

Headquarters  
United States Army Europe  
Wiesbaden, Germany

Army in Europe  
Regulation 25-30\*

Headquarters  
United States Army Installation Management Command  
Europe  
Sembach, Germany

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## Information Management: Publishing and Printing

### The Army in Europe Publishing Program

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\*This regulation supersedes AE Regulation 25-30, 6 December 2017.

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For the Commander:

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**Summary.** This regulation prescribes Army in Europe policy and procedures for managing publications, forms, and printing.

**Summary of Change.** This revision provides the new web-address for the Army in Europe Library & Publishing System (AEPUBS): <http://www.aepubs.eur.army.mil/>.

**Applicability.** This regulation applies to HQ USAREUR staff offices, USAREUR major subordinate commands, commands under USAREUR operational control, IMCOM-Europe, and the United States Army Civilian Human Resources Agency, Northeast/Europe Region.

**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 on the Army Records Information Management System website at <https://www.arims.army.mil/>.

**Supplementation.** Organizations will not supplement this regulation without approval of the Document Management Branch (DMB), Office of Knowledge Management, Office of the Chief of Staff, HQ USAREUR.

**Forms.** This regulation prescribes [AE Form 25-30B](#). AE and higher level forms are available through AEPUBS at <http://www.aepubs.eur.army.mil/>.

**Suggested Improvements.** The proponent of this regulation is the DMB (mil 544-1400). Users may suggest improvements to this regulation by sending an e-mail message to the DMB at [usarmy.sembach.usareur.mbx.pubsmail@mail.mil](mailto:usarmy.sembach.usareur.mbx.pubsmail@mail.mil).

**Distribution.** This regulation is available only electronically and is posted in AEPUBS at <http://www.aepubs.eur.army.mil/>.

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## SECTION I GENERAL

### 1. PURPOSE

This regulation prescribes Army in Europe (AE) policy and procedures for ordering, using, and managing official publications and forms, and for printing official documents.

### 2. REFERENCES

[Appendix A](#) lists references.

### 3. EXPLANATION OF ABBREVIATIONS

The [glossary](#) defines abbreviations.

## SECTION II ARMY IN EUROPE AND COMMAND PUBLICATIONS

### 4. ARMY IN EUROPE PUBLICATIONS

#### a. General. AE publications—

(1) Provide an official administrative command publishing medium for establishing and implementing U.S. Army policy in Europe. The policy in AE publications ensures compliance with host-nation (HN) laws and treaties between the United States and its HNs (for example, the NATO Status of Forces Agreement (SOFA), German supplementary agreements to the NATO SOFA).

(2) Prescribe policy relating to living and working in Europe where U.S. State laws do not apply (for example, obtaining a drivers license for a privately owned vehicle in Germany, purchasing items without having to pay value-added tax, registering privately owned weapons). Some AE publications are published in both the HN language and in English; and in some cases, the HN version is the prescribing directive.

(3) Provide one standardized set of authenticated publications, numbered in accordance with DA Pamphlet 25-40, that prevent USAREUR, IMCOM-Europe, and CHRA-NE/EU from having to publish duplicate or conflicting directives.

(4) Apply only to Army in Europe organizations. Proposed AE publications that would apply to any units outside of Europe must be forwarded to the appropriate publishing champion at HQDA for recommended incorporation in a departmental publication.

(5) Enable the mission command in Europe (USAREUR) and the base-operations organization in Europe (IMCOM-Europe) to establish policy that applies to either or both organizations when publishing that policy in a departmental or command publication would not be appropriate. AE publications also enable CHRA-NE/EU to issue policy and procedures that apply to all personnel in Europe serviced by the United States Army Civilian Human Resources Agency, Northeast/Europe Region (CHRA-NE/EU), regardless of their organizational affiliation.

(6) Are published by the Document Management Branch (DMB), Office of Knowledge Management, Office of the Chief of Staff, HQ USAREUR, for the CG, USAREUR; the Director, IMCOM-Europe; or the Region Director, CHRA-NE/EU, depending on whether USAREUR, IMCOM-Europe, or CHRA-NE/EU has proponency for the publication (b and c below).

**b. Proponency.** Proponency for the policy in AE publications is identified by the authentication block of the particular publication (c below).

