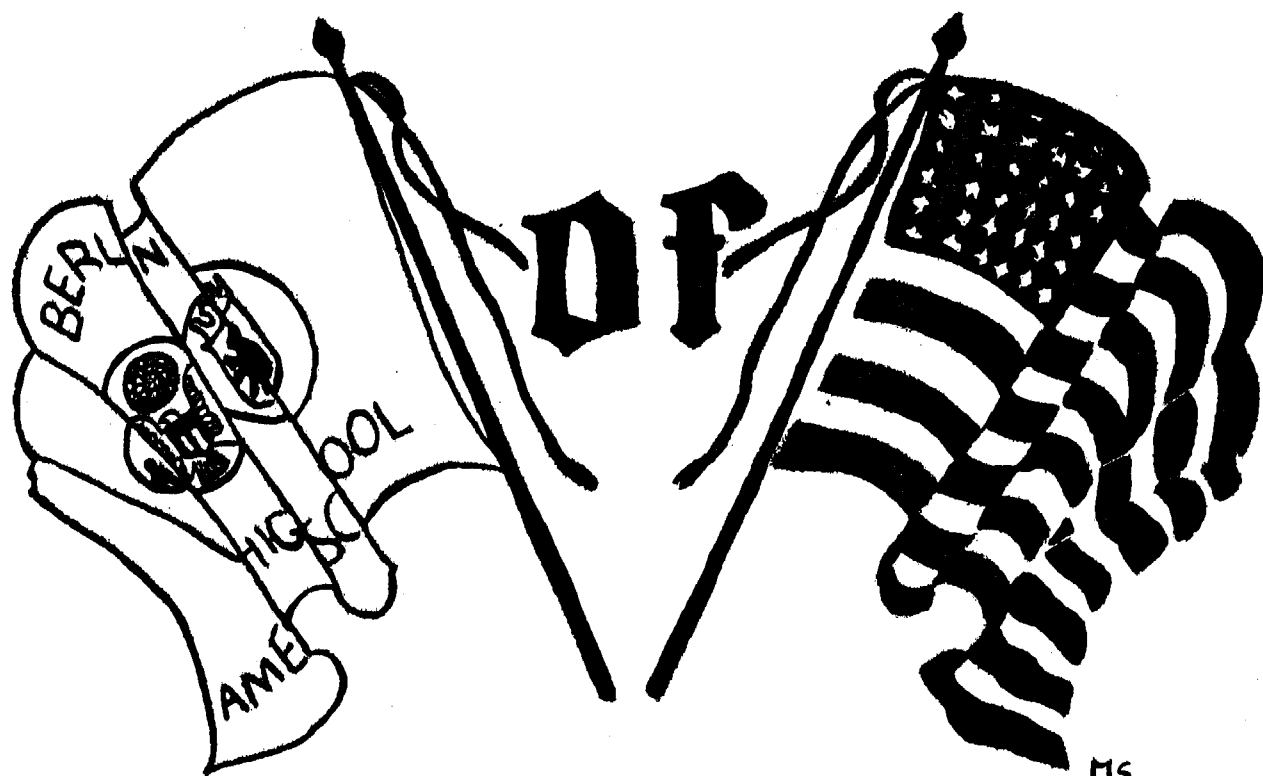


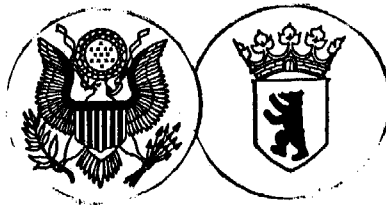
# BERLIN-AMERICAN FOLDER



THE BERLIN-AMERICAN HIGH SCHOOL <sup>MS</sup>

2-5-79 64-15-7

BRIEFING FOLDER  
OF THE  
BERLIN AMERICAN HIGH SCHOOL  
SY 1969/70



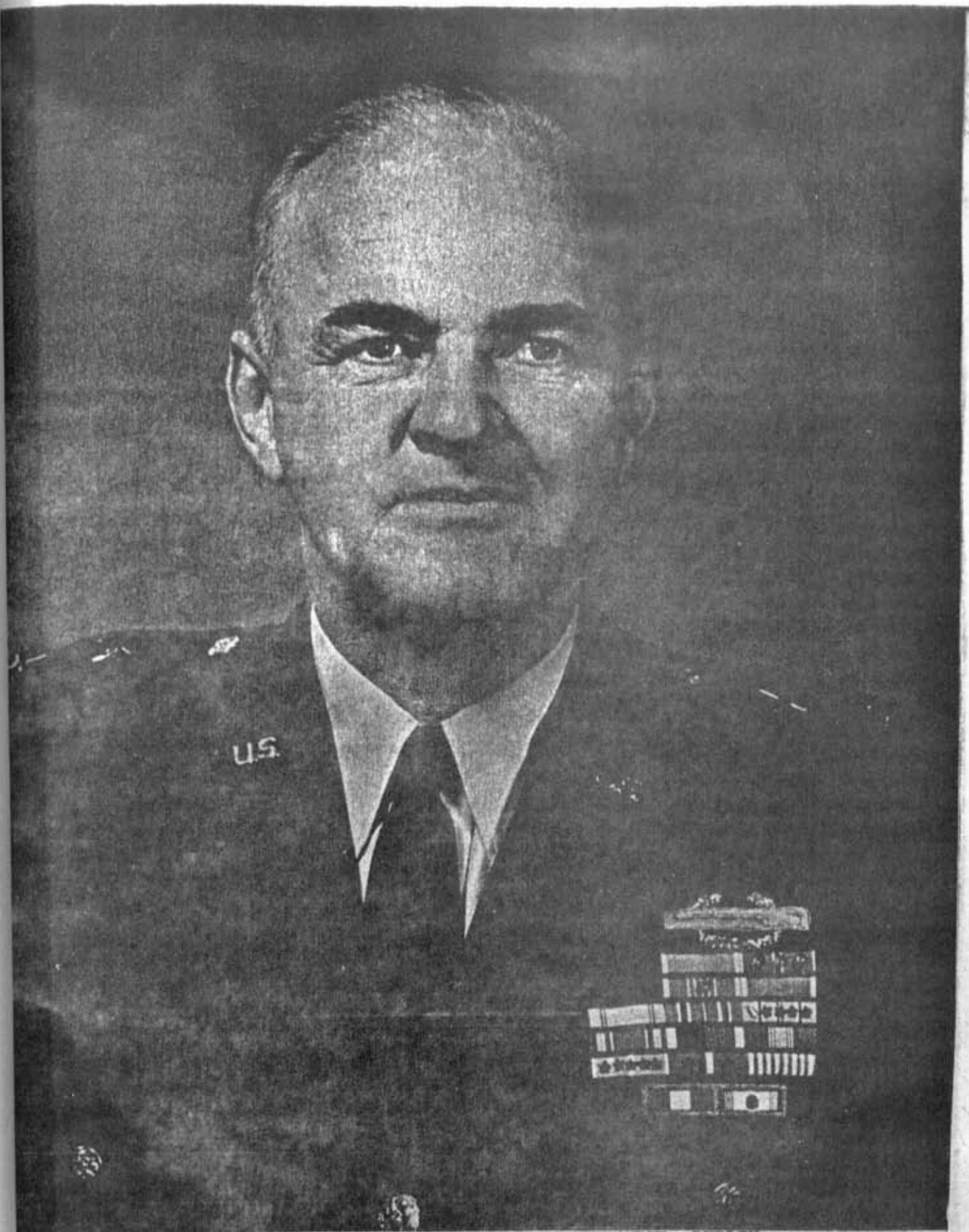
## F O R W A R D

This handbook is a guide to our school. Through its use you will be able to move about more freely and at the same time be somewhat familiar with our educational program. We hope in this way to make your visit more pleasant for you and professionally profitable for us.

