

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 84-104

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History

ART PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 84-1, *History and Museums Programs*, by presenting requirements and procedures for the Air Force Art Collection and other works of art. It describes how to acquire, control, report, maintain, and display Air Force Art. This applies to all Air Force activities to include the Reserve and Guard. Maintain and dispose of records created as a result of processes prescribed in this publication IAW the Records Disposition Table, found at <https://webrims.amc.af.mil>. To recommend changes, conflicts, suggestions, or recommendations to departmental publications, use the AF IMT 847 and route it through the publishing channels to the OPR for the publication.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision updates and expands the Art Program collection process from acquiring to retiring. Additionally, the Art Program now falls under SAF/AA and is referred to AFAPPO (AF Art Program Office). References previously referred to as SAF/AART should now be referred to as AFAPPO.

Chapter 1

RESPONSIBILITIES FOR AIR FORCE ART

1.1. Air Force Art. As described below, some works of art are centrally owned and administered by Headquarters Air Force; others belong to local organizations.

1.1.1. The Air Force Art Collection consists of artwork donated by professional artists that portray the people, equipment, activities, facilities, and other historically significant subjects related to the United States Air Force and its predecessor organizations in the U.S. Army Air Corps. The Collection is centrally registered at Headquarters Air Force. Its holdings are exhibited to inform internal and external audiences about Air Force missions and capabilities. Although predominately paintings, the collection also contains drawings, sketches, and sculptures. The Air Force Art Collection does not include artifacts and other historical property covered by AFI 84-103, *USAF Heritage Program*.

1.1.2. Air Force organizations may also obtain and display original artworks not registered as part of the Air Force Art Collection. Control these items using procedures outlined in AFI 51-601, *Gifts to the Department of the Air Force*.

1.1.3. Artworks and reproductions purchased commercially, such as those used for interior decorations, are not covered by this instruction. Control these items using procedures outlined in AFMAN 23-110, *USAF Supply Manual*.

1.1.4. Do not give USAF Art Program accessioned artworks as gifts.

1.2. Air Force Art Program Office (AFAPO) Responsibilities. The Office of the Administrative Assistant (SAF/AA) provides guidance, sets procedures and executes and manages the Air Force Art Program through supervision of the AFAPO which:

1.2.1. Acquires, maintains, controls, and exhibits the Air Force Art Collection.

1.2.2. Assists professional artists who take part in the program. Participating artists interested in aviation art are members of the New York, Los Angeles, and San Francisco Societies of Illustrators, the Midwest, Southwest, and Northwest Air Force Artists Groups and independent artists.

1.2.3. Handles donated artworks according to AFI 51-601. Provides Major Commands (MAJCOM), Forward Operating Agencies (FOA) and Direct Reporting Units (DRU) commanders or their designees guidance for accepting artworks in accordance with AFI 51-601 and the limits of delegated authority. When an artist or owner donates an original artwork portraying the Air Force or a piece of previously unregistered art portraying the Air Force is discovered, send AFAPO a reproducible image (e.g., a negative or transparency) to help assess it for possible inclusion in the Air Force Art Collection. AFAPO reserves the right to reject a submitted artwork. If the artwork is in color, the reproduction must also be in color. AFAPO also obtains biographical information on the artist and background about the artwork.

1.2.4. Sets guidelines for the display, storage, transportation, and environmental control of artworks.

1.2.4.1. Display artworks in secure areas.

1.2.4.2. Do not place paintings, drawings, or sketches in direct sunlight, directly under fluorescent lighting, over heat registers, or over copying machines.

1.2.4.3. To prevent damage while in storage, AFAPO must store paintings, drawings, and sketches in locations with a temperature of 68 degrees Fahrenheit and relative humidity of 50 percent.

1.2.4.4. Temporary storage of artwork must be approved by AFAPO.

1.2.5. Once per year AFAPO, with the assistance of its accountable officers, conducts an annual inventory of the Air Force Art Collection. AFAPO will provide accountable officers a complete inventory of all artwork assigned to their account. AFAPO and accountable officers will confer in reference to any discrepancies.

1.2.6. Monitors operational aspects of the Art Program and coordinates with host unit personnel art program exhibits and visiting artists.

1.2.7. AFAPO handles all planning and coordination for artists to cover contingency operations both in war and peacetime both overseas and in the United States.

