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BOOKING AND BILETING:

We welcome you to the Air Traffic Center, 30 Wiesenhuetten Platz, FRANKFURT, Germany. Upon completion of your booking card by the processing clerk at the booking desk, go to the window marked "BILLET" where the on-duty clerk will assign you a billet. After receiving your billet assignment a porter will be called to assist you with your baggage. Your assigned billet is the contact point we will call when we alert you for your flight.

SECTION II

MEDICAL REQUIREMENTS:

Since passengers traveling by MATS cannot be accepted for air movement beyond the 188th day of pregnancy, it is mandatory in cases of pregnancy that a certificate dated within the past thirty (30) days be furnished this Center at time of booking in, stating generally the health of the individual concerned, the month of gestation and that there is no physical condition existing which would prevent air travel at this time; should such a certificate be required, the 10th General Dispensary, FRANKFURT, will perform the examination and prepare the necessary certificate; on weekdays between 1000 hours and 1500 hours and on Saturdays between 0800 and 1200 hours. This Center also requires a like Medical Certificate in cases of pregnancy for personnel traveling via Commercial Aircraft.

SECTION III

BABY SUPPLIES:

If there is a baby in your family group, the following information applies to both military and chartered commercial aircraft:

- a. Bottles, nipples, and a 48 hour supply of formula must be carried by the parents. Please know your baby's formula. Refrigeration or ice to keep formula cool is available on all aircraft going to the United States. Fresh milk is available on all aircraft.
- b. Disposable diapers and baby powder are NOT supplied on the aircraft; parents must provide these items.
- c. On commercial aircraft, bassinets are usually available in limited numbers. Bassinets are NOT available on MATS aircraft.

SECTION IV

CURRENCY:

There are two types of money in use by the US Forces in Germany. One type, Military Payment Certificates (MPC usually called "Scrip") are paper certificates equivalent to the various denominations of our American bills and coins. "Scrip" may be used only in Military Installations such as your Hotel, Post Exchange or Snack Bars. The local German money is Deutsche Marks,

frequently referred to as "Marks" or "DM". Marks must be used in all German establishments and in transactions with German citizens. There are several conversion points in Frankfurt. (See ANNEX 1) where you may exchange scrip for marks. However, marks cannot be exchanged for scrip. The rate is approximately 4.20 Marks for one dollar. One mark therefore is valued at slightly less than twenty-five cents, and each mark equals 100 pfennigs.

Remember, it is illegal to pay with scrip for goods or services provided by German business or individuals. Do not tip your porters with scrip. You must use marks. Taxi fares must be paid with marks.

SECTION V

BAGGAGE:

There are two types of baggage: Hand baggage and Hold baggage:

Hand baggage is the one piece of baggage which you carry aboard the aircraft with you and retain during the journey. This piece of hand baggage may not exceed 1.5 cubic feet in size nor 20 pounds in weight.

Hold baggage is the baggage which goes into the hold of the aircraft on which you are a passenger. It is not available to you while in flight.

When you were booked in at this Center, your hold and hand baggage were weighed and your hold baggage counted. This was necessary so that a passenger list or manifest, including your personal weight and that of all of your baggage could be prepared before plane departure time. This Manifest accompanies you to the ship and there is no adjustment that can be made if you have acquired items in excess of the original count and weight. These excess items cannot be taken on the plane and their disposition is your responsibility.

Weight limitation:

- MATS:** 65 lbs for each individual including your piece of hand baggage. (Exception to this baggage weight limitation can be permitted only when your orders SPECIFICALLY authorize you excess weight.)
- COMMERCIAL:** 100 lbs per adult and 65 lbs for each child under the age of 12 years including your piece(s) of hand baggage.

In order to prevent theft you are cautioned not to pack valuables or cigarettes in easily accessible places in your baggage. Items prohibited by MATS (Section VI hereto) will not be packed in your baggage.

PASSPORT, IMMUNIZATION (Shot) RECORDS or MEDICAL CERTIFICATES and MILITARY ORDERS and RECORDS will not be packed in your baggage but carried on your person.

All passengers are cautioned not to leave baggage unattended at this Center and we further request that you take your baggage to your room as soon as possible.

As a COMMERCIAL Passenger: When you are alerted for a flight, your HOLD BAGGAGE will be surrendered at the baggage room on the first floor of the Baseler Hof Hotel; follow the "BAGGAGE" signs near the newsstand pointing into the corridor.

