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**USTRANSCOM BOOK PURCHASE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication

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This Instruction provides the policies and procedures for managing the United States Transportation Command (USTRANSCOM) book purchase program. It applies to all personnel assigned to USTRANSCOM except for the Office of the Staff Judge Advocate (TCJA) and the Intelligence Directorate (TCJ2). TCJA will purchase books for the Law Library using their funds. TCJ2 will purchase books for the Intelligence Library using DIA MIP funding. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*.

**SUMMARY OF REVISIONS**

Changes to this Instruction consist of replacing references to direct reporting elements with command support group (CSG) offices, streamlining procedures to order books for long-term loan, and deleting the annual inventory of books on long-term loan.

**1. General.** The USTRANSCOM Research Center (TCRC) serves as the book purchase program manager for USTRANSCOM. Management of the program will include budgeting, funding, acquisition, and distribution of books. Books deemed mission essential and purchased for directorates and CSG offices will be placed on long-term loan to a specific office.

**2. Policy.**

**2.1.** TCRC will purchase all mission essential books for the command except for the TCJA Law Library and computer software and hardware books, using funds allocated annually to TCRC. TCRC will provide accountability and budgeting oversight, eliminate duplication across the directorates, and facilitate locating books within the command.

**2.2.** Division chiefs and above and CSG chiefs are authorized to approve requests for mission essential books. In the context of this regulation, mission essential is defined as “those publications or services whose content or informational value is so related to the mission, function, initiatives, and taskings of the organization that its performance would be adversely affected or impaired in the absence of immediate, direct access to, or availability of the

publication.” In the absence of a designated approving official, the person acting in the capacity has approval authority. Approval authority will not be further delegated.

**2.3.** As final approval authority, TCRC will eliminate redundancy and non-essential purchases where possible.

**2.4.** Justification for directorate and CSG book purchases must include the mission essential requirements the proposed item(s) fulfills.

**2.5.** Books purchased by TCRC for use in directorates and CSGs will be placed on long-term loan to such offices. Books will be returned to TCRC when no longer needed.

**2.6.** In special circumstances, directorates and CSG offices may purchase books (single copies or multiple copies of one book) with their own funds. TCRC must first approve the purchase and provide a control number for the purchasing office’s records. These books are USTRANSCOM property and must stay within the directorate or CSG.

**2.7.** Directorates and CSG offices will not procure books on a trial basis. TCRC will not honor invoices for books received in this manner.

### **3. Procedures:**

**3.1.** Requests for books must be from military or government employees. Requests will be sent to TCRC via email or memo. Include title, author, and International Standard Book Number.

**3.2.** Requests must include the mission essential statement and approval by division or CSG chief.

**3.3.** TCRC will notify the requester when the book arrives. A military member or government employee must sign for the book.

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