

1 March 2004

Information Management: Publishing and Printing

Preparing Army in Europe Publications

***This regulation supersedes AE Regulation 25-35, 24 February 2004.**

For the CG, USAREUR/7A:

E. PEARSON
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Summary. This regulation prescribes policy and procedures for preparing Army in Europe (AE) publications, forms, and command-channel correspondence. Section I provides general guidance. Section II prescribes publishing responsibilities. Section III defines the types of AE publications. Section IV provides guidance on preparing command and agency correspondence, Bell Sends messages, and permanent orders. Section V describes the publishing process. Section VI concerns electronic publishing. Section VII explains how to rescind and change proponency of AE publications.

Summary of Change. This revision—

- Requires the staff to request DCofS, USAREUR/7A, approval to publish when the AE publication prescribes new policy that will affect USAREUR (para 4c(4)).
- Gives the DCofS, USAREUR/7A, authority to authenticate AE publications when USAREUR has proponency (para 6d(1)).
- Provides new authentication blocks for AE publications (fig 1 and fig 2).
- Gives the DCofS, USAREUR/7A, authority to sign USAREUR command memorandums (para 16b(4)).
- Gives the DCofS, USAREUR/7A, authority to approve transfers of proponency for AE publications (para 27).

Applicability. This regulation applies to HQ USAREUR/7A staff offices, USAREUR major subordinate and tenant commands (AE Reg 10-5, app A), and the United States Army Installation Management Agency, Europe Region Office (IMA-Europe).

Supplementation. Commanders will not supplement this regulation without USAREUR G6 (AEAIM-D) approval.

Forms. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System Web site at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the USAREUR G6 (AEAIM-D, DSN 370-6583/6348). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G6 (AEAIM-D), Unit 29351, APO AE 09014-9351.

Distribution. D (AEPUBS).

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SECTION I
GENERAL

1. PURPOSE

This regulation prescribes policy and procedures for preparing Army in Europe (AE) publications, AE forms, and command-channel correspondence prepared by HQ USAREUR/7A and the United States Army Installation Management Agency, Europe Region Office (IMA-Europe). AE publications are the only authorized media for HQ USAREUR/7A and IMA-Europe to publish policy that applies to USAREUR, to IMA-Europe, or both.

2. REFERENCES

a. Publications.

- (1) AR 25-1 and AE Supplement 1, Army Information Management.
- (2) AR 25-30, The Army Publishing Program.
- (3) AR 25-50, Preparing and Managing Correspondence.
- (4) AR 25-400-2, The Army Records Information Management System (ARIMS).
- (5) DA Pamphlet 25-40, Army Publishing: Action Officers Guide.
- (6) AE Regulation 1-10, Staff Procedures.

b. Forms.

- (1) DD Form 67, Form Processing Action Request.
- (2) DA Form 2028, Recommended Changes to Publications and Blank Forms.
- (3) AE Form 1-10A, Staff Action Summary (SAS).
- (4) AE Form 1-10B, IMA-Europe Staff Action Coversheet (SAC).

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

SECTION II RESPONSIBILITIES

4. HQ USAREUR/7A, IMA-EUROPE, AND PROPONENT RESPONSIBILITIES

a. HQ USAREUR/7A. HQ USAREUR/7A staff offices are responsible for developing, coordinating, and publishing policy on behalf of the CG, USAREUR/7A, to support USAREUR's tactical mission in the European theater. This policy applies across major Army command and agency lines to both USAREUR and IMA-Europe (for example, information management policy, local national civilian personnel policy, vehicle registration policy). If the policy is not unique to the European theater, the HQ USAREUR/7A proponent of the policy will send it to HQDA for recommended incorporation into a Departmental publication. If the policy applies only to the European theater, it will be published in an AE publication.

b. IMA-Europe. The IMA-Europe mission is to manage base operations (BASOPS) for all Army tenants in the European theater. The IMA-Europe staff is responsible for developing, coordinating, and publishing BASOPS policy on behalf of the Director, IMA-Europe, and publishing that policy in AE publications. If the policy is not unique to the European theater, the Director, IMA-Europe, will send it to Headquarters, United States Army Installation Management Agency, for recommended incorporation into a Departmental publication issued by the Assistant Deputy Chief of Staff for Installation Management, DA. If the policy applies only to the European theater, it will be published in an AE publication.

c. Proponents. Responsibility for AE publications will be assigned to specific subject-matter experts on the staff of HQ USAREUR/7A and IMA-Europe, depending on which organization is responsible for the regional policy in the publication. These individuals are proponents of AE publications. Proponents will do the following:

(1) Include a publishing objective on their support forms (military or civilian) to document their responsibility for keeping assigned AE publications up-to-date (para 14a). The objective must—

(a) Specify the AE publications for which the proponent is responsible.

(b) Require the proponent to review the publications in (a) above during the rating period (for example, once every 6 months, once a year) and to submit requests to update them, as needed, according to section V. How often a publication needs to be updated depends on how often the policy in the publication changes.

(2) Review proposed subordinate-command supplements to AE regulations for which they have proponenty before the supplements are published. This review is used to determine which lower-level requirements should be published in AE publications instead of in subordinate-level publications. This also prevents potentially conflicting policy at various levels of command.

(3) Coordinate draft AE publications as prescribed in paragraph 22.

(4) Request DCofS, USAREUR/7A, approval to publish when the AE publication prescribes new policy that will affect USAREUR (AE Reg 1-10).

(5) Request Chief of Staff (CofS), IMA-Europe, approval to publish when the AE publication prescribes new policy that will affect IMA-Europe (AE Reg 1-10).

(6) Maintain historical files for each assigned AE publication and form.

