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United States Army Installation Management Command
Europe Region
Heidelberg, Germany

Army in Europe
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Headquarters
U.S. Naval Forces, Europe/U.S. Sixth Fleet
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CNE-C6F
Instruction 4067.1A

Headquarters
United States Air Forces in Europe
Ramstein, Germany

USAFE
Instruction 34-103*

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Boards, Commissions, and Committees

**Army and Air Force Exchange Service, Europe, and
Defense Commissary Agency, Europe, Council**

***This regulation supersedes USAREUR Regulation 15-4/USAFE Regulation 147-2, 30 May 1991.**

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Summary. This publication—

- Identifies members of the Army and Air Force Exchange Service, Europe (AAFES-Eur), and Defense Commissary Agency, Europe (DECA-Eur), Council.
- Establishes Council policy and procedures.

NOTE: For USAFE: This publication implements Air Force Policy Directive 34-1.

Summary of Changes. This revision—

- Adds DECA-Eur Council processes (throughout).
- Corrects external references and updates office symbols, weblinks, and organization names (throughout).

- Establishes a requirement for the Council to review unresolved installation-level issues that IMCOM-Europe, Navy Region Europe (NRE), and USAFE have forwarded to the Council (paras 4d(6) and 10e).
- Clarifies membership composition (paras 6 and 10).
- Requires installation councils to meet at least once each quarter (paras 10a and b).

Applicability. This publication applies to USAREUR, IMCOM-Europe, CNE-C6F, NRE, and USAFE personnel who are voting, nonvoting, and alternate members of the AAFES-Eur and DECA-Eur Council or an installation council.

Supplementation. Organizations will not supplement this publication without IMCOM-Europe (IMEU-MWD) 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 publication must be identified, maintained, and disposed of by—

- Army units according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.
- Navy units according to Navy records-management policy.
- Air Force units according to Air Force Manual 37-123. Records must be disposed of according to the Air Force Records Disposition Schedule at https://afrims.amc.af.mil/rds_series.cfm.

Suggested Improvements. The proponent of this publication is IMCOM-Europe (IMEU-HRD, DSN 370-7798). Users may suggest improvements to this publication by sending DA Form 2028 to IMCOM-Europe (IMEU-HRD), Unit 29353, Box 200, APO AE 09014-0200; or by calling DSN 370-7798.

Distribution. D (AEPUBS).

CONTENTS

1. Purpose
2. References
3. Explanation of Abbreviations
4. Responsibilities
5. Authority
6. Council Members
7. Alternate Council Members
8. Council Proceedings
9. Council Committees
10. Installation Councils

Glossary

1. PURPOSE

This regulation prescribes policy and procedures for—

- a. The Army and Air Force Exchange Service, Europe (AAFES-Eur), and Defense Commissary Agency, Europe (DECA-Eur), Council, which will be referred throughout this regulation as the Council.
- b. Installation-level councils.

2. REFERENCES

- a. AR 25-400-2, The Army Records Information Management System (ARIMS).
- b. AR 60-10/AFJI 34-211, Army and Air Force Exchange Service General Policies.
- c. Air Force Policy Directive 34-1, Air Force Services Combat Support Programs.
- d. Air Force Manual 37-123, Management of Records.
- e. DA Form 2028, Recommended Changes to Publications and Blank Forms.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. RESPONSIBILITIES

a. Commander, AAFES-Eur. The Commander, AAFES-Eur, will—

(1) Coordinate Council meeting dates with USEUCOM, USAREUR, IMCOM-Europe, CNE-C6F, NRE, and USAFE.

(2) Prepare information and a meeting agenda for AAFES-Eur topics and send them to Council members before each meeting.

(3) Provide recorder service and other administrative support for Council meetings.

(4) Prepare minutes of each Council meeting and send them to Council members and the Commander, AAFES (AR 60-10/AFJI 34-211, para 1-7e).

b. Director, DECA-Eur. The Director, DECA-Eur, will—

(1) Coordinate Council meeting dates with USEUCOM, USAREUR, IMCOM-Europe, CNE-C6F, NRE, and USAFE.

(2) Prepare information and a meeting agenda for DECA-Eur topics and send them to Council members before each meeting.

(3) Provide recorder service and other administrative support for Council meetings.

(4) Prepare minutes of each Council meeting and send them to Council members and the Director, Defense Commissary Agency.

c. Council Co-Chairs. The Council Co-Chairs will—

(1) Approve meeting agendas.

(2) Review and sign Council minutes.

(3) Represent the CG, USAREUR/7A; Director, IMCOM-Europe; CNE-C6F; and Commander, USAFE; on exchange, motion picture, and commissary topics at related AAFES and DECA board of directors (BOD) meetings.

d. Council Functions. The Council is answerable to the DCG, USAREUR/7A, and the VC, USAFE, for—

(1) Coordinating command needs on exchange, motion picture, and commissary topics.

(2) Recommending priorities for major capital-project planning.

(3) Identifying operational, financial-management, and customer-service issues that affect AAFES-Eur command and forward-deployment operations.

(4) Identifying forward- and rear-detachment deployment-support requirements.

(5) Providing comments and recommendations to morale, welfare, and recreation (MWR) BOD meetings on quarterly agenda topics, and providing input to MWR BODs on the items in (1) through (4) above.

(6) Reviewing unresolved installation-level issues that have been sent to the Council from garrisons, bases, or installations through their IMCOM-Europe, NRE, or USAFE POC.

NOTE: The DECA-Eur portion of the Council is also answerable to the CNE-C6F.

5. AUTHORITY

AR 60-10/AFJI 34-211, paragraph 1-7e, authorizes an AAFES-Eur council in Europe.

6. COUNCIL MEMBERS

a. Voting Members. The following will be voting members of the Council:

(1) USEUCOM: Director, Personnel and Administration (ECJ1).

(2) USAREUR and IMCOM-Europe:

(a) DCG, USAREUR/7A.

(b) Director, IMCOM-Europe.

(c) Assistant chiefs of staff, G1, of the following:

1. V Corps.

2. 21st Theater Sustainment Command.

(d) Command Sergeant Major, USAREUR.

(e) Command Sergeant Major, United States Army Europe Regional Medical Command.

(f) A member-at-large (c below).

(3) USAFE:

(a) VC, USAFE.

(b) Command Chief Master Sergeant, USAFE.

(c) 3d Air Force or 16th Air Force representative (to be determined by the VC, USAFE).

(d) Member-at-large (c below).

(4) CNE-C6F and NRE:

(a) Commander, NRE.

(b) Command Master Chief, NRE.

(c) A member-at-large (c below).

b. Nonvoting Members. The Commander, AAFES-Eur, and the Director, DECA-Eur, will be nonvoting members of the Council.

c. Member-at-Large. The member-at-large position from each Service may be used to represent special-interest groups such as minorities, female military personnel, junior enlisted personnel, and Family members.

d. Council Co-Chairs. The Council Co-Chairs are the DCG, USAREUR/7A, and the VC, USAFE.

7. ALTERNATE COUNCIL MEMBERS

Each Council member may designate a permanent alternate from his or her branch of Service to serve when the Council member is absent. Council members will designate an alternate in writing and send one copy to each of the Council Co-Chairs and one copy to the alternate Council member. Members will not designate temporary alternates.

8. COUNCIL PROCEEDINGS

a. The quorum required to conduct Council business will be seven voting members or alternates. At least one member from USAREUR, IMCOM-Europe, USAFE, and CNE-C6F or NRE must be present.

b. A Council member or alternate unable to attend a scheduled meeting may delegate their voting authority to another member. This delegation must be in writing.

c. In case of a tie vote on any business presented before the Council, the Council Co-Chairs' votes will be decisive.

d. The Council will meet at least once every 6 months. Council meetings normally will be held by video-teleconference or conducted at alternating locations hosted by the Council Co-Chairs. The respective staff members will coordinate Council meetings 3 to 4 weeks before quarterly AAFES BOD meetings, which are held during spring and fall quarters.

9. COUNCIL COMMITTEES

The Council Co-Chairs may establish committees to support the Council. These committees will include equal representation from USAREUR, IMCOM-Europe, USAFE, CNE-C6F, and NRE.

10. INSTALLATION COUNCILS

a. IMCOM-Europe garrisons and USAFE installations will conduct local AAFES-DECA council meetings each quarter. Two of these meeting should be held at least 1 month before the semiannual AAFES-Eur and DECA-Eur Council meeting (para 8d).

b. NRE installations will conduct DECA council meetings each quarter. Two of these meetings should be held at least 1 month before the semiannual AAFES-Eur and DECA-Eur Council meeting (para 8d).

c. Installation commanders or their designated representatives will chair local council meetings.

d. Voting members of local councils will include the following:

(1) Senior representative from each tenant unit based at the installation.

(2) Installation engineer or director of public works.

(3) Installation MWR or Services chief.

(4) Installation logistics chief.

(5) Senior enlisted representative.

(6) Junior enlisted representative.

(7) Spouse-organization representative.

e. Installation councils will strive to resolve issues at the installation level. Installation council chairs will forward unresolved issues through their respective garrison, base, or installation commander to their IMCOM-Europe, NRE, or USAFE POC for inclusion as new business in the next AAFES-Eur and DECA-Eur Council meeting.

GLOSSARY

AAFES	Army and Air Force Exchange Service
AAFES-Eur	Army and Air Force Exchange Service, Europe
AFJI	Air Force joint instruction
AR	Army regulation
BOD	board of directors
CG, USAREUR/7A	Commanding General, United States Army Europe and Seventh Army
CNE-C6F	Commander, U.S. Naval Forces Europe/Commander, U.S. Sixth Fleet
DCG, USAREUR/7A	Deputy Commanding General, United States Army Europe and Seventh Army
DECA	Defense Commissary Agency
DECA-Eur	Defense Commissary Agency, Europe
IMCOM-Europe	United States Army Installation Management Command, Europe Region
MWR	morale, welfare, and recreation
NRE	Navy Region Europe
POC	point of contact
U.S.	United States
USAFE	United States Air Forces in Europe
USAREUR	United States Army Europe
USEUCOM	United States European Command
VC, USAFE	Vice Commander, United States Air Forces in Europe