**c. Authentication of AE Publications.** AE publications are authenticated as prescribed in [AE Regulation 25-35](#), figures 1 through 3.

**d. Publishing AE Publications.** The DMB is the office of primary responsibility for managing and publishing AE publications and AE forms. The DMB posts new and revised AE publications and forms in the Army in Europe Library & Publishing System (AEPUBS) (<http://www.aepubs.eur.army.mil/>) from where users may download them or find information on ordering them if available in hard copy. [AE Regulation 25-35](#) prescribes procedures for preparing and publishing AE publications and forms.

## 5. COMMAND PUBLICATIONS

a. Command publications are published one echelon below AE publications and apply only to the command that publishes them. The following Army in Europe organizations may publish administrative command publications:

(1) USAREUR major subordinate commands (MSCs) and commands under USAREUR operational control (OPCON).

(2) United States Army garrisons (USAGs).

b. Commanders of organizations in [a\(1\) and \(2\)](#) above will ensure the following:

(1) Command publications—

(a) Include only policy and procedures unique to the originating organization.

(b) Do not duplicate or conflict with higher-level policy.

(c) Are prepared in accordance with AR 25-30, paragraphs 3-10 and 3-36, and DA Pamphlet 25-40.

(d) Are published in electronic media when possible.

(e) Are reviewed for currency at least once every 12 months. Out-of-date publications and forms must be revised or rescinded.

(2) Supplements to higher-level publications are coordinated with the proponent at the higher-level staff office before the supplement is published.

(3) An electronic index of the command's current publications and blank forms is maintained.

## 6. CORRESPONDENCE

### a. Command Memorandums. These memorandums—

(1) May be used to announce short-term or long-term policy or procedures, pending incorporation of the long-term policy into a command publication.

(2) Must be prepared on command or USAG letterhead using the proponent's office symbol.

(3) Must be signed by the commander or an official authorized to sign for the commander (for example, deputy commander, chief of staff). When being signed "for" the commander, the memorandum must include an authority line (that is, FOR THE COMMANDER).

(4) Remain in effect after the commander who signed the memorandum departs the command. Proponents of existing memorandums will recommend to the new commander which memorandums to keep and revise, and which ones to rescind.

### b. Numbered Policy Memorandums. These memorandums—

(1) Are used to provide one or both of the following:

(a) The commander's personal emphasis concerning particular programs or issues.

(b) Statements of policy concerning special-interest areas such as equal opportunity when required by AR 600-20, other higher-level regulations, or law.

(2) Must be prepared on command or USAG letterhead using the proponent's office symbol.

(3) Must be signed by the commander of the command or USAG.

(4) Are published in a consecutively numbered series, starting with 1. When any of the numbered policy memorandums in a published series are rescinded, the numbers of the other memorandums in the series remain unchanged.

(5) Will be rescinded when the commander who signed the existing set of numbered policy memorandums departs.

### SECTION III ARMY IN EUROPE LIBRARY & PUBLISHING SYSTEM

#### 7. POLICY AEPUBS—

- a. Is the Army in Europe's primary online source for AE publications and AE forms ([AE Reg 25-35, para 23](#)). The site is at <http://www.aepubs.eur.army.mil/>.
- b. Provides links to other sources of doctrine and administrative information.
- c. Provides a number of action-officer tools.
- d. Provides information for organizations in Europe and units that are deployed on how to order hard-copy publications and forms.

#### 8. RESPONSIBILITIES

**a. DMB.** The DMB is the Army in Europe's centralized publishing office that manages the Army in Europe Publications Management Program. This responsibility includes the following:

- (1) Reviewing proposals to create new AE publications and AE forms.
- (2) Assigning numbers to AE publications and AE forms based on DA Pamphlet 25-40.
- (3) Editing AE publications and AE forms and authenticating them before they are published.
- (4) Posting new and revised AE publications and AE forms in AEPUBS.
- (5) Arranging for the printing of AE publications and forms to be stocked at the Publications & Records Center of Excellence (P&R COE).
- (6) Maintaining the index of AE publications and AE forms.
- (7) Managing the AEPUBS website.
- (8) Serving as the Army in Europe liaison office to the following:
  - (a) The Army Publishing Directorate (APD), United States Army Headquarters Services, Office of the Administrative Assistant to the Secretary of the Army.
  - (b) Document Services, Defense Logistics Agency (DLA) Europe.
  - (c) The P&R COE.

