

Joint Base Andrews Library

Office Accounts

1. Reference DAFI 34-101 17.21
2. AFSVC purchases mission essential information resources for organizations throughout the year with central appropriated funds designated for office purchases. These materials can include books, subscriptions, and databases.
3. The library director determines if requested materials can be authorized or approved for your office.
4. The base library is the sole focal point for tracking mission essential purchases for offices and is required to enter the expenditures in the library's annual report.



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Office Accounts Mission Essential

AFI 34-101 17.21 defines mission essential as “publications and services that directly bear on the functions, initiatives, and operations of Air Force Agencies and that personnel must have on hand carry out the mission effectively.”

This means we only buy materials which an office must have on hand to be able to their jobs.



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Office Accounts What You Need to Do

1. **Submit mission essential request to 316fss.fsdlib.library@us.af.mil**
2. **Provide complete information for material and justification**
3. **Provide contact information for the material**
4. **Designate an Office Reference Collection Custodian**



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Office Accounts Request Justification

1. Title, author, ISBN, cost, number of copies, point of contact
2. Material format (i.e., book, download, etc.)
3. Has requester used it at a prior base
4. How many individuals will have access to the material
5. If this is an annual requirement, has the library provided this material in the past
6. If a subscription, how long will the back issues be kept
7. If the material is an electronic document or a subscription requiring an individual's email or such, a privacy act form must be filled out for each person



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Requesting Office Responsibilities

POC Letter

1. **Appoint Office Reference Collection Custodian and alternate custodian for Point of Contact**
2. **Update the letter annually**

Subscriptions

1. **Annually verify prior to renewing the title(s)**
2. **Verify that issues of their subscriptions are being received**
3. **If issues have not been received or are missing, contact the library POC**



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Requesting Office Responsibilities

Management & Inventory of Collection

1. The Library POC will contact the custodian when the requested material is available
2. The custodian will sign for new materials after they have been processed by the Library POC
3. Conduct an annual inventory of the material on the account
4. The inventory form will be verified, signed by the Office Reference Collection Custodian, and returned to the library
5. An inventory can also be requested when the Office Reference Collection Custodian is being changed



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Waiver

If your office has a need for essential material and has the funds to pay for the purchase, send a waiver request to 316fss.fsd.library@us.af.mil.

Include in the request items 1 and 4 listed on page/slide 4. If the request is approved, we will provide you with a waiver letter for your GPC surveillance.

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