(a) In each file, keep one copy of every published edition of the publication or form. This creates a permanent record that shows which edition was used to establish a particular requirement. Electronic publications are revised regularly, and each revision supersedes the previously published edition. Because of this, the only way to keep track of which edition established a particular requirement is to keep a copy of the current edition and a copy of each subsequent revision. Backup and supporting documentation for each edition are part of the historical file.

(b) When a publication or form becomes obsolete (that is, superseded or rescinded), the historical file for the obsolete document must be marked "inactive" and sent to the USAREUR Command Records Holding Area 1 year later (mailing address: USAREUR Command Records Holding Area (NETC-SER-ISR), Unit 29955, APO AE 09086-9955).

5. DOCUMENT MANAGEMENT DIVISION RESPONSIBILITIES

Under the authority of the CG, USAREUR/7A, and the Director, IMA-Europe, the Office of the G6, HQ USAREUR/7A, which is also the Regional Chief Information Office - Europe—

- a. Serves as the publisher of command and agency publications for USAREUR and IMA-Europe.
- b. Validates requests to publish regional policy in AE publications.
- c. Edits, copy-prepares, and authenticates AE publications, AE forms, and command-channel correspondence for the CG, USAREUR/7A, and the Director, IMA-Europe.
- d. Manages two Web pages in support of the AE publishing mission:
 - (1) Library of Army in Europe Publications and Forms at <https://www.aeaim.hqusareur.army.mil/library/>.
 - (2) Army in Europe Publishing System (AEPUBS) at <https://aepubs.army.mil/ae/public/main.asp>.

SECTION III

AE PUBLICATIONS, THE ARMY IN EUROPE BULLETIN, AND AE FORMS

6. GENERAL

AE publications—

- a. Are the only official administrative directives below HQDA authorized for use by HQ USAREUR/7A and IMA-Europe to prescribe policy that applies to USAREUR, to IMA-Europe, or both.
- b. Are used exclusively by HQ USAREUR/7A and IMA-Europe to publish policy that applies only in the European theater and is not available in Departmental publications. If policy proposed for issuance in an AE publication is not unique to the European theater, the proponent must send the proposed policy to HQDA for recommended incorporation into a Departmental publication.
- c. Will not be used to duplicate policy or information available in higher-level publications, nor be used to publish compilations of policy or information available in other sources. The Army in Europe Publications Control Officer (AEPCO) will determine the appropriate type of publication when reviewing the request to publish (sec V).
- d. Are numbered according to DA Pamphlet 25-40, table H-1, and authenticated according to proponenty:
 - (1) AE publications for which USAREUR has proponenty are authenticated for the CG, USAREUR/7A, and are published with the signature blocks of the DCoFS, USAREUR/7A, and the Regional Chief Information Officer - Europe (RCIO-Europe) (fig 1).
 - (2) AE publications for which IMA-Europe has proponenty are authenticated for the Director, IMA-Europe, and are published with the signature blocks of the CofS, IMA-Europe, and the RCIO-Europe (fig 2).

7. AE SUPPLEMENTS

AE supplements provide implementing guidance for executing policy prescribed by Army regulations (ARs) in the European theater. If the policy or information to be published is not available in an AR, proponents will prepare an AE regulation rather than a supplement (para 8). Supplements remain in effect until superseded or rescinded, or until the basic AR is superseded or rescinded. Commanders of USAREUR major subordinate and tenant commands (AE Reg 10-5, app A) and area support groups (ASGs) may supplement AE supplements and AE regulations only if approved by the proponent of the AE publication to be supplemented.

8. AE REGULATIONS

Regulations establish long-term policy for the Army in Europe that is not available in ARs. Proponents will write AE regulations in enough detail to prevent subordinate commands from having to publish their own supplements. Regulations remain in effect until superseded or rescinded.

For the CG, USAREUR/7A:

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Official:



GARY C. MILLER
Regional Chief Information
Officer - Europe

Figure 1. AE Publication Authentication Block (USAREUR Proponent)

For the Director, IMA-Europe:

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Acting Chief of Staff

Official:



GARY C. MILLER
Regional Chief Information
Officer - Europe

Figure 2. AE Publication Authentication Block (IMA-Europe Proponent)

9. AE CIRCULARS

Circulars establish short-term and recurring policy that applies to the Army in Europe. Circulars may be based on long-term publications that establish policy and procedures. The format for circulars is the same as that of regulations. Circulars expire 2 years or less after they are published and remain in effect until they expire, unless superseded or rescinded before they expire.

10. AE PAMPHLETS

Pamphlets provide guidance on how to complete tasks prescribed by supplements, regulations, and circulars. Pamphlets may include illustrations and may be used to provide lists of information such as indexes. Pamphlets remain in effect until superseded or rescinded.

11. AE POSTERS

Posters provide guidance through words, pictures, or both to achieve a specific objective. Posters are numbered publications and remain in effect until superseded or rescinded.

12. ARMY IN EUROPE BULLETIN

a. The Army in Europe Bulletin is used to—

(1) Publish short-term USAREUR and IMA-Europe policy (not to exceed 1 year) that applies to USAREUR, to IMA-Europe, or both.

(2) Remind USAREUR and IMA-Europe personnel of current policy and make general announcements.