**b. The P&R COE.** The P&R COE is the Army in Europe's centralized stockroom and is responsible for the inventory management and distribution of hard-copy AE publications, AE forms, and frequently used DA and higher-level forms. The P&R COE—

- (1) Stocks, processes orders for, and distributes printed AE publications, AE forms, and frequently used DA and higher-level forms.
- (2) Orders DA and higher-level forms from the APD to ensure minimum stock levels are maintained for the European theater.
- (3) Notifies the Army in Europe Forms Management Officer (AE FMO) when AE publications and AE forms need to be reprinted for stock.
- (4) Liaises with the APD on issues concerning publications accounts and the inventory of DA forms.
- (5) Provides assistance to units throughout the European theater on issues relating to publications accounts.
- (6) Validates requests for new or changes to existing publications accounts and forwards the requests to the APD when appropriate.
- (7) Complies with the prescribing publications for handling accountable forms and ensures that only authorized personnel have access to or are issued accountable forms. Whenever clarification is needed, the P&R COE will contact the APD for issues concerning DA and higher-level forms or the AE FMO for issues regarding AE forms.
- (8) Processes and tracks accountable mail in accordance with applicable regulations.
- (9) Manages the P&R COE inventory and maintains stock records.

**c. Commanders and Heads of Organizations Authorized Publications Accounts.** Commanders and heads of organizations authorized publications accounts will ensure the following:

- (1) Personnel appointed to manage the unit's publications account are—
  - (a) Appointed and documented on DA Form 12 and the form is submitted to the P&R COE at *usarmy.rheinland-pfalz.imcom-europe.mbx.prcoe-stockroom-orders@mail.mil*.
  - (b) Trained in the requirements of AR 25-30, DA Pamphlet 25-40, this regulation, and the procedures for ordering publications and forms through the AEPUBS and APD websites.
- (2) Receipt, storage, and use of classified, accountable, and sensitive material is controlled as required by each item's security classification, AR 25-30, and AR 380-5.
- (3) Forms and publications are ordered in accordance with procedures posted in AEPUBS at <http://www.aepubs.eur.army.mil/OrderPubs/>.

## SECTION IV FORMS MANAGEMENT

### 9. RESPONSIBILITIES

**a. AE FMO.** Responsible for executing the Army Forms Management Program in Europe, the AE FMO will—

- (1) Determine which AE forms will be printed and stocked at the P&R COE.
- (2) Evaluate requests for proposed new AE forms.
- (3) Oversee the design of electronic forms and work with proponents to test forms before they are published.
- (4) Release approved forms for publication.
- (5) Process and manage printing requests for forms to be stocked at the P&R COE.
- (6) Liaise with proponents of forms to identify authorized users of accountable forms to be stocked and advise the P&R COE accordingly.

**b. Unit Forms Managers.** Each USAREUR MSC, each command under USAREUR OPCON, and each USAG that creates command-specific forms should appoint a forms manager. Unit forms managers will do the following:

- (1) Ensure that locally generated forms are designed and managed in accordance with AR 25-30, DA Pamphlet 25-40, and this regulation.
- (2) Keep a 30-day stock of high-usage forms (DA, AE, and locally generated) on hand to ensure enough lead time for reordering. This applies to local forms as well as AE and higher-level forms.
- (3) Not alter AE or higher-level forms ([c below](#)).

**c. Forms Users.** Users may request changes to AE forms by sending an e-mail message to the DMB at *usarmy.sembach.usareur.mbx.pubsmail@mail.mil*. Requests to revise DA or higher-level forms must be prepared on DA Form 2028 and sent to the DMB by e-mail for forwarding to the APD.

### 10. FORMS NOMENCLATURE

AE forms are identified by the number of the prescribing AE publication (for example, AE Form 25-30B is prescribed by AE Regulation 25-30). USAG forms are identified by the respective USAG and the number of the prescribing directive (for example, USAG Rheinland-Pfalz Form 25-30A).

### 11. SPECIAL-CONSTRUCTION FORMS

Special-construction forms are nonstandard forms that typically would have to be created or printed through a contract because of their unusual requirements (for example, sets of forms with carbonless paper). Special-construction forms will not be created locally. Organizations that need to create a special-construction form will send a request to the AE FMO at *usarmy.sembach.usareur.mbx.pubsmail@mail.mil* to propose creating and publishing the form as an AE form.

