

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

**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 84-103**



**5 June 2025**

**History**

**DEPARTMENT OF THE  
AIR FORCE HERITAGE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** This publication is available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil).

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

---

OPR: NMUSAF/CL

Certified by: AF/HO

(Mr. P. Eric Witt)

Supersedes: DAFI 84-103, 12 May 2021

Pages: XX

---

DAF Policy Directive (DAFPD) 84-1, *Department of the Air Force History and Heritage Management*. It gives requirements for the management of historical property and related museum activities throughout the DAF. This publication applies to the United States Space Force, Regular Air Force, the Air Force Reserve, and the Air National Guard. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable System Of Records Notices F084 NMUSAF A, *USAF Museum System Volunteer Records*, and F084 NMUSAF B, *Collection Information Management System (CIMS)* are available at: <https://pclt.defense.gov/DIRECTORATES/Privacy-and-Civil-Liberties-Directorate/Privacy/>. Direct questions or comments on the contents of this instruction may be made through appropriate command channels to the National Museum of the United States Air Force (NMUSAF), Management Support Division (NMUSAF/MU). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements are routed to the OPR of this publication for coordination prior to certification and approval. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive wing, unit or delta level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain

of command to the appropriate tier waiver approval authority or alternately to the OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

### ***SUMMARY OF CHANGES***

This document is substantially revised throughout and should be completely reviewed. Major changes include: updated statutory authorities; removed and updated all reference to the defunct Heritage Board; added Space Force’s field commands (FLDCOMs); adjusted wording to include the new Collection Information Management System (CIMS) and deleted reference to the legacy Air Force Museum Artifact Tracking system (AFMATS); emphasized Priority Aircraft Placement, in which an organization with the resources to place rare aircraft indoors may be given priority consideration for aircraft placement; reworded to further clarify the words artifact (more specific – object and historical property) and accession number (catalog number – more specific extension of the accession number); stressed importance of supporting unit funding responsibility in planning for heritage activities; and updated preservation and display standards, to include lighting, climate control, radiation, and firearms display/storage. Periodic commander and MAJCOM or FLDCOM/ History Office (HO) approval for heritage activity strategic plans changed from biennially to triennially, with more frequent approval required for substantial updates.

### **Table of Contents**

<b>Chapter 1—OVERVIEW AND BACKGROUND</b>	<b>8</b>
1.1. Introduction.....	8
1.2. The DAF Heritage Program.....	9
Figure 1.1. Comparison of Heritage Activities.....	10
1.3. Statutory Authority.....	10
<b>Chapter 2—ROLES AND RESPONSIBILITIES</b>	<b>11</b>
2.1. Secretary of the Air Force (SecAF).....	11
2.2. Headquarters Air Force Director of Staff.....	11
2.3. Deputy Chief of Staff, Logistics, Engineering & Force Protection (AF/A4)	11
2.4. The Director, AF/HO.....	11
2.5. Commander, AFMC.....	11
2.6. The Director, NMUSAF.....	12
2.7. MAJCOM, FLDCOM, DRU, and FOA Commanders.....	12
2.8. MAJCOM/HO and FLDCOM/HO.....	13

2.9.	Commanders.....	13
2.10.	DAF Field Museum Directors.....	14
2.11.	DAF Heritage Center, DAF Historical Holdings and Airpark HPCs.....	15
2.12.	DAF Field Historians.....	16
2.13.	DAF Personnel.....	16
2.13.	Joint Basing.....	16
<b>Chapter 3—ESTABLISHING DEPARTMENT OF THE AIR FORCE HERITAGE PROGRAM ACTIVITIES</b>		<b>17</b>
3.1.	Application.....	17
3.2.	DAF Field Museum.....	17
3.3.	DAF Heritage Center.....	18
3.4.	DAF Historical Holding.....	19
3.5.	Airpark.....	19
3.6.	Strategic Planning.....	20
<b>Chapter 4—STAFFING DEPARTMENT OF THE AIR FORCE HERITAGE PROGRAM ACTIVITIES</b>		<b>24</b>
4.1.	Professional Qualities.....	24
4.2.	National Museum of the United States Air Force.....	25
4.3.	DAF Field Museum.....	25
4.4.	DAF Heritage Center.....	25
4.5.	DAF Historical Holding .....	25
4.6.	DAF Airpark.....	25
4.7.	Volunteers.....	26
4.8.	DAF Heritage Program Ethics Statement.....	28
4.9.	Training.....	29

