For the Commander:

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Official:

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Document Management

**Summary.** This regulation explains the responsibilities of the USAREUR Liaison Office, Berlin.

**Summary of Change.** This regulation has been revised to incorporate administrative updates.

**Applicability.** This regulation applies to USAREUR and IMCOM-Europe.

**Supplementation.** Organizations will not supplement this regulation without approval of the USAREUR Liaison Officer (LO) to Berlin.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at [https://www.arims.army.mil](https://www.arims.army.mil).

**Suggested Improvements.** The proponent of this regulation is the USAREUR LO to Berlin (DACS-AEG-LO, civ 030-83052149). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR LO, U.S. Embassy, Berlin, Unit 5090, Box 1000, APO AE 09265-1000.
1. PURPOSE
This regulation prescribes the responsibilities of the USAREUR Liaison Office (LO), Berlin, and explains the services offered by the USAREUR LO, Berlin.

2. REFERENCES
   a. Agreement Between the Parties to the North Atlantic Treaty Regarding the Status of Their Forces (NATO SOFA), 19 June 1951.
   
   
   c. The Treaty on the Final Settlement with Respect to Germany (also known as the Two-Plus-Four Agreement), 12 September 1990.
   
   
   
   
   g. AE Regulation 1-3, International and Other Agreements.
   
   h. AE Regulation 10-5, Headquarters, United States Army Europe.
   
   i. AE Regulation 27-3, Sending State Forces Activities and Coordination.
   
   j. AE Regulation 550-140, Conduct of Government Liaison Activities in German States.
3. EXPLANATION OF ABBREVIATIONS AND TERMS

a. Abbreviations.

AE Army in Europe
AMEMB American Embassy
BMVg Bundesministerium der Verteidigung (German Federal Ministry of Defense)
CG, USAREUR Commanding General, United States Army Europe
DA Department of the Army
DCG, USAREUR Deputy Commanding General, United States Army Europe
DOD Department of Defense
HQ USAREUR Headquarters, United States Army Europe
IMCOM-Europe United States Army Installation Management Command, Europe Region
LO liaison office; liaison officer
NATO North Atlantic Treaty Organization
POC point of contact
SOFA Status of Forces Agreement
U.S. United States
USAFE/AFAFRICA United States Air Forces in Europe/United States Air Forces Africa
USAREUR United States Army Europe
USAREUR G2 Deputy Chief of Staff, G2, United States Army Europe
USEUCOM United States European Command

b. Terms.

neue Bundesländer (new German States)
Federal German States that were part of the former German Democratic Republic (that is, Brandenburg, Mecklenburg-Vorpommern, Saxony, Saxony-Anhalt, Thuringia)

U.S. Diplomatic Mission
The U.S. Embassy in Berlin, Germany, its outlying offices and activities, and U.S. consulates in Germany

U.S. Forces
Units, organizations, and entities worldwide that are within the United States Department of Defense (DOD) organizational structure

4. DUTIES
The USAREUR LO, Berlin, is under the operational control of the CoS, HQ USAREUR, and represents the CG, USAREUR, in dealings with the—

a. U.S. Ambassador to Germany.


c. German State (Land) governments of the neue Bundesländer (para 3b).
5. RESPONSIBILITIES
The USAREUR LO, Berlin, is primarily responsible for—

a. Representing the U.S. Forces on stationing issues with the U.S. Embassy and German Federal ministries and agencies located predominantly in Berlin and Bonn.

b. Participating in country team meetings with the U.S. Ambassador to Germany and the AMEMB staff, and coordinating USAREUR positions on matters affecting relations between the U.S. Forces and the German Government (excluding areas under the purview of the USAREUR G2).

c. Coordinating and facilitating negotiations with appropriate German civil and military authorities on requirements of U.S. DOD activities for labor, services, facilities, real estate, and supplies provided by Germany. These requirements must not conflict with AE Regulation 1-3.

d. Acting as the POC for German Federal ministries and the U.S. Embassy for questions and issues regarding the NATO SOFA and Supplementary Agreement and the rights and responsibilities of the U.S. Forces in Germany.

e. Submitting periodic reports on issues and events significant to the CG, USAREUR, and applicable staff members of U.S. Forces organizations in Germany (for example, USEUCOM, USAREUR, USAFE/AFAFRICA, IMCOM-Europe).

f. Responding (through the Political Section of the U.S. Embassy) to directions provided by the U.S. Ambassador to Germany and ensuring that liaison activities conform to the rules and practices prescribed by the U.S. Ambassador.

g. Coordinating with applicable German Federal ministries and providing support to members of the U.S. Forces seeking to obtain German approval of the following types of activities:

(1) Foreign military visitors.

(2) U.S. award nominations of German local nationals.

(3) Entry or transit of the new German states.

(4) Weapons clearances for border crossings.

(5) Medical evacuation clearances for medical treatment of nationals requiring a visa.

(6) Other operational requirements as needed.

h. Coordinating and providing USAREUR administrative and logistic support to USAREUR units, other U.S. Forces organizations, and the U.S. Diplomatic Mission to Germany, as resources permit.

i. Coordinating and supporting other issues as directed by the CG, USAREUR.

j. Providing support services for official Army executive-level visitors and exercising general administrative supervision of USAREUR personnel assigned to or on temporary duty at the U.S. Embassy in Berlin.
6. CORRESPONDENCE PROCEDURES

a. When Army in Europe organizations (for example, USAREUR major subordinate commands, HQ USAREUR staff offices, IMCOM-Europe) correspond with the U.S. Embassy or with authorities of the German Federal Government, correspondence (except for correspondence that concerns activities of the USAREUR G2) will be sent through the USAREUR LO, Berlin (para 8). The USAREUR LO will, if applicable—

(1) Obtain U.S. Embassy concurrence, approval, or support as appropriate.

(2) Coordinate intergovernmental activities with the AMEMB as appropriate.

(3) Coordinate and obtain German Federal Government concurrence, approval, or support as appropriate.

b. When a series or exchange of letters becomes routine between an Army in Europe organization and the U.S. Embassy or a German Federal ministry, the Army in Europe organization will send copies of the letters to the USAREUR LO.

7. OFFICIAL VISITS
Army in Europe organizations (excluding those under the purview of the USAREUR G2) will notify the USAREUR LO, Berlin, of official visits to—

a. The U.S Embassy in Berlin.

b. German Federal Government agencies.

c. Diplomatic missions and military liaison offices of other countries in Berlin (excluding USAREUR G2 activities).

8. ADDRESSES
The following are the addresses for the USAREUR LO, Berlin:

a. U.S. postal channels:

   USAREUR Liaison Office
   U.S. Embassy, Berlin
   Unit 5090, Box 1000
   APO AE 09265-1000

b. German postal channels (Bundespost):

   USAREUR Liaison Office
   Amerikanische Botschaft
   Pariser Platz 2
   14191 Berlin

c. Message address: AMEMB BERLIN GE//ARLO//

d. E-mail address: usarmy.badenwur.usareur.mbx.usareur-lno-berlin-group@mail.mil