DAVID W. TWOHY  
Principal

SECTION I

PERSONNEL



MAJOR GENERAL, R.G. FERGUSON, US COMMANDER, BERLIN



BRIGADIER GENERAL, HAROLD E. HAYWARD, COMMANDING GENERAL, BERLIN BRIGADE



DAVID W. TWOHY, PRINCIPAL, BERLIN AMERICAN HIGH SCHOOL



NAME	DEGREE & INSTITUTIONS	Number of Years taught in: U.S. DOD Berlin		
ALLIANO, Christine	BA - San Diego State MA - Univ.of South.Calif.	0	6	4
BARLOW, Alberta	BA - Oregon State Univ.	9	3	3
BEAMS, Anne	BA - Bowling State Univ. MA - Bowling State Univ.	2	10	4
BELT, Judith	BA - Michigan State Univ.	7	2	2
CLARK, Evelyn	BS - Tennessee A & I Univ.	2	2	2
DE YOUNG, Mary	BA - Mississippi College	5	5	3
DE YOUNG, Norbert	BA - Central College Iowa	3	10	3
DOUGLAS, Howard	BS - Oklahoma State Univ.	2	3	3
DUNDAS, Eva	BA - Univ.Santa Barbara	3	12	1
ENGBRECHT, Ronald	BA - Univ. of N. Dakota	3	2	1
FENSTERMACHER, Wayne	BA - New York Univ. MA - Teachers College Columbia	4	12	2
FERGUSON, Joseph	BA - George Peabody College Tennessee	3	10	1
HILDENBRAND, Adam	BA - Bradley Univ. Ill.	2	9	1
HOTZEL, Katrin	BA - Free Univ. Berlin	0	5	5
HUFFER, Charles	AB - Univ. of Arkansas	3	2	2
ITOGA, Edward	BA - Drake Univ. BED - Drake Univ. MED - Univ. of Hawaii	1	8	3
KILPATRICK, Bebe	BA - Louisiana Polytechnic Univ.	19	21	9
LEONARD, Allan	BA - Tulane Univ. L.A.	4	11	1



NAME	DEGREES & INSTITUTIONS	Number of years taught in:		
		U.S.	DOD	Berlin
LEEPER, Ava	BS - Rocky Mountain Coll. Montana MA - Northwestern Univ.Ill.	18	11	9
LOCHER, William	BS - Miami Univ. Fla.	2	7	3
MORENO, Louis	BA - Arizona State MA - Arizona State	2	7	1
MOSER, William	BA - Stanford Univ. MA - In Education Stanford Univ. MA - History San Francisco State	9	11	2
ODEGAARD, Leona	BS - Wisconsin St.College	11	3	1
PEPOY, George	BS - Michigan State Univ.	2	9	2
PIETSCH, Margot	BA - Art Institute Chicago Ill.	0	23	23
PRIEBE, Donald	BA - State Univ. of Iowa	4	16	5
REKUCKI, Mary	BA - Univ. of Minnesota	6	20	6
RICE, James	BS - Moorehead Univ.Minn.	3	8	4
SCHIRMER DR.,Erika	BA - Berlin Teachers Coll. MA - Berlin Teachers Coll. Phd. Berlin Teachers Coll.	0	23	23
SMITH, Byron	BA - Western Washington State Coll.	5	7	1
SULLIVAN, Philip	AB - Marquette Univ. MA - Marquette Univ.	7	10	4
TWOHY, David	BA - Univ. of Oregon MA - Univ. of Oregon	10	7	1

NAME	DEGREE & INSTITUTIONS	Number of Years taught in:		
		U.S.	DOD	Berlin
VANDAGRIFF, Lois	BS - Carson Newman College	5	2	2
VOIGT, Heinz	BA - Paedagogische Hochschule Berlin	0	11	11
	MA - Paedagogische Hochschule Berlin			
WHITE, Carol	BA - City Coll.San Francis.	5	9	4
BLUEM, Charles	BA - Michigan State Univ.	2	1	1
WITTE, Lucy	BA - Marshall College		0	1

ENROLLMENT AS OF END OF OCTOBER 1969/70

SE	7	8	9	10	11	12
7	154	112	111	70	62	67

PROFILE ON CLASS OF 1969

Number in class	- 67
Number graduating	- 67
Number continuing education	- 36 (58%)
Number entering Armed Forces	- 5

CEEB Data (46 students)

	<u>SAT - V</u>	<u>SAT - M</u>
<u>Score</u>	<u>No.</u>	<u>No.</u>
700 - 800	1	2
600 - 699	4	6
500 - 599	11	8
400 - 499	15	16
300 - 399	13	12
200 - 299	2	2
Range	235-710	290 - 702
Median	452	446

OTIS GAMMA IQ

Range	82-133
Median Score	114

SECTION II

SPECIAL PROGRAMS

### OPEN CAMPUS

Berlin American High School operates as an open campus for students in grades 9-12. During their free period students in these grades have the option of quiet study relaxation in the Student Union or leaving the building. Students may also do research in the library at this time providing they have a pass from the teacher.

Since students in grades 7 and 8 have no free period, the open campus is applicable to them only during lunch hour. At this time they may stay in the Student Union, go home for lunch, or study in the library providing they have a pass from the teacher.

In support of the open campus EES offers limited snack bar service from 0800 - 1600 hours each school day. Breakfast items, hot dogs, hamburgers and pastries are available during the day in addition to the hot lunch served at noon.

The purpose of the open campus is to train students in habits of self-discipline and self-motivation. These qualities are essential to success in college and important in all forms of adult life. Students who are still too immature to benefit from the open campus are handled individually by the Assistant Principal.

### TIME - BLOCK SCHEDULE

The school extends from 0830 - 1530 hours. This allows seven 55 minutes instructional periods and one 30 minute multi-purpose period daily. The multi-purpose period provides a time for Clinic, homerooms, assemblies, activities or pep rallies as appropriate. It allows these complementary functions to be carried on without encroachment on the instructional program. In addition 5 of the 7 class periods rotate through the week.

	0830-0925	0930-1025	1030-1125	1130-1225	1205-1300	1305-1330	1335-1430	1435-1530
M	1	2	3	A	B	Homeroom	"	5
T	2	3	4	A	B	5	1	Activity
W	3	4	5	A	B	1	2	Clinic
TH	4	5	1	A	B	2	3	Activity
F	5	1	2	A	B	3	4	Assembly

### CLINIC

At least once per week multi-purpose period is reserved for Clinic. The Clinic provides a time when both teachers and students are free of other scheduled duties and during which any student can see a teacher by appointment. It is an opportunity for students to receive individualized instruction whether their need be for remedial or advanced work. It provides a time for individual assistance that can not be rendered in regular classroom without neglecting the other students. Students are urged to take advantage of the opportunities afforded by the Clinic.

### WORK - STUDY PROGRAM

The work study programs provide students with the opportunity to become adjusted to real work situations while they are still at school. Under this program, two or three periods are devoted to part-time work experience. The in-school program includes subjects required for graduation and subjects directly related to the job. The work experience is progressive, following a plan outlined by the employer and local school coordinator.

PROGRAM OF STUDIES

DEPARTMENT

COURSE OFFERINGS

Business Education	Typing I, II, Stenography I, II, Bookkeeping: Office Procedures
English	English JHS, I, II, III, IV: Creative Writing: Drama; Humanities; Speech; Reading Improvement.
Fine Arts	Arts & Crafts JHS, I, II, III,; Vocal Music; Instrumental Music.
Health	Instruction in both mental and physical health topics is required for each student each year unless otherwise excused.
Home Economics	Homemaking JHS, I, II, III.
Industrial Arts	JHS Survey of Industry: HS Industrial Technology: HS Technical Graphics: HS Industrial Design: HS Architectural Design.
Languages	French I, II, III, IV, German JHS, I, II, III, IV, Latin I, II; Russian I, II.
Mathematics	JHS Math: General Mathematics: Algebra I; Geometry; Algebra II; Fifth year Math; Advanced Math.
Physical Education	Physical Education is required for each student each year, unless otherwise excused.
Science	JHS General Science; JHS Time, Space, Matter; Introductory Physical Science; Biology (Yellow BSCS); Chemistry (Chem.Study); Physics; (PSSC);
Social Studies	JHS World and American History; World Regions; World History; United States History; American Government; Contemporary Problems; Modern European History.
Special Education	An individualized program of studies for students with learning impediments.



DEPARTMENT

Work Study

Center Career Information

COURSE OFFERINGS

A program to provide opportunity for some students to work on a part-time basis in an area of their interest.

