

## AEPUBS:

AEPUBS is—

- The official source of Army in Europe (AE) publications and forms.
- Managed by IMCOM-Europe's Document Management Branch (DMB), which has sole authority to publish AE publications and forms. The DMB also has approval of the United States Army Publishing Directorate, Office of the Administrative Assistant to the Secretary of the Army, to post Department of the Army publications and forms on AEPUBS (AR 25-30, para 5-4d).



**AEPUBS – Supporting the Soldier!**

## POINTS OF CONTACT:

### AEPUBS Accounts Customer Service

Mil: (314) 496-5824  
Civ: 0049-6302-67-5824  
E-mail: [usarmy.sembach.imcom-europe.mbx.aepubs@mail.mil](mailto:usarmy.sembach.imcom-europe.mbx.aepubs@mail.mil)

### Army in Europe Publications Management

(Editing and Publishing Service)

Mil: (314) 544-1410/1450/1455/1460  
Civ: 0049-611-143-544-1410/1450/1455/1460  
Fax: (314) 496-5800  
E-mail: [usarmy.sembach.imcom-europe.mbx.pubsmail@mail.mil](mailto:usarmy.sembach.imcom-europe.mbx.pubsmail@mail.mil)

### Army in Europe Forms Management

Mil: (314) 544-1445  
Civ: 0049-611-143-544-1445  
Fax: (314) 496-5800  
E-mail: [usarmy.sembach.imcom-europe.mbx.pubsmail@mail.mil](mailto:usarmy.sembach.imcom-europe.mbx.pubsmail@mail.mil)

### Army in Europe Printing Control

Mil: (314) 544-1440  
Civ: 0049-611-143-544-1440  
Fax: (314) 496-5800  
E-mail: [usarmy.sembach.imcom-europe.mbx.ae-printcontrol@mail.mil](mailto:usarmy.sembach.imcom-europe.mbx.ae-printcontrol@mail.mil)

### Inventory Management Section, Publications & Records Center of Excellence

(Bldg 3041, Panzer Kaserne, Kaiserslautern, Germany)  
(To request pickup at the publications warehouse)

Mil: (314) 484-6547/6890  
Civ: 0049-631-413-6547/6890  
E-mail: [usarmy.kaiserslautern.imcom-europe.list.prcoe-inventory@mail.mil](mailto:usarmy.kaiserslautern.imcom-europe.list.prcoe-inventory@mail.mil)

### Military Address:

DMB, GSE, IMCOM-Europe  
IMEU-GD (AEPUBS)  
Unit 23103  
APO AE 09136-3103

### Civilian Address:

Document Management Branch, GSE, IMCOM-Europe  
IMEU-GD (AEPUBS)  
Sembach Kaserne, Gebäude 151  
67681 Sembach Heuberg  
Germany

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Army in Europe Library  
& Publishing System  
(AEPUBS)



**— KEEPS YOU  
INFORMED! —**



**AEPUBS  
(THE ONLINE LIBRARY OF  
AE PUBLICATIONS AND FORMS,  
AND THE ORDERING SYSTEM FOR  
DA AND AE PUBLICATIONS  
AND FORMS)**

**AEPUBS  
Supporting the Soldier**

**[HTTPS://AEPUBS.ARMY.MIL](https://aepubs.army.mil)**

This website is accessible from a Government network  
(.mil or .gov) or from a commercial network with AKO  
validation. **[HTTPS://AEPUBS.ARMY.MIL](https://aepubs.army.mil)**

## WHO SHOULD USE AEPUBS:

- All units stationed in Europe.
- Units deployed to Africa, Europe, the Middle East, or Southwest Asia.

## WHY YOU SHOULD USE AEPUBS:

- AEPUBS enables units to obtain publications and forms that are critical to their mission.
  - Administrative, technical, and training publications provide policy, doctrine, and instructions that leaders need in order to make strategic, tactical, operational, and administrative decisions.
  - AEPUBS enables units to order the most commonly required DOD, DA, and AE publications and forms that are stocked in Kaiserslautern, Germany (“an ocean closer”), to speed up delivery.
- AEPUBS provides online access to AE publications and forms, as well as links to DOD, DA, USEUCOM, and NATO publications and forms.
- The AEPUBS action-officer toolbox, references, and links provide a “one-stop shop” for preparing staff-action products and correspondence.



AEPUBS provides your unit with required forms (for example, DA Form 7656, Tactical Combat Casualty Care (TCCC) Card).

## WHAT PUBLICATIONS MANAGERS NEED TO DO TO USE AEPUBS:

Ordering publications and forms through AEPUBS is easy. Simply establish a publications account by completing and sending DA Form 12 to the Customer Service Team at [usarmy.sembach.imcom-europe.mbx.aepubs@mail.mil](mailto:usarmy.sembach.imcom-europe.mbx.aepubs@mail.mil).

## WHERE TO FIND DA FORM 12:

Download DA Form 12 from AEPUBS at <https://aepubs.army.mil/ae/public/accounts-new.aspx>

## HOW TO COMPLETE DA FORM 12:

**Block 1:** Leave blank.

(A publication account will be issued to you for the duration of the deployment and will not affect existing garrison accounts.)

**Block 2:** Enter today's date.

**Block 3:** Select “Initial.”

**Block 4:** Enter your deployed unit mailing address.

**LINE 1:** Enter your unit or organization name.

**LINE 2:** Enter your office symbol and your office name.

**LINE 3:** Enter your unit number or camp name.

**LINE 4:** Enter your APO AE number.

**NOTES:** Each line is limited to a maximum of 24 characters, including spaces. Do not use a personal name in block 4. Army units must use the 9-digit zip code (the last 4 digits are the last 4 digits of the unit number or “0000” if no unit number is used).

**Block 5:** Enter—

DMB, GSE, IMCOM-Europe

IMEU-GD (AEPUBS)

Unit 23103

APO AE 09136-3103

**Block 6:** Enter—

Media Distribution Division, LSW

Account Processing

1655 Woodson Road

St. Louis, MO 63114-6181

**Block 7a:** Select “Publications.” Selecting this block will enable you to order publications and most hard-copy forms.

**Block 7b:** Enter information designating the primary and alternate (if applicable) publications managers (that is, grade, name, telephone number, official e-mail address) and additional comments if needed.

## HOW TO COMPLETE DA FORM 12—Continued

**Block 8a:** Select component type. (Contractors must also submit a DA Form 4790 to establish an account.)

**Block 8b-g:** Enter whatever applies to the component. As a minimum, block 8c must be completed to provide your unit identification code (UIC) (for example, WY12BA).

**Block 9a-c:** Enter the primary publications manager's name, grade, title, digital signature, and telephone number.

**Block 10:** Select the appropriate classification of the requested account.

**Block 11a-c:** Leave blank for “Unclassified” accounts. The security manager or S2 must complete these blocks for “Confidential” or “Secret” accounts (digital signature).

**Block 12a-b:** Leave blank, unless you are submitting a change of address for an existing account.

**Block 13a-c:** Enter the commander's information (grade, name, and telephone number) and obtain the commander's approval (digital signature).

**Block 14a-c:** Leave blank. The Army in Europe Publications Control Officer will complete this block.

## WHEN SHOULD YOU ESTABLISH A PUBLICATIONS ACCOUNT IN AEPUBS:

- Deployed accounts can be established up to 14 days before deployment if the deployed unit's mailing address is known.

- AEPUBS Customer Service will notify the publications manager of account information by e-mail within 10 workdays after receiving DA Form 12.

- The publications manager can then order publications or forms and create subaccounts, a subscription list, a library, and a forms maintenance list.

**NOTE:** Any change to account information requires a new DA Form 12 with “change” selected in block 3b.

**REMINDER:** No later than 14 days before redeploying, close the deployed publications account by submitting a DA Form 12 (with “close” selected in block 3c) to AEPUBS Customer Service.