

HOW TO ESTABLISH AND MAINTAIN AN ARMY PUBLICATIONS ACCOUNT

The Account Processing Team Can Help

If you have any questions about your account or need assistance filling out DA Form 12-R please contact a member of the **Account Processing Team**

Phone: DSN 892-0900 ext 8010 or
commercial 314 592-0900 extension 8010,
E-mail: **PubAccounts@usapadof.army.mil**

For information on how to order publications and forms, how to check on the status of an order, availability of publications and forms, subscriptions lists (12-Series), or emergency requisitions contact **Customer Service**
Phone: 314-592-0910 or DSN 892-0910
E-mail: **CustomerService@usapadof.army.mil**

FORM REQUIRED: DA Form 12-R. This form can be locally reproduced and is located at the back of DA PAM 25-33, the directive governing the form - or is available on the APD web site at <http://www.apd.army.mil> under Army Electronic Forms.

FAX COMPLETED FORM TO ACCOUNT PROCESSING TEAM - DSN 892-0920 OR COMMERCIAL 314 592-0920.

Refer to prescribing directive PAM 25-33 for more information on who is authorized an Army publication account and how to manage your 12-Series subscription list.

NOTE: FOR UNITS IN EUROPEAN THEATER: Units in European Theater should coordinate establishment of accounts with Mary Ann Brehm and her staff

(Antonio Jones, or Lisa Hawkins) and provide them a copy of DA Form 12-R when submitting changes.

Mary Ann Brehm

USAPDCE, Account Manager

Phone: DSN 314-370-6897/6898 or commercial 0621-730-6897/6898

FAX: DSN 384-6111 or commercial 0621-730-6111

E-Mail: Pubsdiv@usapdc.aepubs.army.mil

Establishing your new publications account. Please ensure all information provided on DA Form 12-R is accurate to ensure distribution of publications to your activity, both resupply and initial distribution.

NOTE – Adding E-Mail Address: The current DA Form 12-R does not provide a block for your e-mail address. You can add this online after the account has been activated. If you would like to include your e-mail address in order to be notified when we have received your DA Form 12-R or to be notified of your new account number when assigned, **please write your valid official e-mail address in Block 7b of DA Form 12-R.**

BLOCK 1. Leave blank.

BLOCK 2. Enter the date you are preparing the form.

BLOCK 3. Mark box “a” – indicating Initial Submission.

BLOCK 4. Enter your complete mailing address. It must conform to the following.

- a. Address cannot exceed four lines.
- b. Each line must not exceed 24 characters, including spaces.
- c. Authorized abbreviations should be used wherever possible.
- d. Avoid office symbols as they change often. Do not use the name of individuals.
- e. Enter the complete street address, including building and room numbers. Do not use Post Office Box numbers. (A complete address will help ensure delivery of your publications.)
- f. Enter your 9- digit zip code.

BLOCK 5. Adhere to the routing and approval requirements contained in paragraphs 2-6 thru 2-9 of PAM 25-33 and your local procedures.

- a. Route through the installation PCO or PSM, as determined by the installation DOIM.
- b. National Guard activities must submit your DA Form 12-R through your state Adjutant General and then through the National Guard Bureau.
- c. USAR units under the jurisdiction of the U.S. Army Reserve Command, send completed form to the Major U.S. Army Reserve Command (ATTN: PCO) for review and approval.

BLOCK 6. Media Distribution Division, ATTN: New Accounts Processing, 1655 Woodson Road, St. Louis, MO 63114-6128

BLOCK 7. Mark the appropriate block for the type of service you need.

Blank forms accounts are normally issued to the following activities and all permanent unclassified Active Army and U.S. Army Reserve units requesting this service:

1. Installation Publications Stockroom
2. Overseas Publications centers
3. Medical Department Activities
4. Active Army Service Schools
5. ARNG State Adjutant Generals

BLOCK 7b: Enter the Publications Control Officer's (person who signed in Block 9) official e-mail address

❖ *If you have a publications account it is not necessary to request a separate account for blank forms.*

BLOCK 8a. Check the block that applies to your organization.

BLOCK 8b. If Army, enter your TOE or TDA number. This information may be found on your TOE or TDA document, or you can obtain it by contacting your supply or personnel office.

BLOCK 8c. Enter your UIC. Your UIC can be found in the header of the TOE or TDA document that applies to your organization, or from your supply or personnel office.

Block 8g. Enter your DOD Activity Address Code (for Non-Army) or UIC (for Navy).

BLOCKS 9a, b, c. The person responsible for the maintenance of this account will complete these blocks.

BLOCK 10. Indicate the classification level required for your account.

❖ *Some blank forms are sensitive or accountable and may be subject to misuse for fraudulent purposes. If you require these types of forms, they must be safeguarded and your account must be authorized to receive classified materials. (You must have "blank forms" marked in block 7 and at least "confidential" marked in block 10 to receive accountable/sensitive forms.)*

BLOCK 11a, b, c. If "Confidential" or "Secret" is marked in block 10, your security officer responsible for safeguarding classified material must complete these blocks. By completing these blocks, you are indicating compliance with the security statement shown.

BLOCK 12a, b. Submit at least 30 days prior to the effective date of change. (Mark 3b)

BLOCK 13a, b, c. Your unit commander, or an installation, agency, or command-level officer must complete these blanks.

BLOCK 14a, b, c. Your PCO, PSM, or DOIM-designate must complete these blocks and will forward the approved form to the address in block 6.

❖ *Maintain the original completed DA Form 12-R for your unit's records.*

ATTENTION APO CUSTOMERS: Do not FAX your completed DA Form 12-R directly to APD for processing. All OCONUS accounts MUST be routed through the USAREUR Theater Publications Control Officer (PCO) for approval (FAX DSN 314-384-6111). The PCO will then forward approved DA Form 12-R to APD for processing. For more information or help completing your form, contact Mary Ann Brehm or one of her staff at 314-384-6897/6898. E-mail is pubsdiv@usapdce.aepubs.army.mil

FAX COMPLETED FORM TO DSN 892-0920 OR COMMERCIAL 314-592-0920 or form can be mailed to address in Block 6. Processing time is 5 working days.

Account Activated: After 5 working days you can verify account has been activated by going to APD Home Page at <http://www.apd.army.mil>, selecting Ordering from left side bar and logging into the Point and Click Ordering System with your new account number and zip code.

USAPA-DOF will return the DA Form 12-R with your new account number indicated in Block 1. Materials and instructions to get you started establishing initial distribution requirements and submitting resupply requests will be included in the New Account Holder packet. You may also contact Customer Service at 314-592-0910 or DSN 892-0910 or send an e-mail to CustomerService@usapadof.army.mil. One of our Customer Service representatives will be glad to help with questions you have on how to order, how to establish a subscription list or how to get various reports pertaining to your publications account.

Maintaining and Updating Publications Accounts

Once your account has been established, keep the information current. Accounts should be validated annually. If you order using the Point and Click Ordering System, you can satisfy your annual requirement to validate your account when you log on and verify your account address. The system will remind you to validate the address every 90 days.

Submit an updated DA Form 12-R when any one of the following changes occur.

- a. Type of service (Block 7a)
- b. Unit description data (Blocks 8a thru g)
- c. Publication officer (Blocks 9a thru c)
- d. Classification level (Blocks 10 thru 11c)
- e. Change of address (Block 12a and b)

Closing a Publications Account

If you must close your publications account (such as for deactivation) enter the account number in Block 1 of DA Form 12-R and mark “close” in Block 3. PCO should complete Block 9 a ,b, c and route according to your locally established procedures.