(3) List newly published and rescinded AE publications, AE forms, and USAREUR and IMA-Europe memorandums.

b. Only HQ USAREUR/7A staff offices and IMA-Europe may submit items for publication in the Army in Europe Bulletin. Personnel assigned to USAREUR major subordinate and tenant commands (AE Reg 10-5, app A) may submit items for publication in the bulletin, provided the request is sent through the command's affiliated HQ USAREUR/7A staff office (for example, requests from the Seventh Army Training Command (7ATC) must be submitted through the Office of the G3, HQ USAREUR/7A; requests from 1st Personnel Command must be submitted through the Office of the G1, HQ USAREUR/7A). Personnel assigned to ASGs or base support battalions (BSBs) may also submit items for publication in the bulletin, provided the request is sent through a division of IMA-Europe.

c. Only items that apply to USAREUR, to IMA-Europe, or both will be accepted for publication in the Army in Europe Bulletin.

d. The Army in Europe Bulletin is published on the 1st and 15th day of each month. Proponents should plan accordingly to ensure that information related to a specific date is submitted for publication no less than 1 week before the publication date of the bulletin. Last-minute requirements to publish time-sensitive announcements may be submitted after the 1-week cut-off, but must be coordinated with the bulletin editor at DSN 370-6755 or e-mail: pubsmail@hq.hqusareur.army.mil.

e. The Army in Europe Bulletin is distributed electronically. USAREUR and IMA-Europe personnel are encouraged to have the bulletin delivered directly to their e-mail accounts by subscribing to it through AEPUBS.

13. MISCELLANEOUS AE PUBLICATIONS

Miscellaneous AE publications are AE publications other than those listed in paragraphs 7 through 12 (for example, command-channel photos, deployment certificates, tabs). Miscellaneous AE publications are numbered according to DA Pamphlet 25-40, table H-1.

14. CHANGES TO AE PUBLICATIONS

a. General. Proponents are responsible for keeping the policy in their publications up-to-date. The only way to do this is by changing publications as soon as changes in policy or procedures occur. Allowing changes to accumulate until a publication is entirely out-of-date deprives Army in Europe personnel of current regional policy. Allowing changes to accumulate also causes delays in publishing the new policy, since complete revisions take longer to publish than incremental changes to publications, which are submitted and published as soon as changes in policy occur. Proponents will follow the instructions in section V to request changes to publications.

b. Changing Printed Publications. Printed changes to AE publications will not be published unless the publication being changed is available only in hard copy. For printed publications, printed changes are more cost-effective than reprinting the entire publication merely to incorporate the change. When a change is submitted with a request to be printed, the AEPSCO will validate the request for printing. If the proponent cannot justify the need for printed copies, the change will not be printed; instead, it will be incorporated into the electronic version of the publication, which will then be published as a revision. The revision will supersede the previously published printed version.

c. Revising Electronic Publications. Requests to change electronic AE publications will result in the publication's being revised to incorporate the change. A summary-of-change statement will be added to summarize the new or changed policy or procedures in the revision. A supersession statement will also be added to show that the revision supersedes the previous edition.

15. AE FORMS

AE forms are used to gather standardized information. When approved, AE forms are designated by number and title. The number is alphanumeric and based on the publication number of the prescribing directive (for example, AE Form 1-10A and AE Form 1-10B, with "1-10" representing the publication number of the prescribing directive (AE Reg 1-10) and "A" and "B" designating the two forms it prescribes).

SECTION IV

ARMY IN EUROPE CORRESPONDENCE, BELL SENDS MESSAGES, AND USAREUR PERMANENT ORDERS

16. USAREUR COMMAND MEMORANDUMS AND IMA-EUROPE AGENCY MEMORANDUMS

a. General. Military correspondence can be issued through staff or command channels. The following provides regional policy for USAREUR and IMA-Europe on how to use these different channels:

(1) Staff Channel. The staff channel is used to correspond with individuals or organizations within the originator's command or agency (for example, from the USAREUR G3 to the CG, 7ATC; from the Director, IMA-Europe, to ASG commanders). Staff-channel correspondence is prepared according to AR 25-50. The staff channel cannot be used to establish or change Army in Europe or higher-level policy. The G6 (AEAIM-D) does not edit or publish staff-channel correspondence.

(2) Command Channel. The command channel is used to issue Army in Europe policy or information of regional interest to the Army in Europe. Command-channel correspondence applies to commanders and staff officers directly subordinate to the originator's headquarters (for example, policy developed by the USAREUR G3 that applies to all USAREUR commands; policy developed by the Director, IMA-Europe, that applies to ASGs). Command-channel memorandums (b and c below) must be sent to the G6 (AEAIM-D) for editing and publication.

b. USAREUR Command Memorandums. These memorandums—

(1) Must be edited and published by the Document Management Division, Office of the G6 (para 5).

(2) May be used to announce short-term or permanent USAREUR policy, pending the policy's incorporation into a numbered AE publication. Command memorandums cannot, however, supersede or change policy in AE publications. Memorandums that will be used to announce new USAREUR policy must be submitted to the G6 (AEAIM-D) for editing with an SAS requesting USAREUR Command Group approval and signature (AE Reg 1-10).

(3) May be used to announce information of interest to the Army in Europe (for example, force-protection issues, safety guidance).

(4) Are prepared on USAREUR letterhead stationery and include an authority line "FOR THE COMMANDER" unless the CG, USAREUR/7A, signs. Only the DCG/CofS, USAREUR/7A; the DCofS, USAREUR/7A; the Secretary of the General Staff, HQ USAREUR/7A; and authorities delegated by these signatories or by the CG, USAREUR/7A, are authorized to sign USAREUR command memorandums "for" the commander. Unless otherwise directed by the USAREUR Command Group, USAREUR command memorandums will be prepared for DCofS, USAREUR/7A, signature.

NOTE: Computer-generated letterhead stationery is available in the Library of Army in Europe Publications and Forms under *Action Officer Tools*.

