

## DA Form 12 Instructions

### Block:

1. Account Number. Enter your school's publication account number.
2. Date. Enter today's date.
3. Type of Submission. Select "Initial" if this is the first time requesting a publication account for the school. Select "Change" if the school has a publication account but information on the account needs to be changed. Select "Close" if the school is closed and the publication account needs to be closed.
4. From. Enter the school's name and mailing address using the following format:
  - School Name
  - ATTN: JROTC
  - Mailing Address (use no more than four lines)
- 7b. Justification for Blank Forms. Enter the email address of the POC for the school's publications account. List the names and email addresses of any other JROTC instructors who may request publications as an alternate publications officer.
- 8c. Unit Identification Code (UIC). Enter the school's UIC.
- 9a – 9c. Enter the Name, Grade, and Title of the person who will manage the account for the school. Sign and enter telephone number.
- 12a – 12b. Enter old address and new address if the school's address has changed. If the address has not changed, leave blank.
- 13a – 13c. . Enter Name, Grade, Title, and telephone number of the POC at your Brigade. Forward the completed form to your Brigade POC for their signature. Brigade POC will forward form to USACC/G-6. USACC/G-6 will process the form to establish/update your publication account.