

COMSEC ACCOUNT DATA		<i>Requirements Control Symbol</i> AMC-226[R1]	Page ___ of ___
For use of this form see TB 380-41-2. The proponent agency is AMC.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY:		10 US Code 3012, and PL 11, 84th Congress	
PRINCIPAL PURPOSE:		To provide information necessary for establishment of a COMSEC Account.	
ROUTINE USES:		To validate signatures and other COMSEC accounting documents.	
DISCLOSURE:		Disclosure of information is mandatory under Executive Order No. 9397	
1 TYPE ACTION <input type="checkbox"/> NEW ACCOUNT <input type="checkbox"/> CHANGE <i>[Specify]</i>		DATE:	
<i>THIS FORM CONSTITUTES AUTHORITY FOR APPOINTMENT OF COMSEC CUSTODIAN AND ALTERNATE IAW CHAP 2, TB 380-41-2.</i>			
2 ACCOUNT NUMBER:	3 PHONE: FTS: _____ COMMERCIAL: _____ AUTOVON: _____	4 MESSAGE ADDRESS	RI: _____
5 MAILING ADDRESS:		6 PHYSICAL LOCATION OF ACCOUNT	
COMSEC CUSTODIAN			
7 NAME (Last, First, MI):		8 SIGNATURE:	
9 GRADE/RANK:	10 SSN:	11 EFFECTIVE DATE OF APPOINTMENT:	12 SECURITY CLEARANCE:
ALTERNATE			
7 NAME (Last, First, MI):		8 SIGNATURE:	
9 GRADE/RANK:	10 SSN:	11 EFFECTIVE DATE OF APPOINTMENT:	12 SECURITY CLEARANCE:
ALTERNATE			
7 NAME (Last, First, MI):		8 SIGNATURE:	
9 GRADE/RANK:	10 SSN:	11 EFFECTIVE DATE OF APPOINTMENT:	12 SECURITY CLEARANCE:
CRYPTOFACILITY APPROVAL AND SECURITY CLEARANCE		13 FACILITY SECURITY CLEARANCE:	
14 APPROVING ORGANIZATION:	15 DATE OF APPROVAL:	16 TDA/TOE NO:	17 UIC: 18 DODAAC:
19 TYPE ACCOUNT: <input type="checkbox"/> ADMINISTRATIVE <input type="checkbox"/> MAINTENANCE FACILITY <input type="checkbox"/> CMDSA <input type="checkbox"/> RESERVE <input type="checkbox"/> TACTICAL <input type="checkbox"/> NGB <input type="checkbox"/> CSA <input type="checkbox"/> NON-TACTICAL <input type="checkbox"/> OTHER <i>[Specify in Remarks]</i>		20 LEVEL OF MAINTENANCE CAPABILITY: <input type="checkbox"/> UNIT <input type="checkbox"/> INTERMEDIATE GS <input type="checkbox"/> NONE <input type="checkbox"/> INTERMEDIATE DS <input type="checkbox"/> SRA	
21 SUPPORTING MAINTENANCE COMSEC ACCOUNT NO.: INTERMEDIATE DS _____ INTERMEDIATE GS _____		22 UIC's SUPPORTED <input type="checkbox"/> ADD'L UIC's IN REMARKS	
23 MAJOR ARMY COMMAND: <input type="checkbox"/> FORSCOM <input type="checkbox"/> TRADOC <input type="checkbox"/> ISC <input type="checkbox"/> USAREUR <input type="checkbox"/> WESTCOM <input type="checkbox"/> USARJ <input type="checkbox"/> AMC <input type="checkbox"/> NGB <input type="checkbox"/> EUSA <input type="checkbox"/> INSCOM <input type="checkbox"/> OTHER (SPECIFY) _____			24 NO. OF SUB ACCOUNTS _____ NO. OF HR HOLDERS _____
COMMANDING OFFICER/DESIGNATED REPRESENTATIVE		NEXT HIGHER HEADQUARTERS	
25 TYPED NAME:		29 MAILING ADDRESS:	
26 GRADE/RANK:	27 SSN:	30 MESSAGE ADDRESS	
28 SIGNATURE:		RI: _____	
31 REMARKS:			

INSTRUCTIONS FOR THE PREPARATION OF DA FORM 2012

PAGE BLOCK Mark 1 of 1, except when an additional DA Form 2012 or a continuation sheet is used. Then, mark 1 of the total number of pages used.