If you wish, you may take your baggage to the baggage room any time after the passenger list for the flight is posted; this way, you avoid the last minute rush, and furthermore, are free until bus assembly time.

As a MATS Passenger: Please follow the same procedure with your baggage as for a COMMERCIAL Passenger, EXCEPT, if there are ten or less persons on your MATS flight, baggage check will be held in the lobby of the Baseler Hof Hotel and you will board the bus immediately thereafter. PLEASE DO NOT bring your baggage back to this Center.

SECTION VI

PROHIBITED ITEMS:

Both MATS and chartered commercial aircraft prohibit the following:

- a. Firearms, unless specifically authorized by orders. ✓
- b. Photo flash bulbs. ✓
- c. Ammunition
- d. Acids ✓
- e. Inflammables, such as, but not limited to: Lighter fluid ✓
Alcoholic beverages ✓
Cigarette lighters having plastic parts ✓
- f. Birds) ✓
- g. Animals) For MATS planes, specific authorization for exception must be obtained in each case from Chief-of-Staff, USAF.
- h. Plants. ✗
- i. Narcotics. ✗
- j. Footlockers, and/or metal strapped boxes of every kind. ✗
- k. Sharp instruments must be encased or otherwise securely wrapped to avoid cutting or puncturing. ✗

It is mandatory that all passengers be sober when embarking ✓
for flight.

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FACILITIES AVAILABLE:

Major facilities located geographically on attached map, ANNEX 1, and offering services described below are:

- a. **Nursery:** Baseler Hof Hotel and Park Hotel: Both these hotels have on duty nurses. Baby supplies can be purchased here.
- b. **Medical Assistance:** 10th General Dispensary; US Army Hospital Frankfurt. Contact the Air Traffic Center or your Hotel desk clerk immediately, day or night, for medical assistance.
- c. **American Red Cross:** Telephone FRANKFURT Military 7955, 7492 or 7856. After 1700 hours call 7856.
- d. **Army Emergency Relief:** Telephone FRANKFURT Military 7190. (This office is to be contacted ONLY after you have tried the American Red Cross.) After 1700 hrs ask hotel desk clerk or Air Traffic Center for information.
- e. **Air Force Aid Society:** At Rhein/Main Air Force Base. Telephone RHEIN/MAIN 40-473, 0800 to 1700 hours only.
- f. **EM Government Mess:** At GUTLEUT KASERNE. Unaccompanied enlisted personnel only.
- g. **Restaurants:** Carlton Hotel dining room, 4 blocks from this Center. Army operated Club mess. Reasonable prices. Nice atmosphere. Good food. Scrip must be used.
Park Hotel. This restaurant is German operated and has the reputation of being one of the finest restaurants in Europe. Nice atmosphere. Excellent food, but rather expensive. Marks must be used.
- h. **ESB Snack Bar:** Baseler Hof Hotel, open day and night. Closed only from 1500 to 1600 hours, daily.
Schumann Snack Bar, located opposite Bahnhof. Open daily from 0630 to 2300 hours.
- j. **Barber Shop:** Baseler Hof Hotel, Cross Road PX, One Stop Service Center, WAC Circle EX.
- k. **PX: Cross Road PX:** Adjoining Schumann Snack Bar, opposite Railroad Station (Bahnhof) Open daily 1300 - 2100 hours. This is the main PX. (See ANNEX 1 attached) **
WAC Circle PX: Open: Mon., Tues., Thur., & Friday - 1000-1830 hrs
Wednesday - 1200-2000 hrs
Saturday - 0900-1700 hrs

1. One Stop Service Center: Located one block from Bahnhof and beyond Excelsior Hotel. (See ANNEX 1, attached).
 Open: weekdays 0700 - 2100 hrs. Sundays and
 Holidays 1000 - 1800 hrs.
 This Center offers the following services:

Laundry	Hat blocking	Barber Shop
Dry Cleaning	Shoe repair	Florist
Quick Press	Shoe shine parlor	Radio shop
Alterations	Beauty shop*	Watch Repair
Hosiery repair	* (Closed Sun-& Holidays)	Photo Finish

