Military Librarians Checklist

In support of the
Military Libraries Community
of
SLA

2021 edition

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The current version of this document may be downloaded from MilBook at:
https://www.milsuite.mil/book/docs/DOC-426506

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UNDERSTANDING THE DEPARTMENT OF DEFENSE

The Organization of the DOD

https://www.defense.gov/our-story/

https://www.defense.gov/KnowYourMilitary/

Military Ranks and Insignia

https://www.defense.gov/About/Insignias

DOD Terminology Program

https://www.jcs.mil/Doctrine/DOD-Terminology-Program/

Includes the *DOD Dictionary of Military and Associated Terms* (including Acronyms); *USG Compendium of Interagency and Associated Terms*; and more.

Congressional Research Service - Defense Primer (series)

https://crsreports.congress.gov/search/#/?termsToSearch=defense%20primer&orderBy=Relevance

Note: There are several sites that makes CRS Reports available to the public; most are not available from the DOD network.

Basic Military Customs, Courtesies & Protocol

Basic Customs and Courtesies for New Service Members

http://www.military.com/join-armed-forces/getting-the-lowdown-on-customs-and-courtesies.html

Wikipedia Entry on Military Courtesy

https://en.wikipedia.org/wiki/Military_courtesy

Military Protocol 101 for Military Spouses

http://www.military.com/spouse/military-life/newbies-and-brides/military-protocol-101.html

Although intended for new spouses, much of this information is useful to anyone working with the Military for the first time.

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Service Specific Information

Army 101, https://www.army.mil/features/#army101

Navy 101,
https://www.cnrc.navy.mil/eToolbox/assets/presentations/Navy%20101%20Presentation
.pdf

Air Force 101, https://www.af.mil/Portals/1/images/about_us/AF_101.pdf

Marine Corps 101, https://www.marines.mil/Portals/59/Docs/MarineCorps_101.pdf

Types of Military Libraries

Libraries within the Department of Defense reflect the same range of specialization that is found in non-military libraries: public, academic, and special.

General Libraries may also be called Base, Post, or MWR Libraries; they are most like Public Libraries but with a different customer base.

There are several Academic Libraries in each of the Services, ranging from the Academies (4-year College Degree) to Senior Service Schools (Masters Degrees).

Special Libraries support their organizations' missions, and include Medical, Scientific/Technical, Historical, Legal, and more.

The Department of Defense Education Activity operates schools (and school libraries) at overseas bases, as well as a few stateside.

Consolidated libraries combine 2 or more types of libraries.

Personnel Systems for DOD Civilians

All government personnel systems are regulated by OPM, the Office of Personnel Management. The majority of government employees are in the GS (General Schedule) system. In addition, the DOD has other options.

Many General Libraries are under NAF (Non-appropriated Fund) pay bands.

Academic Librarians may be considered "Title 10" (excepted service) employees; the majority of others are either "Title 5" employees (GS, competitive service) or NAF.

A number of organizations (mostly Science & Technology or Research-related) also have their own pay bands, often referred to as "lab demo" systems.

Non-supervisory Library staff may belong to a Union.

OPM Pay & Leave page

https://www.opm.gov/policy-data-oversight/pay-leave/

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Occupational Series

OPM places Librarians in the Occupational Series 1400, "Library & Archives Group."
Most Librarians will be in the 1410 (Librarian) or 1412 (Technical Information Services)
series. Library Technicians (support staff) are in the 1411 series.

https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1400/librarian-series-1410/

https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1400/technical-information-services-series-1412/

Position Descriptions

A position description or "PD" is a statement of the major duties, responsibilities, and
supervisory relationships of a position. In its simplest form, a PD indicates the work to
be performed by the position. The purpose of a PD is to document the major duties and
responsibilities of a position, not to spell out in detail every possible activity during the
work day.

The Army's FASCLASS is a searchable database of position descriptions.

https://acpol2.army.mil/fasclass/search_fs/search_fasclass.asp

OPM Pathways program (Students & Recent Graduates)

https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/

Check with your personnel office for assistance in hiring an Intern through the Pathways
program.

Mission Essential

Functions that are determined to be critical activities are defined as the organization's
essential functions. Positions that are designated as mission essential must report to
work when other employees are released (for example, bad weather).

