

Headquarters
United States Army Europe
Wiesbaden, Germany

Army in Europe
Regulation 25-35*

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

5 July 2016

Information Management: Publishing and Printing

Preparing Army in Europe Publications

*This regulation supersedes AE Regulation 25-35, 4 August 2014.

For the Director:

BEVERLY D. MCALISTER
Acting Chief of Staff

Official:



DWAYNE J. VIERGUTZ
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—

- Updates the authentication block for AE publications for which IMCOM-Europe has proponency ([fig 2](#)).
- Specifies that proponents of revised AE publications are responsible for including a summary-of-change statement in the draft before submitting it to the Document Management Branch (DMB), Garrison Support Element, IMCOM-Europe, for editing ([para 14b\(1\)](#)).
- Eliminates the requirement for the DMB to edit USAREUR permanent orders ([para 18](#)).
- Provides additional guidance on how to coordinate drafts that require DMB editing (paras [21a](#), [21a\(4\)](#), and [21a\(5\)](#)).
- Provides additional guidance on how to submit items to the DMB for editing (paras [22a](#) and [22b\(3\)\(a\)](#)).
- Provides a new telephone number to call for questions regarding publications accounts ([para 22c\(4\)](#)).

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

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

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

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.imcom-europe.mbx.pubsmail@mail.mil.

Distribution. This publication is available only electronically and is posted in the AEPUBS at <https://aepubs.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, The 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: Action Officers Guide.
- 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-NE/EU, 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 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-NE/EU. The United States Army Civilian Human Resources Agency, Northeast/Europe Region (CHRA-NE/EU), 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-NE/EU needs to publish policy or guidance to support the delivery of civilian human-resources services in Europe, CHRA-NE/EU may publish the policy or guidance in an AE publication. Before submitting a draft for publication, CHRA-NE/EU will coordinate it with at least the following:

- (1) Civilian Personnel Directorate, 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 ([para 14a](#)). 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 21](#).

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

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

(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), Garrison Support Element, IMCOM-Europe, 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-NE/EU.
- c. Edits command memorandums for USAREUR, IMCOM-Europe, and the United States Army North Atlantic Treaty Organization Brigade.
- d. Edits all correspondence prepared for signature by members of the USAREUR Command Group.
- e. Manages the Army in Europe Library & Publishing System (AEPUBS) ([para 25](#)).

SECTION III AE PUBLICATIONS AND FORMS

6. GENERAL

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

- a. Are used exclusively by HQ USAREUR, IMCOM-Europe, and CHRA-NE/EU 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 DA 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 proponency.

(1) AE publications for which USAREUR has proponency 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 proponency 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](#)).

For the Commander:

MARKUS T. LAUBENTHAL

Brigadier General, GS

Chief of Staff

Official:



DWAYNE J. VIERGUTZ

Chief, Army in Europe

Document Management

Figure 1. AE Publication Authentication Block (USAREUR Proponent)

For the Director:

BEVERLY D. MCALSITER

Acting Chief of Staff

Official:



DWAYNE J. VIERGUTZ

Chief, Army in Europe

Document Management

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

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

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

ERIN J. FREITAG
Region Director, CHRA-NE/EU

Official:



DWAYNE J. VIERGUTZ
Chief, Army in Europe
Document Management

Figure 3. AE Publication Authentication Block (CHRA-NE/EU 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 review (para 19).

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 21a(4)).

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 and specialized commands and United States Army garrisons (USAGs) may supplement AE supplements and AE regulations only if approved by the proponent of the AE publication to be supplemented.

8. AE REGULATIONS

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

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

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

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. AE BULLETIN

a. The AE Bulletin is used to—

- (1) Publish official announcements affecting the Army in Europe.
- (2) Remind personnel of current policy.
- (3) List newly published and rescinded AE publications, forms, and command memorandums.

b. Only HQ USAREUR staff offices, IMCOM-Europe staff offices, and CHRA-NE/EU may submit items for publication in the AE Bulletin. Personnel assigned to USAREUR major subordinate and specialized commands may submit items for publication in the AE Bulletin through the command's affiliated HQ USAREUR staff office (for example, requests from the 21st Theater Sustainment Command must be submitted through the Office of the Deputy Chief of Staff, G4, HQ USAREUR). Personnel assigned to USAGs may submit items for publication in the AE Bulletin through the Office of the Secretary of the General Staff, IMCOM-Europe.

