
USAREUR Bulletin

Number 1

HQ USAREUR/7A, Unit 29351, APO AE 09014

1 January 2002

This bulletin expires 1 year from date of publication.

BIRTHDAY OF MARTIN LUTHER KING, JR.

The birthday of Martin Luther King, Jr., will be observed on 21 January 2002. The theme of this year's observance is "Remember! Celebrate! Act! A Day On, Not A Day Off!"

Commemorative events will be held throughout USAREUR to mark this observance. Leaders should refer to USAREUR Pamphlet 600-21 and encourage participation in these events within mission constraints.

AT/FP BRIEFINGS

The Seventh Army Combined Arms Training Center is hosting antiterrorism/force protection (AT/FP) briefings at the USAREUR digital training facility locations listed below.

►Level I briefings for military and civilian personnel and their family members are held from 1300 to 1400 on the first Wednesday of each month. These briefings provide information on individual protective measures.

►Level III briefings for commanders and those about to assume command are held from 1300 to 1400 on the last Wednesday of each month. These briefings provide information on the AT/FP responsibilities of commanders.

Location	Point of Contact
Baumholder, Germany Smith Kaserne Building 8280, basement	Ms. Sparks 485-8290
Hanau, Germany Old Argonner Kaserne Building 451	Mr. McKenzie 322-9718
Mannheim, Germany Coleman Barracks Building 25, second floor	Mr. Scott 382-4388
Vicenza, Italy Caserma Ederle Building 128	Mr. Reese 634-7989
Vilseck, Germany Rose Barracks Building 355, room 101	Ms. Aguado 476-3758
Würzburg, Germany Leighton Barracks Building 47	Ms. Rothbauer 350-6364

COMMUNICATIONS SECURITY

USAREUR personnel will not process, store, or send classified information on nonsecure telecommunications

systems. DOD telecommunications systems include computer networks, fax machines, modems, telephones, and radios. Use of official DOD telecommunications systems constitutes user consent to information systems security monitoring.

Commanders will ensure the following telecommunications security notification requirements are met:

►Official Army telephone or communications directories published in USAREUR will display the following security notice on the front cover or prominently in the general information section:

ATTENTION!

DO NOT PROCESS, STORE, OR TRANSMIT CLASSIFIED INFORMATION ON NONSECURE TELECOMMUNICATIONS SYSTEMS. OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS—INCLUDING TELEPHONES, FACSIMILE MACHINES, COMPUTER NETWORKS, AND MODEMS—ARE SUBJECT TO MONITORING FOR TELECOMMUNICATIONS SECURITY PURPOSES AT ALL TIMES. USE OF OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS CONSTITUTES CONSENT TO INFORMATION SYSTEMS SECURITY MONITORING.

►DD Form 2056 (Telephone Monitoring Notification Decal) must be on telephones (excluding tactical telephones) and fax machines (excluding machines that are part of another device) in the Army, including secure telephone units, third generation (STU-IIIs). When the DD Form 2056 is put on STU-III instruments and fax machines used to send and receive classified information, the statement "DO NOT DISCUSS CLASSIFIED INFORMATION" will be removed.

►A computer log-on security notice is on all computer systems (AR 380-53).

►New personnel will receive a briefing on the information above.

The Office of the Deputy Chief of Staff, Intelligence, HQ USAREUR/7A, can provide more information about communications security (370-7214).

NEW USAREUR COMMAND MEMORANDUMS

The following USAREUR command memorandums have been distributed as shown:

►Uniformed Services Thrift Savings Plan, AEAGA-MP (370-7314), 20 December 2001 (Dist: B)

➤USAREUR Overseas Tour Extension Policy for DOD Civilian Employees, AEAGA-CE (375-2538), 21 December 2001 (Dist: C)

Units included in the distribution should have received their copies. Proponent telephone numbers are listed after the office symbols. These memorandums are also available in the Electronic Library of USAREUR Publications and AE Forms at <https://www.aeaim.hqusareur.army.mil/library/home.htm>.

NEW ELECTRONIC USAREUR REGULATIONS

The following USAREUR regulations have been published and are available only in electronic format in the Electronic Library of USAREUR Publications and AE Forms at <https://www.aeaim.hqusareur.army.mil/library/home.htm>:

➤USAREUR Regulation 58-1, 11 December 2001, Management, Acquisition, and Use of Nontactical Vehicles

➤USAREUR Regulation 600-2, 30 November 2001, Leadership—USAREUR Sergeant Morales Club

NEW USAREUR COMMAND POLICY LETTER

The following USAREUR command policy letter has been distributed as shown:

➤USAREUR Command Policy Letter 23, Force Protection, AEAGC-FP (370-8309), 19 December 2001 (Distr: A)

Units included in the distribution should have received their copies. The proponent telephone number is listed after the office symbol. This policy letter is also available in the Electronic Library of USAREUR Publications and AE Forms at <https://www.aeaim.hqusareur.army.mil/library/home.htm>.

USAREUR COMMAND POLICY LETTER RESCISSION

The following USAREUR command policy letter is rescinded (the proponent staff office at HQ USAREUR/7A is shown in parentheses):

➤USAREUR Command Policy Letter 23, Force Protection, 6 June 2001 (ODCSOPS)

VOLUNTARY LEAVE TRANSFER

Appropriated-fund, U.S.-civilian employees may contribute up to half their annual leave to other employees who need time off for medical or family emergencies.