<b>Chapter 5—FUNDING DEPARTMENT OF THE AIR FORCE HERITAGE PROGRAM ACTIVITIES</b>	<b>30</b>
5.1. Standards.....	30
5.2. Funding Support.....	30
5.3. Appropriated Funds for New Construction.....	31
<b>Chapter 6—RESTRUCTURE OR CLOSURE OF DEPARTMENT OF THE AIR FORCE HERITAGE PROGRAM ACTIVITIES</b>	<b>32</b>
6.1. Rationale.....	32
6.2. Temporary Closure.....	32
6.3. Permanent Closure.....	32
6.4. Restructuring Heritage Activities.....	33
6.5. Upgrading a Heritage Activity.....	34
6.6. Base Realignment and Closure.....	34
<b>Chapter 7—MANAGING DEPARTMENT OF THE AIR FORCE HERITAGE PROGRAM PROPERTY</b>	<b>36</b>
7.1. Scope.....	36
7.2. Categories of DAFHP Property.....	36
Figure 7.1. Sample Unit Memorabilia Inventory Form.....	41
7.3. Acquiring Historic Property.....	41
7.4. Requesting Existing Historical Property from NMUSAF.....	42
7.5. Requesting Aerospace Vehicles.....	42
7.6. Gift / Donations.....	44
7.7. Additional Sources.....	45
7.8. Loan Condition.....	46
7.9. Accountability Records.....	48
7.10. Inventory Reporting and Control.....	50
7.11. Change in HPC.....	52

7.12.	Lost and Damaged Historical Property.....	52
7.13.	Movement.....	52
7.14.	Restoration Support Items Management.....	54
7.15.	Aerospace Vehicles.....	54
7.16.	Disposing of Historical Property.....	55
7.17.	Archaeological Materials.....	56
7.18.	National Register of Historic Places.....	56
<b>Chapter 8—CONSERVATION AND DISPLAY STANDARDS</b>		<b>58</b>
8.1.	Conserving Artifacts.....	58
8.2.	Handling and Displaying Artifacts.....	59
8.3.	Designing Exhibits.....	60
8.4.	Exhibit Requirements.....	61
8.5.	Restoration and Maintenance of Aerospace Vehicles and Support Equipment.....	65
<b>Chapter 9—SECURITY, SAFETY, AND RESOURCE PROTECTION</b>		<b>69</b>
9.1.	Securing People.....	69
9.2.	Safety.....	69
9.3.	Resource Protection.....	70
9.4.	Security Lighting.....	71
<b>Chapter 10—RADIATION SAFETY</b>		<b>72</b>
10.1.	Program Direction.....	72
10.2.	Responsibility.....	72
10.3.	Personnel Dose Levels.....	72
10.4.	Radiation Screens.....	73
Figure 10.1.	Radiation Screening Checklist.....	74
10.5.	Radiation Surveys.....	75
Figure 10.2.	Radioactive Safety Office Warning.....	76

Figure 10.3. Radiation Material Sign.....	77
10.6. Storage.....	77
10.7. Permitting License.....	77
10.8. Permitting and Licensing.....	78
10.9. Accountability Records for Radioactive Items.....	79
10.10. Response Procedures and Reporting.....	83
10.11. Shipment.....	83
10.12. Disposal.....	83
10.13. Loan to Civilian Organizations.....	84
<b>Chapter 11—LOCAL SUPPORTING FOUNDATIONS</b>	<b>85</b>
11.1. Purpose.....	85
11.2. Concept of Operations.....	85
11.3. Local Supporting Foundation Requirements.....	85
11.4. Ethics and Conflicts of Interest.....	86
11.5. Authorized Activities.....	87
11.6. Prohibited Activities.....	87
<b>Chapter 12—MUNITIONS AND FIREARMS</b>	<b>89</b>
12.1. Introduction.....	89
12.2. Munitions.....	89
12.3. Display of Firearms.....	90
12.4. Access to Controlled Area.....	91
12.5. Firearms in Storage.....	91
12.6. Firearms Inventory Requirements.....	91
12.7. Department of Defense Small Arms and Light Weapons Serialization Program.....	92
12.8. Storage Facilities.....	93
12.9. Additional Resources.....	93