c. The originator of each item proposed for publication in the AE Bulletin is responsible for coordinating the item, if appropriate, and for obtaining internal command or staff office approval to publish the item.

d. The AE Bulletin may not be used to establish or revise existing policy.

e. The AE Bulletin is published during the 1st week of each month. Proponents should plan accordingly to ensure that information related to a specific date is submitted for publication no less than 1 week before the publication date of the bulletin. Last-minute requirements to publish time-sensitive announcements may be submitted after the 1-week cutoff, but must be coordinated with the AE Bulletin editor at military 544-1460 or e-mail: *usarmy.sembach.imcom-europe.mbx.pubsmail@mail.mil*.

13. MISCELLANEOUS AE PUBLICATIONS

Miscellaneous AE publications are publications other than those listed in paragraphs 7 through 12 (for example, command-channel photos, fuel-card tips). Miscellaneous AE publications are numbered according to DA Pamphlet 25-40, table 8-1.

14. 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 regional policy. Allowing changes to accumulate also causes delays in publishing because complete revisions take longer to edit than those that are used to update parts of the publication. Proponents will follow the instructions in [section V](#) to request changes to publications.

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.

15. 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* representing the number of the prescribing directive (AE Reg 1-10) and *A* designating the form it prescribes).

SECTION IV CORRESPONDENCE AND PERMANENT ORDERS

16. 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 in the same staff chain (for example, USAREUR G3/5/7 to the JMTC Training Liaison Office). 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 commands could be issued to those commands in a command memorandum signed by the CoS, HQ USAREUR, “for” the commander.

b. AE Command Memorandums Prepared by USAREUR Proponents. 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. They may also be used to announce policy that applies to both USAREUR and IMCOM-Europe, provided IMCOM-Europe concurs and the DCG, USAREUR, or the CG, USAREUR, signs the memorandum ([AE Reg 1-10, table 1](#)). These memorandums may not be used to supersede or change policy in AE or higher-level publications.

(2) May be signed only by the CG, USAREUR; the DCG, USAREUR; and the CoS, HQ USAREUR. [AE Regulation 1-10, table 1](#), prescribes which member of the USAREUR Command Group will sign, depending on the nature of the action.

(3) Are prepared on USAREUR letterhead and include the office symbol of the proponent.

(4) Will include a *SEE DISTRIBUTION* statement only when the intended recipients cannot be briefly described in the *MEMORANDUM FOR* line. The following are sample “memorandum-for” lines:

- MEMORANDUM FOR HQ USAREUR Staff Principals and Commanders of USAREUR Major Subordinate and Specialized Commands
- MEMORANDUM FOR Army in Europe Soldiers, Civilian Employees, and Family Members
- MEMORANDUM FOR Army in Europe Supervisors of Local National Civilian Personnel

(5) 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 DCG, USAREUR, signature on matters solely within the authority of the DCG and that do not require delegated or actual approval by, or the command authority of, the CG, USAREUR, as would be required for punitive matters and orders, command policy, or other similar 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.

(6) 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 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.” These extensions are announced in the AE Bulletin. To request an extension of policy, the proponent will send a request by e-mail to usarmy.sembach.imcom-europe.mbx.pubsmail@mail.mil. The request must explain why the policy in the memorandum needs to be extended and specify how long the extension should last.

(7) Are posted in AEPUBS, announced in the AE Bulletin, and are not printed ([para 22c](#)).

(8) Are distributed through the Task Management Tool (TMT).

c. AE Command Memorandums Prepared by IMCOM-Europe Proponents. These memorandums—

(1) May be used to announce short-term or permanent IMCOM-Europe policy or guidance, pending incorporation of the policy or guidance into a numbered AE publication. They may also be used to announce policy that applies to both IMCOM-Europe and USAREUR, provided the DCG, USAREUR, or the CG, USAREUR, signs the memorandum ([AE Reg 1-10, table 1](#)). These memorandums may not be used to supersede or change policy in AE or higher-level publications.

