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.

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CONTENTS

Section I
INTRODUCTION

1. Purpose
2. References
3. Explanation of Abbreviations
4. General

Section II
GETTING STARTED

5. Liaison With Host-Nation Personnel

Section III
GERMAN TITLES AND RANKS

6. Common Titles
7. Hereditary Titles
8. Professional and Academic Titles
9. Titles of Government Officials and Civilian Employees
10. Using Sie and Du (Formal and Informal You)

Section IV
GOVERNMENT STRUCTURE AND RANK

11. Federal Government
12. Government Leaders
13. Federal Ministries
14. Parliament
15. Land Government
16. Land Ministry Structure
17. Landtag
18. Regional Government
19. Counties

Section V
COURTS AND JUDGES

20. Courts
21. Judges

Section VI
GERMAN UNIONS

22. German Federation of Labor

Section VII
GERMAN AND AMERICAN FLAGS

23. Displays on U.S. Installations

Section VIII
COMMON-SENSE APPROACH TO PROTOCOL ORDER

24. General
25. Area of Influence
26. Size Representation and Responsibility
27. Seating According to Type of Event
28. Mixing Dignitaries

Section IX
OFFICIAL FUNCTIONS AND ENTERTAINMENT

29. General
30. Dress for Social Events
31. Formal Dinners
32. Cocktail Parties

Section X
OFFICIAL MILITARY OCCASIONS

33. Change of Command

Section XI
INTRODUCTIONS

34. General

Section XII
THE COURTESY VISIT

35. General
36. The Official Office Call
37. Gestures of Personal Courtesy
38. German Courtesy Calls

Section XIII
THE GERMAN RECEPTION

39. General

Section XIV
OFFICIAL GERMAN DELEGATIONS INVITED TO SPECIAL EVENTS

40. Protocol for Delegations

Section XV
THE PRIVATE VISIT

41. Personal Cards
42. Flowers
43. Invitations to Meals

Section XVI
THE HUNT

44. General

Section XVII
GERMAN BEER AND WINE

45. German Beer
46. German Wine
Section XVIII
GERMAN HOLIDAYS

47. Legally Observed Holidays

Appendixes
A. Useful German Terms
B. Protocol Order
C. Invitations to German Officials and Dignitaries

Tables
1. USFLOs in Germany
2. Frequently Used Abbreviations of Doctoral Titles
3. German Länder and Capitals
4. German Federal Ministers

Glossary

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


   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.

| Table 1 |
|-----------------|-----------------|-----------------|
| USFLOs in Germany |
| Region | Location | Telephone/Fax Numbers |
| Baden-Württemberg | Stuttgart | DSN 420-6429/7329 |
| 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).”

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

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:

| Regierungs | Ober | Vermessungs | Rat |
| 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.

<table>
<thead>
<tr>
<th>Land</th>
<th>Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baden-Württemberg</td>
<td>Stuttgart</td>
</tr>
<tr>
<td>Bayern</td>
<td>München</td>
</tr>
<tr>
<td>Berlin*</td>
<td></td>
</tr>
<tr>
<td>Brandenburg</td>
<td>Potsdam</td>
</tr>
<tr>
<td>Bremen*</td>
<td></td>
</tr>
<tr>
<td>Hamburg*</td>
<td></td>
</tr>
<tr>
<td>Hessen</td>
<td>Wiesbaden</td>
</tr>
<tr>
<td>Mecklenburg-Vorpommern</td>
<td>Schwerin</td>
</tr>
<tr>
<td>Niedersachsen</td>
<td>Hannover</td>
</tr>
<tr>
<td>Nordrhein-Westfalen</td>
<td>Düsseldorf</td>
</tr>
<tr>
<td>Rheinland-Pfalz</td>
<td>Mainz</td>
</tr>
<tr>
<td>Saarland</td>
<td>Saarbrücken</td>
</tr>
<tr>
<td>Sachsen</td>
<td>Dresden</td>
</tr>
<tr>
<td>Sachsen-Anhalt</td>
<td>Magdeburg</td>
</tr>
<tr>
<td>Schleswig-Holstein</td>
<td>Kiel</td>
</tr>
<tr>
<td>Thüringen</td>
<td>Erfurt</td>
</tr>
</tbody>
</table>

*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).

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

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).


   (6) Civil Defense/Disaster and Emergency Relief.
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 Presidium. 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 fests 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) Rheinfalz.
(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 grape juice 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*).


