

INSTRUCTIONS FOR THE DA FORM 12

REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT

Instructions for completing the DA Form 12, request for a publications account.

REFERENCES

DA PAM 25-38, Army Printing and Distribution Procedures dated 14 June 2021

AR 25-38, Army Printing and Distribution Program Effective 14 July 2021

To receive publications and/or blank forms from Media Distribution Division (MDD), you must have a valid publications account. If you are opening a new account or updating your current account you will need to prepare and submit a DA Form 12 (Request for Establishment of a Publications Account) through the appropriate Publications Control Officer (PCO) to MDD. The DA Form 12 is available on the Ordering Portal (<https://www.orderportal.army.mil/>) see the Help tab for more information. Digital signatures are required for validation. If the submission request does not meet the following guidelines the DA Form 12 may be denied. Please reference DA PAM 25-38 Chapter 5.

FILLING OUT THE DA FORM 12

Please ensure all information provided on DA Form 12 is up to date and accurate. This will ensure the timely distribution of resupply and subscription publications to your activity.

BLOCK 1 - ACCOUNT NUMBER: Your account number goes here. Leave this blank if you do not have an account number and MDD will assign an account number to you.

BLOCK 2- DATE: Enter the date you are preparing the form

BLOCK 3 - TYPE OF SUBMISSION: Select the appropriate box.

BLOCK 4- FROM: Enter your organizational mailing address. Addresses must conform to the following postal standards:

- a. Address cannot exceed four lines excluding Organization Name.
- b. Each line must not exceed 35 characters, including spaces.
- c. Provide the full name of your organization.
- d. Only authorized abbreviations should be used (if you do not know whether an abbreviation is authorized, do not abbreviate)
- e. No office symbols; No individual names.
- f. 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.)
- g. Provide your Zip code and plus 4. Verify at <https://tools.usps.com/zip-code-lookup.htm> zip code validation.

h. Address format example:

Media Distribution Division
1655 Woodson Rd.
Bldg 1 Rm1 Ste A
Attn: Customer Service 314-592-0910
St. Louis, MO 63114-6128

BLOCK 5 – THRU: Adhere to the routing and approval requirements in DA PAM 25-38 and/or your installation/agency procedures. For example, units on an Army installation must route DA Form 12 through the Installation Publications Control Officer, National Guard units must submit to State TAG office and copy furnish ARNG Bureau, USAR units must submit to their 2-Star Command Level. If you are not sure of your agency/unit requirements, contact MDD Customer Service for assistance. Army units stationed in Europe and the Middle East send their completed DA Forms 12 to usarmy.rheinland-pfalz.id-europe.mbx.kmc-prcoe-stock-orders@army.mil or <https://www.aepubs.eur.army.mil/About-Us/Contact-Us/> on the web.

BLOCK 6 – TO: Put the MDD address in this block

Media Distribution Division
1655 Woodson Road
ATTN: Customer Service
St. Louis, MO 63114-6128

BLOCK 7 a – Select the appropriate block for the type of service you need - Publications or Blank Forms. See DA PAM 25-38 for information on who is authorized a Blank Forms account.

❖ *NOTE: At this time only one field can be selected. If you select and are approved for a Blank Forms account, a publications account is included. It is not necessary to submit a separate request for a publications and blank forms account.*

BLOCK 7 b – JUSTIFICATION: When submitting for Blank Forms, provide a detailed justification here. We also ask that you use Block 7b to provide your official e-mail address and to designate any alternate Publications Officers for your account. If an alternate is designated, provide their complete name, rank, email address and telephone number.

BLOCK 8 a – UNIT DATA: Select the block that applies to your organization. Only Active Army, Army Reserve and National Guard units will be assigned a permanent account number. Other agencies should contact their Inter-service Publications Officer or in the case of Contractors, their US Army Contracting officer.

BLOCK 8 b – TOE/TDA: Enter your Army 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 8 c – UIC: 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.

BLOCKS 9 a, b, c – PUBLICATIONS OFFICER: Name, grade, title and telephone number of the person assigned or appointed as publications officer for your unit. The Publications Officer is responsible for maintaining this account. Digital signature is required. Email address of Publications Officer should be entered above in block 7b. Update Account Annually.

BLOCK 10 – CLASSIFICATION: Select the classification level required for your account.

Note: You must be able to provide justification for a classified account and for the classification level requested. If you do not have a valid need for classified material, select unclassified. Classified accounts must be validated by your Security Officer. This includes accounts for Sensitive and Accountable Forms.

BLOCK 11 a, b, c – SECURITY VALIDATION: If you selected “Confidential” or “Secret” in block 10, the DA Form 12 must be routed through your local security officer for validation that you have the appropriate security clearance and your organization has the required equipment to safeguard classified material. Digital signature is required.

BLOCK 12 a, b – CHANGE OF ADDRESS: Required for address changes. Submit a DA Form 12 with CHANGE selected (3b) at least 30 days prior to the effective date of the address change. Use the same guidance in Block 4 when submitting you new address. Indicate effective date for address change.

BLOCK 13 a, b, c – AUTHENTICATION: Name, grade, title and telephone number of requesting Unit’s Commander. Digital Signature is required. This shall be the highest appointed official at the requesting organization.

BLOCK 14 a, b, c - AUTHENTICATION: The Name, grade, title and telephone number of the Publications Control Officer (PCO) at your installation or agency. Signature for NG units will be their State TAG office; signature for USAR units must submit to their 2-Star Command Level. Digital Signature is required. (Refer to instructions in Block 5). The PCO will forward the completed/signed DA Form 12 to MDD Customer Service.

❖ *Make sure you keep a copy of the completed DA Form 12 on file as part of your unit’s records. See DA PAM 25-38 (Chapter 5) for information on managing and maintaining your account as well as establishing Subscriptions and Ordering.*

STILL HAVE QUESTIONS? Contact the Media Distribution Division Customer Service team at usarmy.stlouis-mo.106-sig-bde.mbx.apdcustsrv@army.mil or Commercial 314-592-0910, DSN 693-9606