

Headquarters
United States Army Europe
Wiesbaden, Germany

Army in Europe
Regulation 25-35*

Headquarters
United States Army Installation Management Command
Europe
Sembach, Germany

29 January 2019

Information Management: Publishing and Printing

Preparing Army in Europe Publications

*This regulation supersedes AE Regulation 25-35, 14 January 2019.

For the Commander:

HARTMUT H. RENK
Brigadier General, GS
Chief of Staff

Official:



SCOTT T. CHANCELLOR
Chief, Army in Europe
Document Management

Summary. This regulation prescribes policy and procedures for preparing Army in Europe (AE) publications, forms, and command-channel correspondence.

Summary of Change. This revision—

- Specifies the level of approval authority for draft AE publications that prescribe new policy or change existing policy when USAREUR is the proponent ([para 4d\(4\)\(a\)](#)).
- Provides guidance on authenticating joint publications ([para 6c\(4\)](#)).

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, 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.

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*.

Distribution. This regulation is available only electronically and is posted in the Army in Europe Library & Publishing System at <http://www.aepubs.eur.army.mil/>.

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Glossary

SECTION I GENERAL

1. PURPOSE

This regulation prescribes policy and procedures for preparing Army in Europe (AE) publications, AE forms, and command-channel correspondence.

2. REFERENCES

- a. AR 25-30, Army Publishing Program.
- b. AR 25-50, Preparing and Managing Correspondence.
- c. AR 600-8-105, Military Orders.
- d. DA Pamphlet 25-40, Army Publishing Program Procedures.
- e. [AE Regulation 1-10](#), Staff Procedures.
- f. [AE Form 1-10A](#), Staff Action Summary.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

SECTION II RESPONSIBILITIES

4. HQ USAREUR, IMCOM-EUROPE, CHRA-E, AND PROPONENT RESPONSIBILITIES

a. HQ USAREUR. HQ USAREUR staff offices are responsible for developing, coordinating, and publishing policy and guidance on behalf of the CG, USAREUR, to support USAREUR's mission. The policy may apply to both USAREUR and the United States Army Installation Management Command Europe (IMCOM-Europe) (for example, force protection, vehicle registration), but must be unique to the European region to be accepted for publication. If the policy is not unique to the European region, the proponent of the policy will send it to HQDA for recommended incorporation into a Departmental publication (for example, an Army regulation (AR)).

b. IMCOM-Europe. IMCOM-Europe staff offices ([glossary](#)) are responsible for developing, coordinating, and publishing policy and guidance on behalf of the Director, IMCOM-Europe, to support IMCOM-Europe's mission. The policy may apply to both IMCOM-Europe and USAREUR (for example, Army Community Service; child, youth, and school services), but must be unique to the European region to be accepted for publication. If the policy is not unique to the European region, the proponent of the policy will send it to HQ IMCOM for recommended incorporation into an IMCOM or Departmental publication.

c. CHRA-E. The United States Army Civilian Human Resources Agency, Europe Region (CHRA-E), provides civilian personnel services for appropriated and nonappropriated fund U.S. and local-national employees in Belgium, Germany, Italy, the Netherlands, and the United Kingdom. When CHRA-E needs to publish policy or guidance to support the delivery of civilian human-resources services in Europe, CHRA-E may publish the policy or guidance in an AE publication. Before submitting a draft for publication, CHRA-E will coordinate it with at least the following:

(1) Civilian Personnel Directorate (CPD), Office of the Deputy Chief of Staff, G1, HQ USAREUR.

(2) Office of the Assistant Chief of Staff, G1, IMCOM-Europe.

d. Proponents. Responsibility for AE publications will be assigned to specific subject-matter experts (SMEs) from the organization responsible for the policy in the publication. These SMEs are proponents of AE publications. Proponents will do the following:

(1) Include a publishing objective on their military or civilian support forms to document their responsibility for keeping assigned AE publications up to date. 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 proponency before supplements are published. This helps proponents determine which lower-level requirements should be published in AE publications instead of lower-level publications. This also prevents potentially conflicting policy at various levels.

(3) Coordinate draft AE publications as prescribed in [paragraph 19](#).

(4) Request approval to publish according to the following:

(a) If assigned to HQ USAREUR, the proponent will request approval from the DCG, USAREUR, or the CG, USAREUR, as applicable ([AE Reg 1-10, table 1](#)), to publish if the publication prescribes new policy or changes existing policy.

(b) If assigned to IMCOM-Europe, the proponent will request CoS, IMCOM-Europe, approval to publish if the publication prescribes new policy that will apply only to IMCOM-Europe. If the publication prescribes new policy that will apply to both IMCOM-Europe and USAREUR, the proponent will request DCG, USAREUR, approval to publish ([AE Reg 1-10, table 1](#)).