<b>Chapter 13—DEPARTMENT OF THE AIR FORCE CIVILIAN LOAN PROGRAMS</b>	<b>94</b>
13.1. Purpose and Authority.....	94
13.2. Qualification Requirements and Application.....	94
13.3. Availability and Condition of Property.....	94
13.4. Community Static Display Loan Program .....	94
13.5. Civilian Museum Loan Program.....	95
13.6. Responsibilities and Care Requirements.....	96
<b>Chapter 14—PROGRAMS AND OUTREACH</b>	<b>97</b>
14.1. Introduction.....	97
14.2. Programming.....	97
14.3. Publications.....	97
14.4. Websites and Social Media .....	98
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>99</b>
<b>Attachment 2—MEMORANDUM OF UNDERSTANDING TEMPLATE</b>	<b>109</b>

## Chapter 1

### OVERVIEW AND BACKGROUND

**1.1. Introduction.** The DAF fully commits to the preservation of the United States Air Force (USAF) and United States Space Force (USSF) history, heritage and traditions. The DAF meets this commitment through a well-conceived and carefully managed heritage program.

1.1.1. The DAF owns and operates heritage activities that include museums, heritage centers, airparks, and historical holdings. These activities preserve and present DAF heritage. As such, heritage activities form a core part of the infrastructure to recruit, train, and sustain the force. Heritage activities provide education, training, and information on the history, heritage, and culture of the DAF. Heritage activities provide an essential tool in promoting the esprit de corps required to support the performance of DAF units. Heritage activities promote the readiness of the DAF.

1.1.2. DAF heritage provides a means of engaging Airmen, Guardians, and the public with the cumulative history of the USAF and USSF. By recounting events and people through material culture, DAF heritage enables the nation's military and civilian population to understand and support DAF missions and requirements. DAF heritage supports operational and technical needs of the DAF. DAF heritage supports the professional development of personnel. DAF heritage also promotes the morale of DAF personnel and promotes pride in the DAF. Stewardship of historical data and items fulfills the DAF's statutory responsibilities and educates DAF personnel and the public on the DAF's mission, roles, functions, and national contributions.

1.1.3. An objective of this commitment is to preserve the history, heritage, and traditions of the DAF in a way that produces benefits of significant value to the DAF and the Nation. The objectives of the DAF Heritage Program (DAFHP) are to:

1.1.3.1. Preserve and protect the history, heritage, and culture of the DAF through collections, displays, and exhibits. These products capture historic events, persons, places, and technology significant to the DAF's evolution and development.

1.1.3.2. Inspire, motivate, and educate America's youth towards the DAF and science, technology, engineering, and mathematics fields of study.

1.1.3.3. Interpret and present the DAF's history, heritage, and culture. This keeps the service's stories visible, accessible, and alive in order to create a better understanding on which to base future plans and support of DAF programs.

1.1.3.4. Provide a resource to educate and train DAF members in the historical and technological background of their profession. Motivate DAF members towards increased pride in their profession which, in turn, increases their professional performance, career incentive, and retention. Generate a sense of pride in DAF veterans, who return to see and reflect on their service.

**1.2. The DAF Heritage Program.** The DAFHP is a function of the DAF History and Museums Program (DAFHMP). The heritage program comprises the NMUSAF, DAF field museums, DAF heritage centers, DAF airparks, and DAF historical holdings, all referred to as heritage activities. The heritage program acquires, preserves, manages, and exhibits all DAF historical property. The DAFHMP operates under the policy and guidance of the Director, Air Force History and Museums (AF/HO) located in Washington, D.C.

1.2.1. The NMUSAF, located at Wright-Patterson Air Force Base, OH, is a direct reporting unit to Headquarters Air Force Materiel Command (AFMC) for logistics and administration. The NMUSAF operates under the policy and guidance of AF/HO. The NMUSAF serves as the service-level authority on the stewardship and accountability of DAFHP property. The NMUSAF also provides the broadest interpretation and presentation of DAF history and heritage.

