

How to Establish and Maintain a Publications Account with APD

“QUALITY SERVICE IS OUR ONLY PRODUCT”

Complete
DA Form **12-R**
Downloadable
from APD
web site at
<http://www.apd.army.mil>

REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT		
For use of this form, see DA PAM 25-33; the proponent agency is DDISC4		
1. ACCOUNT NUMBER	2. DATE	3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input type="checkbox"/> CHANGE c. <input type="checkbox"/> CLOSE
4. FROM (Include nine-digit ZIP Code)	5. THRU (Include nine-digit ZIP Code)	6. TO
SECTION I - GENERAL		
7a. REQUEST AN ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE: <input type="checkbox"/> PUBLICATIONS <input type="checkbox"/> BLANK FORMS <input type="checkbox"/> TEST MATERIAL (see para 2-5, DA PAM 25-33)		
7b. JUSTIFICATION FOR BLANK FORMS (Use a separate sheet of paper if more space is needed.)		
8. UNIT DESCRIPTION DATA (FAILURE TO COMPLETE THIS BLOCK WILL RESULT IN YOUR REQUEST BEING RETURNED.)		
a. Component (Contractors must complete Block 8a and/or 8f.) <input type="checkbox"/> Active Army <input type="checkbox"/> Army Reserve <input type="checkbox"/> National Guard <input type="checkbox"/> Air Force <input type="checkbox"/> Marine Corps <input type="checkbox"/> Navy <input type="checkbox"/> DOD Activity <input type="checkbox"/> Contractor <input type="checkbox"/> Other		
b. TOE Number or TDA Number (Army Only)	e. Commercial and Government Entity (CAGE) Code (Contractors)	
c. Unit Identification Code (UIC) (Army Users)	f. Contract Number (if applicable)	
d. Military Assistance Program Address Code (FMS Users)	g. DOD Activity Address Code (Non-Army Users) or Navy UIC	
9. PUBLICATIONS OFFICER FOR THIS ORGANIZATION WILL BE:		
a. Typed Name, Grade and Title	b. Signature	c. Telephone Number (DSN and Commercial)
SECTION II - ACCOUNT CLASSIFICATION LEVEL		
10. REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET		
11. THIS ORGANIZATION HAS ADEQUATE EQUIPMENT AND PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD MATERIAL ACCORDING TO THE CLASSIFICATION REQUESTED FOR THIS ACCOUNT. IF CLASSIFIED SERVICE IS APPROVED, THE SECURITY OFFICER WILL BE:		
a. Typed Name, Grade and Title	b. Signature	c. Telephone Number (DSN and Commercial)
SECTION III - CHANGE OF ADDRESS		
12a. OLD ADDRESS (Include 9-digit Zip Code)	b. NEW ADDRESS (Include 9-digit Zip Code)	
Effective Date:		
SECTION IV - AUTHENTICATING OFFICIALS		
13a. Typed Name, Grade and Title of Commander	b. Signature	c. Telephone Number (DSN and Commercial)
14a. Typed Name, Grade and Title of PCO/PSM	b. Signature	c. Telephone Number (DSN and Commercial)

DA FORM 12-R, APR 96

PREVIOUS EDITIONS ARE OBSOLETE

USAPA V2.01

FAX or E-Mail
COMPLETED FORM TO:
DOL-W, MDD
ACCOUNT PROCESSING
314-592-0920 (DSN 693-9620)

usarmy.stlouis.106-sig-bde.mbx.dolwmddcustsrv@mail.mil

Establishing A New Account

FormFlow Filler - [DA Form 12-R, Apr 96]

File Edit View Insert Format Tools Data Locate Window Help

**Complete ALL blocks appropriate
for your unit/agency and type of account**

REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT

For use of this form, see DA PAM 25-33; the proponent agency is ODISC4

1. ACCOUNT NUMBER

LEAVE BLANK

2. DATE

CURRENT DATE

3. TYPE OF SUBMISSION

a. ☒ INITIAL b. ☐ CHANGE c. ☐ CLOSE

4. FROM (Include nine-digit ZIP Code)

Complete mailing address,
street, building #, room #,
up to 24 characters (abbreviate)
no personal names or P.O. Boxes.