(5) Expire after 1 year. If the policy in the memorandum will remain in effect longer than 1 year, the proponent will publish the policy in a numbered publication before the memorandum expires. If the policy is expected to continue in effect longer than 1 year, or the proponent needs more than 1 year to incorporate the policy into a numbered publication, the policy in the memorandum may be "extended." These extensions are announced in the Army in Europe Bulletin. To request an extension of policy, the proponent will send a request by e-mail to pubsmail@hq.hqusareur.army.mil. The request must explain why the policy in the memorandum needs to be extended and specify how long the extension should last.

(6) Do not require "Reply To Attention Of" in the letterhead.

(7) Are prepared with one space between sentences (after the period) and with one space after other punctuation that separates elements of sentences (for example, colons, commas, semicolons).

(8) Are prepared with two spaces after each numeric or alphabetic paragraph designation.

(9) Are posted in the Library of Army in Europe Publications and Forms and announced in the Army in Europe Bulletin.

(10) Are not printed. Command memorandums are distributed by e-mail through AEPUBS to publications-account holders at the applicable level (headquarters, corps, division, battalion, or company), based on the distribution symbol (glossary), and to individual subscribers.

c. IMA-Europe Agency Memorandums. IMA-Europe agency memorandums intended for command-channel distribution—

(1) Must be edited and published by the Document Management Division, Office of the G6 (para 5).

(2) May be used to announce short-term or permanent IMA-Europe policy, pending the policy's incorporation into a numbered AE publication. Agency memorandums cannot, however, supersede or change policy in AE publications. Memorandums that will be used to announce new IMA-Europe policy must be submitted to the G6 (AEA-IM-D) for editing with an SAC requesting the signature of the CofS, IMA-Europe, or the Director, IMA-Europe, as applicable.

(3) May be used to announce information of interest to all of IMA-Europe (for example, new administrative operating procedures that apply only to elements of IMA-Europe) or to all Army organizations in the European theater (for example, new morale, welfare, and recreation guidance).

(4) Are prepared on IMA-Europe letterhead stationery and include an authority line "FOR THE DIRECTOR" unless the Director, IMA-Europe, signs. If the memorandum is prepared for Director, IMA-Europe, signature, the authority line is not used. The CofS, IMA-Europe, may sign agency memorandums "for" the Director, IMA-Europe. The Director, IMA-Europe, and the CofS, IMA-Europe, may further delegate this signature authority in writing.

NOTE: Computer-generated letterhead stationery for IMA-Europe is available in the Library of Army in Europe Publications and Forms under *Action Officer Tools*.

(5) Expire after 1 year. If the policy in the memorandum will remain in effect longer than 1 year, the proponent will publish the policy in a numbered publication before the memorandum expires. If the policy is expected to continue in effect longer than 1 year, or the proponent needs more than 1 year to incorporate the policy into a numbered publication, the policy in the memorandum may be "extended." These extensions are announced in the Army in Europe Bulletin. To request an extension of policy, the proponent will send a request by e-mail to pubsmail@hq.hqusaareur.army.mil. The request must explain why the policy in the memorandum needs to be extended and specify how long the extension should last.

(6) Do not require "Reply To Attention Of" in the letterhead.

(7) Are prepared with one space between sentences (after periods) and with one space after other punctuation that separates elements of sentences (for example, colons, commas, semicolons).

(8) Are prepared with two spaces after each numeric or alphabetic paragraph designation.

(9) Are posted in the Library of Army in Europe Publications and Forms and announced in the Army in Europe Bulletin.

(10) Are not printed. Agency memorandums are distributed by e-mail through AEPUBS to all publications-account holders at the applicable level (for example, IMA-Europe divisions, ASGs, BSBs), based on the distribution symbol (glossary), and to individual subscribers.

17. ARMY IN EUROPE COMMAND POLICY LETTERS

On behalf of the Commander, United States European Command, the CG, USAREUR/7A, exercises authority over all Army personnel in the European theater (for example, Title 10 authority, Uniform Code of Military Justice authority). To exercise this authority, the CG, USAREUR/7A, issues AE command policy letters. These letters—

- a. Apply to USAREUR major subordinate and tenant commands (AE Reg 10-5, app A) and to IMA-Europe.
- b. Do not take the place of ARs or regional publications (AE supplements, AE regulations, and AE circulars). They are used to provide one or more of the following:
 - (1) Policy that has not yet been published in an AE publication. Once the policy has been published in a publication, the letter will be rescinded.
 - (2) The highest level of command emphasis in areas that may or may not be covered in AE publications.
 - (3) Statements of policy concerning special-interest areas, such as equal opportunity, when required by HQDA.
- c. Are signed only by the CG, USAREUR/7A.
- d. Are published in a consecutively numbered series, starting with 1. When letters in a published series are rescinded, the numbers of other letters in the series remain unchanged.
- e. Are prepared on USAREUR letterhead stationery with the proponent's office symbol below the DOD seal.
- f. Do not expire. Policy letters remain in effect for the tenure of the CG, USAREUR/7A, who signs them. Only the CG, USAREUR/7A, may approve recommendations to supersede or rescind policy letters. Approved rescissions are announced in the Army in Europe Bulletin. During the transition period leading up to a USAREUR change of command, the DCofS, USAREUR/7A, may issue a command memorandum stating that the policy in letters signed by the outgoing CG, USAREUR/7A, will continue in effect after the change of command until the incoming CG, USAREUR/7A, has had time to review the letters and determine which ones to retain, which ones to revise, and which ones to rescind.
- g. Are prepared and published according to paragraphs 16b(6) through (10).

18. BELL SENDS MESSAGES

Bell Sends messages are used exclusively by the CG, USAREUR/7A, to issue guidance that requires immediate action or attention. AE Regulation 1-10, paragraph 16, prescribes preparation instructions.