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 Bettag*). 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)**

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

**Bezirksverband**

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

**Bundesverband der Arbeitgeber (BdA)**

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

**Deutsche Angestelltengewerkschaft (DAG)**

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

**Deutscher Gewerkschaftsbund (DGB)**

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

**Einzelhandelsverband**

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

**Handwerkskammer**

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

**Industrie- und Handelskammer (IHK)**

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.

**Innung**

Guild; maintains roll of masters; supervises apprentice training.

**Kammer** (for example, *Rechtsanwaltskammer*, *Ärztekammer*)

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.

**Kreisverwaltung**

County office of the *DGB*.

**Landesbezirk des DGB**

State-level chapter of the *DGB*.

**Landesverband**

State-level organization.

**Ortsverband**

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

**GERICHTE**

**Amtsgericht**

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*).

**Arbeitsgericht**

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

**Bundesarbeitsgericht**

Federal labor court.

**Bundesgerichtshof**

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.

**Bundessozialgericht**

Federal social court.

**Bundesverfassungsgericht**

Federal constitutional court.

**Bundesverwaltungsgericht**

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

**Landesarbeitsgericht**

State labor court.

**Landessozialgericht**

State social court.

**Landgericht**

State court; handles more-important criminal cases.
**Oberlandesgericht**
High State court; highest judiciary level in a State for appeals in serious criminal matters and cases of business law.

**Richter**
Judge.

**Sozialgericht**
Local-level social court; handles social-insurance matters.

**Staatsgerichtshof**
State constitutional court; rules on compliance of State laws and provisions with constitution.

**Verwaltungsgericht**
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.

**Verwaltungsgerichtshof/Oberverwaltungsgericht**
High administrative court; State court of review on administrative matters.

**POLITIK UND VERWALTUNG**

**Beigeordneter**
Assistant mayor; chief of a department of a community administration.

**Bundeskanzler**
Federal Chancellor; nominated by the Federal President and elected by the *Bundestag*.

**Bundesländer**
Federal States. There are 16 (see table 3).

**Bundesminister**
Federal minister (cabinet member); appointed by the *Bundespräsident* on recommendation by the *Bundeskanzler*. Usually, but not necessarily, a member of the *Bundestag*.

**Bundespräsident**
Federal President; ceremonial head of Germany.

**Bundesrat**
Federal council (upper house of Parliament); composed of representatives of the various *Bundesländer* appointed to the *Bundesrat* by the State Governments.

**Bundesratspräsident**
President of the Federal council; office held by the minister presidents of the *Bundesländer* on a rotational basis for 1 year each; exercises the power of the *Bundespräsident* when the *Bundespräsident* cannot do so.

**Bundesregierung**
German Federal Government.

**Bundesrepublik Deutschland**
Germany.

**Bundestag**
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.

**Bundestagspräsident**
Chairman of the *Bundestag* (Federal Parliament). Second-highest ranking official in Germany.

**Bundesversammlung**
Federal assembly; composed of the members of the *Bundestag* and an equal number of representatives from the *Bundesländer*; convenes every 5 years for the sole purpose of electing the Federal President.

**Bürgermeister**
Mayor:
- Chief executive of a *Stadt, Gemeinde, or Dorf*.
- Department chief in major city (Großstadt) administration whose superior is an *Oberbürgermeister*; usually presides over several departments.

**Gemeinde**
Community (general designation for entities on lowest administrative level) or parish (Catholic or Protestant).

**Gemeinde (Dorf)**
Community with as many as several thousand residents; has marginal self-government.

**Gemeindedirektor**
Chief executive of a *Gemeinde* in some States.

**Gemeinderat**
Town or village council (in case of a city, also called *Stadtrat*), or member of such a council.

**Gemeindeverwaltung**
Administration of a *Gemeinde (Dorf)*.

**Große Kreisstadt or Kreisfreie Stadt**
Major county town; has more than 20,000 but less than 100,000 residents; has partial self-government.
Großstadt

Large city; must have more than 100,000 residents; constitutes a Stadtkreis. NOTE: The term Großstadt is not an official administrative designation. German communities are administratively classified as a Gemeinde, Verbandsgemeinde, Stadt, Kreisstadt, or Große Kreisstadt.

Kreis

County; lowest organizational subdivision with full self-government.

Kreisrat

Council formed of community representatives of a rural county.

Kreisstadt

Seat of a Landkreis administration.

Kreistag

Legislative council of a rural county (Landkreis).

Landesminister

State minister (cabinet member).

Landesregierung

State Government.

Landkreis

Rural county; encompassing many communities of various types (such as Große Kreisstadt, Stadt, Gemeinde, Dorf).

Landrat

County commissioner; chief executive of a Landkreis.

