

DEPARTMENT OF THE AIR FORCE
MOODY ILC LIBRARY
23 FSS/FSDL
MOODY AFB, GA

MEMORANDUM FOR 23 FSS/FSDL (Base Library)

FROM: (Complete Organizational Mailing Address)

SUBJECT: Appointment of Office Collection Custodians

1. Effective (date), the following individuals are appointed as office collection custodians for Library materials checked out &/or purchased for the use of this organization. ***List on an attached sheet any additional offices coordinated by these Custodians.***

	Primary	Alternate
Rank/Grade & Name		
Org/Office Symbol		
Street Address		
Bldg/Room		
Base & Zip Code		
Phone #		
Fax #		
E-Mail Address		
Signature		
Date		
Branch Chief		
Branch Chief DSN		

2. The above Custodians are accountable for all Library materials (books, subscriptions, CD-ROMs, etc.) on their accounts and are not relieved of their responsibility and remain accountable for those materials until a new custodian is formally appointed, an inventory is conducted, the completed inventory is signed, and the documentation is accepted by the Library's Office Collection staff. The Custodian will complete these accountability transfer procedures at least 30 days before they are relieved of accountability due to separation, PCS, PCA, TDY (more than 45 days), or when change is deemed necessary by the organizational commander.

(Organization Commander's Signature/Block)

cc: Each Appointee