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F. Livingston

DECLASSIFIED

Authority NND 67230

By BKT/NC on 2 May 2013

~~CONFIDENTIAL~~

March 1, 1967

TO: All American USBER Personnel
FROM: USBER/ADMIN - William C. Jones III
SUBJECT: Instructions for Travel to East Berlin

A. General

1. All American USBER personnel and their dependents who wish to travel to East Berlin must obtain prior approval for each trip from the POLAD (x-7870). Normally, the request should be made the day before the trip.

2. A U.S. Forces Berlin (USFB) identification card is the only document to be used by American USBER personnel and their dependents for identification purposes when entering and exiting and, if necessary, while in East Berlin. The USFB identification card is issued by the USBER Administrative Officer (x-7763). (Holders of U.S. diplomatic passports not assigned to USBER will continue to use their diplomatic passports for identification purposes when going to East Berlin. Holders of official passports, however, may not use them for travel to East Berlin.)

3. Currency. East German laws prohibit the importation of GDR currency and provide stiff penalties for violators of these laws. U.S. Mission Berlin regulations state that U.S. personnel visiting East Berlin must obtain East German marks only at authorized currency exchange offices in East Berlin. A convenient office is located on Friedrichstrasse at the Friedrichstrasse Bahnhof, approximately 11 blocks north of Checkpoint Charlie. Buy GDR currency only in East Berlin.

Some of the more prominent East Berlin cultural establishments and restaurants which foreign tourists frequent accept foreign currency (Western) as payment for purchases or services and have signs to this effect. If requested to do so when purchasing East German marks or making payment in foreign currency, you should show your USFB identification card.

4. Photography. If you carry your camera with you, do not photograph uniformed personnel, military or police installations, railroad or S-Bahn installations or equipment, the Wall, or border areas in East Berlin.

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B. Attached is a two-part CONFIDENTIAL instruction covering:

1. Procedures on entering and exiting East Berlin by car using the USFB identification card.

2. Procedures to be followed within East Berlin in case of detention, traffic violations or traffic accidents.

(Instructions on procedures for entering and exiting East Berlin by U-Bahn will be issued as a separate attachment when appropriate.)

C. Attached to these instructions are:

1. A sketch of the East German checkpoint area at Friedrichstrasse (opposite Checkpoint Charlie);

2. A brief UNCLASSIFIED summary of pertinent East German traffic regulations;

3. An Emergency Notification Form for use in case of a detention, accident or breakdown in East Berlin.

D. Please familiarize yourself thoroughly with these instructions. You will be required to certify that you have read them before you receive your USFB identification card. It would be advisable to keep your copy of the instructions in a safe for easy reference. If you have questions concerning them or on any aspects of travel in East Berlin, please contact the Mission's Eastern Affairs Section (x-7565 or 7410).

E. You should have a copy of the Emergency Notification Form in your car when travelling in East Berlin.

Attachments:
As stated

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1. Procedures on Entering and Exiting East Berlin by Car Using the USFB Identification Card

a. You may make the trip only in either a U.S. Government vehicle or in a private vehicle bearing license plates issued by the U.S. Forces. Specific prior authorization must be obtained from the POLAD for the use of an official vehicle.

b. You may take as passengers other U.S. civilians with USFB identification cards or with U.S. diplomatic passports, provided their travel has also been approved in advance by the POLAD and provided each person has a separate USFB card or U.S. diplomatic passport. (Children included in a parent's passport could cause confusion.)

c. In your own interest, you should see to it that your automobile insurance policy is valid for travel in East Berlin. If it is not, you should obtain a binder from a company willing to issue insurance for travel in Communist areas.

d. When your trip has been approved by the POLAD, notify Berlin Brigade G-2 (telephone x-6136), or the USCOP duty officer (telephone x-7202) after office hours, giving your name, license number and make of your vehicle, number of passengers, and approximate time you expect to enter and leave East Berlin. Berlin Brigade G-2 will in turn notify the personnel on duty at Checkpoint Charlie. Unless notified in advance, Checkpoint Charlie personnel will stop you from entering East Berlin.

e. Allow yourself plenty of leeway when giving your time of return so that no unnecessary alarm will be sounded if you are delayed slightly.

f. Entering East Berlin

(1) You may cross into East Berlin by car only at Checkpoint Charlie.

(2) Keep your doors locked and the windows almost closed--leaving enough space for you to talk with the East German guards, but not enough to permit them to reach inside the car.

