

# New DA Form 12 Required



YOU'LL NEED TO COMPLETE AND SUBMIT A DA FORM 12, REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT (MAR 15), WHEN OPENING A PUBS ACCOUNT OR MAKING CHANGES TO AN EXISTING ONE.

**THE NEW VERSION OF THE FORM REQUIRES DIGITAL SIGNATURES.**

**PRIOR VERSIONS ARE OBSOLETE AND NO LONGER ACCEPTED.**

REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT		
For use of this form, see DA PAM 25-40, the proponent agency is OASAA.		
1. ACCOUNT NUMBER	2. DATE	3. TYPE OF SUBMISSION <input type="checkbox"/> INITIAL <input type="checkbox"/> CHANGE <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		
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 in order B2) <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 TOA Number/Army Unit <input type="checkbox"/> Contractual and Government Entity (CAGE) Code (Contractor)		
9. Unit Identification Code (UIC) (Army Users) <input type="checkbox"/> Contract Number (if applicable)		
10. Military Assistance Program Address Code (PAM Users)		11. DOD Activity Address Code (Non-Army Users) or Navy UIC
12. PUBLICATIONS OFFICER FOR THIS ORGANIZATION WILL BE: a. Typed Name, Grade and Title b. Signature c. Telephone Number (DDM and Commercial)		
SECTION II - ACCOUNT CLASSIFICATION LEVEL		
REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET		
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 (DDM and Commercial)		
SECTION III - CHANGE OF ADDRESS		
13a. OLD ADDRESS (include 9-digit ZIP Code)		13b. NEW ADDRESS (include 9-digit ZIP Code)
Effective Date:		
SECTION IV - AUTHENTICATING OFFICIALS		
14. Typed Name, Grade and Title of Commander a. Signature b. Telephone Number (DDM and Commercial)		15. Typed Name, Grade and Title of POC/PSM a. Signature b. Telephone Number (DDM and Commercial)

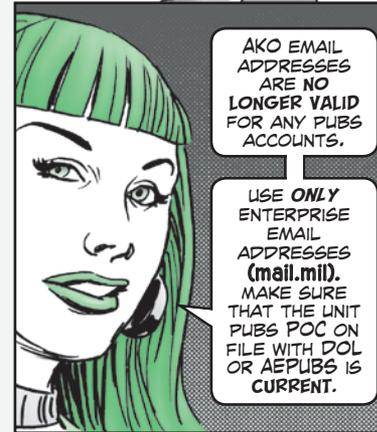
DA FORM 12, MAR 2014 PREVIOUS EDITIONS ARE OBSOLETE. APR 02 2014

THIS CHANGE ALSO APPLIES TO PUB ORDERS AND SUBSCRIPTIONS FOR THE ARMY IN EUROPE PUBLISHING & LIBRARY SYSTEM (AEPUBS), WHICH COVERS UNITS THAT ARE STATIONED IN EUROPE AND THE MIDDLE EAST OR SUPPORTED BY THE ARMY IN EUROPE DURING DEPLOYMENT, AS WELL AS THE DIRECTORATE OF LOGISTICS (DOL), WHICH COVERS ALL OTHER CONUS/OCONUS UNITS.

**AN OFFICIAL DA FORM 12 IS NEEDED WHENEVER YOU CHANGE PUBS ACCOUNT INFO.**

JUST CHANGING INFO ON THE DOL'S POINT AND CLICK WEBSITE OR ON THE AEPUBS WEBSITE WILL **NOT** UPDATE YOUR PUBS ACCOUNT.

IF YOUR UNIT'S ADDRESS HAS CHANGED, FOR EXAMPLE, YOU'LL NEED TO MARK THE 3B "CHANGE" BOX ON DA FORM 12 AND FILL OUT SECTION III.



**Publication Accounts in Europe or the Middle East**  
FOLLOW THE INSTRUCTIONS AT:  
<https://aepubs.army.mil/ae/public/accounts-new.aspx>  
EMAIL THE COMPLETED DA FORM 12 TO AEPUBS AT:  
[usarmy.sembach.incom-europe-mbx.aepubs@mail.mil](mailto:usarmy.sembach.incom-europe-mbx.aepubs@mail.mil)  
FOR HELP, EMAIL AEPUBS CUSTOMER SERVICE AT THE ADDRESS ABOVE.

**All Other Publication Accounts**  
VISIT DOL'S POINT AND CLICK WEBSITE (CAC REQUIRED) AT:  
<https://dol.hqda.pentagon.mil/ptclick/index.aspx>  
TO START OR EDIT A PUBS ACCOUNT, DOWNLOAD THE NEW DA FORM 12:  
<https://ptclick.hqda.pentagon.mil/DA%20Form%202012.pdf>  
EMAIL THE COMPLETED FORM TO DOL:  
[usarmy.stlouis.106-sig-bde.mbx.dolwmdcustsrv@mail.mil](mailto:usarmy.stlouis.106-sig-bde.mbx.dolwmdcustsrv@mail.mil)  
IF YOU NEED HELP, CONTACT DOL CUSTOMER SERVICE AT DSN 693-9606, (314) 592-0910 OR EMAIL THEM AT THE ADDRESS ABOVE.



FOR DETAILED INSTRUCTIONS, CHECK OUT DA PAM 25-40, ARMY PUBLISHING PROGRAM PROCEDURES (JUN 15) AT:  
[http://www.apd.army.mil/pdf/files/p25\\_40.pdf](http://www.apd.army.mil/pdf/files/p25_40.pdf)