such a council.
<i>Gemeindeverwaltung</i>	Administration of a <i>Gemeinde (Dorf)</i> .
<i>Große Kreisstadt or Kreisfreie Stadt</i>	Major county town; has more than 20,000 but less than 100,000 residents; has partial self-government.

<i>Großstadt</i>	Large city; must have more than 100,000 residents; constitutes a <i>Stadtkreis</i> . NOTE: The term <i>Großstadt</i> is not an official administrative designation. German communities are administratively classified as a <i>Gemeinde</i> , <i>Verbandsgemeinde</i> , <i>Stadt</i> , <i>Kreisstadt</i> , or <i>Große Kreisstadt</i> .
<i>Kreis</i>	County; lowest organizational subdivision with full self-government.
<i>Kreisrat</i>	Council formed of community representatives of a rural county.
<i>Kreisstadt</i>	Seat of a <i>Landkreis</i> administration.
<i>Kreistag</i>	Legislative council of a rural county ( <i>Landkreis</i> ).
<i>Landesminister</i>	State minister (cabinet member).
<i>Landesregierung</i>	State Government.
<i>Landkreis</i>	Rural county; encompassing many communities of various types (such as <i>Große Kreisstadt</i> , <i>Stadt</i> , <i>Gemeinde</i> , <i>Dorf</i> ).
<i>Landrat</i>	County commissioner; chief executive of a <i>Landkreis</i> .
<i>Landtag</i>	State Parliament; members elected by public vote for a 4-year term.
<i>Landtagspräsident</i>	President of a State legislature.
<i>Ministerpräsident</i>	Minister president (State governor).
<i>Mitglied des Bundestages (MdB)</i>	Member of the <i>Bundestag</i> (Federal Parliament).
<i>Mitglied des Landtages (MdL)</i>	Member of the <i>Landtag</i> (State Parliament).
<i>Oberbürgermeister</i>	Lord mayor; chief executive of a major <i>Stadt</i> or <i>Große Kreisstadt</i> .
<i>Oberstadtdirektor</i>	Chief executive of a <i>Stadt</i> in some States.
<i>Ortsbürgermeister</i> (and variations depending on <i>Land</i> constitution)	Mayor of a small community associated with others to reduce administration costs.
<i>Referat/Dezernat</i>	Department of an administration or community administration.
<i>Regierungsbezirk</i>	Administrative subdivision of a State including several counties.
<i>Regierungspräsident</i>	President of a <i>Regierungspräsidium</i> (Government district headquarters).
<i>Regierungspräsidium</i>	Government district headquarters; regional Government office presiding over a <i>Regierungsbezirk</i> .
<i>Stadt</i>	City, town; general term for a community that is larger than a village ( <i>Dorf</i> ) (for example, a city with a population from several thousand to several million).
<i>Stadtkreis</i>	Urban county; a city that is also a county; technically all cities with more than 100,000 residents.
<i>Stadtrat</i>	City council, or member thereof, made up of elected city councilors ( <i>Stadträte/Gemeinderäte</i> ). The council has four standing committees (administration, social, technical, and financial and city zoning). The lord mayor chairs the council.
<i>Stadtverwaltung/Magistrat</i>	Administration of a <i>Großstadt</i> or <i>Stadt</i> .
<i>Verbandsgemeinde/Gesamtgemeinde</i> (and other variations)	Entity of several small but generally independent communities for making administration more economical; a central city hall carries out local council decisions; there are variations according to the <i>Land</i> constitutions.
<b>POLIZEI</b>	<b>POLICE AUTHORITIES</b>
<i>Amt für Öffentliche Ordnung</i>	Department of Public Order; division of a city or county administration dealing with the administrative aspects of public order, including licensing and control of restaurants, bars, businesses, shops, public property, and demonstrations; issuing passports; maintaining registers of residents; and controlling adherence to city ordinances.
<i>Bereitschaftspolizei</i>	Riot police; mobile, caserned, light-armored police forces maintained by each State to support local police forces in specified cases; under direct control of State Ministries of the Interior.