5. THRU (Include nine-digit ZIP Code)

Adhere to local routing &
approval authority (PAM 25-33),
para 2-6 thru 2-9. Installation
PCO, PSM or DOIM

6. TO

DOL-W, MDD
Account Processing

SECTION I - GENERAL

7a. REQUEST AN ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE:

☒ PUBLICATIONS ☒ BLANK FORMS ☐ TEST MATERIAL (see para 2-5, DA PAM 25-33)

7b. JUSTIFICATION FOR BLANK FORMS (Use a separate sheet of paper if more space is needed.)

No additional justification required for unclassified, Active Army or Army Reserve accounts
EXCEPT those serviced by the Centralized Forms Stockroom in Europe. Others adhere to any
locally established routing and approval authority policy. **ALL – enter e-mail address here.**

8. UNIT DESCRIPTION DATA (FAILURE TO COMPLETE THIS BLOCK WILL RESULT IN YOUR REQUEST BEING RETURNED.)

a. Component (Contractors must complete Block 8e and/or 8f.)

☒ Active Army ☐ Army Reserve ☐ National Guard ☐ Air Force
☐ Marine Corps ☐ Navy ☐ DOD Activity ☐ Contractor ☐ Other

Establishing A New Account, continued

FormFlow Filler - [DA Form 12-R, Apr 96]		
File Edit View Insert Format Tools Data Locate Window Help		
b. TOE Number or TDA Number <i>(Army Only)</i> Enter TOE or TDA Number	e. Commercial and Government Entity (CAGE) Code <i>(Contractors)</i>	
c. Unit Identification Code <i>(UIC) (Army Users)</i> Enter UIC number (supply or personnel office)	f. Contract Number <i>(if applicable)</i>	
d. Military Assistance Program Address Code <i>(FMS Users)</i>	g. <u>DOD Activity Address Code <i>(Non-Army Users)</i> or Navy UIC</u>	
9. PUBLICATIONS OFFICER FOR THIS ORGANIZATION WILL BE:		
a. Typed Name, Grade and Title Person responsible for the management of the account	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i>
SECTION II - ACCOUNT CLASSIFICATION		
10. REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT		
<input checked="" type="checkbox"/> UNCLASSIFIED <input checked="" type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET		
11. THIS ORGANIZATION HAS ADEQUATE EQUIPMENT AND PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD MATERIAL ACCORDING TO THE CLASSIFICATION REQUESTED FOR THIS ACCOUNT. IF CLASSIFIED SERVICE IS APPROVED, THE SECURITY OFFICER WILL BE:		
a. Typed Name, Grade and Title	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i>
SECTION III - CHANGE OF ADDRESS		
12a. OLD ADDRESS <i>(Include 9-digit Zip Code)</i>	b. NEW ADDRESS <i>(Include 9-digit Zip Code)</i>	
Effective Date:		
SECTION IV - AUTHENTICATING OFFICIALS		
13a. Typed Name, Grade and Title of Commander	b. Signature	c. Telephone Number

Required to order sensitive or accountable forms

Establishing A New Account, continued

FormFlow Filler - [DA Form 12-R, Apr 96]

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Account

SECTION II - ACCOUNT CLASSIFICATION LEVEL

10. REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT:

☐ UNCLASSIFIED ☒ CONFIDENTIAL ☐ SECRET

11. THIS ORGANIZATION HAS ADEQUATE EQUIPMENT AND PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD MATERIAL ACCORDING TO THE CLASSIFICATION REQUESTED FOR THIS ACCOUNT. IF CLASSIFIED SERVICE IS APPROVED, THE SECURITY OFFICER WILL BE:

a. Typed Name, Grade and Title	b. Signature	c. Telephone Number (DSN and Commercial)
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SECTION III - CHANGE OF ADDRESS

12a. OLD ADDRESS (Include 9-digit Zip Code)

b. NEW ADDRESS

Effective Date:

SECTION IV - AUTHENTICATING OFFICIALS

13a. Typed Name, Grade and Title of Commander Unit Commander, Agency head or Command-level Officer must complete and sign	b. Signature	c. Telephone Number (DSN and Commercial)
14a. Typed Name, Grade and Title of PCO/PSM Your PCO, PSM, or DOIM designate must complete and sign - then forward to Block 6	b. Signature	G. Telephone Number (DSN and Commercial)

DA FORM 12-R, APR 96

PREVIOUS

USAPA V2.01

**For Confidential or Secret Accounts
your Security Officer is responsible
for safeguarding classified material**

**Publication Control Officer (PCO),
Publication Stockroom Manager (PSM),
or DOIM Designate**

Requesting Blank Form Authority

- Blank forms authority can be requested at the same time you establish a publications account or you can upgrade to include blank forms at a later date.
- It is not necessary to establish a separate account to obtain blank forms.