Federal Labor Standards Act (FLSA)

The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth
employment standards affecting employees in the private sector and in Federal, State,
and local governments. Exempt employees may receive comp time (compensatory
time) instead of overtime.

https://www.dol.gov/agencies/whd/flsa

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The DOD Common Access Card (CAC)

The CAC allows access to Military Installations. It is also used to login to DOD personal computers and DOD web sites.

https://www.cac.mil/common-access-card/

Service Specific Civilian Personnel Sites

NAF personnel (all branches)

https://www.dcpas.osd.mil/BWN

Army

https://acpol.army.mil/ako/cpolmain/ (CAC Required)

https://www.mwrresourcecenter.com/resources/naf-hr

Navy

http://www.secnav.navy.mil/donhr/Pages/Default.aspx

http://www.navymwr.org/resources/hr

Air Force

https://afciviliancareers.com/

https://www.nafjobs.org/viewjobs.aspx

Marine Corps

Use USAJobs or the list of links here, https://www.military.com/spouse/career-advancement/military-spouse-jobs/marine-corps-civilian-spouse-job-resources.html

DOD Collaboration Tools

milSuite is the DOD Enterprise Social Network. It consists of Web 2.0 tools such as milBook, milTube, milWiki, and more. (CAC Required)

https://www.milsuite.mil/

Military Libraries page on milBook

https://www.milsuite.mil/book/groups/military-librarians

Individual Services, Commands and Libraries may also have milBook pages.

DOD (Microsoft) Teams

Each Service has its own tenant on the DOD networks. Cross-Service collaboration is possible.

Service Portals

My Navy (formerly Navy Knowledge Online, NKO), http://my.navy.mil/

Air Force Portal, https://www.my.af.mil/ (CAC required)

Military OneSource, http://www.militaryonesource.mil/

Military resource providing 24/7 support for military personnel, spouses, family members and survivors; also open to DOD Civilians

Military Correspondence

Army, https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx

Preparing and Managing Correspondence, AR 25-50

Navy, https://www.secnav.navy.mil/doni/manuals-secnav.aspx

Department of the Navy Correspondence Manual, SECNAVINST 5216.5

Air Force, https://www.e-publishing.af.mil/

Preparing Official Communications, AFMAN 33-326

Tongue and Quill, AFH 33-377

Marine Corps, https://www.marines.mil/News/Publications/

Marine Corps Supplement to the Department of the Navy Correspondence Manual, MCO 5216.20B

Government Budgeting

The Federal Government works on a Fiscal Year (FY) calendar, which begins 1 October and ends 30 September. Some types of funds can carry over from year to year, but not all.

Overview of the Budget Process

https://www.nationalpriorities.org/budget-basics/federal-budget-101/federal-budget-process/

http://www.cbpp.org/research/policy-basics-introduction-to-the-federal-budget-process

Defense Budget Process

http://libguides.nps.edu/budget/processes

http://www.defenseindustrydaily.com/dod-budget-federal-legislation-07303/

Also see the Defense Primer series on CRS Reports, especially "Defense Primer: Defense Appropriations Process" and "Defense Primer: Planning, Programming, Budgeting and Execution (PPBE) Process".

Glossary of Budget Terms

https://www.gao.gov/assets/80/76911.pdf

Appropriation Categories

Also called "color of money." Funds provided for one purpose cannot be used for another purpose. Libraries are generally funded with O&M (Operations & Maintenance), but may also receive RDT&E (Research, Development, Test & Engineering) funds. O&M funds generally do not carry over from year to year (1-year funding). Other fund types may be no-year or multi-year funds.

http://www.acqnotes.com/acqnote/acquisitions/appropriation-categories

Types of Personnel Funding

https://www.federalpay.org/article/fund-types

APF: Appropriated Funds refer to moneys allocated by legislation passed by Congress and signed by the President. Appropriated Funds are usually specified in Congress's yearly budget or continuing resolution.

NAF: Some Libraries are funded with non-appropriated funds; these funds are received locally through the MWR.

LIBRARY REGULATIONS & POLICIES

The Department of Defense publishes Regulations and Instructions for every activity, including Libraries. They are generally based on Public Law and OPM Regulations. The

major ones for each service are listed below. It is important to keep older versions, for comparison as well as understanding the original source.