(c) Regardless of whether the proponent is assigned to USAREUR or IMCOM-Europe, the proponent need not request command-group approval to publish if the publication does not establish or change existing policy and is merely an administrative revision of an existing publication (for example, the publication merely provides updated contact information, addresses, and telephone numbers; the publication merely incorporates policy that was previously approved and published in an AE command memorandum).

(5) 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 Army in Europe Records Holding Area 1 year later (mailing address: Army in Europe Records Holding Area, Unit 39090, APO AE 09090-9090).

5. DOCUMENT MANAGEMENT BRANCH RESPONSIBILITIES

The Document Management Branch (DMB), Office of Knowledge Management, Office of the Chief of Staff, HQ USAREUR, is responsible for managing the Army in Europe Publishing Program. The DMB—

a. Reviews requests to publish policy in AE publications to ensure that an AE publication is the appropriate medium for the proposed policy ([para 6a](#)) and to ensure that proposed policy does not conflict with or duplicate existing policy.

- b. Edits, copy-prepares, authenticates, and publishes AE publications ([glossary](#)) and AE forms for USAREUR, IMCOM-Europe, and CHRA-E.
- c. Edits all correspondence prepared for signature by members of the USAREUR Command Group.
- d. Manages the Army in Europe Library & Publishing System (AEPUBS) ([para 23](#)).

SECTION III AE PUBLICATIONS AND FORMS

6. GENERAL

AE publications are the only authorized media for HQ USAREUR, IMCOM-Europe, and CHRA-E to publish policy, guidance, and procedures that apply to USAREUR, IMCOM-Europe, CHRA-E, or any combination of these three organizations. AE publications—

a. Are used exclusively by HQ USAREUR, IMCOM-Europe, and CHRA-E to publish policy that applies only in the European theater and is not available in higher-level 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 higher-level publication.

b. 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 (AE PCO) will determine the appropriate type of publication when reviewing requests to publish ([sec V](#)).

c. Are numbered according to DA Pamphlet 25-40, table 8-1, and authenticated according to proponenty.

(1) AE publications for which USAREUR has proponenty are authenticated for the CG, USAREUR, and published under the authority of the CoS, HQ USAREUR, by the Chief, Army in Europe Document Management ([fig 1](#)).

(2) AE publications for which IMCOM-Europe has proponenty are authenticated for the Director, IMCOM-Europe, and published under the authority of the CoS, IMCOM-Europe, by the Chief, Army in Europe Document Management ([fig 2](#)).

(3) AE publications for which CHRA-E has proponenty are authenticated for the U.S. Army Assistant G-1 (Civilian Personnel) and published under the authority of the Region Director, CHRA-E, by the Chief, Army in Europe Document Management ([fig 3](#)).

(4) The authentication block of joint AE publications (that is, those that apply to elements of the Army in Europe, USAFE/AFAFRICA, and CNE-CNA-C6F, or any combination of the three) includes only the signature blocks of the Service that has proponenty for the publication.

For the Commander:

HARTMUT H. RENK
Brigadier General, GS
Chief of Staff

Official:



SCOTT T. CHANCELLOR
Chief, Army in Europe
Document Management

Figure 1. AE Publication Authentication Block (USAREUR Proponent)

For the Director:

KARI K. OTTO
Chief of Staff

Official:



SCOTT T. CHANCELLOR
Chief, Army in Europe
Document Management

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

For the U.S. Army Assistant G-1 (Civilian Personnel):

JOHN C. MOSELEY
Director, CHRA-E

Official:



SCOTT T. CHANCELLOR
Chief, Army in Europe
Document Management

Figure 3. AE Publication Authentication Block (CHRA-E Proponent)

7. AE SUPPLEMENTS

AE supplements provide European-unique implementing guidance for executing policy prescribed by ARs.

a. If the basic AR does not prescribe policy on any of the subject areas in the proposed supplement, the supplement will be published as an AE regulation ([para 8](#)). Some proposed supplements may also be recommended for publication as AE regulations if they would be too large or cumbersome to be easily used if published as supplements. The AE PCO will advise proponents accordingly during the concept-approval process ([para 17](#)).

b. Proponents of supplements must obtain the concurrence of the HQDA proponent of the AR before submitting the supplement to the DMB for editing ([para 19a\(6\)](#)).

c. Once published, supplements remain in effect until superseded or rescinded, or until the basic AR is superseded or rescinded.

d. Commanders of USAREUR major subordinate commands, commands under USAREUR operational control, and United States Army garrisons (USAGs) may supplement AE supplements and AE regulations ([para 8](#)) only if approved by the proponent of the AE publication to be supplemented.

