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# Army in Europe Bulletin

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Number 11

HQ USAREUR/7A, Unit 29351, APO AE 09014-9351

1 June 2004

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This bulletin expires 1 year from date of publication.

## BELL SENDS MESSAGE

The CG, USAREUR/7A, has issued the following new message:

➤ [Bell Sends Message #20-04, SAFETY ALERT—Motorcycle Safety](#), 21 May 2004

Bell Sends messages are posted on the USAREUR homepage (<http://www.hqusareur.army.mil>). They are also available through the Army in Europe Publishing System (<https://aepubs.army.mil/ae/public/main.asp>) and in the Library of Army in Europe Publications and Forms (<https://www.aeaim.hqusareur.army.mil/library/>).

## MICROSOFT ENTERPRISE LICENSE AGREEMENT

The Army has awarded an Army-wide Enterprise License Agreement (ELA) for Microsoft (MS) products. The MS ELA is designed to provide the Army with a cost-effective means of obtaining the most current versions of MS software.

The MS ELA Implementation Plan is available at <https://www.dcsim.hqusareur.army.mil/plans/elams>. This plan provides procedures for ordering, receiving, and paying for products available through the MS ELA.

## MEMORIAL SERVICE PROGRAMS

Reprinted memorial service programs are available on the Internet. Chaplains assistants can find these resources by searching for *Bulletin Resources - Patriotic Bulletins*. These items are appropriate for memorial services and may be ordered using the Government Charge Card.

## GERMAN HOST 2004

Space is available for senior officers and civilians to participate in the "German Host 2004" Program, which will be held in Mainz and Berlin, Germany, from 4 through 18 July 2004. This program is appropriate for U.S. commanders, teachers, public affairs officers, and host-nation and international relations officers in the Army in Europe.

German Host 2004 is sponsored by the Rheinland-Pfalz Ministry of Education, Women, and Youth. The program offers seminars in English on topics relating to the European Union and Germany, including German reunification. Guided tours of Mainz and Berlin are included in the program.

The program schedule is available online at <http://www.eu-int.bildung-rp.de/welt/canada/ghp2004.pdf>. The first part of the program will be held 4 through 10 July in Mainz, and the second part will be held 11 through 16 July in Berlin. Participants may attend either or both parts. Personnel who want to participate only in the Berlin part may join the seminar group in Mainz on July 11 before the group leaves for Berlin.

Sending organizations must provide temporary duty orders for attendees and pay for attendee participation. The cost is €1,250, which includes two meals a day, accommodations (double room), and round-trip transportation by train from Mainz to Berlin. The cost will be reduced for individuals who participate in only one part of the program. Sending organizations must also pay for the attendee's travel to Mainz.

Personnel interested in attending should contact Mr. Beldermann at DSN 370-8725 or e-mail: [beldermannm@ima-e.army.mil](mailto:beldermannm@ima-e.army.mil).

## NEW ELECTRONIC ARMY IN EUROPE PUBLICATIONS

The following Army in Europe (AE) publications have been published and are available in electronic format in the Library of Army in Europe Publications and Forms:

➤ [Army in Europe Regulation 215-145, Hunting and Fishing Procedures in Germany](#), 18 May 2004

➤ [Army in Europe Pamphlet 25-25, Army in Europe Information Technology Users Guide](#), 21 May 2004

➤ [Army in Europe Pamphlet 25-25-G, Army in Europe Leit-faden über die Nutzung der Informationstechnologie](#), 21 May 2004

## NEW ARMY IN EUROPE COMMAND MEMORANDUM

The following Army in Europe command memorandum has been distributed as shown:

➤ [USAREUR Digital Training Strategy](#), AEAGC-TD-OPD (DSN 370-6233), 25 May 2004 (Dist: D)

The proponent telephone number is listed after the office symbol. This memorandum is also available in the Library of Army in Europe Publications and Forms at <https://www.aeaim.hqusareur.army.mil/library/>.

## FORMS STOCKED AT USAPDCE

The following forms are available in hard copy from the United States Army Publications Distribution Center, Europe (USAPDCE). Publications-account holders may order these forms through the Army in Europe Publishing System (AEPUBS) at <https://aepubs.army.mil/ae/public/main.asp>:

- DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials)
- DD Form 2263, Mailing Address/Combination Notice
- DA Form 1594, Daily Staff Journal or Duty Officer's Log
- DA Form 2408-12, Army Aviator's Flight Record
- DA Form 2408-13, Aircraft Status Information Record
- DA Form 2408-13-1, Aircraft Maintenance and Inspection Record
- DA Form 2408-13-2, Related Maintenance Actions Record
- DA Form 3032, Signature Headcount Sheet
- AE Form 190-13I, Issue of Weapon and Ammunition

These forms may also be downloaded from AEPUBS. Printing/duplicating control officers will not approve requests to have these forms printed by the Document Automation and Production Service (DAPS).

## NEW ARMY IN EUROPE FORMS

The following Army in Europe (AE) forms have been published and are available in electronic format in the [Library of Army in Europe Publications and Forms](#):

- AE Form 25-1H, AE LandWarNet Remote-Access Request – Category 1
- AE Form 25-1K, AE Remote-Access Computer-Security Compliance Inspection
- AE Form 380-85A, Request for TSCM Support
- AE Form 380-85B, Army Facility/System TEMPEST Questionnaire
- AE Form 604-1B, Personnel Data Worksheet

## WEEKLY UPDATE

To find out which Army in Europe publications and forms have been published each week, personnel should check the Weekly Update section in the Library of Army in Europe Publications and Forms at <https://www.aeaim.hqusareur.army.mil/library/>.

The Weekly Update provides a list, week-by-week, of new and revised Army in Europe publications, Army in Europe command policy letters, USAREUR command memorandums, IMA-E agency memorandums, AE forms, and Bell Sends messages. Checking the Weekly Update is a quick and easy way to stay informed of new policy.

## HOW TO USE THIS BULLETIN

HQ USAREUR/7A and IMA-E publish the Army in Europe Bulletin on the 1st and 15th of each month.

Only personnel assigned to HQ USAREUR/7A staff offices or IMA-E may publish articles in the bulletin. Personnel assigned to USAREUR major subordinate and tenant commands ([AE Reg 10-5, app A](#)) may also submit items for publication, provided the request is sent through the command's affiliated HQ USAREUR/7A staff office. Personnel assigned to area support groups and base support battalions may also submit items for publication, provided the request is sent through a division of IMA-E.

Requests may be sent by fax (DSN 370-6568), mail (USAREUR G6 (AEAIM-D), Unit 29351, APO AE 09014-9351), or e-mail ([pubsmail@hq.hqusareur.army.mil](mailto:pubsmail@hq.hqusareur.army.mil)).

Personnel who would like to receive the bulletin may subscribe to have it delivered directly to their e-mail accounts by registering through the Personal Subscription Notification (PSN) feature in the Army in Europe Publishing System at <https://aepubs.army.mil/ae/public/main.asp> (click on "PSN").

Personnel with questions or comments about this bulletin may contact the bulletin editor by telephone (DSN 370-6755) or e-mail ([pubsmail@hq.hqusareur.army.mil](mailto:pubsmail@hq.hqusareur.army.mil)).

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## DISTRIBUTION:

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