<i>Bundeskriminalamt (BKA)</i>	Federal criminal police office; Federal-investigation and crime-registration center responsible for pursuing certain capital crimes; coordinating agency for independent State criminal-police offices; German liaison to the International Criminal Police Organization (Interpol).
<i>Bundespolizei</i>	Federal police (previously <i>Bundesgrenzschutz</i> )
<i>Kriminalpolizei</i>	Criminal investigation office
<i>Landeskriminalamt (LKA)</i>	State criminal police office; responsible for supervision and coordination of local criminal police authorities.
<i>Landespolizei</i>	State police.
<i>Landespolizeidirektion</i>	Office of the police superintendent in a given district of a State.
<i>Landespolizeikommissariat/Inspektion</i>	Area and office of the uniformed police in a city or county; subordinate to the <i>Landespolizeidirektion</i> .
<i>Polizeipräsidium</i>	Police precinct headquarters.
<b>SCHULEN</b>	<b>SCHOOLS</b>
<i>Berufs(fach)schule</i>	Vocational school; provides general education and job-specific skills complementing an apprenticeship served with a craftsman, business, or industrial employer.
<i>Fachhochschule</i>	Technical college.
<i>Gesamtschule</i>	A school entity integrating the traditional three-level German school system comprised of <i>Grundschule/Hauptschule</i> (elementary or middle school; through grade 9), <i>Realschule</i> (middle school; grades 5 through 10), and <i>Gymnasium</i> (high school; grades 5 through 13). The <i>Länder</i> use several variations, since they are responsible for cultural and school matters.
<i>Grundschule</i>	Elementary school; grades 1 through 4.
<i>Gymnasium</i>	High school for students getting their high school diploma ( <i>Abitur</i> ) enabling them to enter a university; grades 5 through 13. Students study two or three foreign languages, including English.
<i>Hauptschule</i>	Middle school; grades 5 through 9. Most students start a job apprenticeship concentrating on trade and labor jobs afterwards. Students study English as their second language.
<i>Realschule</i>	Middle school ending with a 10th-grade examination ( <i>Mittlere Reife</i> ) for students who start a white-collar, business, or trade-job apprenticeship, or transfer to a <i>Gymnasium</i> . Students study two foreign languages, one of which is English.
<i>Schulamt</i>	Schools office; responsible for operating schools; under State-government control.
<i>Schulverwaltungsamt</i>	School administrative office; office of a city or county administration for planning, constructing, and maintaining school buildings.
<i>Sonderschule</i>	Special-education schools for physically and mentally disabled children.
<i>Universität</i>	University. Confusion sometimes arises over the term <i>Hochschule</i> . A <i>Hochschule</i> is not a high school; it is a university or other similar school (such as an institute of technology ( <i>technische Hochschule</i> )).
<b>ORGANISATIONEN</b>	<b>ORGANIZATIONS</b>
<i>Verband, Bund</i>	Federation; combination of independent organizations (sports, glee clubs) with legislative and control responsibility for member organizations in matters of common interest (for example, Association of German Industries ( <i>Bundesverband der deutschen Industrie</i> ), Federal Youth Association ( <i>Bundesjugendring</i> )), German Federation of Labor ( <i>Deutscher Gewerkschaftsbund</i> ), political parties ( <i>politische Parteien</i> ).
<i>Vereine (allgemein)</i>	Associations or clubs (general); organizations established under public law ( <i>Vereinsrecht</i> ). The initials <i>e.V.</i> ( <i>eingetragener Verein</i> (registered association)) after the name indicate that the association is exempt from taxes because of its benefits to society.

**APPENDIX B  
PROTOCOL ORDER**

**B-1.** The list in this appendix is for use only with section XIV of this pamphlet. The comparisons between German civil-service positions and U.S. military ranks are approximate and should not be considered definitive. Some officials with the same civil-service rating may have different protocol standings based on differences in the importance of their positions. The glossary explains abbreviations used in the list.