A central repository of all sorts of career information. A half time specialist is available to counsel students, answer questions, give interest tests, and seek special materials for students.

## P U P I L P E R S O N N E L S E R V I C E S

Objective: The objective of the Guidance Department is to provide information and counseling to enable students to understand themselves and their role in an ever-changing society. Basic to this objective are the assumptions that individuals differ in attainment of this understanding and that society is in transition from a primarily working society to a learning centered society.

Such an objective can only be accomplished through cooperative efforts of the entire school staff with the counseling staff providing a catalyst. Facilitating the best possible learning processes requires individual consultations with students, teachers, and parents to help them define more completely their specific role.

Testing: All students are encouraged and assisted in every way possible to take advantage of opportunities for higher education by taking qualifying examinations and applying for scholarships.

Our testing program, which spans grades 7-12, attempts to measure the growth of students in the basic skills, aptitudes, interests, and vocational possibilities.

In addition to evaluating the individual child, the tests are invaluable in measuring the strength and weakness of the program and in serving as a guide to future curriculum planning.

Aside from the USDESEA testing program, Berlin American High School is a test center for the College Board Entrance Exams (Scholastic Aptitude Test, Achievement Tests and Writing Sample), the A.C.T. (American College Tests), and the P.S.A.T. (Preliminary Scholastic Aptitude Test).

The school also administers other supplemental tests such as the National Merit Scholarship Qualifying Exams and the National Educational Development Test.

College Information: Current college catalogs are available in the library for student and parent use. The collection includes catalogs of many four and two year colleges, nursing schools and accredited business schools in the United States. Students are encouraged to use the catalogs during free time and to sign out materials.

The Guidance Department has many college guides and scholarship information guides for student use. These are also available on a loan basis.

Group Guidance: Among the common areas of need of junior highschool youth are school adjustment and educational planning, group relationships, personal-social development, boy-girl relationships, and career planning. Methods used are pupil involvement or planning, participating and evaluating of activities with the teacher.

Group guidance is an elective offered to junior high students. Group guidance uses group processes in assisting pupils with problems related to decisions, plans, goals, and personal value judgements.

Group guidance is found both within and beyond the curriculum. Non-curricular group guidance is offered in such activities as voluntary discussion groups, orientation programs, homeroom functions, and certain types of student activity projects. In some instances our group guidance goals are met by a combination of curricular and non-curricular procedures, as in developing orientation plans or developing occupational exploration experiences.

## INSTRUCTIONAL MATERIALS CENTER POLICIES

The Instructional Materials Center (IMC) consists of the library, professional reading room, and audio-visual room. It is located in rooms 205, 206 and 207.

### INSTRUCTIONAL MATERIALS CENTER (IMC)

HOURS: The Instructional Materials Center is open from 0800-1700 hours each day the school is in session. It is open from 0900-1200 hours Saturday morning by arrangement if students express a desire to study or use materials at that time.

PASSES: Students who come to the Instructional Materials Center during school hours will bring a pass from the teacher who authorizes them to be there. This pass will be signed by the IMC Supervisor and returned to the classroom teacher before the end of the period.

CHARGING BOOKS: The library has a collection of 9,230 books. Last year's circulation: 15,979 books. Books are charged out on the student's signature for a two-week period. They may be renewed once for another two weeks if necessary.

REFERENCE BOOKS: Three sets of encyclopedias and most of the other reference books may be checked out for overnight use.

PERIODICALS: The library has 5000 back issues of magazines and subscribes to 102 magazines. The current issue of each magazine is kept on the magazine rack for library use and cannot be checked out. Back issues may be checked out for a three-day period.

NUMBER OF BOOKS A STUDENT MAY TAKE OUT: No limit is placed on the number of books a student may have out at one time. Instead, they are encouraged to use common sense and take out only what they can use and return within the two-week period.

OVERDUE NOTICES: Overdue notices are sent to the student's first period classroom each Wednesday morning. If this fails to bring in the overdue material, a letter is sent to the father of the student asking that he see that it is returned.

MATERIALS: Anyone who checks out material does so with the understanding that he will return it by the date due. Any material that is not returned must be paid for.

SUGGESTIONS FOR NEW MATERIALS: Students are urged to inform the IMC Supervisor of any library material they would like to have included in the next order.

NEW MATERIAL: As new books, pamphlets or audio-visual materials are received, an annotated list for each teacher is prepared. This will be posted on bulletin boards in order to keep the student body informed as to what is new in the Instructional Material Center.

SPECIAL SHELVES: The library maintains special shelves for NEW BOOKS and for RECOMMENDED READING FOR COLLEGE-BOUND STUDENTS. It will also maintain a special section for a collection requested by any teacher for special use.

FILMSTRIPS AND RECORDINGS: The IMC has 714 filmstrips and 380 recordings in the audio-visual room. They may be used as the teacher desires by making arrangements with the audio-visual instructor.

SEATING SPACE IN THE INSTRUCTIONAL MATERIAL CENTER: The library can accommodate as many as eighty students at one time. The audio-visual room can seat another 35 students.

LEISURE READING PRIVILEGES: Because of the number of students that can be accommodated in the library it is usually possible for students to come in for leisure reading, and they are encouraged to do so. Here they have access to books and magazines that they can read for the joy of reading, and as long as there is space for them, in addition to those doing research, they are welcome to use it.

COLLEGE CATALOGS: The library has a collection of approximately 1000 college catalogs from all the fifty states and some foreign areas. Students interested in them have access to them in the library and are free to check them out for study at home with their parents.

CAREER INFORMATION: An Occupations File is available. Two hundred seventy broad occupational fields are represented in the file with current information on occupations obtained from US Government services, professional and trade organizations, individual companies and employers and two guidance service publishers. Materials from the file are available for student use in the IMC and may be borrowed over night.

PROFESSIONAL READING ROOM: A portion of the IMC is set aside as a professional reading room reserved for the faculty. Both pedagogical texts and periodicals are shelved in this area. Normally these materials are reserved for teachers but students interested in teaching as a profession may check out certain items under the guidance of a faculty member or the librarian.

SECTION III

COMMUNITY PROGRAMS

P T A

The Parent-Teacher Association functions as a school support and communication group for both the elementary and high school. It is generous in providing financial support for materials and activities that supplement the basis USDESEA program. Through a planned series of monthly meetings communication between home and school is enhanced as both educators and parents become aware of their common interest - the student.

The elected officers of the SY 1969 - 70 are:

President.....	LTC A. Eigenberg
Vice President, Jr.Div.....	
Vice President, Sr.Div.....	Mrs.Christine Aliano
Secretary.....	Mrs.Ruth Burack
Treasurer.....	Sgt. John Freeman



SECTION IV

SCHEDULES

ROTATING SCHEDULE

0830-0925	0930-1025	1030-1125	1130-1225	1205-1300	1305-1330	1335-1430	1435-1530
M 1	2	3	A	B.	Homeroom	4	5

0830-0925	0930-1025	1030-1125	1130-1225	1205-1300	1305-1400	1405-1500	1500-1530
T 2	3	4	A	B	5	1	Activity
W 3	4	5	A	B	1	2	Clinic
Th 4	5	1	A	B	2	3	Activity
F 5	1	2	A	B	3	4	Assembly

