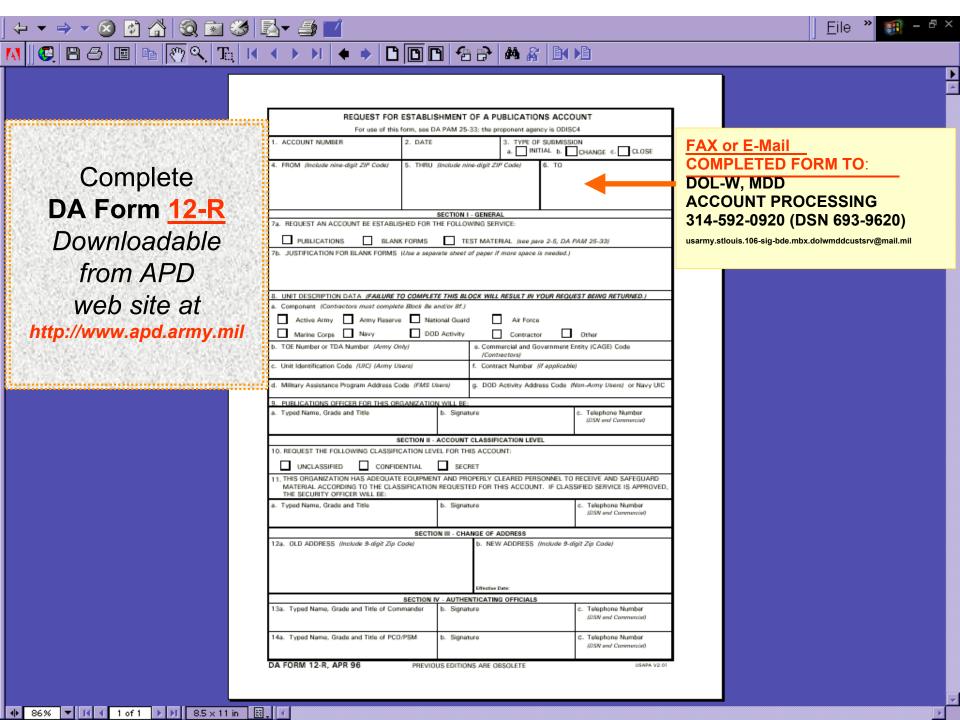
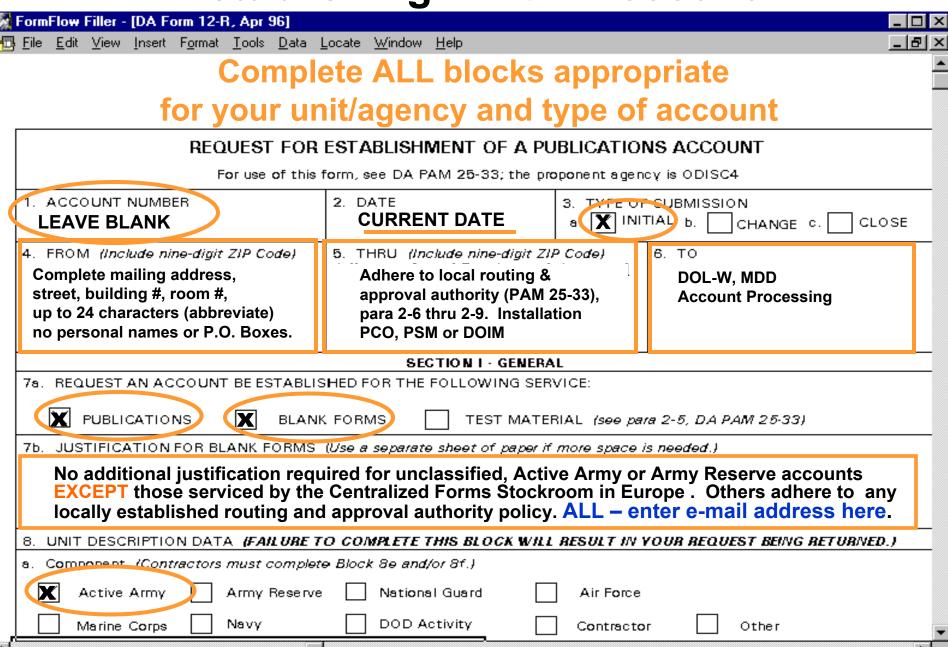
How to Establish and Maintain a Publications Account with APD