8. AE REGULATIONS

AE regulations establish long-term policy for the Army in Europe that is not prescribed by an AR. 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.

9. AE CIRCULARS

AE circulars establish short-term and recurring policy, guidance, or information that applies to the Army in Europe. Circulars may be based on long-term publications that establish policy and procedures. Circulars expire 2 years or less after they are published unless superseded or rescinded before they expire.

10. AE PAMPHLETS

AE 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

AE 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. MISCELLANEOUS AE PUBLICATIONS

Miscellaneous AE publications are publications other than those listed in paragraphs 7 through 11 (for example, command-channel photos, fuel-card tips). Miscellaneous AE publications are numbered according to DA Pamphlet 25-40, table 8-1, and remain in effect until superseded or rescinded.

13. CHANGES TO AE PUBLICATIONS

a. General. Proponents are responsible for keeping their publications up to date. The most effective way to do so 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 Army in Europe policy. Allowing changes to accumulate also causes delays in publishing since complete revisions take longer to edit than those that are used to update parts of the publication. To request changes to publications, proponents will follow the instructions in [section V](#).

b. Revised Publications. When publications are revised—

(1) A summary-of-change statement will be included to summarize the new or changed policy or procedures. Proponents are responsible for including these statements in their draft revisions before submitting them to the DMB for editing.

(2) A supersession statement will be included to show that the revision supersedes the previous edition.

14. AE FORMS

AE forms are used to gather 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 with *1-10* indicating the publication number of the prescribing directive (AE Reg 1-10) and *A* designating the form it prescribes).

SECTION IV CORRESPONDENCE AND PERMANENT ORDERS

15. CORRESPONDENCE

a. General. Military correspondence can be issued through staff or command channels. The following provides policy on how to use these different channels:

(1) **Staff Channel.** The staff channel is used for correspondence between individuals or organizations within the same staff (for example, USAREUR G1 to USAREUR G6). 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.

(2) **Command Channel.** Command-channel correspondence is used to issue policy, guidance, and information between higher and lower levels of a command. Policy, for example, developed by the USAREUR G1 that applies to all USAREUR major subordinate commands may be issued to those commands in a command memorandum signed by the CoS, HQ USAREUR, “for” the commander.

b. AE Command Memorandums. These memorandums—

(1) May be used to announce short-term or permanent policy, pending incorporation of the policy or guidance into a numbered AE publication, that applies to USAREUR or to USAREUR and other Army in Europe organizations within the USAREUR area of responsibility.

(2) Will not be used to supersede or change policy in AE or higher-level publications.

(3) May be signed only by the CG, USAREUR; the Deputy Commanding General, USAREUR; the Deputy Commanding General, Army National Guard (DCG-ARNG); the Deputy Commanding General, Mobilization and Reserve Affairs (DCG-M&RA); or the CoS, HQ USAREUR. [AE Regulation 1-10, table 1](#), prescribes which member of the USAREUR Command Group should sign, depending on the nature of the action.

(4) Are prepared on USAREUR letterhead and include the office symbol of the USAREUR proponent. If the proponent is assigned to IMCOM-Europe, the office symbol will be that of the signatory (that is, the USAREUR CG, one of the three USAREUR DCGs, or the CoS, HQ USAREUR).

(5) Will include a *SEE DISTRIBUTION* statement only when the intended recipients cannot be briefly described in the *MEMORANDUM FOR* line. The following are examples:

- MEMORANDUM FOR HQ USAREUR Staff Principals
- MEMORANDUM FOR Army in Europe Soldiers, Civilian Employees, and Family Members
- MEMORANDUM FOR Army in Europe Supervisors of Local National Civilian Personnel in Germany

(6) Will include position titles instead of names in POC lines.

(7) Will include an authority line “For the Commander” unless one of the following applies:

(a) The memorandum is prepared for CG, USAREUR, signature.

(b) The memorandum is prepared for signature by the DCG, USAREUR; the DCG-ARNG; or the DCG-M&RA, concerns matters solely within the authority of the particular DCG, and does not require delegated or actual approval by, or the command authority of, the CG, USAREUR, as would be required, for example, for punitive matters ([AE Reg 10-1, table 1](#)).

(c) The memorandum is prepared for CoS, HQ USAREUR, signature and addressed only to HQ USAREUR staff principals.