Employees who have excess annual (use-or-lose) leave should consider donating leave before losing it at the end of the year.

Employees who wish to donate excess annual leave should do so before 12 January 2002.

Servicing civilian personnel advisory centers can provide more information on voluntary leave transfer.

USAREUR COMMAND POLICY LETTERS

Appendix A lists current USAREUR command policy letters. These letters are posted in the Electronic Library of USAREUR Publications and AE Forms at <https://www.aeaim.hqusareur.army.mil/library/home.htm>.

HOW TO USE THIS BULLETIN

HQ USAREUR/7A publishes the USAREUR Bulletin (UB) on the 1st and 15th of each month. Only items sent by or through a HQ USAREUR/7A staff office will be accepted for publication in the UB. HQ USAREUR/7A staff offices may send items by fax (370-6568), mail (HQ USAREUR/7A, ATTN: AEAIM-P, Unit 29351, APO AE 09014), or e-mail (pubsmail@hq.hqusareur.army.mil).

The UB is distributed only by e-mail. Personnel who would like to receive the UB may subscribe to have it delivered directly to their e-mail accounts by registering through the Personal Subscription Notification (PSN) feature in the USAREUR Publications System at <https://upubs.army.mil> (click on "PSN").

Personnel with questions or comments about this bulletin may contact the UB editor by telephone (370-6755) or e-mail (pubsmail@hq.hqusareur.army.mil).

For the Commander:

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Chief of Staff

Official:



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DISTRIBUTION:

This bulletin is distributed by e-mail and is available only in electronic format.

APPENDIX A**USAREUR COMMAND POLICY LETTERS**

This appendix lists current USAREUR command policy letters. These letters are available at <https://www.aeaim.hqusareur.army.mil/library/home.htm>. Questions about these letters should be referred to the proponents.

Date YYMMDD	Subject	Proponent Office Symbol and Telephone Number
011120	USAREUR Command Policy Letter 1, USAREUR Training Philosophy	AEAGC-TD-OPD, 475-6730
011106	USAREUR Command Policy Letter 2, Leadership and Force Readiness	AEAE0, 370-8337
011106	USAREUR Command Policy Letter 3, Safety	AEAGA-S, 370-7751
011106	USAREUR Command Policy Letter 4, Information Assurance	AEAIM-IAPM, 380-5200
011210	USAREUR Command Policy Letter 5, Officer Professional Development and Utilization (Army Competitive Category Officers)	AEAGA-M, 370-7221
011106	USAREUR Command Policy Letter 6, Personnel Accountability	AEAGA-M, 370-7221
011106	USAREUR Command Policy Letter 7, Company Commanders Training	AEAGC-TD, 475-6730
011106	USAREUR Command Policy Letter 8, Physical Fitness Programs	AEAGA-M, 370-7585
011106	USAREUR Command Policy Letter 9, Safety and Dispatch of Military Vehicles	AEAGA-SA, 370-8124
011106	USAREUR Command Policy Letter 10, Soldiers Time	AEAGA-M, 370-8060
011106	USAREUR Command Policy Letter 11, Soldiers Barracks	AEAGA-G, 370-8053
011106	USAREUR Command Policy Letter 12, Army Family Team Building (Family Member Track)	AEAGA-G, 370-8953
011106	USAREUR Command Policy Letter 13, Sponsorship	AEAGA-MP, 370-7314
011106	USAREUR Command Policy Letter 14, Company Commander/First Sergeant Course	AEAGA-M, 370-7314
011106	USAREUR Command Policy Letter 15, Relief for Cause	AEAGA-M, 370-8060
011109	USAREUR Command Policy Letter 16, Military Awards	AEAGA-M, 370-7314
011106	USAREUR Command Policy Letter 17, Volunteer and Public Service Awards	AEAGA-CM, 370-2500
011106	USAREUR Command Policy Letter 18, Recognizing Civilian Employees	AEAGA-CM, 370-2500
011106	USAREUR Command Policy Letter 19, Affirmative Employment and Equal Employment Opportunity	AEAE0, 370-6377

011106	USAREUR Command Policy Letter 20, Inprocessing	AEAGA-M, 370-7314
011126	USAREUR Command Policy Letter 21, Coaching and Mentoring	AEAGA, 370-7314
011106	USAREUR Command Policy Letter 22, Interviewing Officers Who Decline Lieutenant Colonel and Colonel Command	AEAGA-M, 370-7314
011219	USAREUR Command Policy Letter 23, Force Protection	AEAGC-FP, 370-8309
011119	USAREUR Command Policy Letter 24, Command Inspection Program	AEAIG, 370-6409
011106	USAREUR Command Policy Letter 25, NCO Transition Program	AEAGA-M, 370-8060
011106	USAREUR Command Policy Letter 26, Processing Equal Opportunity Complaints	AEAE0, 370-8337
011106	USAREUR Command Policy Letter 27, Change-of-Command Ceremonies	AEAGS-SA, 377-4322
011106	USAREUR Command Policy Letter 28, Accommodating Religious Needs	AEACH-ZA, 370-7385
011106	USAREUR Command Policy Letter 29, Prevention of Sexual Harassment	AEAE0, 370-8337
011106	USAREUR Command Policy Letter 30, Critical Incident Stress Debriefings	AEAGA-M, 370-7585