(3) Immediately beyond the U.S./Soviet sector boundary, you will encounter a pole-type barrier. Normally this barrier is not lowered. (A sketch of the East German checkpoint area is attached.)

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(4) You then encounter a second barrier, this one with a drop gate, barring passage through a wall built across Friedrichstrasse. Normally the guards will raise this barrier. The guards on the other side of the wall will then request you to halt and identify yourself. On occasion, however, when traffic is backed up, the guards may check your identification before permitting you through the barrier.

(5) When you are asked for identification, hold up to the window your USFB identification card, showing first the cover and then the inside pages. You must not surrender your identification card under any circumstances. Your passengers should follow the same procedure in identifying themselves with their USFB identification cards or diplomatic passports.

(6) When you are permitted to move forward, proceed slowly through the control area. Do not park. Skirt to the left, around the cars parked alongside the East German control shacks, navigate the concrete slalom and, bearing right, continue to the second (and final) East German checkpoint in the control area. Stop here and identify yourself to the guards as before, that is, by showing but not surrendering your USFB identification card.

(7) If, at any point in the control area, East German guards refuse to permit you to proceed:

(a) Insist on your right to proceed. Suggest to the guards that they check with their superiors. It is important to determine as best you can that any refusal to permit you to proceed is a deliberate act based on firm instructions and is not the result of a misunderstanding.

(b) If the guards continue to refuse you passage, ask for a Soviet official.

(c) If, after a reasonable time (5-10 minutes), you have still not been permitted passage and no Soviet official has appeared, drive back to Checkpoint Charlie and report the incident to the Eastern Affairs Section (x-7565 or 7410 during office hours) or to the USBER duty officer (after office hours).

(d) If the East German guards refuse not only to permit you to proceed but also to return to Checkpoint Charlie, sit tight. Do not allow any passengers to leave the car. Keep the doors locked and the windows closed except for a small space to enable you to talk with the guards. Your car will be under

observation from Checkpoint Charlie and the fact that you are being detained will soon become apparent. In due course, an American official (military or civilian) will come over to investigate the situation and assist you.

g. Exiting East Berlin

(1) The first East German traffic control point is located on Friedrichstrasse just after the Krausenstrasse intersection and before the control zone proper. (This is the second barrier you encountered when entering East Berlin (I.f.(6) above)). Upon reaching this control point, halt your vehicle as directed by the East German guards. When they request identification, hold up your USFB identification card as you did upon entering East Berlin. When the East German guards wave your vehicle forward, bear to the left, ignoring the directional arrow pointing right, skirt around the traffic parked next to the customs shack, navigate the concrete slalom, and proceed to the passageway in the wall through which you first entered the control zone on your way into East Berlin. You will be halted by a guard before you reach the barrier across the wall passageway and again be requested to identify yourself. When the guard passes you through, proceed to West Berlin. You do not need to report in at Checkpoint Charlie.

(2) If you are refused further passage at any point in the control zone, remain in your vehicle until American personnel from Checkpoint Charlie come to your assistance.

h. Within East Berlin

(1) Do not pick up any passengers in East Berlin. If you encounter Americans or other Allied personnel in distress, return to Checkpoint Charlie and report the situation to the officer-in-charge. Only if these persons are involved in a real emergency and are in urgent need of transportation should you pick them up. In such cases, satisfy yourself as to the person's identity before permitting him to enter your car. Unless he is in uniform or has a USFB identification card or diplomatic passport, he will have to submit to regular East German controls upon leaving East Berlin and must therefore get out of your car again before you enter the control area.

(2) Traffic Regulations; Traffic Violations or Accidents. Read the attached information sheet on East German traffic regulations carefully. If you or any occupants of your vehicle are accused by an East German official of violating a traffic rule, or if your vehicle is involved in an

accident causing damage or injuries to others, do not attempt to leave the scene without specific permission from the East German police, even though you may not be physically detained.

(a) As a standard rule, ask for a Soviet official to come so that the matter can be resolved. At the same time, you should be prepared to reply briefly to factual questions from the East German police in an effort to resolve the matter as quickly as possible.

(b) If East German officials indicate that they have a complaint against you, inform them that it should be referred to the Soviets. Say that you are prepared to discuss it with the Soviets. Alternatively, the Soviets could refer the complaint to U.S. authorities.

