
Army in Europe Bulletin

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This bulletin expires 1 year from date of publication.

BELL SENDS MESSAGES

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

➤ **Bell Sends Message #21-04**, 60th Anniversary of D-Day Execution—A Tribute to Soldiers and Civilians of USAREUR, 14 June 2004

➤ **Bell Sends Message #22-04**, Fourth of July Holiday Safety, 14 June 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 EMPLOYEE PURCHASE PROGRAM

U.S. Army military and civilian personnel (including members of the Army National Guard and Army Reserve) are authorized to purchase select Microsoft hardware, software, and press books at a significant discount under the Microsoft Employee Purchase Program (EPP).

Authorized personnel may upgrade their computers to Windows XP Professional for \$129.35 as compared to an estimated retail price of \$199. The EPP cost for Microsoft Office 2003 Professional is \$199 as compared to a major distributor's price of \$409. (Because market prices change frequently, users should compare prices before purchasing items under the EPP.)

Authorized personnel may purchase up to three copies of each product on the list for personal use. In addition to the discount, Microsoft will provide one technical-support call to help with product installation and setup for each item purchased.

The Microsoft EPP Web site may be accessed through the Army Small Computer Program (ASCP) Web site at <https://ascp.monmouth.army.mil> (click on *Government Employee Purchase Program*, then scroll down to *Microsoft*). Users must have a valid Army Knowledge Online (AKO) e-mail account to access the Web site. Ordering instructions are available on the site.

Purchases through the EPP are between Microsoft and the individual involved. The Army is not responsible or liable for payments, refunds, returns, or upgrades.

Army contractor employees and retirees are not eligible to purchase items under the EPP.

BATTLE COMMAND

Effective immediately, the term *battle command* will be used instead of *command and control* (C2).

C2 is a two-dimensional term that is evolving into battle command. Battle command—

➤ Is a multidimensional approach that synchronizes data, information, knowledge, and experience to help commanders see first, decide first, act first, and end decisively.

➤ Helps bridge current to future forces and enables interdependent, network-centric warfare.

The goal of battle command is to achieve situational awareness and understanding better and quicker than an adversary. The United States Army Transformation Roadmap 2003 (http://www.dtic.mil/jointvision/army_trans_roadmap.pdf), chapter 2, Battle Command, provides more information.

DIGITAL PRINTING TEMPLATES

Digital printing templates are available in the [Library of Army in Europe Publications and Forms](#) under *Action Officer Tools*. Included are templates for business cards, half-size publications, invitations, and memo pads. These templates must be used to format documents that will be sent to the Document Automation and Production Service (DAPS) for printing. Doing so will help reduce printing costs and processing time.

The templates are in MS Word and should be downloaded for use. When possible, documents should be converted to portable data file (PDF) format before being submitted to DAPS for printing.

The template Web page includes a [Preparing Files for Digital Printing](#) guide that should be used with the templates. This guide provides information on printing standards and formatting, and covers topics such as document-size considerations, fonts, graphics and images, page layout, printing authorization, producing print jobs from multiple sources, proofs, tabs, the use of copy machines, and final processing. The guide may be sent by e-mail to those who do not have access to the online templates.

AR 25-30, DA Pamphlet 25-40, and [AE Regulation 25-35](#) provide more information on publishing and printing.

COMMUNICATIONS SECURITY

Personnel in the Army in Europe will not process, store, or send classified information on nonsecure telecommunications systems. DOD telecommunications systems include computer networks, fax machines, modems, telephones, and radios. Use of official DOD telecommunications systems constitutes user consent to information systems security monitoring.

Commanders will ensure the following telecommunications security notification requirements are met:

➤ Official Army telephone or communications directories published in the Army in Europe will display the following security notice on the front cover or prominently in the general information section:

ATTENTION!

DO NOT PROCESS, STORE, OR TRANSMIT CLASSIFIED INFORMATION ON NONSECURE TELECOMMUNICATIONS SYSTEMS. OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS—INCLUDING TELEPHONES, FACSIMILE MACHINES, COMPUTER NETWORKS, AND MODEMS—ARE SUBJECT TO MONITORING FOR TELECOMMUNICATIONS SECURITY PURPOSES AT ALL TIMES. USE OF OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS CONSTITUTES CONSENT TO INFORMATION SYSTEMS SECURITY MONITORING.

➤ DD Form 2056 (Telephone Monitoring Notification Decal) must be on telephones (excluding tactical telephones) and fax machines (excluding machines that are part of another device) in the Army, including secure terminal equipment (STE) and secure telephone units, third generation (STU-IIIs). When the DD Form 2056 is put on STE, STU-III instruments, and fax machines used to send and receive classified information, the statement “DO NOT DISCUSS CLASSIFIED INFORMATION” will be removed.

➤ A computer log-on security notice is on all computer systems (AR 380-53).

➤ New personnel receive a briefing on the information above.

The USAREUR G2 can provide more information about communications security (DSN 370-7214).

NEW ELECTRONIC ARMY IN EUROPE REGULATION

The following Army in Europe (AE) regulation has been published and is available in electronic format in the Library of Army in Europe Publications and Forms:

➤ [AE Regulation 690-2](#), Participation of Head Works Council in Management Actions in Germany, 25 June 2004

NEW ARMY IN EUROPE COMMAND MEMORANDUMS

The following Army in Europe command memorandums have been distributed as shown:

➤ [“Be Safe!” Video](#), AEAGA-S (DSN 370-8124), 16 June 2004 (Dist: A)

➤ [Task Force Enterprise](#), AEAIM-AD (DSN 370-7334), 16 June 2004 (Dist: C)

➤ [Commercial Long-Distance Services for Official Calls](#), AEAIM-A (DSN 370-3520) 18 June 2004 (Dist: C) CORRECTED COPY (The reference in paragraph 1a was incorrect.)

➤ [Child-Supervision Guidance](#), SFIM-EU-MW (DSN 370-8178), 18 June 2004 (Dist: C)

Proponent telephone numbers are listed after the office symbols. These memorandums are also available in the Library of Army in Europe Publications and Forms at <https://www.aeaim.hqusareur.army.mil/library/>.

FIELDING OF THE INSTALLATION ACCESS CONTROL SYSTEM - PHASE 2

The policy in [memorandum, HQ USAREUR/7A, AEAPM-O-SO](#), 30 June 2003, subject as above, will continue in effect until 29 June 2005.

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. 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).

For the CG, USAREUR/7A:

E. PEARSON
Colonel, GS
Deputy Chief of Staff

Official:



GARY C. MILLER
Regional Chief Information
Officer - Europe

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