(8) Generally expire after 1 year. If the policy or guidance in the memorandum is permanent, the proponent will publish it in a numbered publication before the memorandum expires. If, however, the policy is expected to continue in effect longer than 1 year, but will not become permanent, the memorandum may include an expiration date of up to 2 years. If the proponent needs more time to incorporate the policy into a numbered publication before the memorandum expires, the proponent may request that the policy in the memorandum be extended by sending an e-mail message to the DMB at usarmy.sembach.usareur.mbx.pubsmail@mail.mil. The message must explain why the policy in the memorandum needs to be extended and specify how long the extension should last. The message must also confirm that the USAREUR Command Group concurs with the extension. After the DMB approves the request, the DMB will change the expiration date on the copy of the memorandum posted in [AEPUBS](#).

(9) Remain in effect after the member of the USAREUR Command Group who signed an AE command memorandum departs the command, unless they are officially rescinded.

(10) Are distributed as information taskers through the Task Management Tool (TMT).

16. USAREUR PERMANENT ORDERS

HQ USAREUR initiates permanent orders to formalize USAREUR unit activations, inactivations, redesignations, and other unit changes. The Force Management Division (FMD), Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, is the proponent for these orders and prepares, signs (for the CG, USAREUR), and publishes them on the USAREUR portal at the following address: <https://intranet.eur.army.mil/hq/g3fmd/integ/PerOrd/OrderWel/Home.aspx>. AR 600-8-105 prescribes how to prepare permanent orders. Questions about permanent orders should be referred to the FMD at military 537-3206.

SECTION V THE PUBLISHING PROCESS

17. CONCEPT APPROVAL

a. General. [Figure 4](#) illustrates the general publishing process, and [figure 5](#) illustrates the publishing process involving works councils in Germany. As shown in these figures, the first step is to identify the need to write policy or procedures that apply to the Army in Europe. This need constitutes a requirement to publish an AE publication or an AE command memorandum. Action officers who are required to establish a new or revise an existing publication must contact the AE PCO ([c below](#)) to request a concept approval.

b. Concept Approval. During the concept approval, the AE PCO will—

- (1) Explain the publishing process.
- (2) Select the appropriate type of publication needed and determine the appropriate publishing medium (electronic, printed, or both).
- (3) Determine the languages (that is, English, German, or both) in which the publication will be published.
- (4) Provide an electronic copy of the existing publication if a revision is required.
- (5) Provide samples, if requested, to help authors prepare drafts.

c. How to Contact the AE PCO. The AE PCO may be reached at military 544-1400 or e-mail: *usarmy.sembach.usareur.mbx.pubsmail@mail.mil*.

18. PREPARING DRAFT PUBLICATIONS

Using guidance and samples provided by the AE PCO, 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 AE PCO will provide a copy of the existing publication during the concept approval.) During the draft-preparation phase, proponents may also request guidance on writing and organizing text by contacting the DMB editors at military 544-1410/1425/1450/1455/1460.

19. COORDINATION

After preparing the draft, the proponent will coordinate internally (within the office of primary responsibility (OPR)) before coordinating with other organizations. Drafts need not be formatted as final draft publications or final draft memorandums on letterhead stationery before being coordinated. The content (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 through TMT to the following, as applicable, in the order shown:

- (1) The appropriate HQ USAREUR staff offices, USAREUR major subordinate commands, and commands under operational control of USAREUR if the proposed policy or procedures relate to USAREUR missions or resources.
- (2) IMCOM-Europe if the proposed policy or procedures relate to base operations.
- (3) CPD if the proposed policy applies to local national (LN) employees in Germany. This coordination will be initiated to determine whether or not the proposed policy requires USAREUR Head Works Council participation. [Subparagraph \(4\)\(b\)](#) below provides guidance on coordinating policy when the LN employees to which the policy will apply are assigned only to IMCOM-Europe or its garrisons.
- (4) The Secretary of the General Staff (SGS), IMCOM-Europe, when the proposed policy or procedures relate to IMCOM-Europe missions or resources.

(a) If the policy applies to USAGs, proponents must specify this when sending the request for coordination to the SGS. The SGS will then task the USAGs to review the draft and respond directly to the proponent.

(b) If the policy applies to IMCOM-Europe LN employees only in Germany, the proponent will work with the SGS, IMCOM-Europe, to determine whether or not the draft requires coordination with the IMCOM-Europe District Works Council.

(5) Other components of USEUCOM (CNE-CNA-C6F and USAFE/AFAFRICA) if the policy will affect their missions or resources.

(6) 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. Proponents will initiate coordination with HQDA only after all other offices of coordinating responsibility (OCRs), except for the DMB and the Office of the Judge Advocate (OJA), HQ USAREUR, or the Staff Judge Advocate (SJA), IMCOM-Europe (as applicable), have completed their portion of the task.

b. If, after coordination, the proponent needs to revise the draft, the proponent will send a copy of the revision with the changes highlighted back to the organizations that will be affected by the change and that concurred with the previous version.

c. If a new AE form needs to be created or an existing AE form needs to be revised or rescinded, the requester will contact the AE Forms Management Officer (FMO) at military 544-1445 or e-mail: *usarmy.sembach.usareur.mbx.pubsmail@mail.mil*. This may be done at any point during external coordination ([a above](#)); but the sooner the requester notifies the AE FMO, the sooner work can begin on the form. Proponents of AE forms must also inform the AE FMO 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.

20. PUBLISHING

After coordinating the draft, the proponent will send it to the DMB with a request to edit and publish.

a. What to Submit. Proponents will send the following to the DMB by e-mail at *usarmy.sembach.usareur.mbx.pubsmail@mail.mil* if the request is for an AE publication or an AE form, or to TMT if the request is for command-channel correspondence:

(1) The draft prepared in Microsoft Word, unless [\(b\) below](#) applies:

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

(b) If changes are few, proponents may send the changes to the DMB without attaching a copy of the document that requires revision.

(2) Documentation to show that the draft has been coordinated, as applicable (para 19), and approved by the proponent's division or equivalent chief. Proof of coordination may be provided in an e-mail message, staff action summary (SAS), memorandum, or any other medium. The DMB will not act on the request to publish until all other OCRs, except the OJA or the SJA, as applicable, have completed their portion of the task.

(3) 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 an AE command memorandum or circular that is about to expire, USAREUR Command Group tasker requiring that a memorandum be prepared for signature by a certain date).

(4) Justification for printing (if the publication will be printed). Publications are normally published only electronically. The AE PCO is the only approval authority for printing publications and forms. Publications and forms may be printed only in limited quantities when a specific requirement cannot be met by publishing the document electronically (for example, only part of the publication's intended audience has access to the Internet, pocket-sized copies are needed for deploying Soldiers).

b. Editing. Once the AE PCO has received, reviewed, and accepted the draft, the publication or correspondence is assigned to an editor. The DMB editor will work closely with the proponent.

(1) Editing supports Army readability requirements (AE Pam 25-40) by ensuring that publications—

- (a) Are written and organized in a way that 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 prescribed formats and style.

(2) After editing the publication or correspondence, the DMB editor will send the edited draft to the proponent for review and approval. If the proponent is satisfied with the edited copy, the process in (3) below continues. If, however, the proponent needs to make changes to the draft, the proponent will contact the editor to discuss the changes and request another edited copy for review and approval.

(3) On receipt of the proponent's approval, the DMB editor will send the edited draft to the OJA on behalf of the USAREUR proponent or to the SJA on behalf of the IMCOM-Europe proponent for a legal review, if a legal review is needed. The AE PCO will help the proponent determine whether or not a legal review is needed.

(a) If the legal review results in the draft needing to be revised, the DMB editor will work with the proponent to incorporate the changes and send the revised draft back to the OJA or the SJA, as applicable, for another review.

(b) If the legal review results in the OJA or the SJA having no legal objection to the draft, the DMB will publish it or send it to the proponent to request one or both of the following, as applicable:

1. Formal coordination with the applicable works council representative if necessary ([para 19a\(3\)](#)). If the draft requires formal coordination with a works council and approval of the USAREUR or IMCOM-Europe Command Group, coordination with the works council must be completed before the publication is sent to the applicable command group for requested approval to publish.

2. USAREUR or IMCOM-Europe Command Group approval (for publications) or signature (for memorandums) ([para 4d\(4\)](#)). After the appropriate member of the applicable command group has approved the publication or signed the memorandum, the DMB will publish it.

c. Distribution. The DMB—

(1) Posts approved AE publications, AE forms, and AE command memorandums in AEPUBS ([para 23](#)) and announces them on the Weekly Updates page (under the navigation menu) and in the New Releases block (AEPUBS homepage).

(2) Notifies proponents by e-mail after AE publications, AE forms, and AE command memorandums have been published in AEPUBS.

(3) Prepares an information task in TMT to announce the publication of AE command memorandums and sends the task to the OSGS, HQ USAREUR, for distribution to the command and staff.

(4) Approves printing of AE publications and AE forms that will be stocked at the Publications & Records Center of Excellence, USAG Rheinland-Pfalz.

21. 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 each form that needs to be revised when submitting the form's prescribing publication to the DMB 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 to the AE FMO. (Proponents should call military 544-1445 for guidance on how best to submit the form.)