NOTE

An additional DA Form 2012 will be used to list information on additional alternate COMSEC custodian(s). The page block and blocks numbered 1, 2, 7 thru 11 and 25 thru 28 will be completed when additional DA Forms 2012 are used. A continuation sheet(s) will be used to provide additional information on a COMSEC account change (block 1) or additional supported UIC's (block 22) after the remarks (block 31) has been filled.

NUMBERED BLOCKS

BLOCK 1 - Check the appropriate box. If the space is not adequate, enter "see remarks" after "specify" and enter the description of the change in the remarks block (31). If additional space is needed, use a continuation sheet(s) and enter "see continuation sheet for additional description of change" in the remarks block. Also enter the report date (day, month, year).

BLOCK 2 - Enter the 6 position COMSEC account number assigned to the cryptofacility. If "new account" is checked in Block 1, leave Block 2 blank.

BLOCK 3 - Enter your FTS, AUTOVON, and commercial phone numbers.

BLOCK 4 - Enter your message address composed in accordance with AR 105-31. Also enter the Routing Indicator (RI) assigned to your telecommunications center. NG and Reserve accounts not serviced by telecommunications center will enter "None". Changes to your telecommunications center RI need not be reported.

BLOCK 5 - Enter the address used to receive mail. Include the COMSEC account number in the ATTN: line and the ZIP or APO as appropriate.

BLOCK 6 - Enter the Unit Designator, ATTN: COMSEC Account (Number), physical location of the COMSEC account (i.e., street address, bldg. number, room number, etc.), City (or post, camp or station), State and/or Country.

BLOCK 7-12 - These blocks are repeated for entry of necessary information about the COMSEC custodian and two alternates. An additional DA Form 2012 will be used to list additional alternate custodians. Blocks 25-28 must be completed on ALL additional DA Forms 2012.

BLOCK 13 - Enter the Security Clearance of the Facility, e.g., CONFIDENTIAL, SECRET, TOP SECRET.

BLOCK 14 - Enter the unit designation of the INSCOM activity that approved the cryptofacility.

BLOCK 15 - Enter the date the cryptofacility was approved by INSCOM.

BLOCK 16 - Enter the TDA/TOE number of the unit.

BLOCK 17 - Enter the Unit Identification Code (UIC) for the activity.

BLOCK 18 - Enter the DOD Activity Address Code (DODAAC) from DOD regulation 4000.25-D.

BLOCK 19 - Check the appropriate box(es) to describe your account. If the "other box" is checked, a description of the activity must be provided in the remarks block (block 31).

BLOCK 20 - If applicable, check the appropriate box to describe your maintenance level capability.

BLOCK 21 - Enter the COMSEC account number of the activity that provides you with the level of maintenance as listed.

BLOCK 22 - Enter the UIC's of the units you are supporting with COMSEC material. If the number of UIC's exceeds 12, check the box and enter the additional UIC's in the remarks block (block 31). If additional space is needed, use a continuation sheet(s) to list the additional UIC's. Enter in the remarks block (block 31), "see continuation sheet for additional UIC's."

BLOCK 23 - Check the appropriate box that identifies your major Army command.

BLOCK 24 - Enter the number of subaccounts and/or hand receipt holders supported.

BLOCK 25-28 - Enter the requested information concerning the Commanding Officer of the organization whose address is shown in block 5.

BLOCK 29-30 - Enter the mailing address and the message address [including the Routing Indicator (RI)] of your next higher headquarters. Changes to your telecommunications center RI need not be reported until the next updated DA Form 2012 is submitted.

BLOCK 31 - Use this block to record additional information. If this space is not adequate, a continuation sheet may be added.

NOTE:

A new DA Form 2012 must be submitted to ACCOR and the supporting CLSF when any information changes except for changes in blocks 3, 14, 15, 22, and 24 thru 28. Changes to these blocks will only be reported when a new DA Form 2012 is submitted for another reason. When a new DA Form 2012 is submitted as a change, ALL of the blocks, including the blocks which have not changed, must be completed.