- m. Chapels: Catholic: St Sebastians Chapel, 29 Hansa Allee, opposite Northern Area Command Hq (Not on attached map)** Chaplain: Tp 7020
- Protestant: Christ Chapel, 241 Eschersheimer Landstr. near WAC Circle. (Not on attached map)** Chaplain: Tp 7494
- Jewish: Synagogue Center, 6 Elsa Brandstroe-er Str. off Guillette Str.- near Opernplatz. (Not on attached map)** Chaplain: Tp 845A
- ** No. 13 streetcar leaves on carline opposite Schumann Pk. (fare is 30 Pfennigs)
- n. Theater: Globe Theater: On Friedrich Ebert Str. (See ANNEX 1, attached). Continuous showing from 1630 hrs weekdays and from 1330 hrs Saturday and Sunday.
- o. US Consulate: See ANNEX 1 attached.
- p. Play Room: Baseler Hof Hotel and Park Hotel. Attended. Toys. Minimum charge: Twenty cents (20¢) per child for first hour and ten cents (10¢) per hour thereafter.
- q. Park: A pleasant park with benches and play space for children is located along the Main river about three (3) blocks down Wiesenhuetten Platz from Baseler Hof and Park Hotel.
- r. Zoo: The famous Frankfurt Municipal Zoo has been enlarged and re-stocked with animals and is less than 20 minutes away by taxi or take street-car No. 15.
- s. Porters: The porters on duty at this Center are available as a courtesy service to you, and it is not mandatory for you to tip them.

For information on other facilities please ask the desk clerk of your billets.

SECTION VIII

ALERTING FOR FLIGHT:

If you have an emergency priority (a 1E, 2E or 3E) you are on alert status from the time you first book in at this Center, and it is your responsibility to be available at your assigned billet or other known contact point so that we may reach you when air passage becomes available for you. Therefore, keep the desk clerk of your billets informed at all times of your whereabouts.

If you are traveling on a commercial priority (CK Army) or (CKAF) the first twenty-four (24) hours after booking-in will normally be free time for you, but after the expiration of this time it will be your responsibility to keep this Center or the desk clerk of your billets advised of your whereabouts at all times in order that we may reach you when you are wanted for a flight.

We receive seat allocations usually only four (4) hours before plane take-off time, sometimes even less, and we have very little time in which to assemble a flight; and no time at all to search for passengers away from their contact point. More than 10,000 persons pass through this Center each month, and if you cannot be located at your assigned billet, or other contact point, your space on the aircraft will simply have to go to someone else since all seat allocations must be filled.

The Army or Air Force clerk of this Center will communicate with you personally or by phone or through the desk clerk and operating personnel of your billets. At this time he will inform you:

- a. If you are billeted outside of the city of FRANKFURT, the time of the arrival of the bus, which will bring you here for baggage check.
- b. When and where you will deliver your hold baggage for the flight.
- c. Your flight number, whether MATS or Commercial.
- d. If you are billeted in FRANKFURT it will be your responsibility to provide transportation for yourself and your baggage to the Center.

SECTION IX

REPORTING FOR FLIGHT:

When you are alerted for flight you were told:

- a. The time and place to report.
- b. Where to deliver your baggage.

Please report at the specific time with all of your baggage. Baggage checks will be given you for each item of your hold baggage. RETAIN THE STUBS. All hold baggage will be loaded on a baggage truck which will accompany your bus to Rhein/Main Airport.

Again, may we remind you, please do not put your orders, passport, immunization (shot) records or medical certificates in your hold baggage.

Carry your hand baggage aboard the bus provided for your transportation to Rhein/Main Airport.

SECTION X

PROCESSING AT RHEIN/MAIN:

Upon arrival at the Rhein/Main terminal it will be more convenient if the dependents go to the passenger lounge while the sponsor processes. At the Rhein/Main terminal you will exchange your Military Payment Certificates (Scrip) for US Dollars at the American Express window. THERE IS NO LIMIT as to the amount that may be transferred into US Dollars.

Next, proceed to the Military Customs window where you will be cleared by customs who will examine your passport, visa or orders, or a combination, whichever is available. Turn in at this window "Customs Declaration Certificate" (discussed in following section) with 2 copies of your orders and your dependents' passports and visas.

Upon completion of this processing you are free until your flight is announced over the loudspeaker system in the terminal. During this waiting period please do not leave the terminal building.

Normally, there will be time for food at the Snack Bar in the basement of the terminal before boarding the plane. A "Pee-Woc" PX adjoins this basement Snack Bar.

SECTION XI

CUSTOMS DECLARATION CERTIFICATE (Preparation)

Attached to this Passenger Information Sheet as Annex 2 is a theater "Customs Declaration Certificate". This certificate must be completed and surrendered to customs officials at Rhein/Main prior to boarding your aircraft. It will be helpful if you will complete this certificate in your hotel room while awaiting flight alert.