(2) Are prepared on IMCOM-Europe letterhead if the memorandum applies only to IMCOM-Europe and its subordinate organizations and will be signed by a member of the IMCOM-Europe Command Group. If, however, the memorandum applies to both IMCOM-Europe and USAREUR, the memorandum must be prepared on USAREUR letterhead and signed by a member of the USAREUR Command Group.

(3) Include the IMCOM-Europe proponent office symbol unless the memorandum is prepared for signature by the CG, USAREUR, or the DCG, USAREUR ([\(2\) above](#)). In those cases, the office symbol will be that of the signatory (AECG for the CG or AEDC for the DCG).

(4) Will include an authority line *FOR THE DIRECTOR* if signed by anyone other than the Director, IMCOM-Europe.

(5) Are posted in AEPUBS, announced in the AE Bulletin, and are not printed ([para 22c](#)).

17. NUMBERED POLICY MEMORANDUMS

On behalf of the Commander, USEUCOM, the CG, USAREUR, exercises authority over all Army personnel in the European theater (for example, Title 10 authority, Uniform Code of Military Justice authority). To exercise this authority, the CG, USAREUR, may issue numbered policy memorandums. These memorandums—

a. Apply to the Army in Europe, not just to USAREUR.

b. Do not take the place of departmental publications (for example, ARs, DA pamphlets) or AE publications (for example, AE supplements, AE regulations).

c. Are used to provide one or both of the following:

(1) The highest level of command emphasis in areas that may or may not be covered in AE publications.

(2) Statements of policy concerning special-interest areas, such as open-door policy or equal opportunity, when required by higher-level regulations or law.

d. Are signed only by the CG, USAREUR.

e. Are published in a consecutively numbered series, starting with 1. When any of the numbered policy memorandums in a published series are rescinded, the numbers of the other memorandums in the series remain unchanged. Only the CG, USAREUR, may approve recommendations to rescind these memorandums. Approved rescissions will be announced in the AE Bulletin.

f. Are prepared on USAREUR letterhead with the proponent's office symbol if the proponent is assigned to USAREUR. Otherwise, the office symbol on the memorandum will be that of the CG, USAREUR (that is, AECG).

g. Will be rescinded when the CG who signed the memorandums departs. When a new CG, USAREUR, arrives, HQ USAREUR and IMCOM-Europe staff offices may provide recommendations for new numbered policy memorandums.

18. 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 permanent 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>. Permanent orders are not publications and do not require a concept approval. AR 600-8-105 prescribes how to prepare them. Questions about permanent orders may be referred to the FMD at military 537-3206.

SECTION V THE PUBLISHING PROCESS

19. CONCEPT APPROVAL

a. General. Figures 4 and 5 illustrate the publishing process. 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) Provide an electronic copy of the existing publication if a revision is required.
- (4) Provide samples, if requested, to help authors prepare drafts.

c. How to Contact the AE PCO. The AE PCO may be reached at military 544-1440 or e-mail: usarmy.sembach.imcom-europe.mbx.pubsmail@mail.mil.

20. 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 544-1410/1450/1455/1460.