BERLIN AMERICAN HIGH SCHOOL APO 09742  
MASTER SCHEDULE OF CLASSES SCHOOL YEAR 1969 - 1970

	1	2	3	A	B	4	5	MPP
NAME	0830-0925	0930-1025	1030-1125	1130-1225	1205-1300	1305-1400	1405-1500	1505-1530

ALLANO, Christine R. Mrs.	Group Guid 103	Guidance A 114	Guidance A 114		Jr.High Group Guid 110	Guidance 118	Guidance A 114	
BARLOW, Alberta J. Miss	PE Gym	PE Gym	PE Gym		JH PE Gym	JH PE Gym	JH PE Gym	Activity
BEAMS, Anne E. Miss	Soc Stud 7 215	W.Reg. 215	Soc Stud 8 215	W.Hist. 215			US Hist. 215	- -
BELT, Judy B. Mrs.	Work Study Career Inf 104	Work Study Career Inf 104	Work Study Career Inf 104	Bkkg. 104		Work Study Career Inf 104	Work Study Career Inf 104	THURSDAY
BLUEM, Charles R. Mr.	World Reg 204	World Reg 204	Am.Gov. 204		Eng. 7 204		World Reg 204	FRIDAY
CLARK, Evelyn L. Mrs.		Eng. 7 103	Soc Stud 7 103	Eng. 9 103		Eng. 9 103		
DEYOUNG, Mary P. Mrs.	Alg. 1 302	Alg. 2 302	Alg. 1 302	SR. Math 302		Alg. 1 302		Homeroom
DOUGLAS, Howard L. Mr.		Sci. 7 306	Sci. 7 306	Bio 306		Bio 306	Bio 306	Activity
DUNDAS, Eva Miss	Home Ec 1 317		JH Home Ec 317	Home Ec 317		JH Home Ec 317	JH Home Ec 317	- - -
ENGBRECHT, Ronald Mr.	Chem Study 309		Sci. 8 309		Math 8 309	Sci. 8 309	PSSC Physics 309	MONDAY
FENSTERMACHER, Wayne Mr.	Beg.Band 013	HS Chorus 013		Adv.Band 013		JH Music 013	JH Chorus 013	TUESDAY
FERGUSON, Joseph E. Mr.	Sp/Drama 110	Eng. 9 110	Eng. 11 110			Eng. 111 110	Eng. 11 110	WEDNESDAY

NAME	1 0830-0925	2 0930-1025	3 1030-1125	A 1130-1225	B 1205-1300	4 1305-1400	5 1405-1500	MPP 1505-1530
HILDENBRAND, Adam E. Mr.	Geom. 304	Geom. 304			Math. 7 304	Math. 7 304	Math. 7 304	Activity Assembly
HOTZEL, Katrin Miss	Germ. 1 108	JH Germ. 108		Germ. 1 108		Germ. 2 108	JH Germ. 108	
HUFFER, Charles A. Mr.	Alg. 1 305	Math. 8 305		Adv. Math 305		Alg. 1 305	Gen. Math 305	
ITZGA, Edward S. Mr.	Guidance A 112	Guidance A 112	Guidance A 112	Guidance A 112		Guidance A 112	Guidance A 112	
KILPATRICK, Bebe V. Miss	Eng. 8 118	Eng. 7 118	Eng. 8 118			Eng. 8 118	Eng. 8 118	THURSDAY
LEONARD, Allan J. Mr.	Soc. Stud. 7 208	Soc. Stud. 8 208		US Hist. 208		US Hist. 208	Soc. Stud. 7 208	FRIDAY
LEEPER, Ava Miss	Library 209	Library 209	Library 209	Library 209		Library 209	Library 209	
LOCHER, Stephen W. Mr.	Admin A 104	Admin A 104	Admin A 104	Admin A 104		Admin A 104	Admin A 104	
McCABE, Barbara J. Mrs.	Health Cl. (Wedn) 105				Health Cl. (Frid.) 303	Health Cl. (Frid.) (Mon) 310 215	Health Cl. (Tues.) 302	Homeroom Activity Clinic
MORENO, Louis S.	Shorth. 202		Off. Pract. 202	Typ. 1 202		Typ. 2 202	Typ. 1 202	
MOSER, William Mr.	Admin A 105	Admin A 105	Admin A 105	Admin A 105		Cont. Prob. 204	Admin A 105	
ODEGAARD, Leona C. Mrs.	Sp. Ed. 109	Sp. Ed. 109	Sp. Ed. 109	Sp. Ed. 109		Sp. Ed. 109	R/Math. 109	MONDAY TUESDAY WEDNESDAY
PEPOY, George W. Mr.	JH PE Gym	PE Gym	PE Gym	PE Gym		JH PE Gym	JH PE Gym	
PIETSCH, Margot	Art. 1 011	JH Art 011	Art 2-3 011		JH Art 011		JH Art 011	

NAME 1 2 3 4 5 MPP  
0830-0925 0930-1025 1030-1125 1130-1225 1205-1300 1305-1400 1405-1500 1505-1530

PRIEBE, Donald Mr.	Read, Sk. A 004	Rem. Read. A 004	Rem. Read. A 004		Read, Sk. A 004	Eng. 7 310		
REKUCKI, Mary A. Miss	Soc. Stud. 8 214	Soc. Stud. 7 214	Soc. Stud. 7 214	Am. Govt. 214		Soc. Stud. 8 214		Activity Assembly
RICE, James J. Mr.	Eng. 10 117		Eng. 7 117		Eng. 7 117	Eng. 10 117	Eng. 10 117	
DR. SCHIRMER, Erika Mrs.	Germ. 4 106	Fren. 3 106	Fren. 1 106	Fren. 2 106		Germ. 3 106		THURSDAY
SMITH, Byron E. Mr.	Tech. Graph 006/010	Ind. Tech. 006/010	Ind. Design 006/010		JH Surv. 006/010	JH Surv. 006/010		Homeroom Activity
SULLIVAN, Philip Mr.		Latin 105	Eng. 12 105	Eng. 12 105		Eng. 9 105	Eng. 12 105	Homeroom Activity
TWOHY, David W. Mr.	Admin A 102	Admin A 102	Admin A 102	Admin A 102		Admin A 102	Admin A 102	
VANDAGRIFF, Lois Mrs.	Sci. 7 310	Sci. 7 310	Sci. 7 310		Sci. 7 310		Sci. 8 310	
VOIGT, Heinz Mr.	Russ 111	Germ. 1 111	Germ. 2 111		JH Germ. 111		Germ. 1 111	NONDAY TUESDAY WEDNESDAY
WHITE, Carol D. Miss	Math. 7 303	Math. 8 303	Math. 7 303			Math. 7 303	Math. 8 303	
WITTE, Lucy T. Miss	Sci. 8 311		IPS 311	IPS 311		IPS 311	IPS 311	

S E C T I O N   V  
TRAVELING FROM BERLIN TO WIESBADEN

## TRAVELING FROM WIESBADEN TO BERLIN

### I. Processing Points

Processing points for travel to Berlin are designated as the main rail stations in Frankfurt and Bremerhaven for rail travelers, and the US Army Helmstedt Support Detachment for Autobahn travel. To obtain transportation from Wiesbaden to Frankfurt, telephone Wiesbaden Motor Pool. Air travel to Berlin will originate at Rhein Main Air Base, while travel on the duty train will begin at the RTO office at the main rail station in Frankfurt.

### II. Clearance Requirements for Land Travel

Prior clearance is required for all land travel to and from Berlin.

All requests for travel to and from Berlin will be prepared on AE Form 2793 (Request for Clearance to Travel to Berlin), in two (2) copies, and submitted to the Commander in Chief, USAREUR, ATTN: AEAAG-AP, to arrive not later than 10 workdays before the date the traveler is scheduled to depart from his home station.

### III. Documentation Requirements

Civilian personnel, including dependents, require valid DD Forms 1173 (Uniformed Services Identification and Privilege Card) and valid passport.

### IV. Clearance Procedures

Clearance for travel of personnel stationed in Berlin or for PCS travel from the continental United States to Berlin will be controlled by the US Commander, Berlin (USCOB).

### V. Preparation of Documentation

a. See USAREUR Reg. 550-180 for a sample of completed AE Form 2793. The form may be used for any number of personnel as long as the travel is performed on the same date. All information entered on this form will be exactly the same as that appearing on the identity documents, including grades, service or identity document numbers, and middle names, when applicable.

Personnel traveling in duty or non-duty status are required to certify that they have read and understood annex C of Reg. 550-180 by executing the certificate on the reverse of the AE Form 2793.



Personnel traveling to and from Berlin by more than one mode of transportation will include pertinent information regarding the mode of travel in each direction and the license number of the vehicle, when applicable.

b. Movement Orders (also called Flag Orders)

When the AE Form 2793 is submitted to the Commander in Chief, USAREUR, ATTN: AEAAG-AP, movement orders will be prepared and returned to the requesting authority for delivery to the traveler, who will present them to the rail transportation officer (Frankfurt train station) or Helmstedt checkpoint on arrival, if traveling by car.