Establishing A New Account



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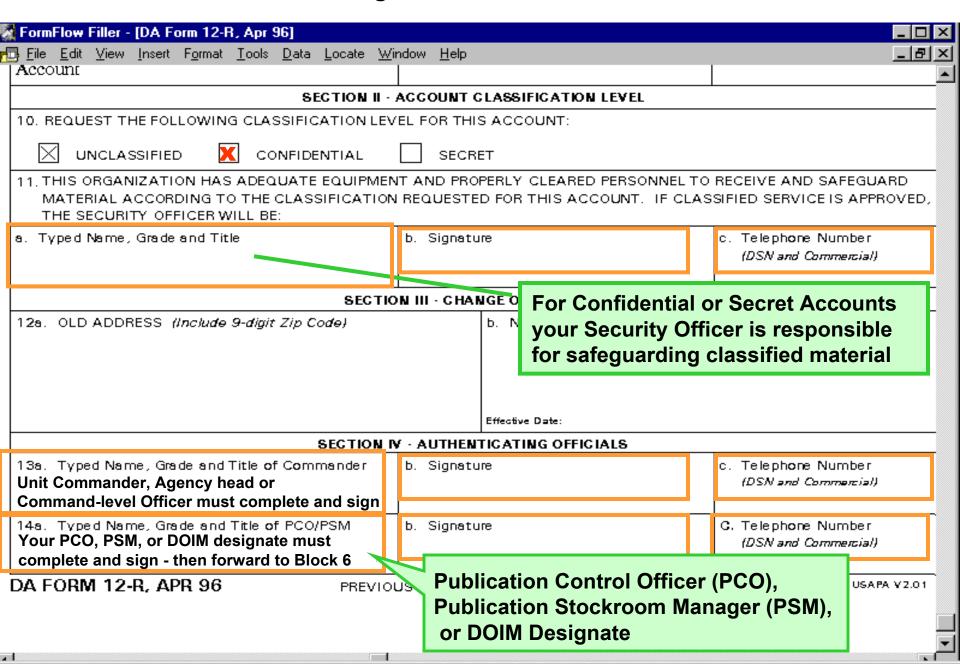
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Establishing A New Account, continued

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b. TOE Number or TDA Number (Army Only) Enter TOE or TDA Number		e. Commercial and Government ((Contractors)	Entity (CAGE) Code
c. Unit Identification Code (UIC) (Army Users) Enter UIC number (supply or personnel o	office)	f. Contract Number (if applicable	o)
d. Military Assistance Program Address Code (FMS Us	ers)	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 Person responsible for the management	b. Signature		c. Telephone Number (DSN and Commercial)
of the account			
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Establishing A New Account, continued



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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 <u>EXCEPT</u> 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 F	FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT
For use of	f this form, see DA PAM 25-33; the proporent agency is ODISC4
r. ACCOUNT NUMBER Your account number	2. DATE 3. TYPE OF SUBMISSION a. INITIAL b. X CHANGE C. CLOSE
4. FROM (Include nine-digit ZIP Code	le) 5. THRU (Include nine-digit ZIP Code) 6. TO
	SECTION I - GENERAL
7a. REQUEST AN ACCOUNT BE ESTA	TABLISHED FOR THE FOLLOWING SERVICE:
☐ PUBLICATIONS ☐ BI	BLANK FORMS TEST MATERIAL (see para 2-5, DA PAM 25-33)
76. JUSTIFICATION FOR BLANK FOR	RMS (Use a separate sheet of paper if more space is needed.)
8. UNIT DESCRIPTION DATA (FAILU	URE TO COMPLETE THIS BLOCK WILL RESULT IN YOUR REQUEST BEING RETURNED.)
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Change of Address (continued)

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Person responsible for the managemen of the account	it			(DSN and Commercial)	
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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 631146128

ACCOUNT PROCESSING

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

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

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