19. PERMANENT ORDERS

HQ USAREUR/7A publishes USAREUR permanent orders to formalize USAREUR unit activations, inactivations, redesignations, and other unit changes. The Force Management Division, Office of the G3, is the proponent of USAREUR permanent orders. The G6 (AEAIM-D) publishes them for the CG, USAREUR/7A. Permanent orders are not publications and do not require a concept approval. AR 600-8-105 provides guidance on preparing permanent orders. Specific questions about preparing orders may be referred to the G6 (AEAIM-D) at DSN 370-7562. USAREUR permanent orders are posted on the G6/CIO Intranet.

SECTION V

THE PUBLISHING PROCESS

20. CONCEPT APPROVAL

a. General. Figure 3 illustrates the publishing process. As shown in the figure, the first step is to identify the need to write policy that applies to the Army in Europe. This need constitutes a requirement to publish an AE publication. Action officers who are required to establish or revise policy must contact the AEPKO at the Office of the G6 to request a concept approval. Contacting the AEPKO will ensure that the action officer receives guidance and assistance as soon as the requirement to publish is known. This applies regardless of whether or not publishing is an objective on the action officer's support form (para 4c).

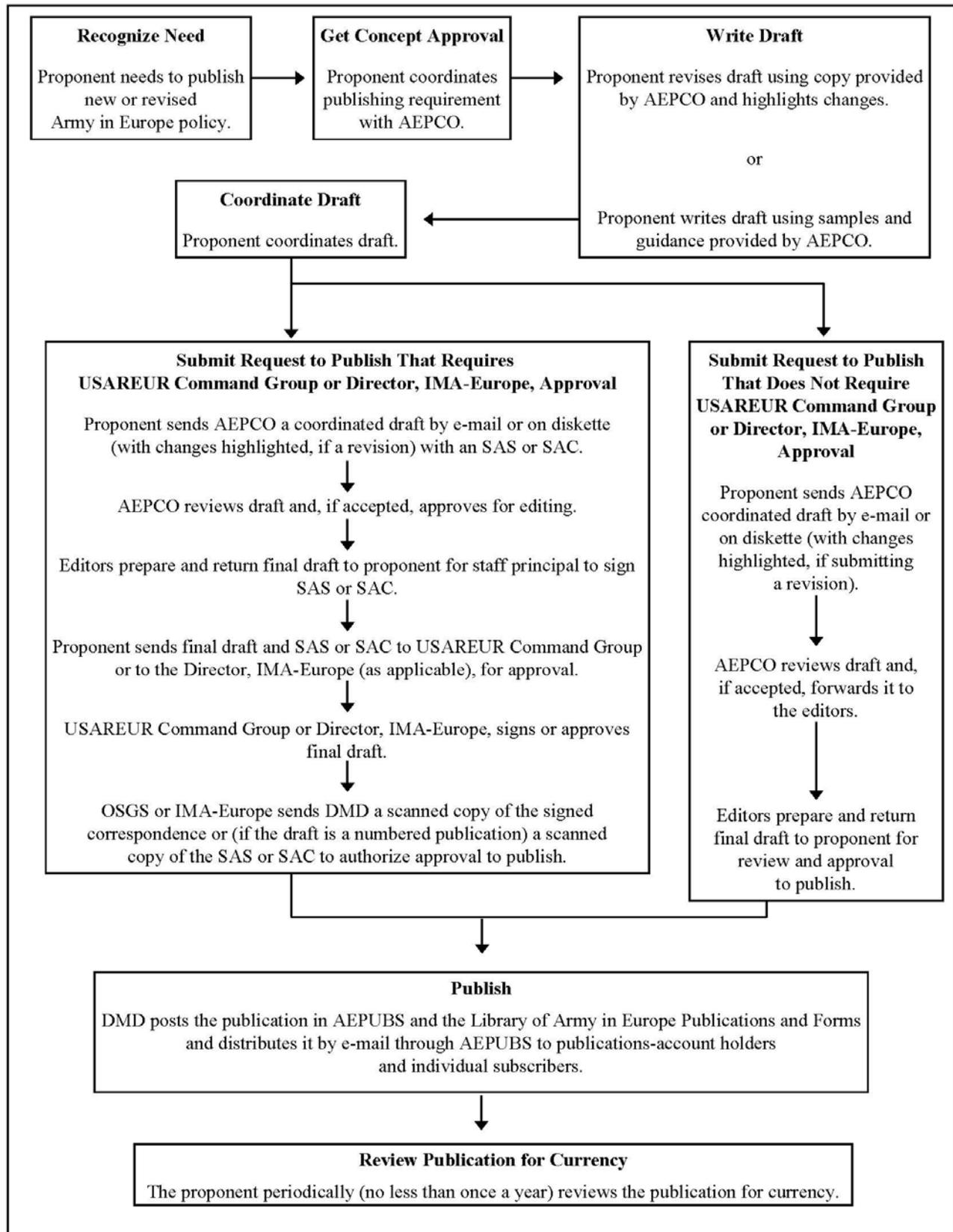


Figure 3. The Publishing Process

b. Concept Approval. During the concept approval, the AEPCO will—

- (1) Provide advice and guidance on the publishing process (fig 3).
- (2) Select the appropriate type of publication needed and determine the appropriate publishing medium (electronic, printed, or both).
- (3) Provide an electronic copy of the existing publication if a revision is required.
- (4) Provide samples to help authors prepare drafts.

c. How to Contact the AEPCO. The AEPCO may be reached at the following:

- (1) Telephone: DSN 370-6348/8734.
- (2) E-mail: pubsmail@hq.hqusareur.army.mil.
- (3) Fax: DSN 370-6568.