VI. Mode of Travel

a. Rail Travel: The guarded US military train from Frankfurt to Berlin and similar British and French military trains are the only authorized passenger rail routes. The traveler is responsible for obtaining reservations on the Berlin duty train. Clearance to visit Berlin does not include reservations of any kind. Reservations may be made by contacting the rail transportation officer at the Frankfurt train station. For further information see chapter 312, USAREUR Reg. 55-355.

b. Motor Vehicle: The Autobahn between Helmstedt and Berlin is the only authorized motor vehicle route through the Soviet Zone of Germany. US civilian personnel who are traveling on movement orders issued by the Commander in Chief, USAREUR, the US Ambassador or Charge d'Affaires, Bonn, or the US Commander, Berlin, are authorized to travel the Berlin - Helmstedt Autobahn in automobiles bearing USA license plates issued in Germany, "C" plates issued in Italy or plates issued by the Federal Republic of Germany to US personnel assigned, attached, or on duty with the US Embassy in Bonn, Germany or one of the Consulates General in the Federal Republic of Germany.

Personnel will be briefed at the US checkpoint at Helmstedt prior to entering the Autobahn.

c. Air Travel: Personnel traveling by air in a duty or non-duty status are required to accomplish AE Form 2793 as described under Preparation of Documentation above.

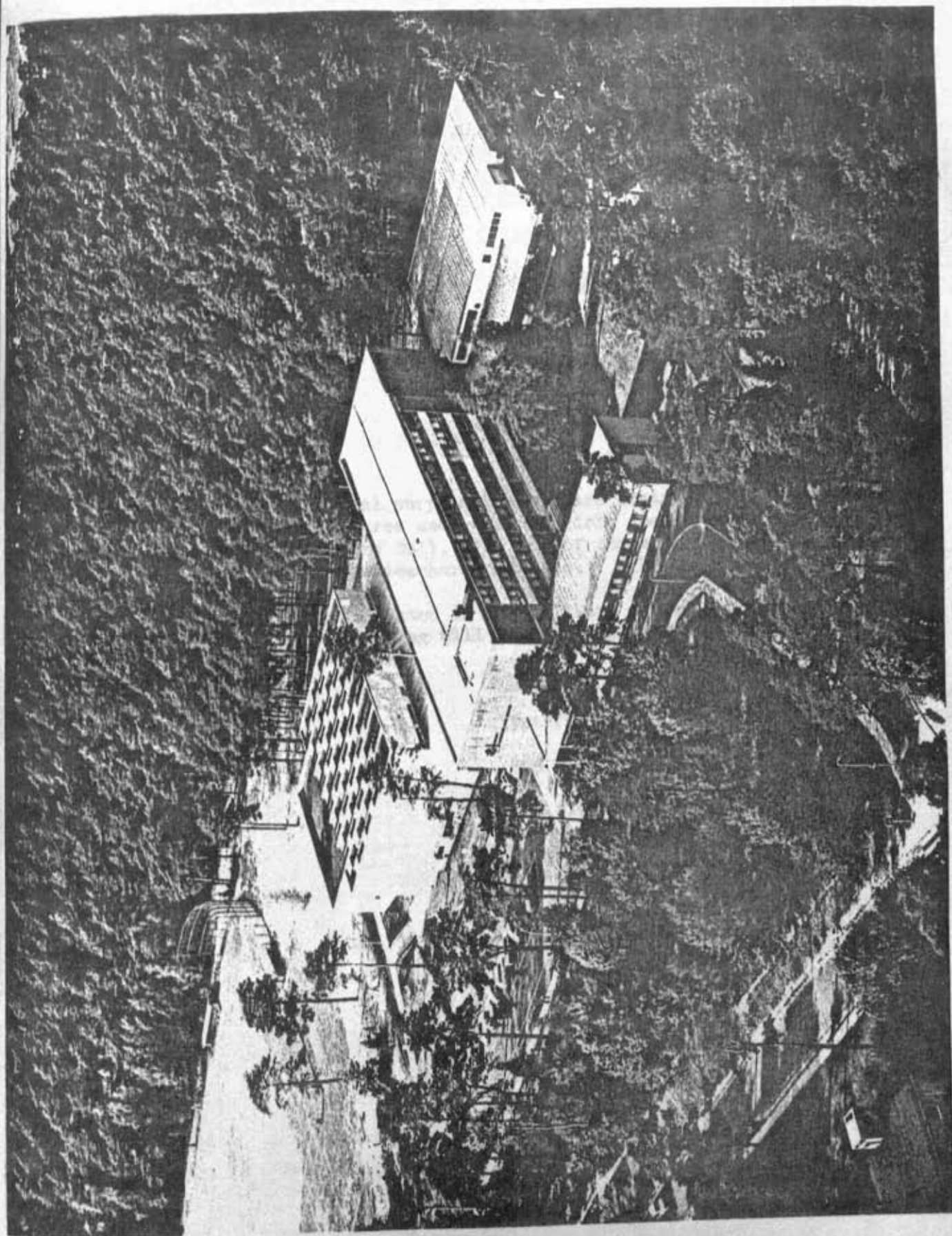
Advance billeting arrangements are also required for air travelers. The only authorized routes of air travel to Berlin are commercial and military air flights that land in the US, British or French sectors of the city.

Movement orders (Flag Orders) and compliance with the Berlin clearance procedures, except for AE Form 2793, are not required for round-trip air travel. When either entry into or exit from Berlin will be made by land route, necessary documentation for land travel will be obtained before the traveler departs from his home station.

VII. Billeting Reservations: Because of the limited billeting facilities in Berlin, travelers are required to make arrangements as far in advance as possible. Berlin clearance will not be granted unless billeting arrangements have been completed. Requests for reservations in military facilities should be addressed to the US Commander, Berlin, APO 09742, ATTN: Accom. Off.

Military personnel in a duty status are required to use military facilities.

SECTION VI  
FLOOR PLANS AND MAPS



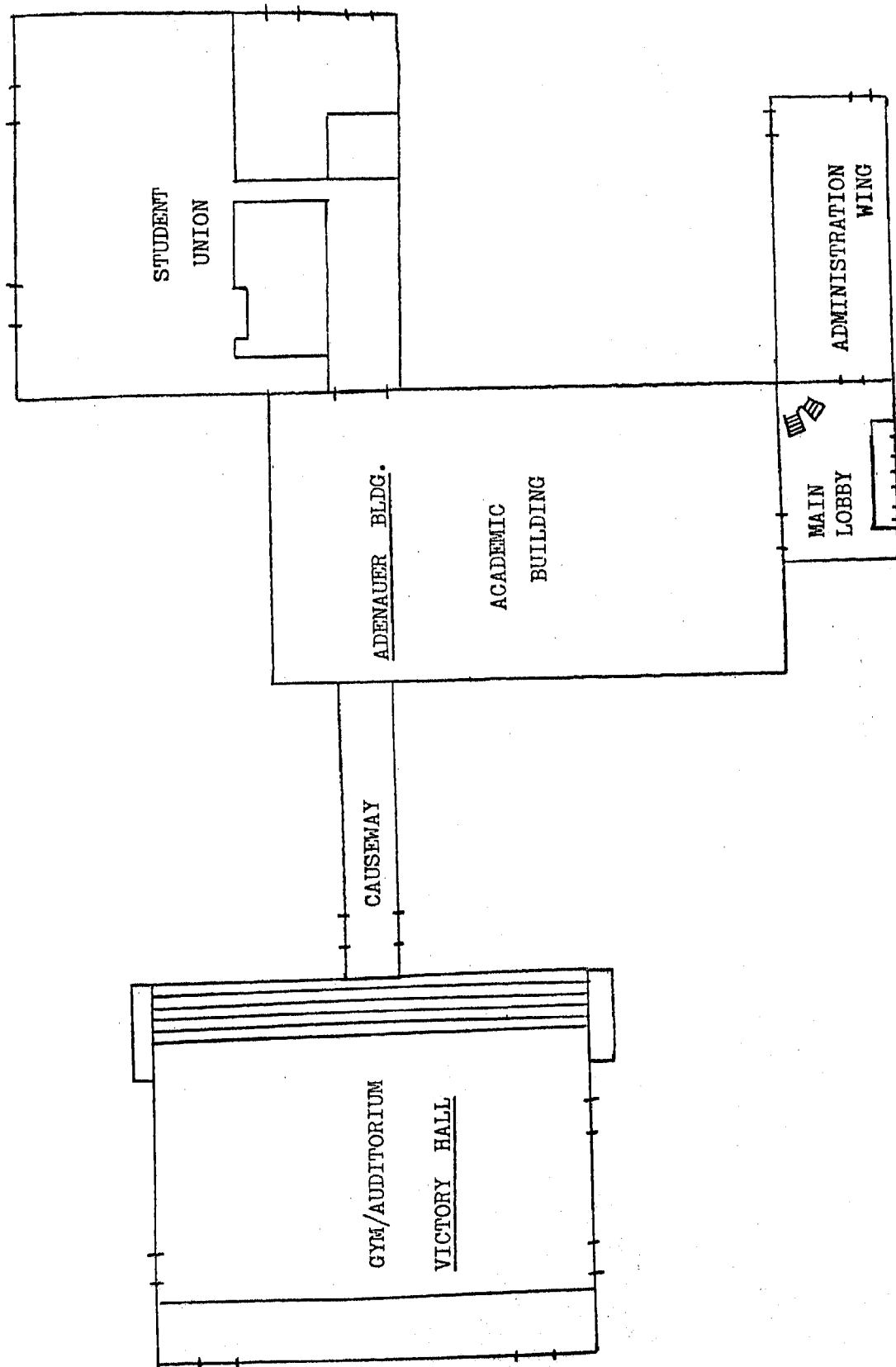
The following will help identify and locate rooms in the Administrative Wing and the Konrad Adenauer Building:

<u>ROOM NUMBERS STARTING WITH</u>	<u>ARE LOCATED</u>
A 0--	Admin.Wing, basement level
A 1--	Admin.Wing, first floor
0--	Adenauer Bldg.,basement level
1--	Adenauer Bldg.,first floor
2--	Adenauer Bldg.,second floor
3--	Adenauer Bldg.,third floor

LOCKER NUMBERING: Special purpose lockers are located in the industrial arts area and boys and girls locker rooms in Victory Hall. The use of these lockers is controlled by the teacher concerned.

All student lockers are located in the hallways of the Konrad Adenauer Building. The following will help locate these lockers:

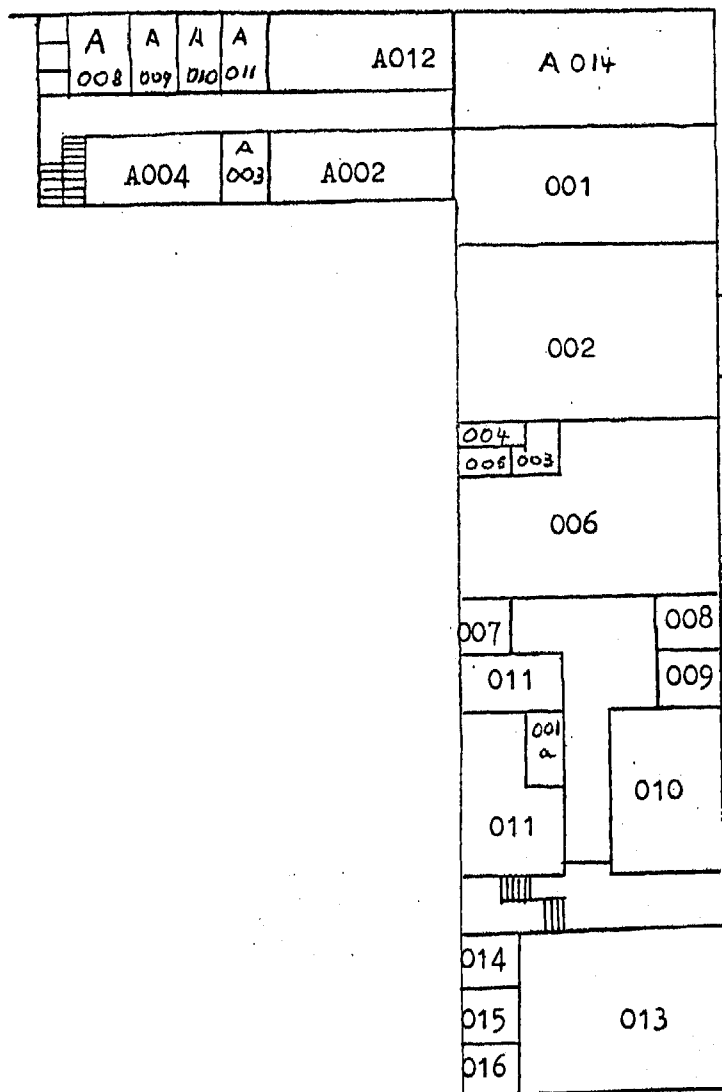
<u>LOCKER NUMBERS</u>	<u>LOCATION</u>
1--	1st floor
2--	2nd floor
3--	3rd floor



# HIGH SCHOOL

## BASEMENT - ADENAUER BUILDING

1:500



- 001 - Reserve Coal
- 001 - Machinery & Pumps
- 002 - Heating Plant
- 003 - Office
- 004 - Toilet
- 005 - Electrical Area
- 006 - Industrial Arts
- 007 - Storage
- 008 - Finishing Room
- 009 - Art Storage
- 010 - Drafting
- 011 - Art
- 011a - Storage
- 013 - Music Hall
- 014 - Practice Room
- 015 - Practice Room
- 016 - Office
- A002 - Supply
- A003 - Floridation Plant
- A004 - Classroom RIS
- A008 - High & Low Voltage
- A009 - BEWAG
- A010 - Emergency Batt.
- A011 - Toilet
- A014 - General Storage

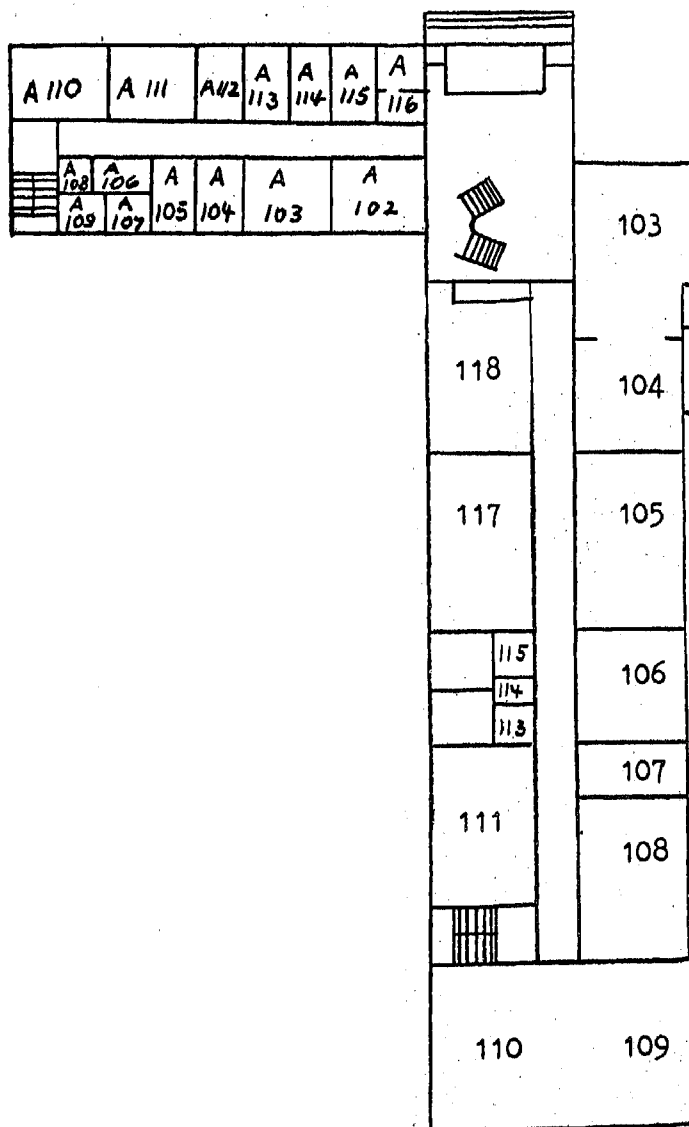


# GH SCHOOL

## FIRST FLOOR

- A DENAUER BUILDING

### ADMINISTRATION, ENGLISH, FOREIGN LANGUAGE



- 103 - Classroom
- 104 - Classroom
- 105 - Classroom
- 106 - Classroom
- 107 - Career Guidance
- 108 - Language Lab
- 109 - Classroom
- 110 - Classroom
- 111 - Language Lab.
- 112 - 116 Toilets
- 117 - Classroom
- 118 - Classroom
- A102 - Principal
- A103 - Admin. Office
- A104 - Asst. Principal
- A105 - Asst. Principal
- A106-A109 Toilets
- A110 - Lounge
- A111 - Conference Room
- A112 - Counseling
- A113 - Registrar
- A114 - Counseling
- A115 - Records Center
- A116 - Dental Clinic