(c) Try to notify the Officer in Charge (OIC), Checkpoint Charlie. Provide the following information to the Checkpoint:

- 1 Exact location of your vehicle.
- 2 Nature of difficulty.
- 3 If an accident occurred, whether or not there are any injuries, and if so, their extent and the names of those injured.
- 4 Actions by East German and/or Soviet authorities.

(d) The following means of notifying the OIC Checkpoint Charlie should be considered:

- 1 Sending one of your vehicle occupants to Checkpoint Charlie by taxi or public transportation or, if necessary, on foot. If you are alone, do not leave your vehicle.
- 2 Notifying the occupants of another U.S. vehicle or of a French, British, or West German vehicle and requesting them to notify Checkpoint Charlie immediately. For this purpose you may use an emergency notification form. (A supply of these forms has been distributed to all USEER sections. You should have one in your car when travelling in East Berlin.)

3. Requesting Soviet or East German officials who come to the scene to notify the OIC Checkpoint Charlie.

(e) Upon receiving your notification, the OIC Checkpoint Charlie will arrange to send U.S. personnel as soon as possible.

(f) If the East German officials clearly indicate that the matter has been resolved satisfactorily and they no longer require your presence, return immediately to Checkpoint Charlie and report the incident to USBER (EAS or duty officer). Under these circumstances, it is not necessary to wait at the scene for the arrival of Soviet officials whom you requested or U.S. personnel who may have been sent upon receipt of your notification to Checkpoint Charlie.

(g) If the matter is not resolved between you and the East German officials and a Soviet official does not arrive, await the arrival of U.S. personnel, particularly if you are involved in a serious accident in which you are at fault and/or someone has been killed or seriously injured.

(h) If you are waiting for U.S. personnel, you may so notify the East German authorities.

(i) While awaiting arrival of U.S. personnel, refuse to accompany an East German official or anyone else away from the vehicle.

(j) If a Soviet official appears, identify yourself by showing him your USFB identification card and request him to see that U.S. authorities are notified immediately, if that has not already been done. If you are being detained by the East Germans, request the Soviets immediately to release you. Cooperate with the Soviets for any reasonable requests to ascertain the facts but do not submit to questioning by the East Germans or let them take you into custody.

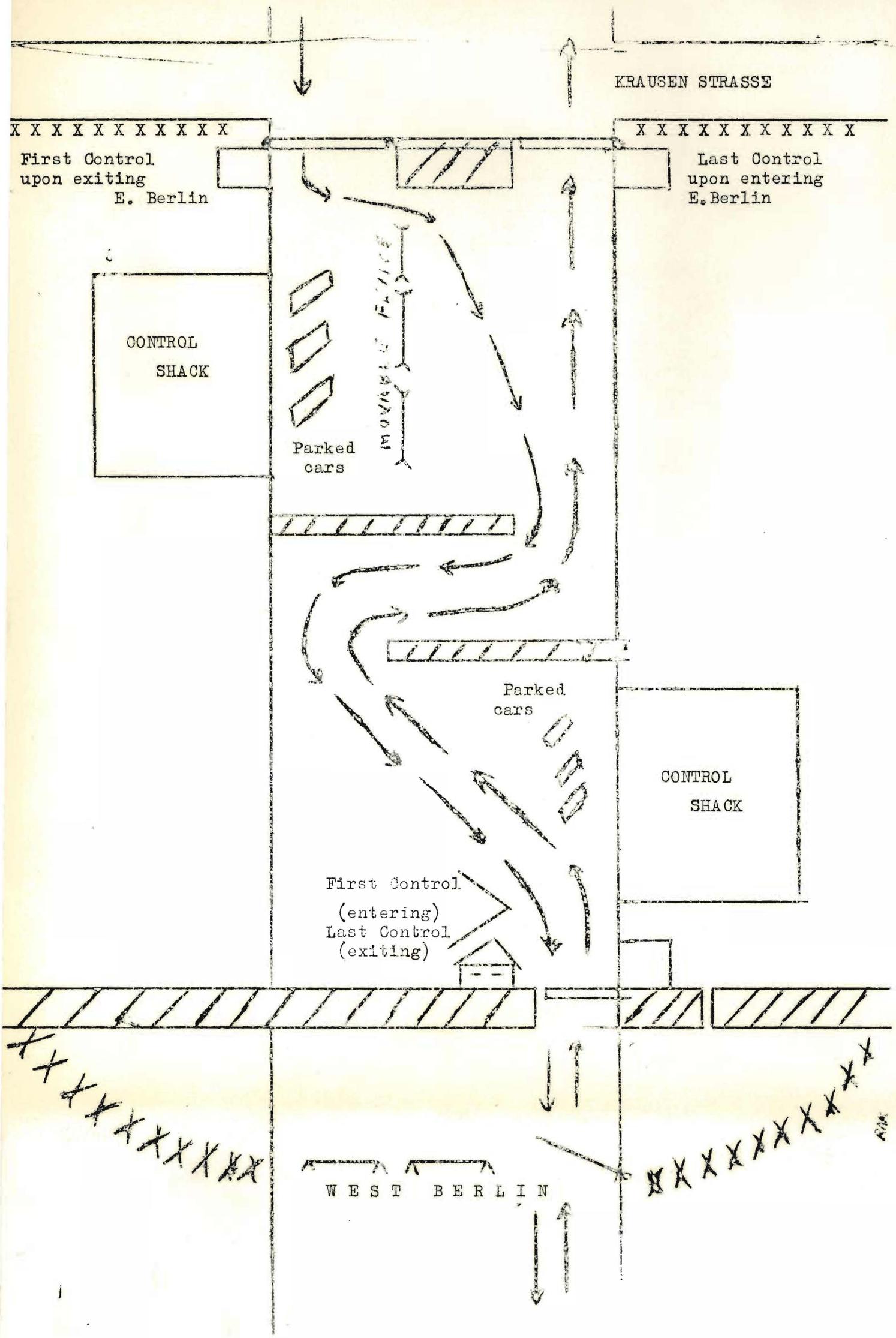
(k) If, as a result of an accident or sudden illness, you or your passengers require immediate medical attention, you may accept medical aid from Soviet or East German personnel.