1.3. MAJCOM, FOA and DRU History Office Responsibilities. The MAJCOM, FOA and DRU history offices provide interface between AFAPO, MAJCOM/FOA/DRU commanders, and subordinate units to ensure the most effective operation of the Art Program. These offices provide:

1.3.1. Advice to their commanders about the proper administration of the Art Program within their command.

1.3.2. Coordination of annual inventories with AFAPO.

1.3.3. Coordination of artist visits to Air Force activities. Assist AFAPO with billeting arrangements, local transportation and necessary clearances for artist to sketch or photograph base activities. Host unit personnel will also accommodate visiting artists, explain operations and arrange for artists to view or participate in as many activities as security restrictions allow.

1.3.4. Coordination of Commander requests for professional artists to visit their installations under the auspices of the AFAPO. Send such requests with a description of the planned activities to the AFAPO. AFAPO will determine funds are available before coordinating the activities planned for the artist(s) visit.

1.3.5. Field commands and units may arrange for artists to visit their installations independently of the AFAPO administered visitations program. AFAPO is not obligated to fund these visits.

1.4. Accountable Officer Responsibilities. Commanders or directors of organizations authorized to display original artworks of the Air Force Art Collection must designate (by memorandum of appointment) an accountable officer as custodian of these artworks. Accountable officers:

1.4.1. Send AFAPO a copy of the appointment memorandum with address and phone number.

1.4.2. At the time of the loan must sign a loan agreement accepting responsibility of the artwork and forward a copy of the agreement and inventory to AFAPO.

1.4.3. Serve as their organization's point of contact for requesting or turning in artwork to AFAPO. The Air Force Art Program will ship art to a requesting agency or organization. Accountable officers will contact AFAPO to return artworks no longer wanted. AFAPO will give the accountable officer a

receipt for the returned artwork and update the organization's inventory. The organization returning the artwork will incur shipment costs. If this creates a financial hardship for the organization, please call AFAPO immediately for assistance.

1.4.4. Oversees the display, storage, transportation, and environmental control of artworks on loan to the organization (see paragraph 2.4.).

1.4.5. Conduct an annual inventory of artworks on loan to the organization using the following procedures.

1.4.5.1. Verify its current location and condition.

1.4.5.2. Ensure the identification label (1-inch by 5-inch engraved aluminum or durable gray plastic label with black lettering) is affixed to the front of each artwork's frame or glass. The label must contain the artwork's title, accession number, artist name, and "U.S. Air Force Art Collection." Contact AFAPO for all replacement labels.

1.4.5.3. Ensure "Property, U.S. Air Force" or "Do Not Remove Without Notifying AFAPO" stickers (provided by AFAPO) and the accession numbers (approximately 2-3 inches tall in black marker) are affixed on the back lower right and left corner of each painting.

1.4.5.4. Ensure the accession number entered on each artwork matches the number on the inventory printout.

1.4.5.5. Annotate in ink on the inventory listing any discrepancies or changes noted about the artwork or frame (See paragraph 2.6. for loss, theft, or damaged procedures).

1.4.5.6. Sign the last page of the inventory to acknowledge continued responsibility for the artworks listed and return one signed copy to AFAPO, 1720 Air Force Pentagon, Room 5E271, Washington DC 20330-1720. Or fax a copy to (703) 695-9388, DSN 225. Call (703) 697-6629, DSN 227 to confirm receipt of the fax. Call before emailing an inventory.

1.4.6. Arrange the appointments of new accountable officers when necessary.

1.4.7. May have the commander appoint additional on-site personnel to help oversee artworks displayed at dispersed locations.

1.5. Other Artworks. Organizations that acquire or maintain works of art not in the Air Force Art Collection must comply with AFI 51-601 and AFMAN 23-110.

Chapter 2

MANAGEMENT OF AIR FORCE ART

2.1. Artist Visit to Air Force Activities. Professional artists who visit Air Force installations generally create artwork for the Air Force Art Collection. Unless specifically commissioned by a local organization (see paragraph 2.8.4.), artists are not legally required to produce or donate artwork as a precondition to visit an installation.

2.1.1. AFAPO schedules trips for artists who create artworks for the Air Force Art Collection.

2.1.2. Prior to finalization of an artist trip, AFAPO coordinates with an appropriate artist society for the selection of an artist or identify an independent artist. Coordination is then made with the MAJCOM, FOA or DRU History Office as appropriate for visits to subordinate units within their command. In addition, AFAPO coordinates with Public Affairs Officers (PAO) as appropriate. Artists travel on invitational travel orders in an equivalent grade of O-6/GS-15.