Landtag

State Parliament; members elected by public vote for a 4-year term.

Landtagspräsident

President of a State legislature.

Ministerpräsident

Minister president (State governor).

Mitglied des Bundestages (MdB)

Member of the Bundestag (Federal Parliament).

Mitglied des Landtages (MdL)

Member of the Landtag (State Parliament).

Oberbürgermeister

Lord mayor; chief executive of a major Stadt or Große Kreisstadt.

Oberstadtdirektor

Chief executive of a Stadt in some States.

Ortsbürgermeister (and variations depending on Land constitution)

Mayor of a small community associated with others to reduce administration costs.

Referat/Dezernat

Department of an administration or community administration.

Regierungsbezirk

Administrative subdivision of a State including several counties.

Regierungspräsident

President of a Regierungspräsidium (Government district headquarters).

Regierungspräsidium

Government district headquarters; regional Government office presiding over a Regierungsbezirk.

Stadt

City, town; general term for a community that is larger than a village (Dorf) (for example, a city with a population from several thousand to several million).

Stadtkreis

Urban county; a city that is also a county; technically all cities with more than 100,000 residents.

Stadtrat

City council, or member thereof, made up of elected city councilors (Stadträte/Gemeinderäte). The council has four standing committees (administration, social, technical, and financial and city zoning). The lord mayor chairs the council.

Stadtverwaltung/Magistrat

Administration of a Großstadt or Stadt.

Verbandsgemeinde/Gesamtgemeinde (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 Land constitutions.

POLIZEI

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.

Bereitschaftspolizei

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.
**Bundeskriminalamt (BKA)**
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).

**Bundespolizei**
Federal police (previously Bundesgrenzschutz)

**Kriminalpolizei**
Criminal investigation office

**Landeskriminalamt (LKA)**
State criminal police office; responsible for supervision and coordination of local criminal police authorities.

**Landespolizei**
State police.

**Landespolizeidirektion**
Office of the police superintendent in a given district of a State.

**Landespolizeikommissariat/Inspektion**
Area and office of the uniformed police in a city or county; subordinate to the Landespolizeidirektion.

**Polizeipräsidium**
Police precinct headquarters.

**SCHULEN**

**Schulen**
Vocational school; provides general education and job-specific skills complementing an apprenticeship served with a craftsman, business, or industrial employer.

**Fachhochschule**
Technical college.

**Gesamtschule**
A school entity integrating the traditional three-level German school system comprised of Grundschule/Hauptschule (elementary or middle school; through grade 9), Realschule (middle school; grades 5 through 10), and Gymnasium (high school; grades 5 through 13). The Länder use several variations, since they are responsible for cultural and school matters.

**Grundschule**
Elementary school; grades 1 through 4.

**Gymnasium**
High school for students getting their high school diploma (Abitur) enabling them to enter a university; grades 5 through 13. Students study two or three foreign languages, including English.

**Hauptschule**
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.

**Realschule**
Middle school ending with a 10th-grade examination (Mittlere Reife) for students who start a white-collar, business, or trade-job apprenticeship, or transfer to a Gymnasium. Students study two foreign languages, one of which is English.

**Schulamt**
Schools office; responsible for operating schools; under State-government control.

**Schulverwaltungsamt**
School administrative office; office of a city or county administration for planning, constructing, and maintaining school buildings.

**Sonderschule**
Special-education schools for physically and mentally disabled children.

**Universität**
University. Confusion sometimes arises over the term Hochschule. A Hochschule is not a high school; it is a university or other similar school (such as an institute of technology (technische Hochschule)).

**ORGANISATIONEN**

**Verband, Bund**
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 (Bundesverband der deutschen Industrie), Federal Youth Association (Bundesjugendring)), German Federation of Labor (Deutscher Gewerkschaftsbund), political parties (politische Parteien).

**Vereine (allgemein)**
Associations or clubs (general); organizations established under public law (Vereinsrecht). The initials e.V. (eingetragener Verein (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