## 12. TEMPORARY ARMY IN EUROPE FORMS

AE forms are identified by the publication number of the prescribing directive. If an AE form must be published before the form is prescribed by an AE publication, the form will be identified by the number of the publication that will eventually be used to prescribe the form and a suffix to indicate that the form is temporary (for example, AE Form 25-30C (TEMP)).

## 13. CERTIFICATES AND SCROLLS

AR 600-8-22, AR 672-20, [AE Supplement 1 to AR 672-20](#), and [AE Regulation 600-8-22](#) prescribe Army policy on the use of certificates and scrolls.

a. Organizations are encouraged to use existing DA and AE certificates and scrolls when possible. If a higher-level certificate or scroll does not meet the requirement, the unit may create a local certificate or scroll, which will then be published as a local form. In these cases, the unit forms manager is the approval authority for the locally generated certificate or scroll. In no case will units alter higher-level certificates and scrolls for unit-specific needs. [Paragraph 25](#) prescribes policy for printing certificates and scrolls

b. USAREUR organizations are encouraged to use AE Form 600-8-22A (USAREUR Certificate of Achievement) and AE Form 600-8-22B (USAREUR Certificate of Appreciation) rather than designing local command forms. These two forms will not be altered for local use. The three stars at the top of the forms symbolize the three-star level of USAREUR as an Army service component command, not the rank of the signatory. AE Form 600-8-22A and AE Form 600-8-22B may be downloaded from AEPUBS.

c. IMCOM-Europe organizations may use DA Form 2442 (Certificate of Achievement) and AE Form 600-8-22E (IMCOM-Europe Scroll of Appreciation), as applicable.

d. Organizations will not issue organization-unique certificates of training. DA Form 87 will be used as proof of training.

## SECTION V PRINTING

### 14. PRINTING SERVICE IN THE EUROPEAN THEATER

a. DODI 5330.03 designates DLA Document Services as the DOD single manager for printing. Consequently, all printing must be ordered through DLA Document Services. In Europe, this service is provided by DLA Document Services, Europe. The Army in Europe Publications Control Officer (AE PCO) (assigned to the DMB) serves as the Army in Europe liaison to DLA Document Services, Europe.

b. Only the Director, DLA Document Services, Europe, may establish a contract for printing or related services.

c. Requests for printing at DLA must be documented on AE Form 25-30B.

d. For policy on printing, this regulation must be used with AR 25-30.

## 15. RESPONSIBILITIES

**a. AE PCO.** The AE PCO is responsible for managing funds earmarked for printing AE publications and AE forms that are centrally stocked at the P&R COE and, in coordination with the AE FMO, for printing these items through DLA Document Services.

**b. Army in Europe Units and Staff Offices.** HQ USAREUR and IMCOM-Europe staff offices, USAREUR MSCs, USAGs, and regionally allocated forces manage their own printing. To do this, they must—

(1) Appoint an individual to serve as the staff or unit printing/duplicating control officer (P/DCO).

(2) Use the Government purchase card (GPC) to pay for printing at DLA Document Services, Europe, or provide funds to DLA using DD Form 448 to pay for unit printing (for example, standing operating procedures, training material).

**NOTE:** Units that have existing arrangements with their host USAG for printing support may continue these arrangements if both parties agree. The 7th Army Training Command (7th ATC), for example, relies on the USAG Bavaria P/DCO for support, which in turn eliminates the need for the 7th ATC to appoint its own P/DCO.

(3) Ensure that printing funds are included in annual budgets.

**c. P/DCOs.** P/DCOs must be familiar with and enforce the printing policy in AR 25-30, DA Pamphlet 25-40, and this regulation. Unit and staff-office P/DCOs will do the following:

(1) Manage local printing requests for their staff offices or units.

(2) Ensure requests for printing are documented on AE Form 25-30B.

(3) Review each proposed printing job before approving the request. No job will be approved “sight unseen.” The purpose of this review is to verify the following:

(a) The job is “print-ready” and in compliance with AR 25-30 and this regulation.

(b) The document to be printed (whether in black and white or in color) is intended only for official business and designed to ensure the most cost-effective means of reproduction.