**B-2.** For detailed questions on protocol, commanders may contact the Protocol Office, Executive Services Division, Office of the Secretary of the General Staff, HQ USAREUR/7A, or the protocol offices at their USAREUR command headquarters. The HQ USAREUR/7A Protocol Office may be reached at DSN 377-4520.

Protocol Order for Official Functions				
GERMANY		UNITED STATES		
Civilian	Military	Military	Civilian	LN
1. Bundespräsident				
2. Souveräne Staatseheführer anderer Staaten, kaiserliche und königliche Mitglieder regierender Häuser				
3. Regierungseheführer ausländischer Staaten				
4. Präsident des Deutschen Bundestages				
5. Bundeskanzler				
6. Präsident des Bundesrates				
7. Präsident des Bundesverfassungsgerichts				
8. Doyen des Diplomatischen Korps				
9. Chefs der diplomatischen Missionen im Botschafterrang in der Reihenfolge der Überreichung ihrer Beglaubigungsschreiben		ambassador		
10. Ehemalige Bundespräsidenten				
11. Stellvertretende Regierungseheführer ausländischer Staaten				
12. Vorsitzende der Deutschen Bischofskonferenz und des Rates der Evangelischen Kirche in Deutschland (nach Dienstzeit), Vorsitzender des Direktoriums des Zentralrates der Juden in Deutschland				
13. Generalsekretär der Vereinten Nationen				
14. Generalsekretär der NATO				
15. Präsident des Europäischen Parlaments				
16. Präsident der Beratenden Versammlung des Europarates				
17. Generalsekretär des Rates der Europäischen Gemeinschaften				
18. Präsident der Kommission der Europäischen Gemeinschaften				
19. Ehemalige Bundestagspräsidenten				
20. Ehemalige Bundeskanzler				
21. Präsidenten des Bundesverfassungsgerichts außer Dienst				
22. Fremde Gesandte als Missionseheführer				
23. Bundesminister in der Reihenfolge der Ressorts				
24. Ministerpräsidenten der Länder in der Reihenfolge: Vizepräsident des Bundesrates, im übrigen nach der Amtszeit (rangieren bei anderen als gesamtstaatlichen Veranstaltung sowie in ihrem Land bei Veranstaltungen im nicht bundeseigenen Haus vor den Bundesministern)				
25. Kardinäle, Patriarchen				

Protocol Order for Official Functions				
GERMANY		UNITED STATES		
Civilian	Military	Military	Civilian	LN
26. Mitglieder der Kommission der Europäischen Gemeinschaften				
27. Präsident des Europarates				
28. Vorsitzende der Fraktionen des Deutschen Bundestages (in der Reihenfolge der Stärke der Fraktionen)				
29. Vorsitzende der im Deutschen Bundestag vertretenen Parteien (in der Reihenfolge der Stärke der bei der jeweils letzten Wahl zum Deutschen Bundestag auf sie entfallenen Stimmen)				
30. Vizepräsidenten des Deutschen Bundestages				
31. Präsidenten der Landtage/Bürgerschaften				
32. Präsident des Bayerischen Senats				
33. Vizepräsident des Bundesverfassungsgerichts				
34. Erzbischöfe, Landesbischöfe, Bischöfe, Landessuperintendenten, Landesrabbiner				
35. Präsident der Deutschen Bundesbank				
36. Minister/Senatoren der Länder (in alphabetischer Reihenfolge der Länder, untereinander in der jeweiligen Reihenfolge der Ressorts)				
37. Höchste Repräsentanten der Gemeinden				
38. Ständige Geschäftsträger des Diplomatischen Korps (in der Reihenfolge ihrer Einführungsschreiben)				
39. Geschäftsträger des Diplomatischen Korps (in der Reihenfolge ihrer Notifizierung) Koordinator für deutsch-amerikanische Zusammenarbeit			career minister	
40. Koordinator für deutsch-französische Zusammenarbeit				
41. Stellvertretende Vorsitzende der Fraktionen des Deutschen Bundestages (in der Reihenfolge der Stärke der Fraktionen)				
42. Vorsitzende der Ausschüsse des Deutschen Bundestages (in der Reihenfolge der Ausschüsse)				
43. Stellvertretende Vorsitzende der im Deutschen Bundestag vertretenen Parteien (in der Reihenfolge der Stärke der bei der jeweils letzten Wahl zum Deutschen Bundestag auf sie entfallenen Stimmen)				
44. Ehemalige Bundesminister (nach Alter)				
45. Ehemalige Ministerpräsidenten der Länder (nach Alter)				
46. Präsident des Bundesrechnungshofes				
47. Staatsminister des Bundes				
48. Parlamentarische Staatssekretäre				
49. Staatssekretär des Bundes				
50. Staatssekretäre der Länder im Kabinettsrang				
51. Kanzler des Ordens "Pour le mérite"				
52. Präsidenten der Obersten Bundesgerichte				
53. Bundesverfassungsgerichts				
54. Mitglieder des Deutschen Bundestages				
55. Höchste Repräsentanten der Kommunalen Spitzenverbände				