<table>
<thead>
<tr>
<th>GERMANY</th>
<th>UNITED STATES</th>
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<tbody>
<tr>
<td>Civilian</td>
<td>Military</td>
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<td>1. Bundespräsident</td>
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<td>2. Souveräne Staatschefs anderer Staaten, kaiserliche und königliche Mitglieder regierender Häuser</td>
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<td>3. Regierungschefs ausländischer Staaten</td>
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<td>4. Präsident des Deutschen Bundestages</td>
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<td>5. Bundeskanzler</td>
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<td>6. Präsident des Bundesrates</td>
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<td>7. Präsident des Bundesverfassungsgerichts</td>
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<tr>
<td>8. Doyen des Diplomatischen Korps</td>
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<tr>
<td>9. Chefs der diplomatischen Missionen im Botschafterrang in der Reihenfolge der Überreichung ihrer Beglaubigungsschreiben</td>
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<tr>
<td>10. Ehemalige Bundespräsidenten</td>
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<td>11. Stellvertretende Regierungschefs ausländischer Staaten</td>
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<td>12. Vorsitzende der Deutschen Bischofskonferenz und des Rates der Evangelischen Kirche in Deutschland (nach Dienstzeit), Vorsitzender des Direktoriums des Zentralrates der Juden in Deutschland</td>
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<td>13. Generalsekretär der Vereinten Nationen</td>
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<td>14. Generalsekretär der NATO</td>
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<td>15. Präsident des Europäischen Parlaments</td>
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<td>16. Präsident der Beratenden Versammlung des Europarates</td>
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<td>17. Generalsekretär des Rates der Europäischen Gemeinschaften</td>
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<td>18. Präsident der Kommission der Europäischen Gemeinschaften</td>
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<td>19. Ehemalige Bundestagspräsidenten</td>
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<td>20. Ehemalige Bundeskanzler</td>
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<td>21. Präsidenten des Bundesverfassungsgerichts außer Dienst</td>
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<td>22. Fremde Gesandte als Missionschefs</td>
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<td>23. Bundesminister in der Reihenfolge der Ressorts</td>
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<td>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)</td>
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<td>25. Kardinäle, Patriarchen</td>
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AE Pam 360-6 • 20 Sep 05
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<td>27. Präsident des Europarates</td>
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<td>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)</td>
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<td>31. Präsidenten der Landtage/Bürgerschaften</td>
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<td>32. Präsident des Bayerischen Senats</td>
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<td>33. Vizepräsident des Bundesverfassungsgerichts</td>
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<td>34. Erzbischöfe, Landesbischöfe, Bischöfe, Landessuperintendenten, Landesrabbiner</td>
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<td>35. Präsident der Deutschen Bundesbank</td>
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<td>36. Minister/Senatoren der Länder (in alphabetischer Reihenfolge der Länder, untereinander in der jeweiligen Reihenfolge der Ressorts)</td>
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<td>37. Höchste Repräsentanten der Gemeinden</td>
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<td>38. Ständige Geschäftsträger des Diplomatischen Korps (in der Reihenfolge ihrer Einführungsschreiben)</td>
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<td>40. Koordinator für deutsch-französische Zusammenarbeit</td>
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<td>46. Präsident des Bundesrechnungshofes</td>
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<td>47. Staatsminister des Bundes</td>
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<td>48. Parlamentarische Staatssekretäre</td>
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<td>49. Staatssekretär des Bundes</td>
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<td>50. Staatssekretäre der Länder im Kabinettsrang</td>
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<td>51. Kanzler des Ordens &quot;Pour le mérite&quot;</td>
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<td>52. Präsidenten der Obersten Bundesgerichte</td>
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<td>53. Bundesverfassungsgerichts</td>
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<td>54. Mitglieder des Deutschen Bundestages</td>
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<td>55. Höchste Repräsentanten der Kommunalen Spitzenverbände</td>
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<td>56. Präsident der Bundesanstalt für Arbeit</td>
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<td>57. Wehrbeauftragter des Deutschen Bundestages</td>
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<td>58. Generalinspekteur der Bundeswehr</td>
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<td>60. Präsidenten der Staats- oder Verfassungsgerichtshöfe der Länder in</td>
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<td>61. Fraktionsvorsitzende und Landesvorsitzende der in den Landtagen/</td>
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<td>Bürgerschaften vertretenen Parteien</td>
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<td>62. Vizepräsidenten der Landtag/Bürgerschaften</td>
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<td>63. Direktor beim Deutschen Bundestag</td>
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<td>General/Admiral</td>