(c) All relevant fields on AE Form 25-30B have been completed and the form has been signed by the requester.

(4) Ensure funds are available before approving the request. If funds are not available, the P/DCO must coordinate with the unit resource management office to transfer funds, if available, to DLA Document Services, Europe, or authorize the use of a GPC to pay for the printing.

(5) When possible, convert properly formatted, approved jobs to portable document format (PDF). Doing so helps ensure that text and graphics will not shift if opened in a different version of the software.

(6) Use the DLA Document Services Online (DSO) website to order printing. The website is at <https://dso.dla.mil/dsf/>. A Customer Guide for the DSO system may be found at DSO customer support page <https://dso.dla.mil/DSF/CustomerSupport/CustomerSupport.aspx>.

(7) Keep copies of approved printing requests in a common file area for 1 year after the job has been printed. A copy of the DLA order-confirmation sheet should also be kept on file. The record number for these files is 400B (25-30aa). Once a job has been completed and the item has been billed, the P/DCO will keep a record of the total amount billed.

(8) Provide advice to requesters to help ensure the most appropriate and cost-effective solution for their requirement. Examples of this advice include recommending that the requester posts the material for general access rather than printing it at all; reworking documents to exclude color when color is being requested merely for decorative effect; or recommending that fewer copies be printed.

(9) Contact the servicing staff judge advocate (SJA) if necessary to ensure the legality of using appropriated funds to print the requested material.

(10) Refer requests for exceptions to printing policy to the proponent of AR 25-30 at the APD.

**d. Individuals Requiring Printing.** When an individual action officer needs to have something locally printed, he or she must complete AE Form 25-30B and send it to the unit or staff-office P/DCO for review and processing.

**e. Regionally Allocated Forces.** These units should send their AE Form 25-30B to the applicable mission command element.

**f. USAREUR OPCON Commands.** These commands have their own arrangements with DLA Document Services.

**g. CHRA-NE/EU.** CHRA-NE/EU has its own arrangements with DLA Document Services.

## 16. PRINTING FUNDS

The following types of funds may be used to purchase printing:

**a. Base Operations (BASOPS) Funds.** BASOPS funds are used for normal day-to-day printing requirements in support of official business.

**b. Overseas Contingency Operations (OCO) Funds.** OCO funds are used to print material for units preparing to deploy to specific areas. Unit resource managers can provide additional information.

## 17. PRINTING COORDINATION

Before any item is designed, the originator must coordinate the proposed item with the appropriate P/DCO. This coordination will ensure that the material to be printed is prepared in accordance with the requirements of AR 25-30 and this regulation. Coordination will also enable the P/DCO to establish a realistic production timeline with DLA Document Services, Europe.

## 18. DIGITAL PRINTING TEMPLATES

Templates for commonly printed items are available in AEPUBS under *Action Officer Tools* at the following web-address: <http://www.aepubs.eur.army.mil/printing-templates/>.

## 19. UNAUTHORIZED MATERIAL

a. P/DCOs will not approve requests to print any of the following:

- (1) Publications that duplicate material already available to intended recipients.
- (2) Higher-level, lateral-command, or AE publications or forms that can be used electronically or may be ordered through publications channels.
- (3) Copyrighted material without written approval from the author.
- (4) Simple documents that can be reproduced more cost-effectively on an office copier. The unit copier manager will advise the requester on whether or not reproduction of the item would exceed the monthly capacity based on the lease agreement for the particular copier.
- (5) Items specified in AR 25-30, paragraph 5-2.

b. P/DCOs who are directed by supervisors or anyone else in the chain of command to approve printing requests that violate AR 25-30 or this regulation will annotate the request to show the name and position of the person who directed that the material be approved and the date the order to violate the AR or this regulation was given.

## 20. LETTERHEAD STATIONERY AND MEMORANDUM PADS

**a. Letterhead Stationery.** Units, organizations, and staff offices that need letterhead stationery must download it from AEPUBS (<http://www.aepubs.eur.army.mil/ae-letterhead-stationery/>). The letterhead stationery is under *Action Officer Tools*. The stationery posted in AEPUBS is the only computer-generated stationery with the DOD seal approved for use by Army units in Europe.