Protocol Order for Official Functions				
GERMANY		UNITED STATES		
Civilian	Military	Military	Civilian	LN
56. <i>Präsident der Bundesanstalt für Arbeit</i>				
57. <i>Wehrbeauftragter des Deutschen Bundestages</i>				
58. <i>Generalinspekteur der Bundeswehr</i>		Chairman, Joint Chief of Staff		
59. <i>Abgeordnete des Europäischen Parlaments</i>				
60. <i>Präsidenten der Staats- oder Verfassungsgerichtshöfe der Länder in alphabetischer Reihenfolge der Länder</i>				
61. <i>Fraktionsvorsitzende und Landesvorsitzende der in den Landtagen/Bürgerschaften vertretenen Parteien</i>				
62. <i>Vizepräsidenten der Landtage/Bürgerschaften</i>				
63. <i>Direktor beim Deutschen Bundestag</i>				
64. <i>Direktor des Bundesrates</i>				
65. <i>Ausländische Generalkonsuln</i>				
66.	General/ Admiral	general/ Admiral	SES 1	
67. <i>Stellvertretender Chef des Presse- und Informationsamtes der Bundesregierung</i>				
68. <i>Stellvertretender Regierungssprecher des Presse- und Informationsamtes der Bundesregierung</i>				
69. <i>Präsidenten der Rechnungshöfe der Länder</i>				
70. <i>Staatssekretäre und ihnen gleichstehende Beamte der Länder als ständige Vertreter der Minister (in alphabetischer Reihenfolge der Länder; untereinander in der jeweiligen Reihenfolge ihrer Ressorts)</i>				
71. <i>Ausländische Konsuln</i>				
72. <i>Ministerialdirektoren des Bundes (nach Dienstalter)</i>				
73.	General- leutnant/ Vizeadmiral	lieutenant general/ vice admiral	SES 2	
74. <i>Ausländische Verteidigungsattachés in der Reihenfolge ihrer Notifizierung</i>				
75. <i>Abgeordnete der Landtage/Bürgerschaften, Mitglieder des Bayerischen Senats</i>				
76. <i>Vizepräsident des Bundesrechnungshofes</i>				
77. <i>Botschafter (German Foreign Service)</i>				
78. <i>Bundesbankdirektor</i>				
79. <i>Präsident des Bundesamtes für Verfassungsschutz</i>				
80. <i>Präsident des Bundesamtes für Wehrtechnik und Beschaffung</i>				
81. <i>Präsident des Bundeskriminalamtes</i>				
82. <i>Präsident des Bundesnachrichtendienstes</i>				
83. <i>Oberbundesanwalt beim Bundesverwaltungsgericht</i>				
84. <i>Regierungspräsident</i>				
85.	Generalmajor/ Konteradmiral	major general/ rear admiral (upper half)	SES 3	
86. <i>Oberfinanzpräsident</i>				
87. <i>Präsident des Bundeswehrverwaltungsamtes</i>				