2.1.3. AFAPO coordinates with base personnel identified to assist with the artist visit for quarters, local transportation, and necessary clearances for artists to sketch or photograph base activities.

2.1.4. AFAPO is not obligated to fund field command and unit artist visit requests independently from the program's activities.

2.2. Accessioning Artworks. For donated artworks, follow the requirements and procedures outlined in AFI 51-601. Whenever possible, accept an artwork as an unconditional gift.

2.2.1. To merit acceptance into the Air Force Art Collection, an artwork must contribute to the historical significance of the collection (see paragraph 1.1.) and meet recognized professional standards. AFAPO determines if artworks meet these standards and controls all accessioning of artwork into the program. When an artist or owner donates an original artwork to the Air Force Art Collection, AFAPO processes the gift for Secretary of the Air Force acceptance. This process has been delegated to the Administrative Assistant to the Secretary of the Air Force.

2.2.2. MAJCOM commanders, or their designees, and commanders of FOAs and DRUs may accept artworks per to AFI 51-601, for the limits of delegated authority. When an artist or owner donates an original artwork portraying the Air Force, or a piece of previously unregistered art portraying the Air Force is discovered, send AFAPO a reproducible image (e.g., a negative or transparency) to help assess it for possible inclusion in the Air Force Art Collection. AFAPO reserves the right to reject a submitted artwork. If the artwork is in color, the reproduction must also be in color. AFAPO also obtains biographical information on the artist and background of the artwork.

2.2.3. If AFAPO accepts an item donated to a field organization into the Air Force Art Collection, the organization may keep possession of it locally if desired. If a donated artwork's value exceeds that authorized for acceptance in the field, AFAPO processes the gift for Secretary of the Air Force acceptance.

2.2.4. Artwork accepted as gifts and not included in the Air Force Art Collection as well as those commissioned by field organizations, are controlled and accounted for locally (see paragraph 2.8.).

2.3. Loaning Air Force Art. Since the Air Force Art Collection is limited, its holdings can be exhibited only in officially designated public access areas, such as offices and reception areas. AFAPO will not loan artworks indefinitely or long-term to private individuals or private organizations, or for display in private quarters. Borrowers must return artworks to AFAPO in the same condition as loaned, without alterations. Do not remove artworks from their frames. Only AFAPO will arrange for cleaning, repairing, or restoring artworks. The following locations are eligible for loans from the collection:

- 2.3.1. The offices of the Secretary of Defense, including Assistant Secretaries.
- 2.3.2. The offices of the Joint Chiefs of Staff.
- 2.3.3. The offices of the Secretary of the Air Force, including the Under Secretary and Assistant Secretaries.
- 2.3.4. The offices of the Air Force Chief of Staff, Vice Chief of Staff, and Assistant Vice Chief of Staff.
- 2.3.5. The offices of Deputy Chiefs of Staff and Assistant Chiefs of Staff.
- 2.3.6. The offices of MAJCOM/FOA/DRU commanders.
- 2.3.7. MAJCOMs reserve the right to request waivers to allow Numbered Air Force Headquarters and wings to display art. AFAPO will render final approval of request.
- 2.3.8. Public exhibit areas maintained at the Pentagon, the National Museum of the USAF, the Air Force Academy, and Air Force Field Museums.
- 2.3.9. The official residences of the Secretary of Defense, the Secretary of the Air Force, the Chairman of the Joints Chiefs of Staff, and the Air Force Chief of Staff.
- 2.3.10. The National Air and Space Museum (NASM), other government agencies and public exhibits as deemed appropriate by AFAPO.
- 2.3.11. Occasionally, AFAPO will support single-theme exhibits in military or civilian settings. If artworks must be withdrawn for loan to support an exhibit, AFAPO will try to provide prior notice and pay for return shipments.

2.4. Display and Storage. The safety and security of artworks are of paramount concern. Accountable officers must set up internal controls for displaying, storing, and transporting all Air Force Art in their care.

- 2.4.1. Display artworks in secure areas. Do not place paintings, drawings, or sketches in direct sunlight, directly under fluorescent lighting, over heat registers, or over copying machines.
- 2.4.2. To prevent damage while in storage, AFAPO must store paintings, drawings, and sketches in locations with a temperature of 68 degrees Fahrenheit and relative humidity of 50 percent. Organizations must return artwork not on display to AFAPO. Temporary storage requests must be submitted to AFAPO for approval.
- 2.4.3. When returning artwork, contact AFAPO prior to shipment. Package and ship the artwork to avoid damage and arrive promptly.