21. PREPARING DRAFT PUBLICATIONS

Using guidance and samples provided by the AEPCO, the proponent will write or revise the publication in preparation for coordination. If the draft will be a revision of an existing publication, the proponent will use a Microsoft Word copy of the existing publication to prepare the revision and highlight the changes. (If needed, the AEPCO will provide a copy of the existing publication during the concept approval (para 20).) During the draft-preparation phase of the publishing process, proponents may also request guidance on writing and organizing text by contacting the G6 editors at DSN 370-6755/6267/6924/7018.

22. COORDINATION

After preparing the draft, the proponent will coordinate internally (within the office of primary responsibility (OPR)) before coordinating with other organizations. Drafts do not need to be formatted as final draft publications or final draft memorandums on letterhead stationery before being coordinated. The policy (not the format) is what requires coordination.

a. Once the proponent's OPR agrees on what the policy should say, the OPR executive officer (or administrative equivalent) will release the draft for external coordination by sending it (usually by e-mail) to the following, as applicable, in the order shown:

- (1) The appropriate HQ USAREUR/7A staff offices and USAREUR major subordinate and tenant commands when the policy relates to USAREUR missions or resources.
- (2) The CofS, IMA-Europe, when the policy relates to IMA-Europe missions or resources. If the publication will apply to ASGs or BSBs, proponents will send the request for coordination through the CofS, IMA-Europe, to the applicable ASG or BSB for coordination.
- (3) Other components of USEUCOM (USNAVEUR and USAFE) if the policy will affect their missions or resources.
- (4) HQDA if requesting approval to supplement an AR. When requesting HQDA approval to supplement, the proponent must send HQDA a copy of the draft AE supplement with the request.
- (5) The Office of the Judge Advocate (OJA), HQ USAREUR/7A, for a legal review if the policy has legal implications. This coordination must be done after all other coordinations (except editing ((6) below)) are complete. The copy of the draft that OJA sees must be final (that is, it must incorporate any other changes collected through coordination and approved by the OPR for incorporation into the draft).
- (6) The G6 (AEAIM-D) for editing, copy-preparation, and publishing. If another element of the G6 needs to review and comment on the content of the draft (for example, to review policy relating to information technology), the proponent will coordinate the draft with the G6 twice: first, to request coordination comments from the G6 Executive Officer (AEAIM-X), and again to request editing from the after the coordination in (1) through (5) above has been completed.

b. If the proponent needs to revise or create an AE form, the proponent must contact the Army in Europe Forms Management Officer (AEFMO) at DSN 370-8734 or e-mail: pubsmail@hq.hqusareur.army.mil. This may be done at any point during external coordination (a(1) through (6) above); but the sooner the proponent notifies the AEFMO, the sooner work can begin on the form. Proponents must also inform the AEFMO when the quantity of a printed and stocked form will be affected by a change to the form's prescribing directive, a change in mission, or a newly developed automated system.

23. PUBLISHING

After coordinating the draft, the proponent will send it to the G6 (AEAİM-D) with a request to publish.

a. What to Submit. Proponents will send the following to the AEPCO by e-mail unless the document is classified or includes back-up or supporting documents (for example, SAS tabs) that are not available electronically:

(1) One copy of the draft prepared in Microsoft Word, unless (b) below applies:

(a) If the draft is a complete revision of an existing publication, changes must be highlighted throughout the draft. This accelerates the publishing process.

(b) If changes are few, they may be sent to the AEPCO in an e-mail message without attaching a copy of the publication that requires revision.

(2) Documentation to show that the draft has been coordinated, as applicable (para 22). If the publication includes an SAS ((3) below) or SAC ((4) below), the coordination block must be completed.

(3) An SAS (AE Form 1-10A) if the publication or correspondence requires USAREUR Command Group approval or signature and the proponent is assigned to HQ USAREUR/7A.

(4) An SAC (AE Form 1-10B) if the publication or correspondence requires USAREUR Command Group or Director, IMA-Europe, approval or signature and the proponent is assigned to IMA-Europe.

(5) A required completion date if the publication or correspondence must be edited by a certain date (for example, effective date of a new AR that generates the need for a new supplement by the same date; expiration of policy that was previously published in a command-channel memorandum or circular that is about to expire; USAREUR Command Group tasker requiring that a memorandum be prepared for CG, USAREUR/7A, signature by a certain date).

(6) Distribution requirements if the publication is new. (Distribution requirements for existing publications are established and do not change when the publications are revised, unless the proponent requests a different distribution.)

(7) A request for one of the following publishing media:

(a) Electronic. These publications are published only in electronic format and are not printed.

(b) Electronic and Printed. These publications are published in both electronic and printed formats. The electronic versions are posted in AEPUBS and in the Library of Army in Europe Publications and Forms. The printed versions are distributed in limited quantities, depending on the specific requirement. Requests for both electronic and printed copies must be submitted with written justification that explains why printed copies are needed (for example, only part of the publication's intended audience has access to the Internet, pocket-size copies are needed for deployment).

(c) Printed. These publications are only printed (for example, Secret publications, publications marked For Official Use Only). Requests for printed copies require written justification ((b) above).

b. How to Submit Requests to Publish. The draft may be sent to the AEPCO in either of the following ways:

(1) By e-mail (pubsmail@hq.hqusareur.army.mil). This is the preferred method for submitting requests to publish.

(2) On diskette (building 31-south, room 214, Campbell Barracks, Heidelberg, Germany).

c. Editing. Once the AEPCO has received, reviewed, and accepted the draft, the publication or correspondence is assigned to an editor. The editor will then work closely with the proponent.

(1) Editing supports the Army Readability Program (AR 25-30) by ensuring that publications—

- (a) Will meet the author's intended objectives.
- (b) Are not based on obsolete or temporary references.
- (c) Do not conflict with or duplicate higher-level or other AE publications.
- (d) Are prepared according to the Government Printing Office and Department of the Army format and style.
- (e) Are written at the reading-grade level appropriate to the intended audience (AR 25-30).