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GERMANY		UNITED STATES		
Civilian	Military	Military	Civilian	LN
88. <i>Präsident einer Wehrbereichsverwaltung</i>				
89. <i>Regierungspräsident</i>				
90. <i>Vizepräsident beim Bundesamt für Wehrtechnik und Beschaffung</i>				
91. <i>Inspekteur des Bundesgrenzschutzes (BGS)</i>				
92. <i>Ausländische Teilstreitkraftattachés</i>				
93. <i>Botschafter</i>				
94. <i>Bundesbeauftragter für den Zivildienst</i>				
95. <i>Bundesdisziplinaranwalt</i>				
96. <i>Bundeswehrdisziplinaranwalt</i>				
97. <i>Direktor beim Bundesrechnungshof</i>				
98. <i>Generalkonsul</i>				
99. <i>Gesandter</i>				
100. <i>Militärgeneraldekan</i>				
101. <i>Militärgeneralvikar</i>				
102. <i>Ministerialdirigent</i>				
103. <i>Kommandeur im BGS</i>				
104.	<i>Brigadegeneral/ Flottillenadmiral</i>	<i>brigadier general/ rear admiral (lower half)</i>	SES 4	
105. <i>Erster Direktor beim Bundesamt für Wehrtechnik und Beschaffung</i>				
106. <i>Landespolizeipräsident</i>				
107. <i>Inspekteur der Polizei (Land)</i>				
108. <i>Ministerialdirigent (Landesbehörde)</i>				
109. <i>Präsident der Bundesakademie für Wehrverwaltung und Wehrtechnik</i>				
110. <i>Präsident des Amtes für Wehrgeophysik</i>				
111. <i>Direktor einer Erprobungsstelle</i>				
112. <i>Erster Direktor beim Bundesamt für Wehrtechnik und Beschaffung</i>				
113. <i>Leitender Direktor des Marinearsenals</i>				
114. <i>Präsident der Bundesbaudirektion</i>				
115. <i>Präsident des Bundessprachenamtes</i>				
116. <i>Präsident einer Hochschule der Bundeswehr</i>				
117. <i>Botschafter</i>				
118. <i>Direktor des Bundesamtes für den Zivildienst</i>				
119. <i>Leiter des Luftfahrt Bundesamtes</i>				
120. <i>Direktor einer Erprobungsstelle</i>				
121. <i>Finanzpräsident</i>				
122. <i>Generalkonsul</i>				
123. <i>Gesandter</i>				
124. <i>Leitender Ministerialrat (Landesbehörde)</i>				
125. <i>Ministerialrat</i>				
126. <i>Vortragender Legationsrat Erster Klasse</i>				
127.	<i>Oberst/ Kapitän zur See</i>	<i>colonel/ captain (Navy)</i>	GS-15	SSS 10
128. <i>Direktor beim Bundesamt für Wehrtechnik und Beschaffung (als Leiter einer Unterabteilung)</i>				
129. <i>Direktor beim Marinearsenal</i>				
130. <i>Direktor der Materialprüfstelle der Bundeswehr</i>				

