

PUBLICATIONS ACCOUNT CERTIFICATION PROGRAM

(DA PAM 25-30. THE PROPONENT ORGANIZATION IS DHR.)

1. PUBLICATIONS ACCOUNT NUMBER:	2. UNIT/ACTIVITY:
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	YES	NO
3. Are appointment orders for unit publications control officer, primary publications clerk and alternate publication clerk(s) on file?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is DA Form 12-R on file and current?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is DA Form 12-R signed by the current unit commander and publications control officer?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have publications clerks and supervisors attended an installation-level publications training class?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is a copy of your current 12-series on file?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has your 12-series been reviewed and updated within the past 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is your 12-series being submitted to add, delete, increase, or decrease publications requirements?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is a unit publications SOP on file?	<input type="checkbox"/>	<input type="checkbox"/>
11. Has the unit established subaccounts for companies, branches, etc?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the unit have a current version of CSS software on hand to order publications from the US Army Publications Distribution Center or have access to the APD homepage?	<input type="checkbox"/>	<input type="checkbox"/>
13. Does the publications clerk(s) have access to computers to submit requisitions in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>
14. Does the unit maintain a file copy of requisitions submitted for publications and blank forms?	<input type="checkbox"/>	<input type="checkbox"/>
15. Does the unit have a system in place to receive, track, and determine correct distribution and delivery of incoming publications and blank forms?	<input type="checkbox"/>	<input type="checkbox"/>
16. Does the unit have a 30-day supply of blank forms on-hand?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are accountable and sensitive forms stored as prescribed for CONFIDENTIAL material? (AR 380-5)	<input type="checkbox"/>	<input type="checkbox"/>
18. Are accountable and sensitive forms controlled through use of DA Form 410? (AR 25-30)	<input type="checkbox"/>	<input type="checkbox"/>
19. Are required reference publications on hand throughout the unit and are references current?	<input type="checkbox"/>	<input type="checkbox"/>
20. Are publications and blank forms indexes on file and current? (DA Pam 25-30, Fort Hood Pam 25-30)	<input type="checkbox"/>	<input type="checkbox"/>
21. Has the unit met all requirements for certifications?	<input type="checkbox"/>	<input type="checkbox"/>

22. REMARKS:

23. UNIT CERTIFIED BY:

24a. TYPED OR PRINTED NAME (UNIT CDR/DIRECTOR)		24b. DATE SIGNED (YYYYMMDD)
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