(1) Organizations authorized to generate organization-specific stationery (AR 25-30) may download any of the letterhead stationery and change the letterhead and signature block as needed. Fonts and font sizes, however, may not be changed.

(2) AR 25-30 and DA Pamphlet 25-40 provide guidance on format and unauthorized additions.

**b. Memorandum Pads.** Memorandum pads—

(1) Are essentially half-size versions of the standard letterhead stationery described in [subparagraph a](#) above.

(2) Will be printed half-size (5.5 by 8.5 inches) using only black ink.

(3) Must meet the specifications in AR 25-30 and DA Pamphlet 25-40.

**NOTE:** A template for half-size memorandum pads is available in AEPUBS under *Action Officer Tools* at <http://www.aepubs.eur.army.mil/printing-templates/>.

## 21. GENERAL OFFICER AND SENIOR EXECUTIVE SERVICE INVITATIONS, STATIONERY, AND ENVELOPES

The APD has developed standard invitations, stationery, and envelopes for general officers (GOs) and Senior Executive Service (SES) personnel (AR 25-30, para 5-6). These items—

a. May be ordered only by GOs or members of the SES or by members of their immediate staff. Orders are placed by sending a DA Form 17 to the P&R COE stockroom at *usarmy.rheinland-pfalz.imcom-europe.mbx.prcoe-stockroom-orders@mail.mil*.

b. Are used for official, Army-sponsored functions such as change-of-command ceremonies, dedications, and other official ceremonies.

## 22. OTHER STATIONERY

Letterhead stationery, memorandum pads (para 20), and GO and SES stationery (para 21) are the only types of stationery authorized to be printed at Government expense (AR 25-30).

## 23. INVITATIONS AND PROGRAMS

**a. Official Functions and Events.** Invitations and programs may be printed at Government expense only for official functions. Official functions are those that are directly related to the organization's mission (for example, change-of-command ceremony). Retirement ceremonies for individuals, unit or organization balls, and similar events are not considered official functions. Items for official functions may be printed through DLA Document Services only when the function is for, or hosted by, a GO or a member of the SES (AR 25-30).

**b. Unofficial Functions and Events.** Appropriated funds generally may not be used to purchase greeting cards or invitations and programs for organizational balls, holiday parties, dining-ins, or similar events that are primarily for entertainment. Units should consult with their servicing SJA to determine the correct funds to use for these types of items.

## 24. BUSINESS CARDS

a. Before sending the local P/DCO a request to print business cards, the requester must send the request (AE Form 25-30B) to the first GO or member of the SES in the requester's chain of command for review and approval. Only after the GO or member of the SES approves the request by signing block 21 of AE Form 25-30B may the requester forward the request to the unit P/DCO for processing through DSO.

b. Business cards may also be produced in-house by using office printing devices and standard cardstock, which is available through normal supply channels. AR 25-30 provides additional guidance.

## 25. PRINTING CERTIFICATES AND SCROLLS

When approved by the unit P/DCO, the requester may send DA, AE, or locally designed certificates and scrolls to DLA Document Services, Europe, for printing. Where possible, certificates and scrolls should be printed at the standard size of 8.5-by-11 inches, and the use of color and special paper should be minimized to reduce costs.

## 26. LARGE-FORMAT TRACKER BOARDS AND DISPLAYS

These items should be procured through the local training support center (TSC) (para 30c(1)) or the Visual Information Services Europe (VISE) (para 30c(2)).

## 27. MAPS

a. Maps may be ordered at no cost to the requesting unit through DLA Aviation-Mapping Customer Operations (MCO). Requesters do this by sending an e-mail message to one or more of the following addresses, depending on the requirement:

- (1) *acctmgr@dla.mil*: To establish an account with MCO.
- (2) *DLAAVNNonStd@dla.mil*: Custom/altered standard maps.
- (3) *aero@dla.mil*: Aeronautical products (Federal supply class (FSC) 7641).
- (4) *hydro@dla.mil*: Hydrographic products (FSC-7642).
- (5) *topo@dla.mil*: Topographic products (FSC-7643).

b. More information is available at <http://www.dla.mil/Aviation/Offers/Products/Mapping.aspx>.

## 28. TECHNICAL MANUALS AND FIELD MANUALS

When needed, field manuals (FMs) and technical manuals (TMs) should be ordered from the APD by the unit publications manager. These manuals may not be reproduced locally without approval from the proponent of the particular FM or TM. P/DCOs may, however, authorize one-time reproduction if manuals or extracts are required for classroom training.