(l) Prohibited Zones. Border areas and areas off limits to Allied personnel are marked as such with warnings posted in German, English, French, and Russian. Do not drive beyond red-bordered white circular signs marked "Durchgang Verkehr."

(3) Detention. If you are stopped by East German guards or officials and no accident, traffic violation, or other incident concerning your vehicle or any of its occupants is involved:

(a) Identify yourself, following the same procedure as you did when entering East Berlin, and try to proceed;

(b) If you are unable to proceed, ask for a Soviet official. While awaiting the arrival of a Soviet official, try again to proceed. If a Soviet official does not arrive, attempt to notify the Checkpoint Charlie OIC by the means suggested in l.h.(2)(d) above, and remain in your car until American personnel arrive to assist you. Refuse to accompany an East German official or anyone else away from your vehicle.



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First Control
upon exiting
E. Berlin

Last Control
upon entering
E. Berlin

CONTROL
SHACK



Parked
cars

MOVABLE FENCE



Parked
cars

CONTROL
SHACK

First Control
(entering)
Last Control
(exiting)

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WEST BERLIN

East German Traffic Regulations

Except for the points noted below, the same general traffic regulations obtain in East Berlin as in West Berlin.

The Right-of-Way: The traffic sign designating the road that has right-of-way at an intersection is a white-bordered yellow square standing on end (diagram 5).

In the absence of any right-of-way signs, the right-of-way in East Berlin, as in West Berlin, belongs to the driver approaching an intersection from the right.

Right Turn on a Red Light: You may make a right turn on a red light (or if a traffic cop has halted onward traffic) providing that in doing so, you do not endanger or impede cross traffic.

One-Way Sign: The one-way sign is a blue arrow with white lettering, "Einbahnstrasse" (diagram 3).

Pedestrian Crossings: Pedestrian crossings are marked by a six-sided black and yellow striped light (diagram 7).

Speed Limit: Unless otherwise indicated, the speed limit in East Berlin is 50 km/hr. (32 mph).

Emergency Notification Form

(Notfallmeldungsformular)

Please deliver this form to the U.S. Army officer-
in-charge at Checkpoint Charlie.

Bitte uebergeben Sie dieses Formular dem Offizier
im Dienst bei der U.S. Army am Checkpoint Charlie.

Checkpoint Charlie,
Amerikanischer Kontrollpunkt
Friedrichstrasse, Ecke Kochstrasse
West-Berlin

Name:

Make and Color of Car:

License Number:

Location:

Nature of Emergency:

Date and Time: