

Headquarters  
United States Army Europe  
Wiesbaden, Germany

Army in Europe  
Regulation 25-30\*

Headquarters  
United States Army Installation Management Command,  
Europe Region  
Sembach, Germany

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Information Management: Publishing and Printing

The Army in Europe Publishing Program

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For the Director:

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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—

- Defines regional publications ([para 5a](#)).
- Deletes all references to the Army in Europe copier management program.
- Relinquishes Army in Europe Printing/Duplicating Control Officer and garrison printing/duplicating control officer (P/DCO) responsibility for managing printing requirements for the United States Army Africa/Southern European Task Force.
- Changes the name of the Document Automation and Production Service to the Defense Logistics Agency, Document Services.
- Discontinues the requirement for USAREUR major subordinate commands and United States Army garrisons to post their electronic publications in the Army in Europe Library & Publishing System (AEPUBS).
- Deletes all references to the Drivers Testing and Copier Management modules of AEPUBS, since those modules are no longer part of AEPUBS.
- Discontinues the requirement for P/DCOs to send a DD Form 577 to DLA Document Services.

- Deletes references to map-support offices.
- Makes administrative changes throughout.

**Applicability.** This regulation applies to all organizations in the Army in Europe that provide or receive forms, printing, or publishing support from the Document Management Branch (DMB), Garrison Support Element, IMCOM-Europe.

**Supplementation.** Organizations will not supplement this regulation without DMB approval.

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

**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>.

**Suggested Improvements.** The proponent of this regulation is the DMB (mil 544-1440). Users may suggest improvements to this regulation by sending an e-mail message to the DMB at *USARMY Sembach IMCOM Europe Mailbox PUBSMail*.

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## SECTION I GENERAL

### 1. PURPOSE

This regulation prescribes Army in Europe 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 AE AND COMMAND PUBLICATIONS

### 4. AE PUBLICATIONS

- a. AE publications are regional publications. Regional publications—

(1) Are used exclusively OCONUS to implement Army policy overseas in compliance with host-nation (HN) laws and treaties between the United States and the HN (for example, the NATO Status of Forces Agreement (SOFA), supplementary agreements to the NATO SOFA). HN laws, regulations, and

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tariff agreements are incorporated in regional publications. Regional publications provide policy relating to living and working overseas 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 regional publications are published in both the HN language and in English; and in some cases, the HN edition is the prescribing directive.

(2) Enable region offices of the United States Army Installation Management Command (IMCOM) and Army service component commands (ASCCs) OCONUS to cross administrative command lines to establish policy that applies to the IMCOM region and the ASCC that share a geographical area when publishing the policy in a departmental or command publication ([para 5](#)) would not be appropriate.

(3) Are issued by commanders of ASCCs and directors of IMCOM regions who share a geographic area of responsibility OCONUS, such as Europe.

(4) Are used to publish regionally unique policy or guidance by ASCC commanders and directors of IMCOM regions OCONUS.

(5) May apply to all or any Army organizations in the OCONUS region in which the regional publication applies.

(6) Provide a centralized medium for ensuring that proposed regional policy is coordinated among the mission and BASOPS organizations within the region to which the policy will apply.

(7) Enable ASCCs and IMCOM regions that are collocated overseas to use one standardized set of authenticated publications to prescribe policy that applies to both organizations, thus preventing the ASCCs and IMCOM regions that are collocated overseas from publishing duplicate or conflicting directives.

(8) Apply only to the organizations in the OCONUS region. Proposed regional publications that would prescribe policy that applies to more than one region or more than one ASCC must be forwarded to the appropriate publishing champion at HQDA for recommended incorporation in a departmental publication.

(9) Are designated by the geographic region of the publication's applicability (for example, Army in Europe (AE) publications).

(10) Are numbered in accordance with to DA Pamphlet 25-40.

b. The Document Management Branch (DMB), Garrison Support Element, IMCOM-Europe, is the centralized office of primary responsibility for managing and publishing AE publications and AE forms for USAREUR and IMCOM-Europe.

c. New and revised electronic AE publications and blank forms are posted in the Army in Europe Library & Publishing System (AEPUBS) (<https://aepubs.army.mil>). Army and AE electronic publications and forms may be downloaded from AEPUBS. Publications and forms that are not available electronically may be ordered through AEPUBS. AEPUBS provides an index of all publications and forms for Army-wide use. [AE Regulation 25-35](#) prescribes policy and procedures for preparing and publishing AE publications and forms.

## **5. COMMAND PUBLICATIONS**

a. The following Army in Europe organizations may publish administrative command publications:

- (1) USAREUR major subordinate and specialized commands.
- (2) Direct-reporting 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 guidance in 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) Policy memorandums—

(a) Apply only to the command or garrison (and its subordinate organizations) that issues the policy.

(b) May be used to provide one or more of the following:

1. Local policy not addressed in an Army or AE publication. Policy memorandums must not conflict with higher-level publications.

2. The commander's personal emphasis concerning a particular program or issue.

3. A statement of policy about a special-interest area such as equal opportunity.

(c) Must be signed by the commander of the command or garrison.

(d) May be numbered and published in a consecutively numbered series, starting with 1. When numbered policy memorandums in a published series are rescinded, the numbers of the other memorandums in the series remain unchanged.

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

(f) Must be reviewed by the proponent at least once each year to ensure the policy is current and required, and that references and administrative information (for example, addresses, telephone

numbers, unit designations, weblinks) are correct. The policy memorandum must be revised or rescinded when information in it is no longer correct.

(g) Expire when the commander changes. Proponents will recommend to the new commander which memorandums to keep, revise, and rescind. Memorandums recommended for retention must be revised to include the new commander's signature block before being sent to the commander for signature.

(4) An index of the command's current publications and blank forms is maintained as an electronic database.

### **SECTION III AEPUBS**

#### **6. POLICY AEPUBS—**

a. Is the Army in Europe's primary online source of AE publications and forms ([AE Reg 25-35, para 25](#)).

b. Is the website that organizations in Europe and units that are deployed must use to order Army and AE publications and forms. AEPUBS provides publication-account holders one-stop publications service.

c. Provides two user guides: one is available on the main site and describes the features available to general users; the other is available to publication-account holders after they have logged into the ordering portion of the system. These user guides provide detailed information about features within AEPUBS and procedures for using them.

#### **7. RESPONSIBILITIES**

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

- (1) Reviewing proposals to create new AE publications and AE forms.
- (2) Assigning numbers to publications and forms based on DA Pamphlet 25-40, table H.
- (3) Editing AE publications and AE forms before they are published.
- (4) Authenticating approved AE publications before they are published.
- (5) Posting new and revised AE publications and AE forms in AEPUBS.
- (6) Maintaining the index of AE publications and AE forms.
- (7) Managing the modules and data within AEPUBS.

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(8) Providing customer service to help units in Europe and those that are deployed establish publications accounts. This includes the following:

- (a) Serving as the approval authority for requests for new publications accounts (unclassified and classified accounts).
- (b) Assigning account numbers to new accounts and to account holders who require only AE publications and blank forms.
- (c) Assigning “V-account” numbers to deployed units ([app B](#)).
- (d) Ensuring units requesting new publications accounts do not already have an account.
- (e) Helping account holders order publications and blank forms, and tracking orders.
- (f) Suspending accounts when no account activity has taken place within the past 6 months or when accounts are found to be out of date (for example, accounts have incorrect addresses).
- (g) Closing accounts when items shipped to publication-account addresses are “returned to sender” as undeliverable and the unit to which the mail was shipped has been inactivated or has departed.
- (h) Contacting local account holders on the AEPUBS “bad e-mail list” to ensure they correct their e-mail addresses in the setup section.

(9) Serving as the Army in Europe liaison office to the following:

- (a) Army Publishing Directorate (APD), United States Army Headquarters Services, Office of the Administrative Assistant to the Secretary of the Army (OAASA).
- (b) Logistics Services Washington (LSW), United States Army Headquarters Services, OAASA.
- (c) Document Services, Defense Logistics Agency (DLA).
- (d) Publications and Records Center of Excellence (P&R COE), USAG Rheinland-Pfalz.
- (e) Army in Europe publications-account holders.

**b. The P&R COE.** The P&R COE will—

- (1) Stock and distribute printed AE publications and AE and Army forms.
- (2) Requisition printing and maintain an inventory of publications and blank forms approved by the DMB for stocking.
- (3) Order DA forms from the Media Distribution Division (MDD), LSW.
- (4) Forward account-holder transactions for Army publications to the APD and the LSW.
- (5) Liaise with MDD and APD on inventory matters.

**c. Heads of Organizations with Publications Accounts.** Heads of organizations with publications accounts will ensure publications-account holders—

(1) Are documented on DA Form 12-R.

(2) Review the AEPUBS user guides ([para 6c](#)).

(3) Retain publications responsibilities for at least 1 year. Alternate publications-account holders should also be appointed, particularly when the primary account holder is subject to extensive temporary duty or deployment.

**d. Accountable-Forms Officers.** Accountable-forms officers will control accountable forms. Accountable forms are those that must be individually controlled when issued (for example, customs forms, ID cards, ration cards). Accountable-forms officers must—

(1) Be appointed on an appointment memorandum and send a copy of their appointment memorandum and a scanned copy of their signed DD Form 577 to the Accountable Forms Officer, P&R COE by e-mail at *USARMY Rheinland-Pfalz IMCOM Europe List PRCOE Inventory*.

(2) Comply with the prescribing publications for handling accountable forms and ensure that only authorized personnel have access to or are issued accountable forms.

## **SECTION IV FORMS MANAGEMENT**

### **8. RESPONSIBILITIES**

**a. Army in Europe Forms Management Officer (AE FMO).** As the individual responsible for the Army Forms Management Program in Europe, the AE FMO will—

(1) Determine which forms will be printed and stocked.

(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.

**b. USAREUR Major Subordinate and Specialized Command and Garrison Forms.** Unit forms managers—

(a) Must ensure that locally generated forms are designed and managed in accordance with AR 25-30, DA Pamphlet 25-31, and this regulation.

(b) May keep a 30-day stock of high-usage forms on hand if the forms are not available electronically. This applies to local forms as well as AE and higher-level forms.

(c) Will not alter higher-level forms ([c below](#)).

**c. Forms Users.** Users may send requests to revise AE or higher-level forms through DMB to the APD by sending the request to the DMB by e-mail at *USARMY Sembach IMCOM Europe Mailbox Pubsmail*.

## **9. 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). Garrison forms are identified by garrison and number (for example, USAG Rheinland-Pfalz Form 25-30A).

## **10. 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 carbon interleaf or carbonized 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 to propose creating and publishing the form as an AE form.

## **11. TEMPORARY AE 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)).

## **12. CERTIFICATES AND SCROLLS**

Units should 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.

## **SECTION V**

### **PRINTING AND DUPLICATING**

## **13. PRINTING AND DUPLICATING SERVICE IN THE EUROPEAN THEATER**

a. The DLA Document Services is the primary printing and duplicating service provider for all DOD organizations (DODI 5330.03). In Europe, this service is provided by DLA Document Services, Europe.

b. The Army in Europe Printing/Duplicating Control Officer (AE P/DCO) (assigned to DMB) manages printing for the Army in Europe and serves as the Army in Europe liaison to DLA Document Services and DLA Document Services, Europe, on behalf of all unit printing/duplicating control officers (P/DCOs).

c. Only the Director, DLA Document Services, Europe, may contract for printing, duplicating, or related services.

## **14. RESPONSIBILITIES**

**a. AE P/DCO.** The AE P/DCO is responsible for establishing and managing a centralized regional printing program for controlling printing funds. The AE P/DCO does this in coordination with unit P/DCOs and printing coordinators to help ensure that printing funds are used only in accordance with DOD and DA printing policy and to ensure good stewardship of limited resources.

**b. HQ USAREUR Staff Offices, USAREUR Major Subordinate Commands (Except for the Seventh Army Joint Multinational Training Command (JMTC) (c below)), and IMCOM-Europe Staff Offices.** These organizations must—

(1) Appoint printing coordinators to oversee their organization's printing program and to establish printing priorities. Appointment orders must be in memorandum format and signed by the head of the organization or an authority authorized to sign for the head of the organization.

(2) Send appointment orders to the AE P/DCO by e-mail at *USARMY Sembach IMCOM Europe Mailbox AE PrintControl*.

(3) Prepare and submit printing requests to the AE P/DCO on AE Form 25-30B. Requests for printing must be sent by e-mail to *USARMY Sembach IMCOM Europe Mailbox AE PrintControl*.

**c. JMTC.** JMTC will send requests for printing to the USAG Grafenwöhr P/DCO rather than the AE P/DCO.

**d. USAREUR Specialized Commands.** These commands receive printing funds from their parent organizations in CONUS and have their own arrangements with DLA Document Services. Accordingly, specialized commands are not required to send their printing requests through the AE P/DCO ([subpara a above](#)).

**e. Garrison P/DCOs.** Garrison P/DCOs will—

(1) 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" ([para 18a\(5\)](#)) and prepared 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) The printing request is not based solely on a need to correct administrative errors in an existing document.

(d) The number of original pages to be printed and the number of requested copies are both indicated on the request.

(2) 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. In every case, the P/DCO must ensure best use of printing funds based on DLA Document Services, Europe, capabilities.

(3) Convert properly formatted, approved jobs to portable document format (PDF). By converting approved documents to PDF, the P/DCO can ensure that formatting will not be changed before copies are printed. This will also save DLA Document Services, Europe, processing time, ensure the final document is of the highest quality, and save printing funds.

(4) Submit approved requests for printing through the DLA Document Services, Europe, webpage at <https://www.dso.documentservices.dla.mil/DSF/storefront.aspx>.

(5) Keep copies of approved printing requests in a common file area for 1 year after completion of the printing job. If using DLA Document Services Online, a copy of the order-confirmation sheet should also be printed and retained. These documents must be filed under record number 400B. Once a job has been completed and billed, the P/DCO will keep a record of the total amount billed.

(6) Provide advice to requesters to help ensure that their requests will be approved (for example, recommend that they delete requests for color printing when color is being requested merely for decorative effect, recommend that fewer copies be printed).

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

## **15. HIGHER-LEVEL ORGANIZATIONS AND SPECIALIZED COMMANDS**

Organizations in Europe above USAREUR (for example, USEUCOM) and USAREUR specialized commands ([AE Reg 10-5, app A](#)) will appoint their own P/DCOs. Specialized command P/DCOs will send their printing funds directly to DLA Document Services, Europe.

## **16. PRINTING/DUPLICATING 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. [Paragraph 23b](#) describes the types of printing funds to use for unofficial functions and events.

**b. Overseas Contingency Operations (OCO) Funds.** OCO funds are used to print material for units preparing to deploy.

**c. BA43 Funds.** BA43 funds are used for community relations (CR) programs. BA43 funds may be used to print items such as programs in English or the HN language for a CR event. A community concert by the USAREUR Band is an example of a CR event. BA43 funds will not be used to print items for change-of-command or retirement ceremonies. Defense Finance and Accounting Service–Indianapolis Center (DFAS-IN) Regulation 37-1 and AR 360-1 provide additional guidance on BA43 funds.

## **17. PRINTING COORDINATION**

Before any item is designed or printed, the originator must coordinate the proposed item with the appropriate P/DCO ([para 14](#)). 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.

## **18. UNAUTHORIZED MATERIAL**

a. P/DCOs will not approve printing or reproduction of the following:

(1) Publications that duplicate material already available to intended recipients.

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(2) Higher-level, lateral-command, or AE publications or forms that are available electronically or may be ordered. Publications may not be combined in whole or in part to avoid this provision. The P/DCO may grant exceptions to this policy only if computer-printer equipment is not available (for example, during deployments) or a form is not suitable for electronic use (for example, cards, registers). Forms that are not suitable for electronic use must be reported to the AE FMO at *USARMY Sembach IMCOM Europe Mailbox AEPUBS*.

(a) Extracts of Army or AE publications may be reproduced for instructional use. If complete departmental publications (for example, ARs, DA pamphlets) are required for classroom instruction, copies will be lent to the students, collected at the end of the course, and used in the next course. Students must be encouraged to use their unit's AEPUBS account *to* subscribe to the publications they need to perform their missions.

(b) The statement “local reproduction authorized” on a document means that low quantities may be duplicated on a copier. This statement is not a blanket approval for P/DCOs to authorize printing or duplication of the document. P/DCO approval to print or duplicate documents will be based on an evaluation of the requester’s justification and the cost.

(3) Locally designed noncommissioned officer creeds, leader notebooks, job books, promotion study guides, or similar publications.

(4) Training guides that duplicate existing doctrinal publications (for example, field manuals).

(5) Material that is not print-ready (that is, material that cannot be printed or duplicated without DLA Document Services, Europe, having to correct or otherwise format it). The cost to correct the layout of a poorly prepared job may be higher than the actual printing cost.

(6) Material available on the Internet. This material will not be printed or duplicated by DLA Document Services, Europe, unless the P/DCO grants an exception to policy. When granting an exception, the P/DCO may require the requester to reformat the material to reduce the cost of production or require the requester to provide other funds for printing or duplicating the material. The requester may also need to request permission from the owner of the material to prevent a breach of copyright law ((7) below).

(7) Copyrighted material without written approval from the author.

(8) Documents that require fewer than 500 copies for the entire product. Reproducing these documents on an office copier is more cost-effective. Each side of a sheet of paper is one copy.

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

## **19. DIGITAL PRINTING TEMPLATES**

a. Personnel submitting printing requests must use the guidance and templates, if applicable, in AEPUBS (<https://aepubs.army.mil/ae/public/index.aspx> (under *Action Officer Tools*)) to format documents that will be sent to DLA Document Services, Europe, for printing. This will help reduce printing costs and processing time. The guidance and templates comprise the following:

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(1) Templates for half-size publications (including programs), invitations, and memorandum pads. These templates are in Microsoft Word and should be downloaded for use. Some templates are also available in PowerPoint for easier placement of graphics.

(2) A guide for preparing files for digital printing that should be used with the templates or any other document being prepared for printing. This guide provides information on printing standards, formatting, and topics such as document-size considerations, fonts, graphics and images, page layout, printing authorization, producing print jobs from multiple sources, proofs, tabs, the use of copy machines, and final processing. The guide may be downloaded and sent by e-mail to those who do not have access to AEPUBS.

b. When possible, documents should be converted to PDF before being sent to DLA Document Services, Europe, for printing ([para 14e\(3\)](#)).

## **20. LETTERHEAD STATIONERY AND MEMORANDUM PADS**

**a. Letterhead Stationery.** Units, organizations, and staff offices that need letterhead stationery must download it from AEPUBS (<https://aepubs.army.mil/ae/public/index.aspx>). 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 (that is, organizations headed by a lieutenant colonel or higher-ranking officer) may download any of the letterhead stationery and change the letterhead and signature block as needed. Fonts and pitch, however, may not be changed.

(2) The DOD seal will not be altered.

(3) Logos, unit crests, or other unauthorized illustrations, slogans, or text will not be added to letterhead stationery.

(4) Laser printers used to print letterhead stationery must be able to produce images with at least 600 dots per inch.

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

(1) Will not include seals, emblems, decorative devices, distinguishing insignia, slogans, office symbols, names, or mottos except for those approved or directed by HQDA. Only the DOD seal may be printed on memorandum pads.

(2) May be approved only for organizations or agencies headed by a lieutenant colonel or higher, or by a civilian employee in a grade equivalent to GS-15 or higher.

(3) Will not include names, telephone numbers, position titles, or other personal information.

## **21. ORGANIZATIONAL CHARTS AND DIRECTORIES**

Army organizations in Europe should avoid printing costs by posting organizational charts and directories online instead of printing them. When doing so, heads of organizations must ensure that the provisions of AR 25-55 are strictly enforced. Names, for example, will not be posted on public websites. If the organization does not have an intranet webpage or a webpage on a Government portal approved for posting personally identifiable information, the organization may print organizational charts and key-

personnel directories, but must do so using a half-size booklet format (8½ by 5½ inches) and ensuring that the printed copies are marked For Official Use Only.

## **22. CERTIFICATES OF ACHIEVEMENT AND SCROLLS OF APPRECIATION**

AR 600-8-22 prescribes Army policy on certificates of achievement and scrolls of appreciation.

a. USAREUR organizations will use [AE Form 600-8-22A](#) (USAREUR Certificate of Achievement) and [AE Form 600-8-22B](#) (USAREUR Scroll 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 ASCC, not the grade of the signatory. [AE Form 600-8-22A](#) and [AE Form 600-8-22B](#) may be downloaded from AEPUBS.

b. IMCOM-Europe organizations will use DA Form 2442 (Certificate of Achievement) and [AE Form 600-8-22E](#) (IMCOM-Europe Scroll of Appreciation), as applicable.

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

d. Locally designed certificates and scrolls will be printed only as an exception to policy with the approval of the local forms management officer.

## **23. INVITATIONS, ADVERTISEMENTS, AND PROGRAMS**

**a. Official Functions and Events.** Invitations may be printed at Government expense only for official functions (AR 25-30). Official functions are functions directly related to the organization's mission (for example, change-of-command ceremony, memorial service). Retirement ceremonies for individuals, unit or organization balls, and similar events, are not considered official functions.

(1) Invitations should be sent by e-mail.

(2) Invitations for official Army-sponsored functions may be printed only in black ink.

**b. Unofficial Functions and Events.** Many units host organizational balls, holiday parties, and other similar events. To purchase or print invitations, programs, advertisements, or other material to support these events, three types of funds are available. Units must ensure that they use the correct one:

**(1) Appropriated Funds.** Appropriated funds generally may not be used to purchase items such as invitations, programs, holiday or greeting cards, and similar items for unofficial functions and events. Unit Government purchase card (GPC) accounts are normally linked to appropriated funds.

**(2) Nonappropriated Funds.** Nonappropriated funds may not be used to purchase or print personalized material or greeting cards. Sponsoring units may use unit (installation morale, welfare, and recreation) funds to purchase items for unofficial functions and events (for example, advertisements, invitations, programs) if all of the following apply:

(a) The function or event will be conducted during off-duty hours.

(b) All unit members will have the opportunity to participate in the function or event.

(c) The function or event will promote the morale, welfare, and recreation of unit members.

(d) The servicing SJA has reviewed and has no legal objection to using nonappropriated funds to print the item.

**(3) Informal Funds.** Sponsoring units may use informal funds (for example, carwash or bake-sale proceeds) to purchase unofficial or holiday items (for example, advertisements, invitations, programs) from commercial sources if all members of the sponsoring unit may participate in the event. DLA Document Services, Europe, may not, however, print items paid for with informal funds.

## **24. GENERAL OFFICER AND SENIOR EXECUTIVE SERVICE INVITATIONS**

Standard invitations have been developed for general officers and Senior Executive Service personnel to use. These invitations may be—

a. Ordered according to AR 25-30. The text of the invitations must be printed in black ink.

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

## **25. CHANGE-OF-COMMAND CEREMONY PROGRAMS**

a. Programs for change-of-command ceremonies may be printed in color for general officer commanders or civilian equivalents, commanders of USAREUR major subordinate and specialized commands regardless of grade, and commanders of direct-report garrisons. No other commanders are authorized color change-of-command programs.

b. For commanders who are authorized color programs ([a above](#)), the programs may have four half-sized pages (one sheet of paper, 8½ by 11 inches) in color (for example, front and back covers, and pages showing pictures of the incoming and outgoing commanders). Additional pages must be printed in black ink. Programs will not have more than eight half-sized pages (two sheets of paper, 8½ by 11 inches). No more than 50 copies of the program may be printed in color; all other copies will be printed in black ink.

c. Commanders and heads of organizations who do not meet the criteria in subparagraph a above will have change-of-command ceremony programs printed in black ink. These programs may not be longer than four half-sized pages (one sheet of paper, 8½ by 11 inches).

## **26. MEMORIAL PROGRAMS**

Memorial programs may be printed in color on four half-sized pages (one sheet of paper, 8½ by 11 inches).

## **27. FAMILY READINESS GROUP NEWSLETTERS**

Family readiness group (FRG) newsletters may be printed only in black ink, will not be more than eight pages (four sheets of paper, 8½ by 11 inches), and should primarily include official information unique to the unit. Incidental, unofficial information may be included if it meets the criteria in AR 215-1 and there is no additional cost to the Government. The newsletter must state whether it contains official or unofficial information or both. Mailing and postage associated with FRG newsletters is subject to DOD 4525.8-M. AR 215-1 provides more information about printing FRG newsletters.

## **28. PROJECTS OTHER THAN PRINTING**

**If the Back button of your browser is not visible, use ALT + Back Arrow to return to previous location.**

**a. Compact Disks (CDs).** Items may be reproduced on a CD 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 will include the cost of CD 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. DLA Document Services, Europe, can add sequential page numbers to the bottom of each page of documents (for example, briefing books) that are sent to DLA Document Services, Europe, electronically.

**c. Other Sources.** The following also provide reproduction capability if the requirement does not constitute printing, as defined in DOD Instruction 5330.03 and AR 25-30:

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

**(2) Visual Information Services Europe (VISE).** VISE provides above-baseline support for CD reproduction and production of banners, media products, and range targets. The military telephone number for VISE is 483-8696.

## APPENDIX A REFERENCES

### SECTION I PUBLICATIONS

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

DOD 4525.8-M, DOD Official Mail Manual

DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation  
(<http://www.asafm.army.mil/secretariat/document/37-1reg/37-1reg.asp>)

AR 25-30, The Army Publishing Program

AR 25-55, The Department of the Army Freedom of Information Act Program

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

AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 360-1, The Army Public Affairs Program

AR 600-8-22, Military Awards

DA Pamphlet 25-31, Forms Management, Analysis, and Design

DA Pamphlet 25-40, Army Publishing: Action Officers Guide

[AE Regulation 10-5](#), Headquarters, United States Army Europe

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

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

### SECTION II FORMS

DD Form 448, Military Interdepartmental Purchase Request

DD Form 577, Appointment/Termination Record - Authorized Signature

DA Form 2442, Certificate of Achievement

DA Form 12-R, Request for Establishment of a Publications Account

DA Form 87, Certificate of Training

DA Form 3953, Purchase Request and Commitment

[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 to receive publications and forms while deployed will complete DA Form 12-R and send it by e-mail to *USARMY Sembach IMCOM Europe Mailbox AEPUBS* or send it by fax to the Army in Europe Library & Publishing System (AEPUBS) Customer Service Section at military (314) 496-5828. On receipt of the request, the AEPUBS Customer Service Section will assign the deployed unit a V-account number.

b. Once the unit has established a V account, the unit will use AEPUBS (<https://aepubs.army.mil/ae/public/index.aspx>) to order Army and AE publications and blank forms.

c. Deployed publications-account holders who have questions about the Army Publications System or AEPUBS may contact the AEPUBS Customer Service Desk at military (314) 496-5824.

d. Units that are returning to their home station must complete and send DA Form 12-R by e-mail to *USARMY Sembach IMCOM Europe Mailbox AEPUBS* or send it by fax to the AEPUBS Customer Service Section at military (314) 496-5828 to transfer the account to the deploying replacement unit or to close it. The account may be transferred by marking block 3b on DA Form 12-R and entering the new unit's address in block 12b. If the unit will not be replaced, the returning unit must send the DA Form 12-R to the AEPUBS Customer Service Section to close the account. V accounts will not be redeployed with the unit to its home station.

e. Newly deployed units must review their account subscription to ensure that they receive the appropriate publications to support their Soldiers and equipment during the deployment.

### B-2. PRINTING AND DUPLICATION SUPPORT

Deployed units requiring printing or duplicating support may call the Defense Logistics Agency (DLA) Document Services at military (314) 480-6476. The requesting unit must provide detailed 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 deployed unit's printing requirement.

## GLOSSARY

AE	Army in Europe
AE FMO	Army in Europe Forms Management Officer
AE PCO	Army in Europe Publications Control Officer
AE P/DCO	Army in Europe Printing/Duplicating 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
ASCC	Army service component command
BASOPS	base operations
CD	compact disk
CONUS	continental United States
CR	community relations
DA	Department of the Army
DFAS-IN	Defense Finance and Accounting Service–Indianapolis Center
DLA	Defense Logistics Agency
DMB	Document Management Branch, Garrison Support Element, United States Army Installation Management Command, Europe Region
DOD	Department of Defense
DODI	Department of Defense instruction
FOIA	Freedom of Information Act
FRG	Family readiness group
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 Region
JMTC	Seventh Army Joint Multinational Training Command
LSW	Logistic Services Washington, United States Army Headquarters Services, Office of the Administrative Assistant to the Secretary of the Army
MDD	Media Distribution Center, Logistic Services Washington, United States Army Headquarters Services, Office of the Administrative Assistant to the Secretary of the Army
NATO	North Atlantic Treaty Organization
OAASA	Office of the Administrative Assistant to the Secretary of the Army
OCO	overseas contingency operations
OCONUS	outside continental United States
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
TSC	training support center
USAG	United States Army garrison
USAREUR	United States Army Europe
USEUCOM	United States European Command
WISE	Visual Information Services Europe