To complete this form list on the first eight (8) lines any quantities of the items listed on the reverse side of the form which are in excess of the quantities stated in the instructions. These allowances are on a per person basis. If you do not have excess quantities, list "NONE" on the first line. Print NAME, RANK, SERIAL NUMBER in appropriate spaces. Enter as organization and station your last duty station and organization in this theater prior to your arrival at the Air Traffic Center. Attach two (2) copies of your orders to the certificate. Complete one (1) Customs Declaration Certificate per family, or one (1) Certificate for each individual traveling in other than family groups. This certificate is a local customs clearance and is not to be confused with the customs regulations of the country to which you are going.

SECTION XII

PRIORITY SYSTEM:

Your length of stay at this Center is entirely dependent upon the number of persons of the same category as yourself already on hand at this Center awaiting flight at the time of your arrival and the number of people arriving subsequent to you with higher priorities.

If you are a Military Transport (MATS) passenger your air passage will be governed entirely by the Joint Military Transportation Committee, sometimes called J.M.T.C. and composed of the Chiefs of Transportation of the three services directly under the supervision of the Joint Chiefs-of-Staff. This priority system is applicable alike to Army, Air Force, Navy. The seating capacity of each plane is prorated between Army, Air Force and Navy. Controlling the seats allocated to each service there are four priorities: 1, 2, 3 and 4. This system of priorities works the same in all services, but for the purpose of illustration let us suppose that you are traveling on an Army allocated priority number. Then all one (1) priority passengers will precede all Army 2 priority passengers; regardless as to whether the 1 priority passenger arrived after the 2 priority passenger. Likewise, all Army 1 and 2 priority passengers, irrespective of the date and time of arrival, will precede an Army priority 3 passenger.

However, within your particular priority, you will generally move in the precedence of your acceptance by MATS which is normally the order of your time and date of arrival at this Center.

It is impossible to predict with any degree of accuracy when you will be moved by air passage. Therefore, personnel on duty at this Center are not able to give you exact information as to when you will depart by air. It is at best only a "guessimation". You will be alerted as soon as we know that you are to be on a flight. Normally, this alert is issued four hours before plane departure time. Accordingly, it will be appreciated by all of us at the Center if you will not try to "pin us down" as to the time of your departure, for it will only take our time from something else that must be done, and we are as anxious as you are to have an efficient, "smooth-running" procedure that will place you on the first available flight to your destination.

Changes in departure time of aircraft are influenced by weather, maintenance and operational reasons and therefore are subject to change without notice causing delays ranging from several hours to perhaps several days.

Please do not cable anyone the expected time of your departure or the anticipated time of your arrival. To do so may cause needless inconvenience and disappointment for those awaiting you. FURTHERMORE, SUCH INFORMATION IS RESTRICTED AND ITS DISCLOSURE IS A VIOLATION OF SECURITY REGULATIONS THAT MAY CAUSE DISCIPLINARY ACTION AGAINST THOSE RESPONSIBLE.

SECTION XIII

GENERAL:

All MATS passengers should understand that "The granting of an air priority does not guarantee a reservation on a specific flight or on a specific type of aircraft. Passengers are not privileged to select the type of aircraft in which they wish to travel. All passengers are required to accept passage on the flight and aircraft for which they have been notified to report." (Par. 1d, Chap 5, MATS Manual 76-1, 1 July 1953),

Clothing: It is recommended that for comfort, female passengers wear slacks while aboard aircraft.

Parachutes: On both commercial aircraft and MATS scheduled flights, wearing of parachutes is NOT required.

Chewing gum: It is recommended that you carry a pack of chewing gum to relieve ear discomfort. Swallowing, which occurs automatically when chewing gum equalizes air pressure inside the ear with outside pressure.

In-flight food: (MATS planes only) You may sign for an in-flight lunch at time of baggage check. Lunch will be ready for pick up at Rhein/Main airfield.

<u>Cost:</u> Enlisted Men on Leave	40¢
Officers and Civilians on leave	60¢
Passengers receiving per diem, Officers and Civilians on PCS	85¢

Enlisted Personnel on Permanent Change of Station, temporary duty or emergency leave are not required to pay for in-flight lunches, BUT ARE REQUIRED to sign for lunches.

Commercial Planes: Lunches are furnished by the carrier.