1.2.2. DAF field museums showcase specific aspects of DAF operations or functions. Field museums use appropriated funds to accomplish their mission. DAF field museums display historical property, which includes aerospace vehicles. A specially designated building, or part thereof, should exclusively house the field museum. The field museums are open to military and civilian visitors at regularly scheduled hours. Professional museum curators and specialists staff field museums. (see **Figure 1.1.**, **Chapter 4** and **Chapter 7**).

1.2.3. DAF heritage centers showcase the history and missions of a particular organization, function, or geographic location. Heritage centers use appropriated funds to accomplish their mission. Heritage centers display historical property, which may include aerospace vehicles. A specially designated building, or part thereof, should exclusively house the heritage center. Heritage centers are open to military and civilian visitors at regularly scheduled hours. Although AF/HO recommends a professionally trained staff, the supporting commander can appoint a historical property custodian (HPC) and additional staff to manage the heritage center. DAF heritage centers are typically smaller in scope and collection than field museums (see **Figure 1.1.**, **Chapter 4** and **Chapter 7**).

1.2.4. DAF historical holdings are collections of historical property under DAF control. HPCs display historical property in a trophy room, visitor center, hall of fame, hallway exhibit, or other type of display not recognized by the DAF as a field museum or a heritage center. DAF historical holdings display historical property, which may include aerospace vehicles, and could range in size from a few items in a display case to hundreds of items displayed throughout a facility (e.g., the Air Force Academy). (see **Figure 1.1.**, **Chapter 4** and **Chapter 7**).

1.2.5. Airparks display one or more DAF-related historical aerospace vehicles and possibly related support equipment on an installation. Airparks range in size from a single aerospace vehicle (e.g., a “gate guard” near an installation entrance gate) to multiple vehicles displayed together in a designated area. (see **Figure 1.1.**, **Chapter 4** and **Chapter 7**).

Figure 1.1. Comparison of Heritage Activities.

	PROFESSIONALLY TRAINED STAFF	DEDICATED FACILITY	STRATEGIC PLAN
NMUSAF	●	●	●
Field Museums	●	●	●
Heritage Centers	◆	◆	●
Historical Holdings	○	○	●
Airparks	○	○	●
<p>● = required      ◆ = recommended      ○ = not required or recommended</p>			

### 1.3. Statutory Authority.

1.3.1. The DAFHP collection is part of the National Historical Collection of the United States of America. The heritage program preserves historical objects of national significance for public use for the inspiration and benefit of the people of the United States in accordance with Title 54 United States Code Subtitle III, *National Preservation Programs*, as amended. Commanders who acquire, possess or accept historical property obligate the DAF to preserve and interpret it in the interest of history, the DAF and the American people.

1.3.2. The use of civilian volunteers in DAF heritage activities is governed by Title 10 USC §1588, *Authority to Accept Certain Voluntary Services*.

1.3.3. 10 USC §9565, *Colors, Standards, and Guidons of Demobilized Organizations Disposition* governs the control and disposition of colors, standards, and guidons of inactivated organizations.

1.3.4. 10 USC §2572, *Documents, Historical Artifacts, and Condemned or Obsolete Combat Materiel: Loan, Gift, or Exchange* governs the loan, donation or exchange of books, manuscripts, works of art, historical artifacts, drawings, plans, models, and condemned or obsolete combat materiel.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### **2.1. Secretary of the Air Force (SecAF).** The SecAF will:

2.1.1. Ensure stewardship of historic property through identification, accountability, preservation, utilization, and disposition, consistent with Title 54 United States Code Subtitle III.

2.1.2. Provide for the loan or exchange of historical property in accordance with 10 USC §2572.

**2.2. Headquarters Air Force Director of Staff.** Provides guidance for integrating and synchronizing policies, plans, procedures, and cross-functional issues for Headquarters Air Force as related to the DAFHP. Ensures that staff effectively coordinates DAFHP issues across Headquarters Air Force, MAJCOMs, FLDCOMs, field operating agency (FOA)s, direct reporting unit (DRU)s, and with the joint staff, other services, and the Office of Secretary of Defense (OSD).