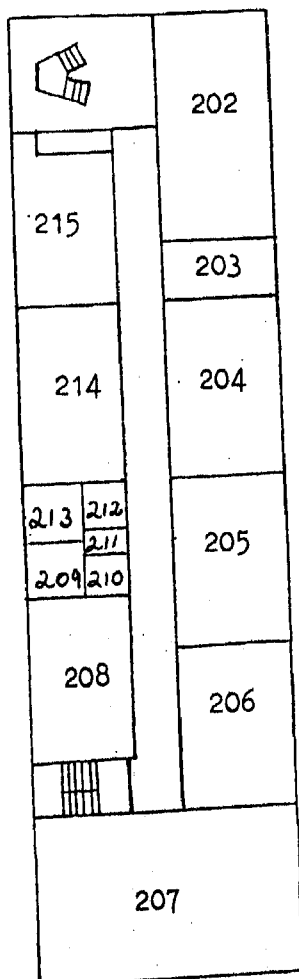
# HIGH SCHOOL

## SECOND FLOOR

1:500

### A D E N A U E R   B U I L D I N G

#### S O C I A L   S T U D I E S ,   I M C ,   C O M M E R C I A L



- 202 - Buisiness - Typ.
- 203 - Business Classroom
- 204 - Classroom
- 205 - Inst. Mat. Center
- 206 - Inst. Mat. Center
- 207 - Inst. Mat. Center
- 208 - Classroom
- 209 - 213 Toilets
- 214 - Classroom
- 215 - Classroom

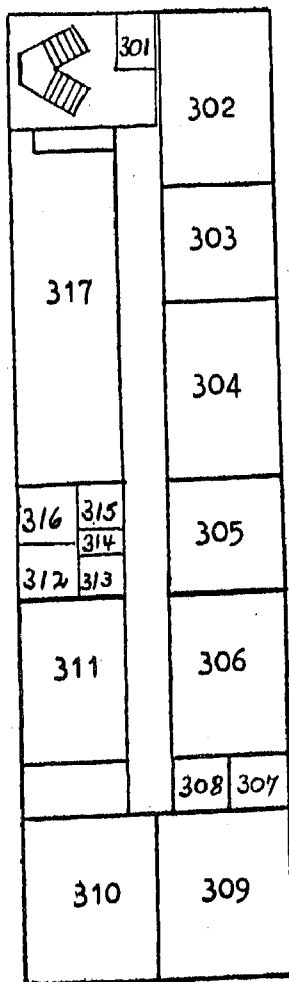
# HIGH SCHOOL

## THIRD FLOOR

1:500

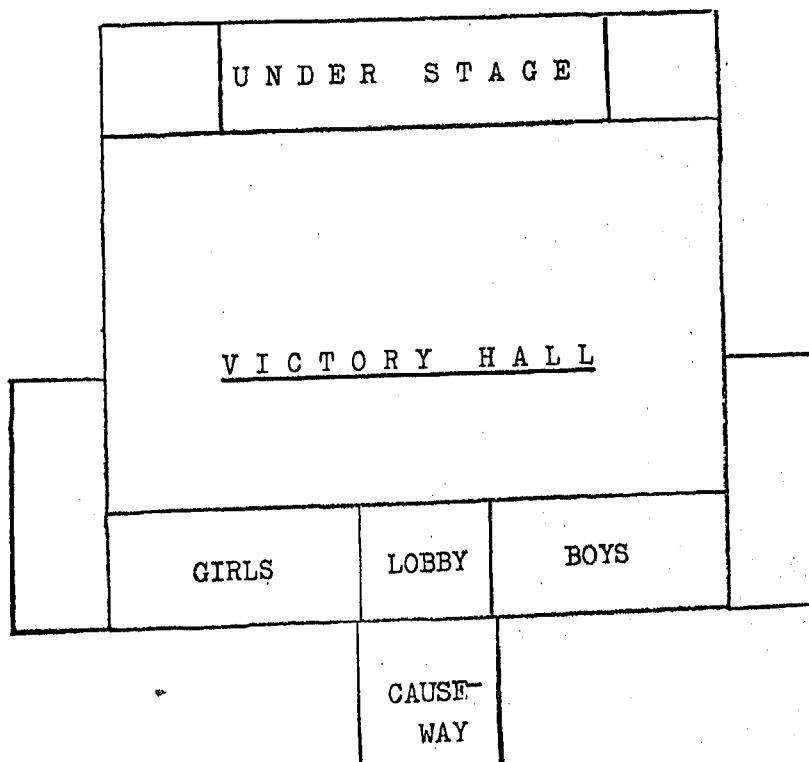
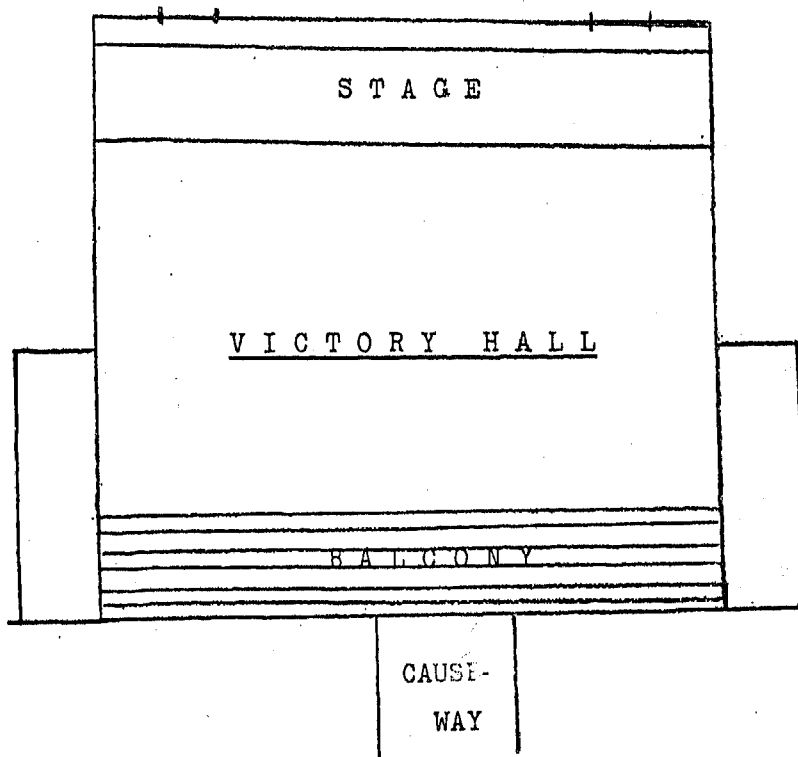
### A D E N A U E R   B U I L D I N G