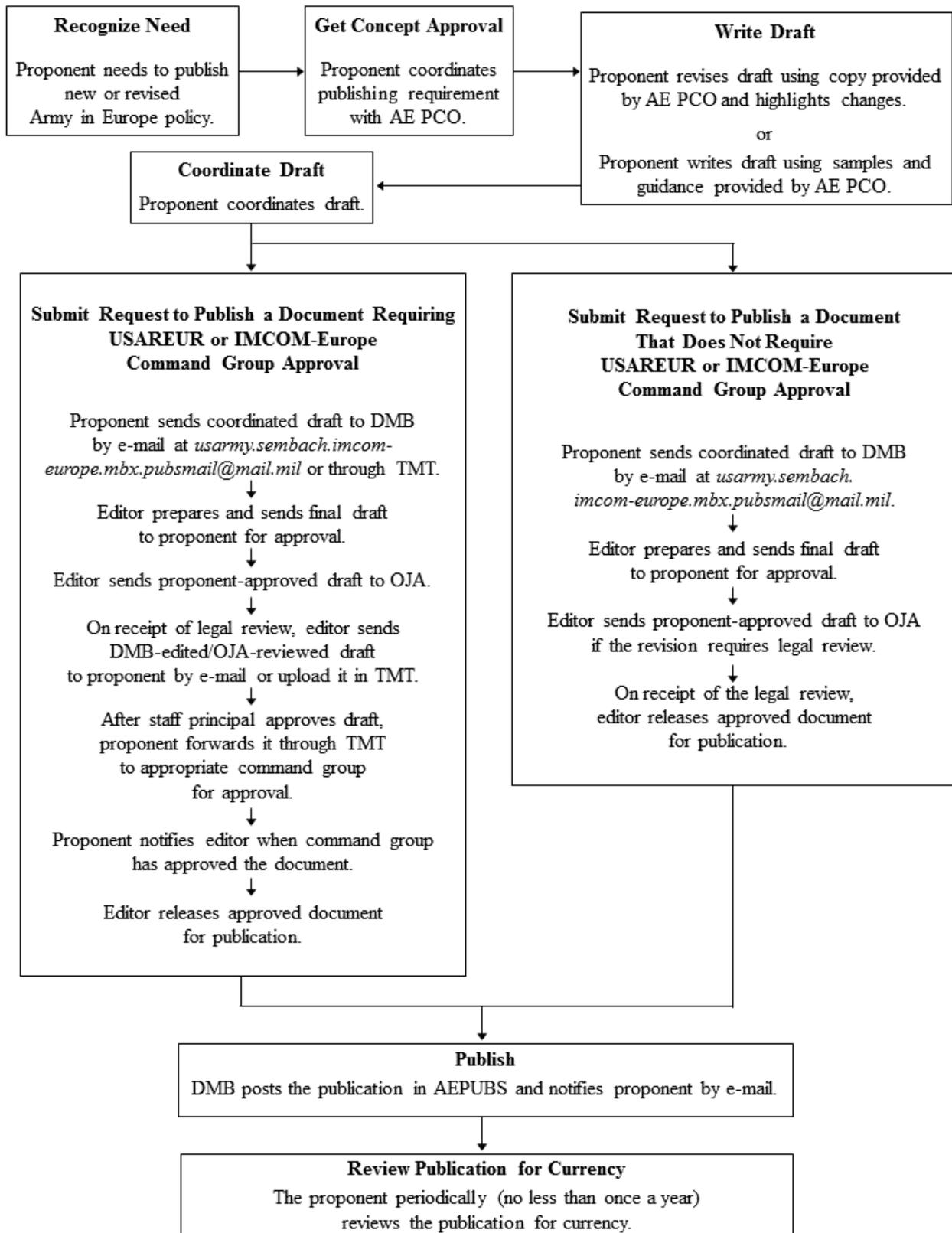


Figure 4. The Army in Europe Publishing Process

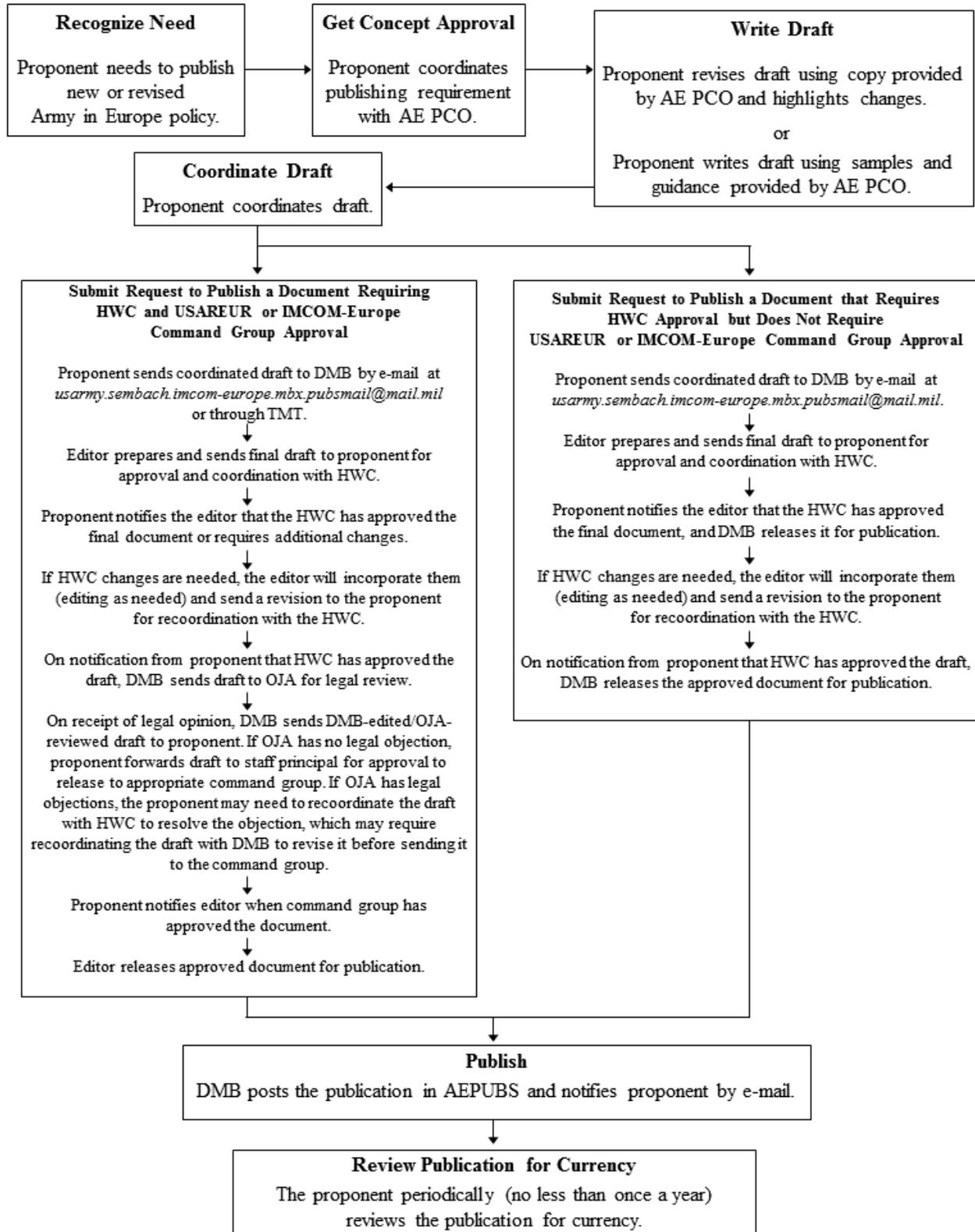


Figure 5. The Army in Europe Publishing Process Involving the USAREUR Head Works Council

21. 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 and USAREUR major subordinate and specialized commands when the policy relates to USAREUR missions or resources.

(2) The Secretary of the General Staff (SGS), IMCOM-Europe, when the proposed policy or procedures relate to IMCOM-Europe missions or resources. If the publication will apply to USAGs, proponents must specify this when sending the request for coordination to the SGS. The SGS will then task the USAGs to respond.

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

(4) 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 DMB and OJA, have completed their portion of the task.

(5) The DMB for editing and publishing ([para 22](#)). After editing the draft, the DMB will send it to the Office of the Judge Advocate (OJA), HQ USAREUR, on behalf of the proponent, for legal review. Proponents may, however, contact the OJA at any time in this process for legal advice concerning the proposed concept, policy, or program. Proponents need to be aware that the DMB will not act on the TMT tasker until all other OCRs, except OJA, 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. If, after editing, the proponent needs to make additional changes to the edited document, the proponent will contact the editor to request assistance in incorporating the changes into the draft.

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.imcom-europe.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.

22. PUBLISHING

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

a. What to Submit. Proponents will send the following to the DMB by e-mail at usarmy.sembach.imcom-europe.mbx.pubs@mail.mil if the publication does not require USAREUR or IMCOM-Europe Command Group approval to publish, or through TMT if USAREUR or IMCOM-Europe Command Group approval is required.

(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, they 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 21), 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.

(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 editor will work closely with the proponent.

(1) Editing supports the Army Readability Program (AR 25-30) 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 DA and AE formats and style.