#### **2.3. Deputy Chief of Staff, Logistics, Engineering & Force Protection (AF/A4).** The AF/A4 may:

2.3.1. Approve exchanges of items, goods and services for NMUSAF valued at more than \$250,000.

2.3.2. Delegate authority to approve museum exchanges for NMUSAF valued at less than \$250,000 to the Air Force Materiel Command Commander (AFMC/CC), further delegable to AFMC Deputy Commander (AFMC/CD).

#### **2.4. The Director, AF/HO.** The Director, AF/HO will:

2.4.1. Provide strategic vision, policy, and overall guidance for the DAFHP.

2.4.2. Provide communication and coordination between the SecAF, USAF, USSF, the DAFHP, and the NMUSAF.

2.4.3. Provide oversight and management of career development, education and training of DAFHP personnel.

#### **2.5. Commander, AFMC.** The Commander, in addition to responsibilities outlines in paragraph 2.9, will:

2.5.1. Oversee NMUSAF operations. Fund and staff the NMUSAF. Help procure materials, equipment and facilities for its mission.

2.5.2. Exempt from reclamation significant historical aerospace vehicles identified by the NMUSAF.

**2.6. The Director, NMUSAF.** The Director, NMUSAF will:

2.6.1. Supervise the NMUSAF staff.

2.6.2. Exercise stewardship responsibility for all DAFHP.

2.6.3. Exercise the control and accountability of all historical property, including identification, acquisition, preservation, accessioning, and cataloging.

2.6.4. Discharge DAF responsibilities concerning the loan, exchange, or donation of historical property to non-federal entities in accordance with 10 USC §2572. Identify historical property and services required via exchange. Manage the DAF Exchange Program, the Civilian Museum Loan Program, and the Community Static Display Loan Program.

2.6.5. Interpret and present DAF history, heritage, and culture.

2.6.6. Designate as historical property contemporary and obsolete aerospace vehicles and other equipment or material relating to the history of the DAF. Coordinate appropriate actions to acquire and preserve these items.

2.6.7. Make recommendations to AF/HO and advise on DAFHP strategic planning.

2.6.8. Provide the SecAF, USAF, USSF, AF/HO, and MAJCOMs/FLDCOMs with professional expertise and advice on the material culture and heritage of the DAF.

2.6.9. Provide technical guidance and professional assistance to DAF heritage activities, other government activities, educational institutions and private, nonprofit organizations that portray DAF history in their museums and exhibits.

2.6.10. In coordination with AF/HO, prepare plans for the collection and disposition of historical property during and after contingency or humanitarian operations.

**2.7. MAJCOM, FLDCOM, DRU, and FOA Commanders.** MAJCOM, FLDCOM, DRU, and FOA commanders will:

2.7.1. Assure adequate resourcing of heritage activities within their command to meet the statutory requirements outlined in this instruction. Ensure financial and manpower support for heritage activities is included in appropriate plans.

2.7.2. Ensure effective command oversight of historic property and heritage activities. Where appropriate, establish a command heritage oversight committee, chaired by MAJCOM or FLDCOM deputy commander, FOA or DRU senior leadership. These committees should monitor heritage activities within the command. This should include the activities of

supporting organizations and their compliance with required memoranda of agreement (MOA) and memoranda of understanding (MOU).

2.7.3. Use MAJCOM, FLDCOM, FOA, or DRU history offices as the functional manager for heritage program activities.

2.7.4. Use the Inspector General (IG) process to ensure compliance with this instruction.

2.7.5. Ensure that heritage activities achieve the objectives of the DAFHP as described in DAFFD 84-1.

**2.8. MAJCOM/HO and FLDCOM/HO.** MAJCOM/HO and FLDCOM/HO will:

2.8.1. Serve as the principal advisor to commanders for all matters relating to DAFHP activities. Commanders may delegate this authority to command curators where applicable.

2.8.2. Ensure that subordinate units identify and report all items of potential historical value to the NMUSAF. This includes captured enemy equipment and other foreign material that may be of historical value. Report this potential historical property through the MAJCOM/HO or FLDCOM/HO to the NMUSAF.

2.8.3. Ensure that heritage activities comply with mandatory reporting requirements. This includes the Historical Property Agreement (HPA), its attachments and the required five-year loan renewal process.