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 AE FMO 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 AE FMO publishes it.

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

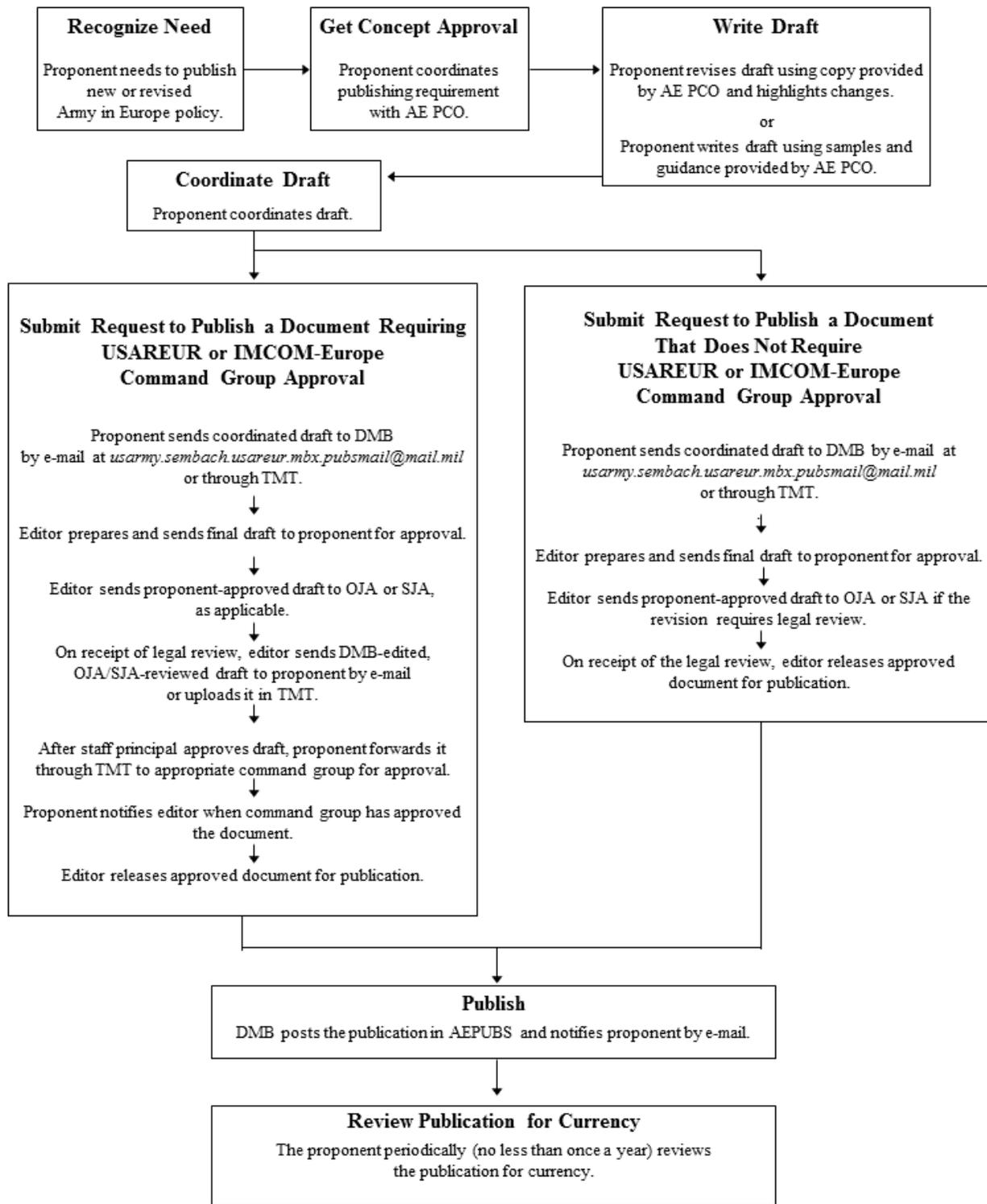


Figure 4. The Army in Europe Publishing Process

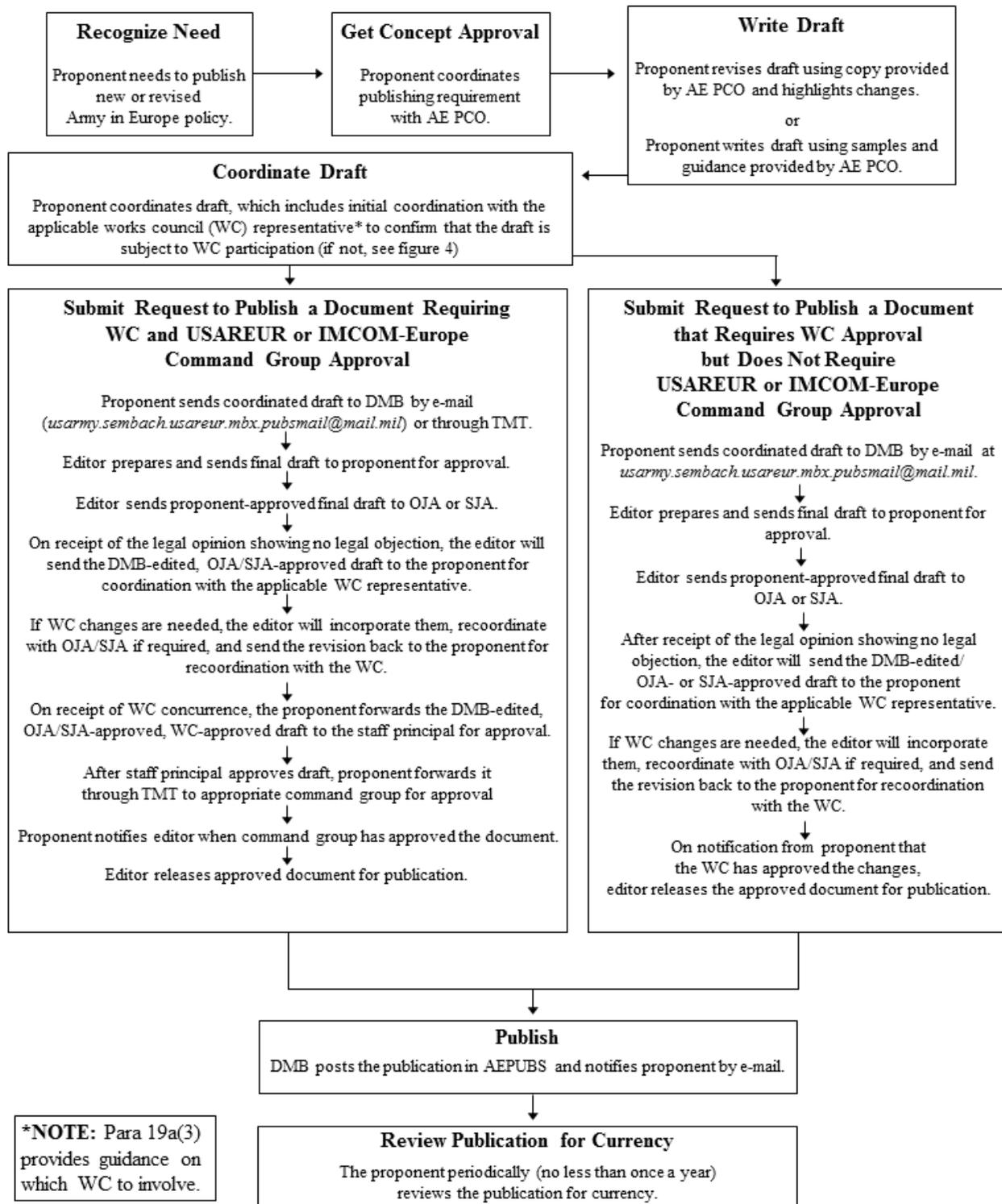


Figure 5. The Army in Europe Publishing Process Involving Works Council Coordination

SECTION VI ELECTRONIC PUBLISHING

22. GENERAL

AE publications, AE forms, and AE command memorandums are published only in electronic format unless the originator provides written justification for printed copies. The AE PCO is the approval authority for requests to print AE publications or forms.

23. ARMY IN EUROPE LIBRARY & PUBLISHING SYSTEM (AEPUBS)

a. Electronic AE publications and AE forms are available in Adobe format and posted in AEPUBS <http://www.aepubs.eur.army.mil/>.

b. Organizational webmasters and content managers who want to provide access to an AE publication or AE form on their website or portal should create a link to the publication or form in AEPUBS to ensure users have access to the current edition of the particular document. If a copy of an AE publication or AE form is posted on an organizational website or portal, the following notice must be displayed on the initial-access screen when clicking on the publication or form:

This publication or form may differ from the official edition in the Army in Europe Library & Publishing System (AEPUBS) at <http://www.aepubs.eur.army.mil/>. Users are therefore advised to verify the currency of this version by comparing it to the version in AEPUBS before using it as a prescribing directive or as a reference.

c. Printing publications is not advisable unless the requirement for printed copies is mission-critical (for example, a copy is needed for a briefing, conference, or other situation in which the online version of the publication is inaccessible). Publications and forms in AEPUBS are continually updated. Printed versions may therefore become obsolete soon after being printed. To avoid continually having to print updated editions of publications and forms, users should refer only to the versions posted in AEPUBS.