DOD

DoDI 1015.10, DoD MWR Library and Information Services Standards (6 May 2011)

http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/101510p.pdf

Army

The Army Library Program, AR 25-97 (8 Dec 2014)

https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx

Accounting for Library Materials, AR 735-17 (28 May 2015, reissued 2019)

https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx

Navy

Navy Library and Information Centers, SECNAV INST 5070.2D (19 Dec 2005)

(Cancelled Sept 2017)

Air Force

Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility, AFI 34-101 (16 Apr 2019)

See Chapter 16, Library Program

https://static.e-publishing.af.mil/production/1/af_a1/publication/afi34-101/afi34-101.pdf

See also AFI 34-150, Air Force Libraries (28 Sep 2018), cancelled Apr 2019

Marine Corps

MCO 1560.25, Marine Corps Lifelong Learning Program (1 Sep 2010)

See Chapter 9, General Libraries

http://www.marines.mil/Portals/59/Publications/MCO%201560.25.pdf

MCO 1700.33 Marine Corps General Library Program (18 Sep 2015)

http://www.marines.mil/Portals/59/MCO%201700.33_ORIGINAL_SIGNED_Corrected_RLB.pdf

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Contract employees in libraries

Training is available on the rules for a contract employee. By law, contractors may recommend purchases but only a Federal employee may place orders.

https://www.acq.osd.mil/dpap/ccap/cc/jcchb/Files/Topical/Ethics/training/aca_contractors_in_workplace_final_march%202004.docx

https://www.slideshare.net/governmentlists/govt-contractors-in-the-work-place

Records Management

Every document produced by Federal employees may be a record. The National Archives controls what is a record, and when it can be destroyed. Library holdings are specifically declared non-records, but documents relating to running the library are records.

There are separate record schedules for personnel files, budget & acquisition files, and more. Contact your local Records Manager for your specific requirements.

General Records Schedule for Library Records

https://www.archives.gov/records-mgmt/grs/grs04-4.pdf

Annual Statistics

Each service has its own format for collecting statistics. At a minimum, an annual report will include holdings, services provided, and funding. The report will be consolidated at the Command and Service level to give an overall picture of the libraries.

Academic and Special libraries may have additional statistics to collect for their Command.

Copyright & Open Access

US Copyright Office

https://www.copyright.gov/

CENDI represents the major science agencies, the national libraries, and agencies involved in the dissemination and long-term management of scientific and technical information.

https://www.cendi.gov/

DOD's Implementation of Public Access: PubDefense

https://publicaccess.dtic.mil/

The Public Access search interface contains a collection of DOD-funded published journal articles and accepted manuscripts; some items are under embargo.

PROFESSIONAL DEVELOPMENT

Federal Library and Information Network (FEDLINK)

https://www.loc.gov/flicc/

Handbook of Federal Librarianship, 2014

http://www.loc.gov/flicc/publications/LibHandbook2014/HandbookforFedLib2014final2.pdf

Military Libraries Training Workshop, presented by the Military Libraries Community of SLA

https://connect.sla.org/military/home

The Federal Library Technician's five-day training is offered every other year by FEDLINK. Contact FEDLINK for details.

Army

Army E-Learning (Skillport), registration required

https://usarmy.skillport.com/skillportfe/custom/login/usarmy/login.action

Army Civilian Education System (CES), register through CHRTAS:

https://www.atrrs.army.mil/chrtas/

Army Learning Management System (AMLS)

https://www.lms.army.mil/learnerview/

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Navy

Navy e-Learning (NeL)

https://learning.nel.navy.mil/

Air Force

Air Force Library Activity Manager's Course (2 week class). Includes library administration and operations, hands-on training for AFLIS modules, financial management, central procurement, and marketing.

USAF Civilian Development

https://www.afpc.af.mil/Career-Management/Force-Development/Civilian-Development/

Other Government Training

Graduate School USA (formerly, USDA Graduate School), http://www.graduateschool.edu/

GSA, https://www.gsa.gov/about-us/events-and-training/gsa-training-programs

Catalogers Learning Workshop (CLW), https://www.loc.gov/catworkshop/

Federal Depository Library Program (FDLP) Academy Webinars, https://www.fdlp.gov/about-fdlp/415-fdlp-academy/academy-webinars

Staff Training

The ALA has an explanation of Library Technician duties, http://www.ala.org/educationcareers/education/paths/assistant/tech

Several organizations list current degree or certificate programs for library staff:

ACRL Committee on Library Staff Education, https://acrl.libguides.com/c.php?g=726230&p=5184661

Learn.org, https://learn.org/articles/Library_Tech_Training_and_Courses_Answers_to_Your_Questions.html

Study.com, https://study.com/articles/Online_Library_Technician_Courses_and_Training_Information.html

Other Free Training

Web Junction from OCLC, https://www.webjunction.org/find-training/free-events.html

American Libraries Live (geared toward public libraries),
https://americanlibrariesmagazine.org/al-live/

Choice-ACRL Webinars, https://www.choice360.org/media/webinars/

ACRL Presents, http://www.ala.org/acrl/conferences/elearning/acrlpresents

Public Library Director 101 Series,
https://www.cosla.org/content.cfm/id/public_library_director_101_series

OCLC WorldShare Interlibrary Loan training,
https://help.oclc.org/Resource_Sharing/WorldShare_Interlibrary_Loan/Training?sl=en

Idaho Commission for Libraries Continuing Education,
http://libraries.idaho.gov/continuing-education/

COMPETENCIES

Competencies have been established by a number of professional organizations to aid librarians in reviewing and improving their knowledge, skills, and abilities. Having a concrete grasp of these competencies will not only contribute to job success, but will assist in accomplishing mission requirements of the organization. Competencies encompass both personal and professional proficiencies related to librarianship.