SECTION XIV

COMMENT SHEET:

Attached to this form as ANNEX 3 is a comment sheet. Please use it. We regret that we do not have the opportunity to talk to each of you personally, but we are interested in giving you, the passenger, courteous and efficient service. Any suggestions you may have concerning ways in which we may improve our service will be appreciated. For your convenience a box has been placed in the Baggage Room. Please drop comment sheets in this box.

SECTION XV

FLIGHT:

If this is your first flight, perhaps you wonder how your aircraft maintains its course. From the beginning to the completion of your trip, your plane is in constant radio contact with stations along the route. Sound is made just as tangible an operating aid as roadmarkers for your car. Your aircraft will fly a radio beam highway, and, as part of a regular routine, will report its position at regular radio check points.

When the "ceiling" or visibility is reduced, landings will follow a definite pattern made possible by the scientific use of radio. Your aircraft Commander receives landing instructions from a corps of experts at the destination airfield. This ground force of experts may be compared to an air traffic policeman. It knows of every aircraft that is in the air, its position at any given moment and its definite arrival time.

You are probably full of ideas about the unpleasantness of rough air. Forget it! Just as water is the sailing element of a boat, so air is the flying element of an aircraft. Warm air rises; cold air sinks. So that if there are strong rising and descending air currents, the aircraft follows them; just as a boat moves up and down with the motion of the waves.

As you depart the European Command we wish you Godspeed!

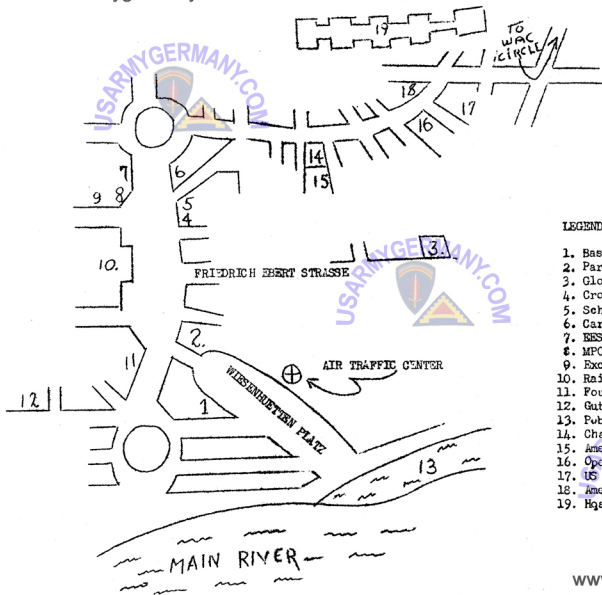
3 Incls:

Annex 1

Annex 2

Annex 3


J MURRAY DAVIS
Lt Col, TC
Commanding



LEGEND:

1. Baseler Hof Hotel
2. Park Hotel
3. Globe Theater
4. Crossroads PX
5. Schumann Snack Bar
6. Carlton Hotel
7. EES One Stop Service
8. MPC Conversion Point
9. Excelsior Hotel
10. Rail Road Station (Bahnhof)
11. Four Seasons Hotel
12. Gutlent Kaserne and 709 MP Sta.
13. Public Park
14. Chase National Bank
15. American Express Co
16. Opera Platz
17. US Consulate
18. American Red Cross
19. Hqs EUCCM and NAC (IG Farben Bldg)

COMMENT SHEET

Please drop this sheet in comment box when you check your baggage for flight.

PROCESSING

1. Were the enlisted clerks who processed you courteous and helpful?

yes

2. Were you able to obtain all the information you desired?

yes

HOTEL

3. Were the German hotel employees courteous and helpful?

yes

4. Were you satisfied with your hotel accommodations?

yes

(If not please name hotel and give details under "REMARKS")

5. Were play facilities for children adequate?

NA

6. Was the diet kitchen satisfactory?

yes

7. Was the EES dining room in the Baseler Hof Hotel Clean?

yes

8. Was the service of food prompt?

yes

9. Was the menu satisfactory?

yes

10. Were food prices reasonable?

yes

REMARKS AND/OR SUGGESTIONS:

when arriving say you are the 350th person to fly. At present, the average 3 planes per day load 95 passengers so you will probably fly in approximately 30-36 hrs.

NAME [Signature]

RANK Maj.

NO OF DEPENDENTS 4.

Date arrived 13 June 54

Date departed _____