SECTION VII CHANGING PROPONENCY AND RESCINDING PUBLICATIONS

24. 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 CoS, HQ USAREUR, or CoS, IMCOM-Europe, approval. If, however, a staff office wishes to 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 must be prepared to recommend approval to transfer the policy and the related publication. The current proponent or the recommended new proponent may initiate the action. The SAS must include a copy of the subject publication and be coordinated with the following:

- (1) The AE PCO (*usarmy.sembach.usareur.mbx.pubsmail@mail.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.
- (4) The OJA (for USAREUR proponents) or the SJA (for IMCOM-Europe proponents).

c. Originators of requests from HQ USAREUR will send the coordinated SAS to the CoS, HQ USAREUR, for approval if the request involves transferring proponency from any of the following:

- (1) HQ USAREUR to IMCOM-Europe.
- (2) IMCOM-Europe to HQ USAREUR.
- (3) One HQ USAREUR staff office to another HQ USAREUR staff office.

d. Originators of requests from IMCOM-Europe will send the coordinated SAS to the CoS, IMCOM-Europe, for approval if the request involves transferring proponency from any of the following:

- (1) IMCOM-Europe to HQ USAREUR.
- (2) HQ USAREUR to IMCOM-Europe.
- (3) One IMCOM-Europe staff office to another IMCOM-Europe staff office.

e. On receipt of approval from the CoS, HQ USAREUR, or the CoS, IMCOM-Europe, as applicable, to assume proponency for a particular publication, the new proponent will follow the procedures in [section V](#) to begin the process of revising the publication to incorporate the change of proponency.

25. 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 AE PCO 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 AE PCO will help determine how best to publish that policy. Parts of publications may not be rescinded; they may, 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 AE PCO 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 AE PCO at *usarmy.sembach.usareur.mbx.pubsmail@mail.mil*. The subject line of the message should include the words *Request to Rescind*. The message must explain why the rescission is necessary.

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 by e-mail to the AE PCO at *usarmy.sembach.usareur.mbx.pubsmail@mail.mil*. 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.

GLOSSARY

SECTION I ABBREVIATIONS

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
AR	Army regulation
CG	commanding general
CHRA-E	United States Army Civilian Human Resources Agency, Europe Region
CNE-CNA-C6F	Commander, U.S. Naval Forces Europe/Commander, U.S. Naval Forces Africa/ Commander, U.S. Sixth Fleet
CoS	chief of staff
DA	Department of the Army
DCG	deputy commanding general
DCG-ARNG	Deputy Commanding General, Army National Guard
DCG-MR&A	Deputy Commanding General, Mobilization and Reserve Affairs
DMB	Document Management Branch, Office of Knowledge Management, Office of the Chief of Staff, Headquarters, United States Army Europe
DOD	Department of Defense
FMD	Force Management Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
HQDA	Headquarters, Department of the Army
HQ USAREUR	Headquarters, United States Army Europe
IMCOM	United States Army Installation Management Command
IMCOM-Europe	United States Army Installation Management Command Europe
OCR	office of coordinating responsibility
OJA	Office of the Judge Advocate, Headquarters, United States Army Europe
OPR	office of primary responsibility
SAS	staff action summary (AE Form 1-10A)
SGS	secretary of the general staff
SJA	Staff Judge Advocate, United States Army Installation Management Command, Europe Region
SME	subject-matter expert
TMT	Task Management Tool
USAFE/AFAFRICA	United States Air Forces in Europe/United States Air Forces Africa
USAG	United States Army garrison
USAREUR	United States Army Europe
USAREUR G3/5/7	Deputy Chief of Staff, G3/5/7, United States Army Europe
USEUCOM	United States European Command
WC	works council
XO	executive officer

SECTION II TERMS

Army in Europe publication

An administrative command publication issued by the United States Army Europe, the United States Army Installation Management Command Europe, or the United States Army Civilian Human Resources Agency, Europe Region, to prescribe Army service component command, base-operational, or civilian personnel policy that applies to all or specified U.S. Army personnel in the United States European Command area of responsibility

numbered publication

An administrative publication numbered according to DA Pamphlet 25-40, table 8-1

proponent

The office or action officer assigned to the United States Army Europe, the United States Army Installation Management Command Europe, or the United States Army Civilian Human Resources Agency, Europe Region, who is responsible for writing and ensuring the continual currency of an Army in Europe publication or form