Federal Library and Information Center Committee (FLICC)

Competencies for Federal Librarians, 2011

http://www.loc.gov/flicc/publications/Lib_Compt/2011/2011Competencies.pdf

American Library Association (ALA)

Core Competencies of Librarianship, 2009

http://www.ala.org/educationcareers/careers/corecomp

Special Library Association (SLA)

Competencies for Information Professionals, 2016

http://www.sla.org/about-sla/competencies/

Competency Index for the Library Field, 2014

http://www.webjunction.org/documents/webjunction/Competency_Index_for_the_Library_Field.html

North American Serials Interest Group (NASIG) Core Competencies for Electronic Resources Librarians

https://nasig.org/Competencies-Eresources

STANDARDS

Library Standards

Standards act as a guideline to improve the quality of library services by assessing and improving the quality of information management. Standards set by various organizations provide the foundation to ensure library resources and services effectively meet the knowledge- based information needs of organizational staff.

ALA Standards, Guidelines, and Documents

http://www.ala.org/tools/guidelines/standardsguidelines

DoDI 1015.10, DoD MWR Library and Information Services Standards (6 May 2011)

http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/101510p.pdf

Accreditation Standards

Academic Libraries are included in the School's Council for Higher Education Accreditation.

Medical Libraries (especially Hospital Libraries) are included in the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

Other Types of Standards

Depending on where you work, you may need to be familiar with many other types of standards.

Security Classification Guide, http://acqnotes.com/acqnote/careerfields/security-classification-guide

Information Security / Cybersecurity

Building standards

ACQUISITIONS & COLLECTION DEVELOPMENT

Each agency within the federal government has unique regulations regarding procurement. Although you must follow the regulations using authorized government sources and contracting, the FEDLINK (Federal Library & Information Network) Program was created to help librarians, contracting officers, and finance staff save time, effort and money when buying and using commercial online services, books, periodicals, and other library and information services.

FEDLINK

http://www.loc.gov/flicc/contracts/index_contracts.html

FEDLINK Vendor Services Directory by Products

http://www.loc.gov/flicc/contracts/vendorservicedirbyproducts.html

Federal Acquisition Regulation (FAR) and DOD Supplement (DFARS)

The law under which DOD has the authority to purchase anything.

https://www.acquisition.gov/browse/index/far

https://www.acquisition.gov/dfars

https://blogs.usfcr.com/understanding-the-far-and-dfars

Contracting Officer's Representative (COR)

A COR is an individual who is designated and authorized in writing by the Contracting Officer (KO) to perform specific contract administration or technical functions on contracts or task/delivery orders. The term COTR (Contracting Officer's Technical Representative) is no longer used.

https://www.dau.edu/acquipedia/pages/articledetails.aspx#!53

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The Defense Acquisition University certifies Acquisition (contracting) career field professionals. A glossary of acquisition terms is handy:

https://www.dau.edu/tools/t/DAU-Glossary

DAU Online Training Catalog

https://www.dau.edu/training

GSA Training (General Services Administration)

https://www.gsa.gov/portal/content/104738

GPO (Government Publishing Office)

For official US Government publications

https://www.gpo.gov/

MENTORING AND NETWORKING

Mentoring and networking are two ways to share our expertise and increase our connectivity. Mentoring relationships enhance an individual's career development, whereas networking builds professional contacts. Participating in library associations at the local, regional and national levels develops your professional network.

FEDLINK Mentor Program via the Human Resources Working Group

http://www.loc.gov/flicc/about/FLICC_WGs/hr.html

Federal Library and Information Center Committee (FLICC) New Librarians "New Feds" Working Group

http://www.loc.gov/flicc/about/FLICC_WGs/newfeds.html

FEDLIB: Federal Librarians Discussion List

https://www.loc.gov/flicc/listsrvs.html

GOVDOC-L: a LISTSERV(c)-based discussion forum about government information and the Federal Depository Library program

http://govdoc-l.org/

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Military Libraries Community (MLC) of the Special Libraries Association (SLA)

https://connect.sla.org/military/home & https://www.facebook.com/sladmil

Federal & Armed Forces Libraries Interest Group (FAFLIG) of the American Library Association (ALA) is a sub-group of the Reference & User Services Association (RUSA)

https://www.ala.org/rusa/contact/interest-groups & https://www.facebook.com/FederalArmedForcesLibraries/

Service Listservs

The Army, Navy & Air Force all have Listservs for members only. Contact your Command or Service Librarian for instructions on access.