(2) After editing the publication or correspondence, the editor sends the edited draft to the proponent for review and approval to publish or for release to the USAREUR Command Group, if the publication requires USAREUR Command Group approval (AE Reg 1-10).

d. Distribution. Approved publications and signed correspondence are posted in AEPUBS and in the Library of Army in Europe Publications and Forms (para 26) and distributed through AEPUBS by e-mail to publications-account holders according to the applicable distribution symbol (glossary) and to individual subscribers. Account holders then forward the e-mail and its attachment to those in their area of responsibility who need it. Printed publications are mailed to account holders and to individual subscribers by the United States Army Publications Distribution Center, Europe.

24. PREPARING DRAFT AE FORMS

a. AE forms prescribed by a publication that has been revised and submitted for editing may not need to be revised. If a form needs to be revised together with its prescribing directive, the proponent will submit a completed DD Form 67 for each form that needs to be revised when submitting the form's prescribing publication to the G6 (AEAIM-D) for editing.

b. When an AE form needs to be revised without having to revise its prescribing directive, the proponent will send a draft copy of the revised AE form, a completed copy of DD Form 67, and a copy of the form's prescribing directive to the AEFMO at HQ USAREUR/7A (AEAIM-D), Unit 29351, APO AE 09014-9351. These items may also be delivered to the AEFMO (Campbell Barracks, building 31-south, room 214).

c. Creating a new AE form requires publishing a new AE publication or revising an existing AE publication to prescribe the new form. If a new AE form is needed, the requester must contact the AEFMO to request a concept approval.

d. Proponents of new or revised AE forms that will be published in electronic format must test each form before the AEFMO publishes it.

e. Electronic versions of existing AE forms will not be created without AEFMO approval.

SECTION VI ELECTRONIC PUBLISHING

25. GENERAL

AE publications, AE forms, and command-channel correspondence are published in electronic format only, unless the originator provides written justification for printed copies (para 23a(7)). The AEPCO is the approval authority for requests to print AE publications or correspondence. The AEFMO is the approval authority for requests to print forms.

26. LIBRARY OF ARMY IN EUROPE PUBLICATIONS AND FORMS

a. Approved AE publications are posted in AEPUBS (<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/>). These two Web sites are the primary sources for finding official AE publications. The Office of the Chief, Public Affairs (OCPA), HQ USAREUR/7A, also posts some AE publications on the USAREUR Homepage (for example, Bell Sends messages, AE command policy letters).

b. Organizations other than the Office of the G6 and OCPA that want to have AE publications available on local Web sites should create links to the Library instead of posting individual documents. These links ensure that users have access only to current editions of publications, correspondence, and forms. If a copy of an AE publication is posted on an organizational Web site, the following notice must be displayed on the initial-access screen when clicking on the publication:

This publication may differ from the official edition in the Library of Army in Europe Publications and Forms at <https://www.aeaim.hqusareur.army.mil/library/>. Users are advised to verify the currency of this version before using it as a prescribing directive or for official reference.

c. Publications and correspondence in the Library are published in HyperText Markup Language (HTML) and Adobe Acrobat.

(1) **HTML.** The HTML versions include “hot links” to internal cross-references and to other AE publications. The HTML version is intended only for online use.

(2) **Adobe Acrobat.** The Adobe Acrobat versions do not include hot links. Adobe versions are posted for printing. If users need to print part or all of a document, the Adobe version is formatted for that purpose (d below).

d. Printing out copies of publications is not advisable unless the requirement for a printout is critical to a particular mission (for example, a copy is needed for a briefing, conference, or other situation in which the online version of the publication is inaccessible). Publications in the Library are continually updated online. Printouts therefore become obsolete soon after being printed out. To avoid having to continually update printouts, users should refer only to online versions of publications in the Library.

SECTION VII CHANGING PROPONENCY AND RESCINDING PUBLICATIONS

27. CHANGING PROPONENCY

a. Transferring proponency for an AE publication from one staff office to another is required when responsibility for the policy in the publication transfers from one office to another. If the transfer of responsibility for a particular policy or program is part of an Army or regionally directed reorganization, proponency for related publications transfers at the same time and therefore does not require DCofS, USAREUR/7A, or CofS, IMA-Europe, approval. If, however, a staff office wishes to a transfer responsibility for a particular policy or program without the transfer being part of a reorganization, subparagraphs b and c below apply.

b. If the proponent of a policy or program believes that proponency should be transferred to another office along with the prescribing publication, or if a representative of a different office believes that his or her office should become the proponent of a policy or program and its prescribing publication, an SAS or SAC must be prepared to recommend approval to transfer the policy and the related publication. Either office may initiate the action. The SAS or SAC must include a copy of the subject publication and be coordinated with the following:

- (1) The AEPCO (DSN 370-6348/8734 or e-mail: pubsmail@hq.hqusareur.army.mil).
- (2) The proposed new proponent if the current proponent is recommending the transfer.
- (3) The current proponent if another office is recommending the transfer.

c. Originators of requests from HQ USAREUR/7A will send the coordinated SAS to the DCofS, USAREUR/7A, for approval if the request involves transferring proponency from—

- (1) One HQ USAREUR/7A staff office to another HQ USAREUR/7A staff office.
- (2) A HQ USAREUR/7A staff office to IMA-Europe. These requests must be coordinated with the CofS, IMA-Europe, before being sent to the DCofS, USAREUR/7A, for requested approval.
- (3) IMA-Europe to a HQ USAREUR/7A staff office. These requests must be coordinated with the CofS, IMA-Europe, before being sent to the DCofS, USAREUR/7A, for requested approval.

d. Originators of requests from IMA-Europe will send the coordinated SAC to—

(1) The CofS, IMA-Europe, for approval if the request involves transferring proponency from one division of IMA-Europe to another division of IMA-Europe.

