

Joint Base Andrews Library

Office Accounts

- 1. Air Force Libraries purchase mission essential information resources for organizations throughout the year with central appropriated funds (Central APFs) designated for office purchases (CAPOs). These materials can include books, subscriptions, and CD-ROM databases.**
- 2. The library director determines if requested materials can be authorized/approved for your office.**
- 3. IAW AFI 34-101 16.24: The base library is the sole focal point for tracking mission for offices. This information is required for the Library's Annual Report (LARP).**



Joint Base Andrews Library

Office Accounts Mission Essential

AFI 34-101, para 16.21, 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 that we only buy materials which an office must have on hand to be able to their jobs.



Joint Base Andrews Library

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 Justifications

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



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Office Accounts

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. Annually conduct an inventory of the material on the account IAW AFI 34-101 para 16.20
4. The inventory form will be verified, signed by the Office Reference Collection Custodian, and returned to the library
5. An inventory can be requested when the Office Reference Collection Custodian is being changed



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Waiver

- 1. Your office has a need for essential material**
- 2. Your office/unit has the funds to pay for the purchase**
- 3. You can request a waiver**
 - A. Send request to 316fss.fsdl.library@us.af.mil**
 - B. Include everything listed on page/slide 4**
- 4. If the request is approved, we will provide you with a waiver letter for your GPC surveillance**