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GERMANY		UNITED STATES		
Civilian	Military	Military	Civilian	LN
131. <i>Botschafter (A16)</i>				
132. <i>Botschaftsrat Erster Klasse (A16)</i>				
133. <i>Dekan (A16)</i>				
134. <i>Direktor einer Erprobungsstelle (A16)</i>				
135. <i>Generalkonsul</i>				
136. <i>Gesandter</i>				
137. <i>Leitender Direktor</i>				
138. <i>Oberstaatsanwalt beim Bundesverwaltungsgericht</i>				
139. <i>Vortragender Legationsrat Erster Klasse</i>				
140. <i>Kanzler einer Hochschule der Bundeswehr</i>				
141. <i>Oberstudiendirektor</i>				
142. <i>Leitender Polizeidirektor/BGS</i>				
143.	<i>Oberst/ Kapitän zur See</i>	colonel/ captain (Navy)	GS-15	SSS 9
144. <i>Botschaftsrat</i>				
145. <i>Dekan</i>				
146. <i>Generalkonsul</i>				
147. <i>Vortragender Legationsrat</i>				
148. <i>Realschuldirektor</i>				
149. <i>Studiendirektor</i>				
150. <i>Polizeidirektor/BGS</i>				
151.	<i>Oberst- leutnant/ Fregatten- kapitän</i>	lieutenant colonel/ commander (Navy)	GS-14	C-10
152. <i>Konsul Legationsrat Erster Klasse</i>				
153. <i>Pfarrer</i>				
154. <i>Polizeiobererrat/BGS</i>				
155. <i>Oberstudienrat</i>				
156.	<i>Oberst- leutnant/ Fregatten- kapitän</i>	lieutenant colonel/ commander	GS-13/ GS-14	C-9/ C-10/ SSS 8
157. <i>Konsul/Legationsrat</i>				
158. <i>Pfarrer</i>				
159. <i>Studienrat</i>				
160. <i>Polizeirat/BGS</i>				
161.	<i>Major/ Korvetten- kapitän</i>	major/ lieutenant commander	GS-12	C-7a/ C-8
162. <i>Regierungsoberamtmann</i>				
163. <i>Amtsrat</i>				
164. <i>Kanzler Erster Klasse</i>				
165.	<i>Hauptmann/ Kapitän- leutnant</i>	captain/ lieutenant (Navy)	GS-10/ GS-11	C-6a/ C-7
166. <i>Regierungsamtmann</i>				
167. <i>Kriminalhauptkommissar</i>				
168. <i>Kanzler</i>				
169.	<i>Oberleutnant</i>	1st lieutenant/ lieutenant junior grade (Navy)	GS-8/ GS-9	C-6/ C-6a
170. <i>Regierungsoberinspektor</i>				
171. <i>Kriminaloberkommissar</i>				
172. <i>Konsultssekretär Erster Klasse</i>				

Protocol Order for Official Functions				
GERMANY		UNITED STATES		
Civilian	Military	Military	Civilian	LN
173.	<i>Leutnant</i>	2d lieutenant/ ensign (Navy)	GS-7	C-5a
174. <i>Regierungsinspektor</i>		warrant officer		
175.	<i>Oberstabsfeldwebel/ Stabsfeldwebel</i>	command sergeant major		
176. <i>Kriminalkommissar</i>				
177. <i>Konsulatssekretär</i>				
178. <i>Kriminalinspektor</i>				
179.	<i>Hauptfeldwebel/Oberfähnrich</i>		sergeant major	
180. <i>Regierungshauptsekretär</i>				
181. <i>Kriminalobermeister</i>				
182.	<i>Oberfeldwebel</i>	master sergeant		C-5
183. <i>Regierungsobersekretär</i>				
184. <i>Kriminalmeister</i>				
185.	<i>Feldwebel/ Fähnrich</i>	sergeant first class	GS-6	C-4a
186. <i>Regierungssekretär</i>				
187. <i>Kriminalhauptwachtmeister</i>				
188.	<i>Stabsunteroffizier</i>	staff sergeant		
189. <i>Regierungsassistent</i>				
190.	<i>Fahnenjunker/ Unteroffizier</i>	sergeant	GS-5	C-3
191. <i>Amtsmeister</i>				
192.	<i>Hauptgefreiter</i>	corporal	GS-4	C-2
193. <i>Hauptwachtmeister (Police)</i>				
194.	<i>Obergefreiter</i>	private first class		
195. <i>Hauptamtsgehilfe</i>				
196. <i>Oberwachtmeister (Police)</i>				
197.	<i>Gefreiter</i>	private, E2		
198. <i>Oberamtsgehilfe</i>				
199. <i>Wachtmeister (Police)</i>				
200.	<i>Soldat</i>	private, E1	GS-3	
201. <i>Amtsgehilfe</i>				

**APPENDIX C  
INVITATIONS TO GERMAN OFFICIALS AND DIGNITARIES**

**C-1. ADDRESSING ENVELOPES**

a. Envelopes will be addressed as shown in the following samples:

(1) To the community mayor (and spouse):

Herrn Bürgermeister  
Franz Xaver Obermeyer  
und Frau Gemahlin  
Rathaus  
35279 Neustadt

(2) To the county commissioner (and spouse):

Herrn Landrat  
Dr. h.c. Egon Liebknecht  
und Frau Gemahlin  
Landratsamt  
35279 Neustadt

(3) To a teacher at the local *Gymnasium* (high school):

Frau Studienrätin  
Dr. Marianne Wiedmann  
Gymnasium  
35279 Neustadt

(4) To a female member of the Federal Parliament:

Frau Anna Berger, MdB  
Bundeshaus  
10117 Berlin

**NOTE:** *MdB* stands for *Mitglied des Bundestages* (member of the Federal Parliament). For a member of the State Parliament, *MdL* (*Mitglied des Landtages*) would be used.

b. Addresses should be written in block form as shown above. The *Herrn* or *Frau* is on the first line, and the addressee's academic and honorary titles (*Doktor*, *Professor*) and name are on the second line. The name of the spouse (if included in the invitation) is on the third line. If the invitation is extended only to a woman, use *Frau* (Mrs.). Note that the correct title usage of *Herr* in an address is *Herrn*. If the guest is unmarried, write *und Gast* (and guest).

**C-2. INVITATIONS**

Invitations should be in the following format:

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Der Kommandierende General  
Des Amerikanischen Heeres in Europa und der Siebten Armee  
und  
Frau (insert name)  
haben die Ehre,  
Sie zu einem  
Weihnachts- und Neujahrsempfang  
am Donnerstag, dem 17. Dezember, von 15 bis 18 Uhr  
im  
Village Pavilion, Patrick Henry Village, Heidelberg, einzuladen

U.A.w.g.  
Tel.: 06221-394520

Militär: Ausgehanzug/  
Weißes Hemd  
Zivil: Straßenanzug

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The Commanding General  
United States Army, Europe, and Seventh Army  
and  
Mrs. (insert name)  
request the pleasure of your company  
at a  
Christmas/New Year's Reception  
on Thursday, the seventeenth of December, from three until six o'clock  
at the  
Village Pavilion, Patrick Henry Village, Heidelberg

R.S.V.P.  
Heidelberg military (377) 4520 or  
Heidelberg civilian 06221-394520

Military: Army Blue  
four-in-hand tie  
Civilian: Informal

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## GLOSSARY

<i>BdA</i>	<i>Bundesverband der Arbeitgeber</i>
<i>BGS</i>	<i>Bundesgrenzschutz</i>
<i>BKA</i>	<i>Bundeskriminalamt</i>
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
<i>DAG</i>	<i>Deutsche Angestellten-Gewerkschaft</i>
<i>DGB</i>	<i>Deutscher Gewerkschaftsbund</i>
<i>e.h.</i>	<i>ehrenhalber</i>
<i>e.V.</i>	<i>eingetragener Verein</i>
GS	General Schedule
<i>h.c.</i>	<i>honoris causa</i>
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
<i>IG</i>	<i>Industriegewerkschaft</i>
<i>IHK</i>	<i>Industrie- und Handelskammer</i>
Interpol	International Criminal Police Organization
<i>LKA</i>	<i>Landeskriminalamt</i>
LN	local national
<i>MdB</i>	<i>Mitglied des Bundestages</i>
<i>MdL</i>	<i>Mitglied des Landtages</i>
NATO	North Atlantic Treaty Organization
<i>Verdi</i>	<i>Vereinte Dienstleistungsgewerkschaft</i>
PAO	public affairs officer
<i>Q.b.A.</i>	<i>Qualitätswein besonderer Auszeichnung</i>
R.S.V.P.	<i>répondez, s'il vous plaît</i>
SES	senior executive service
SSS	special salary schedule
<i>U.A.w.g.</i>	<i>Um Antwort wird gebeten</i>
U.S.	United States
USAREUR	United States Army, Europe
USFLO	United States Forces liaison officer