
Army in Europe Bulletin

Number 19

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

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This bulletin expires 1 year from date of publication.

BLACKBERRY POLICY

BlackBerry devices are available in the European theater for all personnel according to the following guidance:

BlackBerry devices are preapproved for general officers, senior executive service (SES) civilian employees, promotable colonels, and brigade commanders and their command sergeants major. Requests for BlackBerry devices that are not preapproved may be approved by the following:

- Commanders of USAREUR major subordinate commands (AE Reg 10-5, app A).
- Assistant Deputy Chiefs of Staff, HQ USAREUR/7A (colonel, GS-15, or higher).
- Director, IMA-E.

This approval authority will not be delegated. Any organization outside the above established chain of command must request approval from the USAREUR G6 (AEAIM-C-P).

The purchase of BlackBerry devices should be based on a valid operational requirement for mobile e-mail capability and granted only after considering the costs involved.

This policy will be published in AE Supplement 1 to AR 25-1.

CERTIFICATES AND SCROLLS

DA and USAREUR certificates of achievement and scrolls of appreciation (DA Form 2442, AE Form 600-8-22A, and AE Form 600-8-22B) will be used to the maximum extent possible to recognize service, acts, and achievements that do not warrant the award of an Army decoration.

Unit publications clerks may order DA and USAREUR certificates and scrolls through the [Army in Europe Publishing System \(AEPUBS\)](#). AE Form 600-8-22A and AE Form 600-8-22B are also available in pdf-fillable format in the Library of Army in Europe Publications and Forms at <https://www.aeaim.hqusareur.army.mil/library/>. Units may download these forms and enter the desired citation text, but will not locally reproduce copies of these forms.

CERTIFICATES OF ACHIEVEMENT

Commanders in the grade of lieutenant colonel or higher may award certificates of achievement to all U.S. military personnel, including members of other branches of the U.S. Armed Forces. Certificates of achievement may also be awarded to Allied military personnel.

SCROLLS OF APPRECIATION

Commanders and supervisors in the grade of lieutenant colonel, GS-12, or higher may award scrolls of appreciation to U.S. soldiers, DOD civilian employees, local national employees, community volunteers, and military or civilian members of a foreign country.

CERTIFICATES AND SCROLLS SIGNED OR PRESENTED BY THE USAREUR COMMAND GROUP

To request that the CG, USAREUR/7A, or the DCG/CofS, USAREUR/7A, sign or present a certificate or scroll, commanders will submit the certificate or scroll through command channels to the USAREUR Command Group. If using AE Form 600-8-22A or 600-8-22B, the form may be forwarded through the USAREUR Staff Action Tracking System (USATS). (These procedures supersede those published in previous editions of the bulletin and will be incorporated in AE Regulation 600-8-22.)

LOCALLY DESIGNED CERTIFICATES AND SCROLLS

AR 25-30, paragraph 7-17b, prohibits using color for decorative effect in printed publications. This policy applies to locally designed certificates and scrolls. Requests for proposed certificates and scrolls must be coordinated with the local forms management officer before a printing request is prepared. Organizations will not issue organization-unique certificates of training. DA Form 87 will be used as proof of training.

AKO VERSION 3

Army Knowledge Online (AKO) version 3 is a major software update that offers several new features and tools, including team collaboration and intranet capabilities. To take advantage of these and other enhancements, organizations must establish an AKO Portal page.

A briefing on AKO version 3 will be held on 7 October 2004 from 1330 to 1500 at Campbell Barracks, Heidelberg, Germany, in the USAREUR G6 (building 31S) conference room. Personnel who plan to attend should contact Mr. Moorner at e-mail: howard.moorner@us.army.mil.

NEW PROCEDURES FOR PROCURING CIVILIAN INCENTIVE AWARDS

Civilian personnel advisory centers (CPACs) in Europe no longer maintain stocks of medal sets, pins, and accompanying certificates for honorary civilian incentive awards. Unit supply officers must procure medal sets and pins through the General Services Administration, Federal Supply Services, or the Defense Personnel Center (Directorate of Clothing and Textiles) (DPSC-FOOA), 2800 South 20th Street, Philadelphia, PA 19145.

Organizations ordering certificates may order only minimal quantities required for immediate use. In no case will organizations stockpile civilian certificates. Unit publications clerks may order certificates to accompany incentive awards through the [Army in Europe Publishing System \(AEPUBS\)](#).

Organizations ordering medal sets, pins, and accompanying certificates will ensure that awards are approved by the proper approval authorities according to AR 672-20 and [AE Supplement 1](#).

Publications clerks in battalion-sized units with a lieutenant colonel commander signing the certificates may order the following (applicable references to AR 672-20 are shown in parentheses):

- DA Form 2442, Certificate of Achievement (para 8-9).
- DA Form 2443, Commendation Certificate (paras 2-6 and 8-10).
- DA Form 4592, Certificate of Promotion (para 8-13).
- DA Form 5654, Achievement Medal for Civilian Service (para 8-6).
- DA Form 7013, Certificate of Appreciation (General) (paras 8-11 and 9-7).
- OPM Form WPS-101 through -105, length-of-service certificates for up to 25 years of service (para 10-1).

Publications clerks in brigade-sized units with a colonel commander signing the certificates may order the following:

- DA Form 4689, Commander's Award for Civilian Service (para 8-5).
- DA Form 5231, Commander's Award for Public Service (para 9-4).

USAREUR organizations may request the following certificates from the Incentive Awards Administrator, Civilian Personnel Directorate, Office of the G1, HQ USAREUR/7A, for the signature of the CG, USAREUR/7A, or the DCG/CofS, USAREUR/7A, as appropriate:

- DA Form 5652, Civilian Award for Humanitarian Service (paras 8-8 and 9-6).
- DA Form 7012, Certificate of Appreciation for Patriotic Civilian Service (para 8-7).
- DA Form 7015, Decoration for Meritorious Civilian Service Certificate (para 8-3).
- DA Form 7017, Outstanding Civilian Service Certificate (para 9-3).
- OPM Form WPS-106 through -110, length-of-service certificates for 30 to 50 years of service (para 10-1).

NOTE: Non-USAREUR organizations may request these certificates from their MACOMs.

Servicing CPACs can provide guidance on award approval authorities. Commanders must work with CPACs to ensure that awards are processed and approved according to Army and Army in Europe policy before certificates are signed and presented, and to ensure that records of awards are maintained in employee official personnel files.

USAREUR REGULATION RESCISSION

The following USAREUR regulation is rescinded (the proponent staff office is shown in parentheses):

- USAREUR Regulation 690-300.335.1, Promotion and Internal Placement, 7 March 2001 (G1)

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 specialized 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.

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).

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