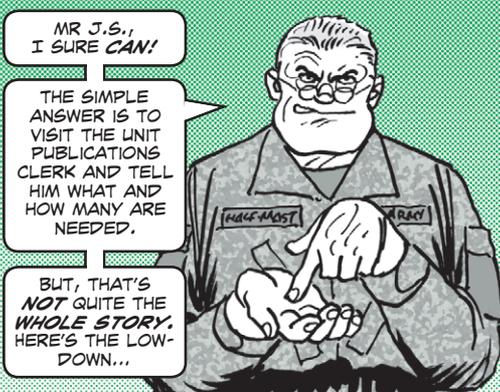


How to Order Publications



Dear Half-Mast:
We get requests for tech manuals all the time. It seems that soldiers don't know where or how to get them. PS Magazine has written about how units can find out what publications they need. Could you do an article that tells soldiers *how* to order their TMs?

J.S.
TACOM-RI



Individual Efforts

You won't help your cause by just telling your pubs clerk to order the HMMWV-10 TMs. Provide them the pub's full number and title, and the date of publication. Tell the pubs clerk why you need the number of copies you're requesting. They'll have to justify it with the unit pubs officer.

Know whether you're asking for a printed tech manual, an electronic manual (EM) compact disc, an interactive electronic tech manual CD (IETM), or a publication such as PS Magazine.

Getting Pubs at Your Home Base

If your home base is in CONUS or PACOM, you'll use the normal method of ordering pubs from the Army Publishing Directorate (APD) using the -12-series ordering form.

First, your pubs clerk and officer have to be appointed, in writing, by the commander. Then the pubs clerk has to set up an account with APD.

The APD has an 18-page PowerPoint tutorial for pubs clerks to establish and maintain unit accounts:

<http://www.apd.army.mil/>

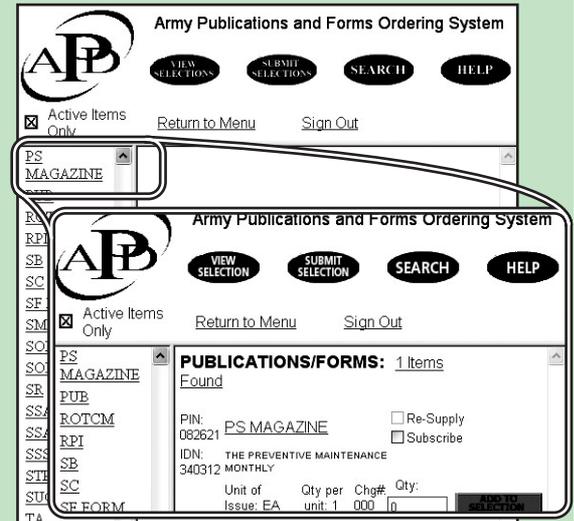
On the APD homepage use the "Orders/Subscriptions/Reports" tab to locate "Establish an Account" and read the TUTORIAL.

Finding PS Magazine on the APD pubs listing used to be confusing. You had to know we were listed as TB 43-PS-xxx.

This year APD added PS Magazine to the alphabetical listing in the left-hand column on the APD ON-LINE ORDERING web page. You can scroll down to and click on PS Magazine. Click on SUBSCRIBE, enter the quantity needed, and click on ADD TO SELECTION.

To order a tech manual, you scroll down to the same left-hand column to TMs, click on it, then scroll down the main column to the TM you need.

DA Form 12-R, the request for pubs account, can be downloaded from the APD website:
<http://www.apd.army.mil>



Getting Pubs in Europe and SWA

If you're stationed in Europe, you'll use the Army in Europe Publishing System (AEPUBS) to order your pubs.

If your CONUS/PACOM unit is deployed to SWA your rear detachment can maintain your APD account, but your deployed force must establish a V-account through AEPUBS to get any -12-series publications.

Units deploying from Europe to SWA will also open a V-account. Their normal pubs account remains open for use by the rear detachment.

To establish a deployed V-account visit the AEPUBS website:

<https://aepubs.army.mil>

Click on "Frequently Asked Questions" and go to the third question: "How Do I Establish a Deployed Publications Account?"

Address  https://aepubs.army.mil/ae/public/aepubs_main.asp



Frequently Asked Questions (FAQ) Reference Page

TOP 4 QUESTIONS:

- 1. How Do I Establish a New Publications Account?***
- 2. How Do I Submit Changes to Existing Account?***
- 3. How Do I Establish a Deployed Publications Account?***
- 4. What are Personal Subscription Notifications?***

[Opening Page](#)
[Login](#)
[Forms](#)
[Publications](#)

AEPUBS customer service telephone numbers are: DSN 314-384-6881/6882/6883/6884. Their fax number is DSN 314-370-6568, or commercial 0149-6221-57-6568. Or, use their email address:

customer.service@usapdce.aepubs.army.mil

DON'T GO WITHOUT THE PUBS THAT SUPPORT YOUR MAINTENANCE ACTIVITIES. TECH PUBS ARE COMBAT MULTIPLIERS THAT KEEP EQUIPMENT IN THE HANDS OF WARFIGHTERS.



APD Rear Detachment Accounts

When units with APD -12-series accounts deploy to SWA the deployment is not handled as the change of address we described in PS 591, Page 59:

https://www.logsa.army.mil/pub/psissues/ps_591.pdf

Instead, rear detachments can keep the normal account open at normal or reduced distribution levels.

PS END