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<td>70. Staatssekretäre und ihnen gleichstehende Beamte der Länder als</td>
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<td>Länder; untereinander in der jeweiligen Reihenfolge ihrer Ressorts)</td>
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<td>72. Ministerialdirektoren des Bundes (nach Dienstalter)</td>
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<td>73.</td>
<td>General-leutnant/Vizeadmiral</td>
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<td>76. Vizepräsident des Bundesrechnungshofes</td>
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<td>77. Botschafter (German Foreign Service)</td>
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<td>80. Präsident des Bundesamtes für Wehrtechnik und Beschaffung</td>
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<td>82. Präsident des Bundesnachrichtendienst</td>
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<td>83. Oberbundesanwalt beim Bundesverwaltungsgericht</td>
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<td>Generalmajor/Konteradmiral</td>
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<td>86. Oberfinanzpräsident</td>
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<td>87. Präsident des Bundeswehrverwaltungsamtes</td>
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<td>88. Präsident einer Wehrbereichsverwaltung</td>
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<td>91. Inspekteur des Bundesgrenzschutzes (BGS)</td>
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<td>Brigade-general/</td>
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<td>110. Präsident des Amtes für Wehrgeophysik</td>
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<td>Oberst/Kapitän zur See</td>
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<td>154. Polizeioberrat/BGS</td>
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<td>GS-13/ GS-14</td>
<td>C-9/ C-10/ SSS 8</td>
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<td>160. Polizeirat/BGS</td>
<td>Major/Korvettenkapitän</td>
<td>major/lieutenant commander</td>
<td>GS-12</td>
<td>C-7a/ C-8</td>
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<td>Hauptmann/Kapitänleutnant</td>
<td>captain/lieutenant (Navy)</td>
<td>GS-10/ GS-11</td>
<td>C-6a/ C-7</td>
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<td>Oberleutnant</td>
<td>1st lieutenant/junior grade (Navy)</td>
<td>GS-8/ GS-9</td>
<td>C-6/ C-6a</td>
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<td>171. Kriminaloberkommissar</td>
<td></td>
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<tr>
<td>172. Konsulatssekretär Erster Klasse</td>
<td></td>
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<tr>
<td>Civilian</td>
<td>Military</td>
<td>Military</td>
<td>Civilian</td>
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<tr>
<td>173.</td>
<td>Leutnant</td>
<td>2d lieutenant/ensign (Navy)</td>
<td>GS-7</td>
<td>C-5a</td>
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<tr>
<td>174.</td>
<td>Regierungsinspektor</td>
<td>warrant officer</td>
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<tr>
<td>175.</td>
<td>Oberstabsfeldwebel/Stabsfeldwebel</td>
<td>command sergeant major</td>
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<tr>
<td>176.</td>
<td>Kriminalkomissar</td>
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<td>177.</td>
<td>Konsulatsekretär</td>
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<td>178.</td>
<td>Kriminalinspektor</td>
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<tr>
<td>179.</td>
<td>Hauptfeldwebel/Oberfähnrich</td>
<td>sergeant major</td>
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<tr>
<td>180.</td>
<td>Regierungshauptsekretär</td>
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<td>181.</td>
<td>Kriminalobermeister</td>
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<tr>
<td>182.</td>
<td>Oberfeldwebel</td>
<td>master sergeant</td>
<td>C-5</td>
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<td>183.</td>
<td>Regierungsobersekretär</td>
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<td>184.</td>
<td>Kriminalmeister</td>
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<td>185.</td>
<td>Feldwebel/Fähnrich</td>
<td>sergeant first class</td>
<td>GS-6</td>
<td>C-4a</td>
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<td>186.</td>
<td>Regierungssekretär</td>
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<td>187.</td>
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<td>188.</td>
<td>Stabsunteroffizier</td>
<td>staff sergeant</td>
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<td>189.</td>
<td>Regierungsassistent</td>
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<tr>
<td>190.</td>
<td>Fahnenjunker/Unteroffizier</td>
<td>sergeant</td>
<td>GS-5</td>
<td>C-3</td>
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<td>191.</td>
<td>Amtsmeister</td>
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<td>192.</td>
<td>Hauptgefreiter</td>
<td>corporal</td>
<td>GS-4</td>
<td>C-2</td>
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<td>193.</td>
<td>Hauptwachtmeister (Police)</td>
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<td>194.</td>
<td>Obergefreiter</td>
<td>private first class</td>
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<tr>
<td>195.</td>
<td>Hauptamtsgenie</td>
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<td>196.</td>
<td>Oberwachtmeister (Police)</td>
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<td>197.</td>
<td>Gefreiter</td>
<td>private, E2</td>
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<td>198.</td>
<td>Oberamtsgenie</td>
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<td>199.</td>
<td>Wachtmeister (Police)</td>
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<td>200.</td>
<td>Soldat</td>
<td>private, E1</td>
<td>GS-3</td>
<td></td>
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</tbody>
</table>
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):

Herr Bürgermeister
Franz Xaver Obermeyer
und Frau Gemahlin
Rathaus
35279 Neustadt

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

Herr 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:

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/
Weiβes Hemd
Zivil: Straßenanzug

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
GLOSSARY

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