
MOODY LIBRARY

OFFICE COLLECTION

TRAINING GUIDE

TRAINING GUIDE OUTLINE

- This training guide will outline the following:
- PURPOSE
- BUDGET GUIDANCE AND PROCEDURES
- MISSION ESSENTIAL, DEFINED
- REQUESTING MATERIALS
- REQUESTING IMPAC APPROVAL
- JUSTIFICATION EXAMPLES
- OFFICE ACCOUNT CUSTODIAN RESPONSIBILITIES
- EXCLUSIONS
- MISSION SUPPORT DATABASES
- LIBRARY CONTACT & ASSISTANCE

PURPOSE

- Office Collections are funded by AFSVA/SVPAL.
(Air Forces Services Agency Libraries Branch).
- The Library is responsible for purchasing mission essential materials for units on or affiliated with the base. The library director determines if requested materials can be authorized/approved for your office.
- IAW AFI 34-270 4.8.1 The base library is the sole focal point for tracking mission essential publications for offices. This data is required for RCS: HAF-SVA (A) 7140 (LARP).
- Jess Echord is the POC and may be reached at 257-2414 or jess.echord.1@us.af.mil

AFI 65-601, Vol. 1

Budget Guidance and Procedures

- **4.38. Buying Books, Periodicals, Newspapers and Pamphlets:**
- **4.38.1. Mission Essential.** Air Force libraries procure all mission essential commercial books, periodicals, newspapers, and pamphlets for Air Force organizations with appropriated funds (APF) centrally managed by HQ AFSVA/SVPAL. AFI 34-270, *Air Force Library and Information Systems*, designates those specific organizations and types of publications which are exempt from centrally funded procurement through the library.
- AFI 34-270 authorizes libraries to use local appropriated funds for specific categories of publications and services.
- HQ AFSVA/SVPAL does not centrally fund and procure essential books and subscriptions for: Air Force Reserve; Air National Guard; Surgeon General; Judge Advocate General; the Air University (including AFIT); United States Air Force Academy; or tenant units or agencies funded with non-Air Force appropriations.

MISSION ESSENTIAL, DEFINED

(AFI34-270 ACC 1 25 OCT 2006)

- **4.3. *Defining Mission Essential Resources.*** The Air Force defines mission essential informational resources as publications and services that directly bear on the functions, initiatives, and operations of Air Force agencies and that personnel must have on hand to carry out the installation mission effectively.
- **4.4. *Certification of Mission Essentiality.*** The librarian certifies mission essential purchases for the library.
 - **4.4.1. Functional commanders, division chiefs, or civilian equivalents certify mission essential requirements for their organizations.**

REQUESTING MATERIALS

- Materials are purchased between January 1st and June 1st of each year, depending upon central funds availability.
- Purchase requests for offices are on a first come first served basis.
- The Library is unable to purchase materials from August to December.

REQUESTING MATERIALS CONT'D

Materials are requested through the use of the **LIBRARY PUBLICATION REQUEST FORM** which can be found on the AF Portal under the Functional Area **ACC/AFSOC Library Program Research Center**

- Subscriptions will be delivered to the address entered in the “For Delivery To:” box on the form.
 - Purchase justification must include certification of mission essentiality and why the item cannot be housed in the Library.
 - Books and media are Moody Library property which are placed on loan to the office for an indefinite period and subject to annual inventory.
-

REQUESTING MATERIALS CONT'D

- Each year offices will review their annual subscription requirements to determine deletions or additions. Library Publication Forms are used for all purchase requests.
- As long as funds are available, the Library Director will not eliminate office subscriptions and will not eliminate subscriptions without notice to the office.

REQUESTING IMPAC/GPC APPROVAL

- Library Publications Request form must be filled out completely.
- Justification must describe how the purchase meets the mission essential criteria IAW AFI 34-270 4.3.
- All purchased items must be stamped:
Property of US Air Force.
- Total cost of items purchased on an Office IMPAC/GPC card are deducted from the office budget, not the Base Library's CAPF.
- Library reports IMPAC/GPC costs to Air Force in library annual report.

JUSTIFICATION EXAMPLES:

Your justification should address:

How it is relevant to the office mission, how many personnel will use it, impact if not received?

Multiple copies are only allowed with specific justifications such as physically separated locations.

SAMPLES:

GOOD

Publication is relevant because of continual education on establishing, maintaining safe, effective and environmentally sound integrated pest management programs to prevent or control pests and disease vectors that

JUSTIFICATION SAMPLES Cont'd

may adversely impact readiness or military operations by affecting the health of personnel or damaging structures, material or property. 5 personnel in the Pest Management Shop gain from this subscription. If not received, personnel will be delayed in learning about new laws pertaining to pest control standards set by the EPA, State, County & City levels. Publication educates on current trends, technology and equipment available and used as reference tool in support of airmen.

BAD

Mission essential for pest control shop.

Because I need it.

To update our materials.