2.5. Inventory. AFAPO conducts an annual inventory of the Air Force Art Collection. AFAPO will provide accountable officers a complete inventory of all artwork assigned to their account. Accountable

officers and AFAPO will confer to resolve any discrepancies. With the assistance of accountable officers a physical inventory is conducted to:

- 2.5.1. Verify the artworks current location and condition.
- 2.5.2. Ensure the identification label (1-inch by 5-inch engraved aluminum piece or durable gray plastic label with black lettering) is affixed to the front of each artwork's frame or glass. The label must contain the artwork's title, accession number, artist name, and "U.S. Air Force Art Collection." AFAPO will provide replacement labels.
- 2.5.3. Ensure "Property, U.S. Air Force" or "Do Not Remove Without Notifying AFAPO" stickers and the accession numbers (approximately 2-3 inches tall in black marker) are affixed on the back lower right and left corner of each painting.
- 2.5.4. Ensure the accession number entered on each artwork matches the number on the inventory printout.
- 2.5.5. Annotate in ink on the inventory listing any discrepancies or changes noted about the artwork or frame (See paragraph 2.6. for loss, theft, or damaged procedures).
- 2.5.6. Ensure the last page of each inventory/loan agreement is signed to acknowledge continued responsibility for the artwork listed on loan. The inventory is sent to AFAPO, 1720 Air Force Pentagon, Room 5E271, Washington DC 20330-1720.

2.6. Lost, Stolen, or Damaged Artworks. The Air Force Art Collection contains valuable property and is subject to control and monitoring as an Inspector General (IG) special interest item.

- 2.6.1. If theft or vandalism is suspected, immediately contact security forces as well as your organization's accountable officer or AFAPO.
- 2.6.2. Immediately report loss or damage to an Air Force Art Collection artwork to the organization's accountable officer, who must promptly notify AFAPO. Identify the artwork by its title, artist, and accession number, and give all circumstances known about the artwork's disappearance or damage.
- 2.6.3. AFAPO provides law enforcement agencies images and descriptions of the artwork needed to conduct an investigation.
- 2.6.4. The accountable officer is responsible for the lost, stolen, or damaged artwork and must review the circumstances, complete a written Report of Survey (ROS), and forward the report to AFAPO within 30 calendar days of the incident.
- 2.6.5. AFAPO will arrange for repairing and restoring damaged artworks.

2.7. Reproduction of Artworks. Submit a written request to reproduce artwork in the Air Force Art Collection to AFAPO. Each request will be reviewed and handled on a case-by-case basis. Permission may or may not be granted depending upon the circumstances of the request. Most artwork in the collection is copyrighted and some has restrictions. In addition, AFAPO will assist in coordinating, but not guarantee, permission to reproduce artwork if the Air Force does not have a royalty-free license.

- 2.7.1. If approved, do not crop artwork in reproduction, since doing so changes the artist's original concept and composition. Identify artworks by title, artist name, and the notation "Courtesy, U.S. Air Force Art Collection."

2.7.2. Coordinate with AFAPO about overprinting of fine art production, since doing so is generally considered to be in bad taste and a discredit to the artwork.

2.7.3. The purely commercial use of any artwork accepted by the Air Force is prohibited.

2.8. Value of Artworks. Accepting a work of art entails responsibility for controlling and reporting it as an asset of the organization and, in some cases, reporting a donation to the Internal Revenue Service (IRS) in accordance with the US Code Title 26. Organizations must record donated artwork valued at \$25 or more at the time the Air Force takes custody. AFAPO will determine the fair market value of an artwork as follows:

2.8.1. If an artist or other owner donates an artwork without using it for a tax deduction, its monetary value is based on the costs of travel, the materials used, and time spent creating the artwork (which will vary depending on the artist's status in the art world). These must be stated in the letter or equivalent instrument offering the work to the Air Force.

2.8.2. If the artist or owner intends to claim the value of a donated artwork as a tax deduction of \$250, a qualified professional appraisal must accompany the letter of offer. The donor organization must ascertain that the appraisal presents all relevant facts as identified in the Standard Federal Tax Reports (SFTR) and provide the IRS with a contemporaneous written acknowledgment of its appraised value.

2.8.3. If a donated artwork was previously purchased or commissioned by a corporation or person, the donation letter should identify the original purchase price and date. If recently purchased, this price will be the fair market value (if the cost is within reason and there is no appearance of intent to defraud). If bought several years ago, an appraisal may be needed to set the current value.

2.8.4. If an organization requests an artist visit an installation to create an artwork, this may constitute a valid commission (procurement contract) for the artist's services. In this case, an agreed-upon price would be used as the cost basis for the artwork. If the artist agrees to accept only travel, transportation, lodging and/or per diem, the value of the artwork will be based on these items plus out-of-pocket expenses incurred. Under circumstances of a commission, the artist's time cannot be considered as charitable donation and used as an income tax deduction.

2.8.5. Contracting for the services of a professional appraiser may be necessary to determine the value of older artworks.

2.9. Financial Reporting. AFAPO will provide the fair market value or best estimate of Air Force artworks as of 30 September in a Supporting Schedule as explained in DFAS 5010.32R, *General Accounting and Finance Systems at Base Level*. This report goes to the Defense Finance and Accounting Service (DFAS-DE/ADR) by 15 October annually.

2.9.1. AFAPO reports all artworks in the Air Force Art Collection.

2.9.2. Organizations report works of art worth more than \$25 that are not in the Air Force Art Collection

2.9.3. Follow the guidance in DFAS-DE 7010.1-R for capitalization and depreciation criteria.

2.10. Disposing of Artworks. Excess artworks acquired as an unconditional gift may be transferred to other Air Force, DoD, or government agencies, or disposed through the servicing Defense Reutilization and Marketing Office (DRMO). Transfer or disposal of artworks acquired as conditional gifts will depend

on the terms of the original instruments of offer and acceptance and must comply with the provisions of AFI 51-601, AFMAN 23- 110, Vol. 6, *Excess and Surplus Personal Property*, DoD 4160.21-M. In all cases, local inventory records will reflect any transfer or disposal actions.

C.R. ANDEREGG, SES, DAF
Director, Air Force History and Museums Policies and Programs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 51-601, *Gifts to the Department of the Air Force*

AFI 84-103, *Museum System*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 23-110 Volume 6, *Excess and Surplus Personal Property*

Abbreviations and Acronyms

AFAPO—Air Force Air Force Art Program Office

AFI—Air Force Instruction

AFMAN—Air Force Manual

DRMO—Defense Reutilization and Marketing Office

DRU—Direct Reporting Unit

FOA—Field Operating Agency

IG—Inspector General

PAO—Public Affair Office

MAJCOM—Major Command

SAF/AA—Office of the Administrative Assistant

Terms

Accession Number—A number assigned to every artwork in the Air Force Art Collection. It indicates the sequential number of the artwork and the year it became a part of the collection. (Example: 1961.050 indicated the 50th artwork acquired in 1961. Some artworks may have the old numbering system of 50.61—that still means the same as the 50th artwork acquired in 1961). AFAPO places accession numbers on the back of all artworks and on the identification label on the front.

Accountable Officer—A person designated in writing by a MAJCOM/FOA/DRU commander and HAF two-letter office heads as custodian of artwork on loan from AFAPO.

Air Force Art—A work of art that portrays the people, equipment, activities, facilities, and other subjects related to the United States Air Force and its predecessors organizations in the U.S. Army.

Air Force Art Collection—Historically significant works of Air Force Art donated by professional artists and controlled through a central inventory by the Air Force Art Program (AFAPO).

Artist Tour—A trip by one or more professional artists who have volunteered to visit Air Force locations

to view and document Air Force activities (see paragraph [2.1.](#)).

Artwork—A painting, drawing, sketch, or sculpture in any medium or combination of media.

Exhibit—Selected artworks from the collection for public showing.

Identification Label—A label (AFAPO requires a 1-inch by 5-inch aluminum or durable grey plastic piece with double-sided foam tape) on the front of a painting or drawing that gives the title, artist, ownership, and accession number. (Example: “Launching an Atlas ICBM,” by Ralph Iligan, U.S. Air Force Art Collection, 1961.050).

Professional Artist—An individual who makes illustration of art a profession, earning at least 60 percent of all income through that profession. Professional artists from the New York, Los Angeles, San Francisco Societies of Illustrators, the Midwest, Southwest and Northwest Air Force Artists, and Independent artists participate in the Air Force Art Program.