(2) The applicable HQ USAREUR/7A staff office and the DCofS, USAREUR/7A, before sending the SAC to the CofS, IMA-Europe, for approval if requesting a transfer of proponency from IMA-Europe to a HQ USAREUR/7A staff office or from HQ USAREUR/7A to IMA-Europe.

e. On receipt of approval from the DCofS, USAREUR/7A, or the CofS, IMA-Europe, as applicable, to assume proponency for a particular publication, the new proponent will follow the procedures in section V.

28. RESCINDING AE PUBLICATIONS AND FORMS

a. Rescinding AE Publications. If the policy prescribed by an AE publication becomes obsolete, the proponent of the prescribing publication will send the AEPCO a request to rescind it.

(1) Before requesting a rescission, proponents must ensure that all of the policy in the publication is no longer needed. If some of the policy needs to remain in effect, the AEPCO will help determine how best to publish that policy in another publication. Parts of publications cannot be rescinded. They can, however, be deleted by revising the publication.

(2) When a publication is rescinded, all forms and reporting requirements prescribed by the publication are also rescinded. If a form or reporting requirement in a rescinded publication is still needed, the AEPCO will advise the proponent to publish a new prescribing directive or to revise a publication to incorporate the requirement for the form or report.

(3) To rescind a publication, the proponent will send a request for rescission by e-mail to the AEPCO at pubsmail@hq.hqusareur.army.mil. The subject line of the message should include the words “Request to Rescind.” The message must explain why the rescission is necessary. Approved rescissions will be announced in the Army in Europe Bulletin.

b. Rescinding AE Forms. To rescind an AE form, the proponent of the form will submit a request to revise the form’s prescribing directive (para 23).

(1) Before requesting that a form be rescinded, the proponent must ensure that the recurring action that required use of the form is no longer necessary, or that another form or automated system is being used in place of the form. This information must be included in the request to rescind the form. The explanation must refer to the form (by number) or the automated system (by name) that is being used in place of the form.

(2) If the AEFMO approves the request to rescind the form, the rescission will be announced in the Army in Europe Bulletin.

GLOSSARY

SECTION I ABBREVIATIONS

7ATC	Seventh Army Training Command
AE	Army in Europe
AEFMO	Army in Europe Forms Management Officer
AEPCO	Army in Europe Publications Control Officer
AEPUBS	Army in Europe Publishing System
app	appendix
AR	Army regulation
ASG	area support group
BASOPS	base operations
BSB	base support battalion
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CofS	chief of staff
DA	Department of the Army
DCG/CofS, USAREUR/7A	Deputy Commanding General/Chief of Staff, United States Army, Europe, and Seventh Army
DCofS, USAREUR/7A	Deputy Chief of Staff, United States Army, Europe, and Seventh Army
DD	Department of Defense
DMD	Document Management Division, Office of the G6, HQ USAREUR/7A
DOD	Department of Defense
DSN	Defense Switched Network
G3	Deputy Chief of Staff, G3, USAREUR
G6	Deputy Chief of Staff, G6, USAREUR
HQDA	Headquarters, Department of the Army
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
HTML	HyperText Markup Language
IMA-Europe	United States Army Installation Management Agency, Europe Region Office
OCPA	Office of the Chief, Public Affairs, HQ USAREUR/7A
OJA	Office of the Judge Advocate, HQ USAREUR/7A
OPR	office of primary responsibility
OSGS	Office of the Secretary of the General Staff, HQ USAREUR/7A
para	paragraph
POC	point of contact
RCIO-Europe	Regional Chief Information Officer - Europe
SAC	staff action coversheet (AE Form 1-10B)
SAS	staff action summary (AE Form 1-10A)
sec	section
USAFE	United States Air Forces in Europe
USAREUR	United States Army, Europe
USEUCOM	United States European Command
USNAVEUR	United States Naval Forces, Europe

SECTION II TERMS

Army in Europe publication

An administrative regional publication that applies to the Army in Europe. Army in Europe publications are the only authorized media below HQDA for publishing regional tactical and base operations policy that applies across command and agency lines to both USAREUR and the United States Army Installation Management Agency, Europe Region Office.

distribution symbol

A letter-code that indicates the level to which an Army in Europe publication is distributed. Distribution symbols are—

- E:** HQ USAREUR/7A and the United States Army Installation Management Agency, Europe Region Office (except for area support groups and base support battalions)
- D:** E distribution plus headquarters of USAREUR major subordinate and tenant commands (AE Reg 10-5, app A) down to division level
- C:** D and E distribution plus area support groups and base support battalions
- B:** C, D, and E distribution plus USAREUR brigade- and battalion-level units
- A:** B, C, D, and E distribution plus USAREUR company-level units

NOTE: To ensure receipt of regional, command, and agency policy, Army in Europe personnel are encouraged to use the Personal Subscription Notification (PSN) feature in the Army in Europe Publishing System (AEPUBS) to subscribe to publications, forms, command correspondence, and other directives.

numbered publication

Administrative publications that are numbered according to DA Pamphlet 25-40, table H-1 (supplements, regulations, circulars, pamphlets, and posters).

proponent

The HQ USAREUR/7A staff office; division of the United States Army Installation Management Agency, Europe Region Office (IMA-Europe); or the individual action officer assigned to USAREUR or to IMA-Europe who is responsible for writing and maintaining the currency of an Army in Europe (AE) publication or AE form.