STRATEGIC PLANNING

Strategic planning is a vigorous analytic and investigative process that allows organizations to forecast and predict the near future. The planning process permits administrators to take a closer look at prioritizing resources, human capital and finances. Value can be added to the strategic plan by documenting costs and benefits using return on investment (ROI) as a proactive measurement tool. Strategic planning provides the framework for administrators to evaluate the library's contribution to overall support of the organizational mission and goals.

FLICC Marketing and Advocacy Resources Bibliography – (includes a section on "BRANDING, MARKET RESEARCH, ADVOCACY, STRATEGIC PLANNING, RETURN ON INVESTMENT"), 2007

http://www.loc.gov/flicc/bibliography2.pdf

KNOWLEDGE MANAGEMENT

Knowledge management (KM) is a conceptual framework that is used in countless ways throughout federal organizational structures. The Handbook of Federal Librarianship defines KM as a "discipline dedicated to more intentional means of people creating and sharing knowledge--data, information, and understanding a social context--to perform the right organizational and business actions." Today, federal librarians are embracing the challenges and opportunities of KM by working together with other organizational structures to achieve common objectives and goals. The DOD has embraced KM, and you can find KM Offices in most Headquarters organizations.

Librarians Are 'Knowledge Navigators', Remarks by Librarian of Congress James H. Billington, 2004

http://www.loc.gov/loc/lcib/0404/fliccjb.html

DOD STIP (Scientific and Technical Information Program)

The DOD STI Program (formerly known as STINFO) is sometimes located in the S&T libraries. Non-S&T librarians should be aware of this program.

DOD Scientific and Technical Information Program, DOD Instruction 3200.12

https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/320012p.pdf?ver=2019-04-30-073122-220

Defense Technical Information Center (DTIC)

https://discover.dtic.mil/

DOD SAFE Send (CAC enabled)

The DOD Safe Access File Exchange (SAFE) is designed to provide DOD personnel and its customers an alternative way to send large files that exceed email limits. Files are automatically deleted from DOD SAFE 7 days after you upload them.

https://safe.apps.mil/

FEDERALLY ADMINISTERED RESEARCH ORGANIZATIONS

Federally Funded Research & Development Centers (FFRDCs)
Federally funded research and development centers (FFRDCs) have evolved from research facilities established to meet the special needs of World War II. These Centers receive their primary funding from one or more Federal Agencies. Primary activities include one or more of the following: basic research, applied research, development, or management of R&D.

https://www.nsf.gov/statistics/ffrdclist/

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University Affiliated Research Centers (UARCs)

UARCs are not defined in federal statute. However, DOD has established policies and procedures for their management. The characteristics of UARCs are very similar to FFRDCs. The defining feature of UARCs, like FFRDCs, is the long-term strategic relationship they have with their sponsoring federal agency. This relationship is intended to allow for in-depth knowledge of the agency's research needs, independence and objectivity, freedom from conflicts of interest, access to sensitive information, and the ability to respond quickly to emerging research areas.

https://defenseinnovationmarketplace.dtic.mil/ffrdcs-uarcs/

Information Analysis Centers (IACs)

Information Analysis Centers (IAC) are government organizations regulated by DOD and overseen by the Assistant Secretary of Defense for Research and Engineering (ASD(R&E)) with administrative and operational management provided by the Defense Technical Information Center (DTIC).

Basic Centers of Operation (BCO) perform functions necessary to fulfill the mission and objectives applicable to the DOD Research, Development, Test and Evaluation (RDT&E) and acquisition communities' needs. They collect, analyze, synthesize/process and disseminate Scientific and Technical Information (STI). They provide up to **4 free hours** of information services, including literature searches, product/document requests and analysis within their focus areas. Services are provided through their extensive database collections and subject matter expert (SME) networks including retired senior military leaders, leading academic researchers, and industry executives.

In addition to the DOD IACs, various branches of the services operate and run other Office of the Secretary of Defense (OSD) sponsored IACs. These OSD-sponsored IACs were established to be the focal point for information related to their community of interest.

https://dodiac.dtic.mil/