Requesting Blank Form Authority

Unclassified Accounts:

- All permanent, unclassified Active Army and Army Reserve accounts **EXCEPT** for those units serviced by the Centralized Forms Stockroom in Europe may request blank form authority with no additional justification (Block 7b).
- Authority procedures for Unclassified accounts other than Active Army and Army Reserve will remain unchanged and all must adhere to their internal unit/agency established policy, (for example NG).

Requesting Blank Form Authority

Classified Accounts:

- Classified accounts must complete all appropriate blocks on DA Form 12-R including Security Officer information in Blocks 11a., b., and c.
- To obtain accountable forms, your authorized classification level must be at least Confidential.

Keep Account Information Current

If any of the following changes occur you should submit an updated **DA Form 12-R**

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

Change In Account Information

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Change of Address

REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT

For use of this form, see DA PAM 25-33; the proponent agency is ODISC4

1. ACCOUNT NUMBER

Your account number

2. DATE

3. TYPE OF SUBMISSION

a. ☐ INITIAL b. ☒ CHANGE c. ☐ CLOSE

4. FROM (Include nine-digit ZIP Code)

5. THRU (Include nine-digit ZIP Code)

6. TO

SECTION I - GENERAL

7a. REQUEST AN ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE:

☐ PUBLICATIONS ☐ BLANK FORMS ☐ TEST MATERIAL (see para 2-5, DA PAM 25-33)

7b. JUSTIFICATION FOR BLANK FORMS (Use a separate sheet of paper if more space is needed.)

8. UNIT DESCRIPTION DATA (FAILURE TO COMPLETE THIS BLOCK WILL RESULT IN YOUR REQUEST BEING RETURNED.)

a. Component (Contractors must complete Block 8e and/or 8f.)

☐ Active Army ☐ Army Reserve ☐ National Guard ☐ Air Force
☐ Marine Corps ☐ Navy ☐ DOD Activity ☐ Contractor ☐ Other

b. TOE Number or TDA Number (Army Only)

e. Commercial and Government Entity (CAGE) Code (Contractors)

c. Unit Identification Code (UIC) (Army Users)

f. Contract Number (if applicable)

Change of Address (continued)

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File Edit View Insert Format Tools Data Locate Window Help		
d. Military Assistance Program Address Code <i>(FMS Users)</i>		g. DOD Activity Address Code <i>(Non-Army Users)</i> or Navy UIC
9. PUBLICATIONS OFFICER FOR THIS ORGANIZATION WILL BE:		
a. Typed Name, Grade and Title Person responsible for the management of the account	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i>
SECTION II - ACCOUNT CLASSIFICATION LEVEL		
10. REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET		
11. THIS ORGANIZATION HAS ADEQUATE EQUIPMENT AND PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD MATERIAL ACCORDING TO THE CLASSIFICATION REQUESTED FOR THIS ACCOUNT. IF CLASSIFIED SERVICE IS APPROVED, THE SECURITY OFFICER WILL BE:		
a. Typed Name, Grade and Title	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i>
SECTION III - CHANGE OF ADDRESS		
12a. OLD ADDRESS <i>(Include 9-digit Zip Code)</i> <u>Enter your old Address</u>		b. NEW ADDRESS <i>(Include 9-digit Zip Code)</i> <u>Enter your new Address</u>
		Effective Date: Enter effective date or mark "immediate"
SECTION IV - AUTHENTICATING OFFICIALS		
13a. Typed Name, Grade and Title of Commander	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i>
14a. Typed Name, Grade and Title of PCQ/PSM	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i>

IMPORTANT!!

Any change in address for both
Confidential and **Secret** level accounts
requires the signature of the
Security Officer (Block 11b)
in addition to the
Publication Control Officer (Block 9b).

Validation Of Accounts

- Review your account information annually
- Any changes you submit will serve as the validation requirement
- The Point & Click Ordering System allows you to validate your account information online each time you LOG ON

Sub Accounts

- Created by the primary account manager in (Block 9a) as an internal management tool
- Sub accounts make it easier for account managers to sort and distribute stock receipts to their customers
- Sub accounts must never make changes to the account address or 12 series (subscription)

Closing An Account

- Submit at least 30 days prior to effective date
- Enter your account number in (Block 1)
- Mark (Block 3c)
- Additional blocks should be completed in accordance with type of account
- PCO (Block 9) signs, routes for additional signatures in accordance with locally established procedures
- Maintain a copy of the completed DA Form 12-R

Address Format

It is important that the following **4 line address format** be used.