## 29. USE OF COLOR

Items may be printed in color only if they meet the criteria in AR 25-30, paragraph 5-10. Where possible, unit crests, borders, hyperlinks, and headings should be changed to black font before printing.

## 30. PROJECTS OTHER THAN PRINTING

**a. Compact Disks (CDs) and Digital Versatile Disks (DVDs).** Items may be reproduced on a CD or DVD if doing so is cheaper than printing. Requesters must, however, ensure that permission to reproduce the material has been granted by the owner if the material is copyrighted. Reproduction of CDs and DVDs will include the cost of cases and labels.

**b. Lamination, Tabs, and Special Binding.** Items will be printed using the most cost-effective means possible. Lamination, tabs, and special binding may be used only when essential to the purpose of the item to be printed. Inserting tabs is a manual process that is both expensive and time-consuming. Using a table of contents with page numbers usually provides the same functionality as tabs.

**c. Other Sources.** The following service providers also provide printing service, depending on the nature of the item to be printed:

(1) **TSCs.** [AE Regulation 350-220](#) provides information on TSC services and locations.

(2) **WISE.** WISE provides “above-baseline support” for the reproduction of CDs and the production of banners, media products, signage, range targets, and large-format prints. WISE may be contacted at [http://www.IMCOM-EUROPE.army.mil/webs/sites/staff\\_org/wise/contact/index.html](http://www.IMCOM-EUROPE.army.mil/webs/sites/staff_org/wise/contact/index.html).

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

DOD Instruction 5330.03, Defense Logistics Agency (DLA) Document Services

AR 25-30, Army Publishing Program

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 600-8-22, Military Awards

DA Pamphlet 25-40, Army Publishing Program Procedures

[AE Regulation 25-35](#), Preparing Army in Europe Publications

[AE Regulation 350-220](#), Training Support

[AE Regulation 600-8-22](#), Military Awards and Decorations

### **SECTION II FORMS**

DD Form 448, Military Interdepartmental Purchase Request

DA Form 2442, Certificate of Achievement

DA Form 12, Request for Establishment of a Publications Account

DA Form 17, Requisition for Publications and Blank Forms

DA Form 87, Certificate of Training

[AE Form 25-30B](#), Printing and Duplication Request

[AE Form 600-8-22A](#), United States Army Europe Certificate of Achievement

[AE Form 600-8-22B](#), United States Army Europe Certificate of Appreciation

[AE Form 600-8-22E](#), United States Army Installation Management Command Europe Region Scroll of Appreciation (IMCOM-EUROPE)

## APPENDIX B PRINTING AND PUBLICATIONS SUPPORT FOR DEPLOYED UNITS

### B-1. PUBLICATIONS AND FORMS

a. Deployed units that need hard-copy publications while deployed must complete DA Form 12 and send it to the Publications & Records Center of Excellence (P&R COE), United States Army Garrison Rheinland-Pfalz, by e-mail at *usarmy.rheinland-pfalz.imcom-europe.mbx.prcoe-stockroom-orders@mail.mil*. On receipt of the request, the P&R COE will verify the information on the form, then forward it to the Army Publishing Directorate (APD) to establish a deployed-unit publications account in APD's ePubs Ordering Portal.

b. Once the unit has established an account, the unit will use APD's ePubs Ordering Portal at <https://epubs.army.mil/web/orderingportal/home> to order DA and higher-level publications.

c. Units that require AE publications or AE, DA, and higher-level forms must complete a DA Form 17 and send it to the P&R COE by e-mail at *usarmy.rheinland-pfalz.imcom-europe.mbx.prcoe-stockroom-orders@mail.mil* for processing.

d. Deployed publications-account holders who have questions about the APD's ePubs Ordering Portal or their orders for publications should contact the APD by using the *customer service* tab on the APD website. Questions regarding orders for AE publications or forms should be sent to *usarmy.rheinland-pfalz.imcom-europe.mbx.prcoe-stockroom-orders@mail.mil*.

e. Units that are returning to their home station in CONUS must complete and send DA Form 12 to the P&R COE by e-mail at *usarmy.rheinland-pfalz.imcom-europe.mbx.prcoe-stockroom-orders@mail.mil* to transfer the account to the deploying replacement unit or to close it. The account may be transferred by marking block 3b (change) on DA Form 12 and entering the new unit's address in block 12b.

f. To ensure they receive the appropriate publications to support their deployment, newly deployed units must review their account subscriptions at APD's ePubs Ordering Portal at <https://epubs.army.mil/web/orderingportal/home>.