#### SCIENCE, MATHEMATICS, HOME ECONOMICS

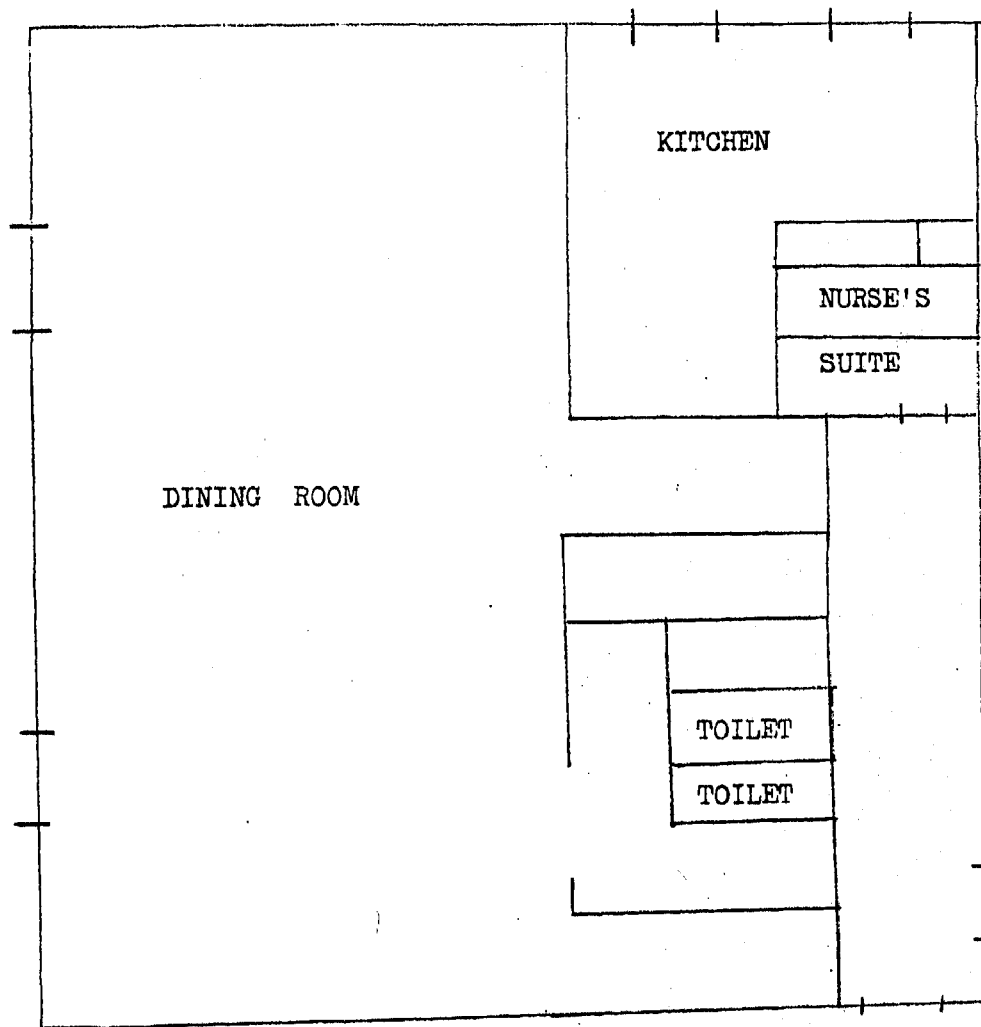


- 301 - Photo Lab
- 302 - Class Room
- 303 - Class Room
- 304 - Class Room
- 305 - Gen. Science Lab
- 306 - Biology
- 307 - Chemistry Storage
- 308 - Biology Storage
- 309 - Chemistry
- 310 - Physics
- 311 - General Science
- 312 - 316 Toilets
- 317 - Home Economics

# GYM / AUDITORIUM



# STUDENT UNION



# US ARMY FACILITIES IN BERLIN

1 US HQ BERLIN

2 SHOPPING CENTER

FX - COMMISSARY

CLASS VI - QM GAS STATION

MAIN BUS STATION

(WEST LOOP & H-BUS WILL TAKE YOU TO 12-13-14-15)

(EAST LOOP WILL TAKE YOU TO 12-13-14-15)

SPECIAL BUS:

ANNEX B - DAHLEM GUESTHOUSE - HARNACK HOUSE - RTO

(SPECIAL SHUTTLE BUS FROM SHOPPING CENTER

TO TURNER BKS & RETURN)

3 DAHLEM GUEST HOUSE

4 HARNACK HOUSE (OFF-CIV CLUB)

5 OUTPOST THEATER

6 ELEMENTARY SCHOOL

6a HIGH SCHOOL

7 MAIN CHAPEL

8 TURNER BKS

9 SPORTS CENTER

GYM - BOWLING

ATHLETIC FIELDS

10 ANNEX B, TRANSIT BILLETTS

11 ESSO GAS STATION

12 US HOSPITAL

13 RTO

14 ANDREWS BKS, MP STATION

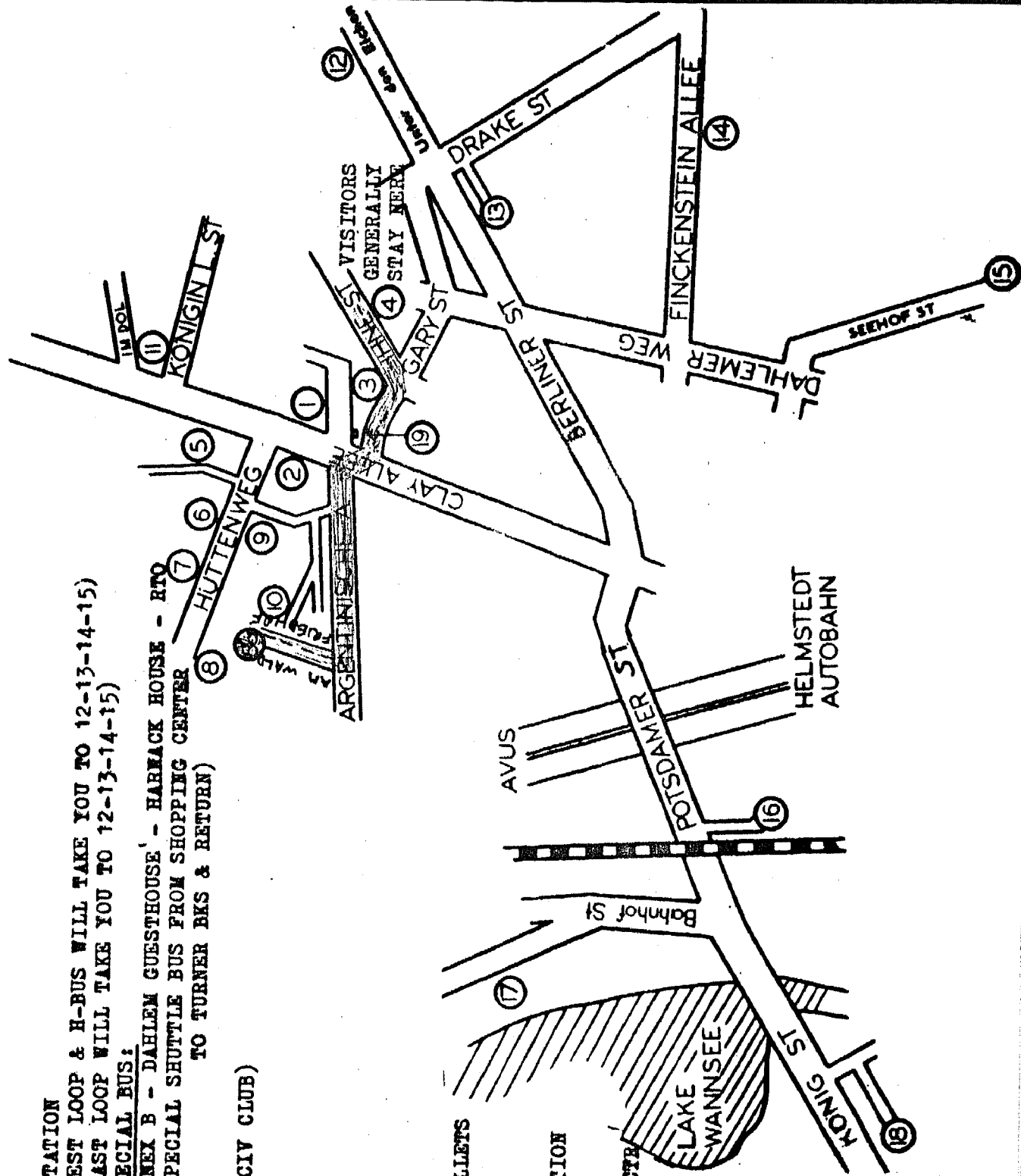
15 McNAIR BKS

16 ROSE RANGER

17 WANNSEE RECREATION CTR

18 WANNSEE GOLF COURSE

19 CLUB 50 (NCO CLUB)



# VISITOR'S GUIDE