FIRST LINE: Name of office or title of position (Ex: Commander)

SECOND LINE: Attention line, organization name, or building number)

THIRD LINE: Street address (NO acronyms or building numbers)

FOURTH LINE: City, State, Zip Code (9 digit)

- UPS cannot deliver to a P.O. Box.
- Presort software does not recognize acronyms or building numbers.
- Address typed in **ALL CAPITAL LETTERS** with no punctuation is preferred.

Summary

To establish an Army publications account.....

Prescribing directive is **PAM 25-33**, User's Guide for Army Publications and Forms.

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

Form is available in various formats from APD web site at <http://www.apd.army.mil>.
Select **SEARCH FORMS** from side bar, type in DA 12-R (search by form number) and GO.

The individual designated the Publications Control Officer (PCO) (Block 9a), should complete all blocks appropriate for their unit/agency and type of account needed.

Obtain required signatures and adhere to routing and approval requirements contained in paragraphs 2-6 through 2-9 of **PAM 25-33** and your locally established procedures.

FAX completed form to Account Processing Team, **314-592-0920**, **DSN 693-9620**.



**If you have any questions
or need help completing the
DA Form 12-R,
please contact a member
of the Account Processing Team**



**DIRECTORATE OF LOGISTICS-WASHINGTON
MEDIA DISTRIBUTION DIVISION
1655 WOODSON ROAD
ST. LOUIS, MO 63114-6128**

ACCOUNT PROCESSING

Office: (314) 592-0900 or DSN 693-9606

FAX: (314) 592-0920 or DSN 693-9620

E-MAIL: [igUfa m'gh`ci \]g"%\\$* !g\]\[IVXY"a VI "Xolwa XXcustsrv@a U\]`.mil](mailto:igUfa m'gh`ci]g)

HOW TO ESTABLISH AND MAINTAIN AN ARMY PUBLICATIONS ACCOUNT

The Account Processing/Customer Service 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/Customer Service Team**

Phone: DSN 693-9606 or commercial (314) 592-0910,

E-mail: usarmy.stlouis.106-sig-bde.mbx.dolwmddcustsrv@mail.mil

The Account Processing/Customer Service Team can also provide 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

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 892-0923 OR COMMERCIAL (314) 592-0923.

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 AE Pubs Customer Service and provide them a copy of DA Form 12-R when submitting changes.

Phone: DSN (314) 379-5824 or commercial (+49) 06302-67-5824

FAX: DSN (314) 379-5828 or commercial (+49) 06302-67-5828

E-Mail: Customer.service.AEPUBS@EUR.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 re-supply 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: 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

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

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

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

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

BLOCKS 9 a, 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 11 a, 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 12 a, b. Submit at least 30 days prior to the effective date of change. (Mark 3 b)

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

BLOCK 14 a, 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 DOL-W for processing. All OCONUS units stationed in Europe or deployed to the Middle East MUST route their DA Form 12-R through the USAREUR Theater Publications Control Officer (PCO) for approval (FAX DSN (314) 496-5828 or commercial (+49) 06302-67-5828) or email customer.service.aepubs@eur.army.mil .

The PCO will then forward the approved DA Form 12-R to DOL-W for processing. For more information or help completing your form contact AEPUBS Customer Service.

E-Mail: customer.service.aepubs@eur.army.mil

Route the completed form thru the addressee in Block 5. They may FAX the completed form to DSN 693-9620 or Commercial (314) 592-0923 or the form can be mailed to address in Block 6. Processing time is 5 working days.

Account Activated: DOL-W, MDD or the approving authority will notify you the account has been established. You can then log on to the APD Home Page at <http://www.apd.army.mil>, select Ordering from left side bar and log in to the Point and Click Ordering System with your new account number and zip code.

Instructions on how to order publications / forms or subscribe to publications are included in the HELP portion of the Point and Click Ordering System. You may also contact Customer Service at 314-592-0910 or DSN 892-0910 or send an e-mail to usarmy.stlouis.106-sig-bde.mbx.dolwmddcustsrv@mail.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 7 a)
- b. Unit description data (Blocks 8 a thru g)
- c. Publication officer (Blocks 9 a thru c)
- d. Classification level (Blocks 10 thru 11c)
- e. Change of address (Block 12 a 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.