(2) After editing the publication or correspondence, the 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 editor will send the edited draft to OJA for legal review if required. On receipt of the legal opinion, the editor will do either of the following, as applicable:

(a) Send the DMB-edited, OJA-approved document to the proponent to request USAREUR or IMCOM-Europe Command Group signature (for correspondence) or approval (for publications) if required ([para 4d\(4\)](#)) or upload the DMB-edited/OJA-reviewed draft in TMT, as applicable ([para 21a](#)). After the appropriate authority of the applicable command group has approved the draft for publication, the DMB will publish it.

(b) Publish the document if neither USAREUR nor IMCOM-Europe Command Group approval is required ([para 4d\(4\)\(c\)](#)).

c. Distribution. The DMB—

(1) Posts approved AE publications, AE forms, and AE command memorandums in AEPUBS ([para 25](#)) and announces them on the Weekly Updates page and in the New Releases block, both of which are on the front page of AEPUBS.

(2) Sends AE command memorandums prepared by USAREUR proponents to the OSGS, HQ USRAEUR, for release through TMT as information taskers.

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

(4) Arranges to have printed publications mailed to publications-account holders who have ordered them. Account holders who have questions about their accounts may contact the AEPUBS customer-service desk at military 484-6157.

23. 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 and a copy of the form's prescribing directive to the AE FMO. (Proponents should call military 544-1445 for guidance on how to best submit this material.)

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.

SECTION VI ELECTRONIC PUBLISHING

24. GENERAL

AE publications, AE forms, and AE command memorandums are published only in electronic format unless the originator provides written justification for printed copies ([para 22a\(4\)](#)). The AE PCO is the approval authority for requests to print AE publications or forms.

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

a. Electronic AE publications and AE forms are designed in Adobe and posted in AEPUBS at <https://aepubs.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 at <https://aepubs.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 a printout is critical to a particular mission (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. Printouts therefore may become obsolete soon after being printed. To avoid having to continually print updated editions of publications and forms, users should refer only to online versions in AEPUBS.

SECTION VII CHANGING PROPONENCY AND RESCINDING PUBLICATIONS

26. 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. Either office may initiate the action. The SAS must include a copy of the subject publication and be coordinated with the following:

(1) The AE PCO (mil 544-1440 or e-mail: *usarmy.sembach.imcom-europe.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) OJA.

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) One HQ USAREUR staff office to another HQ USAREUR staff office.

(2) An HQ USAREUR staff office to IMCOM-Europe. These requests must be coordinated with the CoS, IMCOM-Europe, before being sent to the CoS, HQ USAREUR, for requested approval.

(3) IMCOM-Europe to an HQ USAREUR staff office. These requests must be coordinated with the CoS, IMCOM-Europe, before being sent to the CoS, HQ USAREUR, for requested approval.

d. Originators of requests from IMCOM-Europe will send the coordinated request to—

(1) The CoS, IMCOM-Europe, for approval if the request involves transferring proponency from one IMCOM-Europe staff office to another IMCOM-Europe staff office.

(2) The applicable HQ USAREUR staff office and the CoS, HQ USAREUR, before sending the SAS to the CoS, IMCOM-Europe, for approval if requesting a transfer of proponency from IMCOM-Europe to USAREUR or from USAREUR to IMCOM-Europe.

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 affected publications to incorporate the change of proponency.

27. 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.imcom-europe.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. Approved rescissions will be announced in the AE Bulletin.

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 ([para 23a](#)). 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-NE/EU	United States Army Civilian Human Resources Agency, Northeast/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
DMB	Document Management Branch, Garrison Support Element, United States Army Installation Management Command, Europe Region
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
HWC	head works council
IMCOM	United States Army Installation Management Command
IMCOM-Europe	United States Army Installation Management Command, Europe Region
JMTC	Seventh Army Joint Multinational Training Command
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
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
XO	executive officer

SECTION II TERMS

Army in Europe publication

An administrative command publication issued by USAREUR, IMCOM-Europe, or the United States Army Civilian Human Resources Agency, Northeast/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 USEUCOM area of responsibility

IMCOM-Europe staff office

A division of the IMCOM-Europe region staff (for example, Office of the Assistant Chief of Staff, G1), other staff office that supports the region staff (for example, Secretary of the General Staff), or a division or separate branch of the Garrison Support Element, IMCOM-Europe

numbered publication

An administrative publication such as a regulation that is numbered according to DA Pamphlet 25-40, table 8-1

proponent

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