OFFICE ACCOUNT CUSTODIAN RESPONSIBILITIES

- **Offices requesting purchases or already housing Library materials must appoint an Office Account Custodian. A current appointment letter must be on file with Moody Library (updated annually).**
- **The primary responsibility of the Library is funding and approving the materials requested. Library staff members do not deliver subscriptions.**
- **The office account custodian will ensure the organization is receiving all materials that have been purchased by the Library; whether subscriptions or books. The office account custodian is responsible for contacting the Library if subscriptions are not received.**

OFFICE ACCOUNT CUSTODIAN RESPONSIBILITIES

- **If an organization has missed an issue for a subscription, the custodian needs to call the Library @ 257-2414 . Please have the periodical title and the date of the missing issue.**
- **Keep an inventory of items purchased by the Library, and return the material to the Library when it is no longer required by an organization, excluding periodicals. An inventory log must be turned in to the Library between August and September, annually.**

ORGANIZATIONAL EXCLUSIONS

4.5. Organizational Exclusions. These Air Force organizations may not purchase mission essential publications with central APFs:

- **4.5.1. AFRES and ANG.**
- **4.5.2. Surgeon General (SG).**
- **4.5.3. Judge Advocate General (JAG).**
(Refer to AFI 51-105, *Automated Legal Information Services and Library Systems*).
- **4.5.4. RDT&E activities funded exclusively with 3600 funds.**
- **4.5.5. Depot maintenance organizations funded with Air Force industrial funds**
(Refer to DOD 7000.14-R, *Department of Defense Financial Management Regulation; Volume 2B, Budget Formulation and Presentation*).
- **4.5.6. Family housing referral offices.**
(Refer to AFI 65-601, Volume 1).
- **4.5.7. Tenant activities funded with non-Air Force appropriations.**
- **4.5.8. Foreign military sales (FMS) activities** (Refer to AFI 65-601, Volume 1).
- **4.5.9. Family support centers** (Refer to AFI 36-3009, *Family Support Center Program*).
- **4.5.10. MWR Category C activities in all locations except for those at headquarters; and congressionally approved remote and isolated locations** IAW AFI 65-106, paragraph 3.1; and for areas involving health and safety deficiencies IAW AFI 65-106, paragraph 2.1.3.
- **4.5.11. Libraries do not purchase materials for Civil Air Patrol (CAP). These organizations have other funding sources.**

(AFI34-270 ACC 1 25 OCT 2006)

ITEMS EXCLUDED FROM PURCHASE

(AFI34-270 ACC 1 25 OCT 2006)

- **A6.1. Non-mission support recreational publications and materials for dayrooms, lodging, air terminals, VIP aircraft, distinguished visitor lounges, community activity centers, family support centers, youth and child development facilities, hospital and clinic waiting rooms and the like.**
- **A6.2. Training aids and multiple copies of materials and textbooks for use in military and civilian education programs, family support centers, and religious activities. Training materials should be purchased with unit training funds. (AFI 36-2306 and AFI 52-101, *Chaplain – Planning and Organizing*)**
- **A6.3. Copies of publications available from the AF Electronic Publishing Library (EPL) and Electronic Transfer System (ETS).**
- **A6.4. Technical publications normally furnished by manufacturers for equipment maintenance and operation. (AFPD 21-3, *Technical Orders*)**
- **A6.5. Promotion fitness examination (PFE), specialty knowledge test (SKT), and United States Air Force Supervisory Examination (USAFSE) guides. (AFI 36-2605, *Air Force Military Personnel Testing System*)**
- **A6.6. Decisions of the Comptroller General. Documents may be accessed at the Government Accounting Office (GAO) web page (<http://www.gao.gov>) and the Government Printing Office web page (<http://www.access.gpo.gov>). (GPO GA1.5/a)**

ITEMS EXCLUDED FROM PURCHASE Cont'd

- **A6.7. Materials to support military exercises.** (AFI 35-101, *Public Affairs Policies and Procedures*)
- **A6.8. Personal purchases for individuals, such as *Air Force Times*.** (See AFI 65-601, Volume 1, 4.38.2.)
- **A6.9. Visual information products such as films, photographs, and the like.** (AFI 33-117, *Visual {VI} Information Management*)
- **A6.10. Computer application software programs for offices, organizations, and agencies supported by AFLIS that are not information products.**
- **A6.11. Microforms required for non-library use, excluding technical reports or information products.** (AFMAN 23-110, Volume 2)
- **A6.12. Defense Mapping Agency products such as FSC 7640 cataloged maps, atlases, charts, and globes;and all other maps, charts, flight information publications (FLIPS), air target materiel, point positioning data, and geodetic products.** (AFI 14-205, *Identifying Requirements for Obtaining and Using GeospatialInformation and Services*)
- **A6.13. Cataloged and non-cataloged sheet and book music.** (AFI 35-101)

MISSION SUPPORT DATABASES

Here are a sampling of subscription databases available on the Library's website: www.moodyafblibrary.com on the Research Databases page or access them through the AF Portal via the Library & Resources Tab/Databases and Online Resources Tab



LIBRARY CONTACT & ASSISTANCE

For assistance, information, and forms to establish an office account, request periodicals or books, and request IMPAC/GPC approval

please contact Moody Library:

Jess.echord.1@us.af.mil

3010 Robinson Road Bldg. 328

257-2414

DSN 460-2414

WEB SITE: www.moodyafblibrary.com

Thank you for being a great Moody Library customer!