### B-2. PRINTING SUPPORT

Deployed units requiring printing support should call the Defense Logistics Agency (DLA) Document Services at military 314-480-6476/7891 to request assistance. For DLA to help, the requesting unit must provide information on its location, the specific requirement for printing, time constraints if any, and the method of payment (military interdepartmental purchase request or Government purchase card). DLA Document Services will provide advice on the best way to support the unit's printing requirement.

## APPENDIX C TITLE

### C-1. PUBLICATIONS AND FORMS

a. Deployed units that need hard-copy publications while deployed must complete DA Form 12 and send it to the Publications & Records Center of Excellence (P&R COE), United States Army Garrison Rheinland-Pfalz, by e-mail at *usarmy.rheinland-pfalz.imcom-europe.mbx.prcoe-stockroom-orders@mail.mil*. On receipt of the request, the P&R COE will verify the information on the form, then forward it to the Army Publishing Directorate (APD) to establish a deployed-unit publications account in APD's ePubs Ordering Portal.

b. Once the unit has established an account, the unit will use APD's ePubs Ordering Portal at <https://epubs.army.mil/web/orderingportal/home> to order DA and higher-level publications.

c. Units that require AE publications or AE, DA, and higher-level forms must complete a DA Form 17 and send it to the P&R COE by e-mail at *usarmy.rheinland-pfalz.imcom-europe.mbx.prcoe-stockroom-orders@mail.mil* for processing.

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e. Units that are returning to their home station in CONUS must complete and send DA Form 12 to the P&R COE by e-mail at *usarmy.rheinland-pfalz.imcom-europe.mbx.prcoe-stockroom-orders@mail.mil* to transfer the account to the deploying replacement unit or to close it. The account may be transferred by marking block 3b (change) on DA Form 12 and entering the new unit's address in block 12b.

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### C-2. PRINTING SUPPORT

Deployed units requiring printing support should call the Defense Logistics Agency (DLA) Document Services at military 314-480-6476/7891 to request assistance. For DLA to help, the requesting unit must provide information on its location, the specific requirement for printing, time constraints if any, and the method of payment (military interdepartmental purchase request or Government purchase card). DLA Document Services will provide advice on the best way to support the unit's printing requirement.

## GLOSSARY

7th ATC	7th Army Training Command
AE	Army in Europe
AE FMO	Army in Europe Forms Management Officer
AE PCO	Army in Europe Publications Control Officer
AEPUBS	Army in Europe Library & Publishing System
APD	Army Publishing Directorate, United States Army Headquarters Services, Office of the Administrative Assistant to the Secretary of the Army
AR	Army regulation
BASOPS	base operations
CD	compact disk
CHRA-NE/EU	United States Army Civilian Human Resources Agency, Northeast/Europe Region
CONUS	continental United States
DA	Department of the Army
DLA	Defense Logistics Agency
DMB	Document Management Branch, Office of Knowledge Management, Office of the Chief of Staff, Headquarters, United States Army Europe
DOD	Department of Defense
DODI	Department of Defense instruction
DVD	digital versatile disk
FM	field manual
FSC	Federal supply class
GPC	Government purchase card
HN	host nation
HQ USAREUR	Headquarters, United States Army Europe
HQDA	Headquarters, Department of the Army
IMCOM	United States Army Installation Management Command
IMCOM-Europe	United States Army Installation Management Command Europe
MSC	major subordinate command
NATO	North Atlantic Treaty Organization
OCO	overseas contingency operations
P/DCO	printing/duplicating control officer
PDF	portable document format
P&R COE	Publications and Records Center of Excellence, United States Army Garrison Rheinland-Pfalz
SJA	staff judge advocate
SOFA	Status of Forces Agreement
TM	technical manual
TSC	training support center
USAG	United States Army garrison
USAREUR	United States Army Europe
USEUCOM	United States European Command
WISE	Visual Information Services Europe