2.8.4. Approve strategic plans for each MAJCOM or FLDCOM heritage activity at least triennially (see **paragraph 3.6**).

2.8.5. Conduct compliance inspections, in accordance with DAFI 90-302, *The Inspection System of the Department of the Air Force*, at subordinate heritage activities.

2.8.6. Coordinate with commanders on any expansion, relocation, restructuring, or closure of MAJCOM or FLDCOM heritage activities.

2.8.7. Serve as liaison between AF/HO, NMUSAF and subordinate unit heritage activities on all heritage program matters.

2.8.8. Encourage heritage activity staffs and HPCs to pursue appropriate training and professional development opportunities.

**2.9. Commanders.** Commanders will:

2.9.1. Support heritage activities under their command with the resources necessary to satisfy the requirements of this instruction. Ensure heritage activity support is reflected in the unit's financial plan.

2.9.2. Sign historical property loan agreements certifying unit compliance and accountability.

2.9.3. Appoint, in writing, the primary and alternate HPCs to manage each heritage activity in their organization. Appoint a replacement prior to the current HPC's departure. In the case of staffed heritage centers and field museums, activity staff can serve as the HPC (see **Chapter 4** and **Chapter 7**).

2.9.4. Process gifts of historical property according to this instruction and AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources* (see **Chapter 7**).

2.9.5. Ensure Local Supporting Foundations that support heritage activities comply with this instruction (see **Chapter 11**) and AFI 34-223, *Private Organizations (PO) Program*.

2.9.6. Encourage units in their command to locate, identify, secure and report items of possible historic value. This includes during war and military operations other than war. Commanders will report these through the MAJCOM/HO or FLDCOM/HO to NMUSAF.

2.9.7. Ensure that heritage activities achieve the objectives of the DAFHP as described in DAFPD 84-1.

2.9.8. Endorse individual strategic plans for all heritage activities under their control at least triennially, and forward to MAJCOM or FLDCOM/HO (see **paragraph 3.6**).

2.9.9. Coordinate with MAJCOM/HO or FLDCOM/HO on proposed establishment, expansion, relocation, restructuring, or closure of heritage activities.

## **2.10. DAF Field Museum Directors.** DAF Field Museum Directors will:

2.10.1. Supervise and conduct field museum operations.

2.10.2. Perpetuate a staff of professional museum curators and specialists who perform curatorial functions, training, interpretation and education, and related historical duties, full-time.

2.10.3. Account for the historical property on loan to the DAF field museum by conducting a complete inventory every five years in accordance with HPA and attachments provided by the NMUSAF, and more often as circumstances dictate.

2.10.4. Develop and maintain procedures to ensure the control, care and accountability for all DAFHP property placed in their custody. This includes identification, collection, preservation, conservation, accessioning, and cataloging.

2.10.5. Develop and maintain a comprehensive strategic plan for the management of the field museum (see **paragraph 3.6**). The DAF Field Museum Director will review strategic plans annually and update as necessary. Submit plans to the commander and MAJCOM or FLDCOM/HO for approval at least triennially, more frequently for substantially revised plans.

- 2.10.6. Prepare and submit an annual budget for inclusion in the installation financial plan.
- 2.10.7. Create interpretive exhibits that support the field museum's mission statement.
- 2.10.8. Develop appropriate education and training programs to support the mission.
- 2.10.9. Report directly to the command section (commander, deputy commander, or director of staff).
- 2.10.10. Advise and inform the commander on all matters pertaining to the field museum.
- 2.10.11. Exercise discretion to establish and maintain open communication with any Local Supporting Foundation, council, or similar entity supporting the DAF field museum and may serve as a non-voting member of their governing board(s).
- 2.10.12. Maintain visitation records based upon actual counts.
- 2.10.13. Keep MAJCOM/HO or FLDCOM/HO informed of field museum activities.
- 2.10.14. Adhere to the ethics of the museum profession (see **paragraph 4.8**).

**2.11. DAF Heritage Center, DAF Historical Holdings and Airpark HPCs.** DAF Heritage Center, DAF Historical Holdings and Airpark HPCs will:

- 2.11.1. Control, care and account for all historical property on loan to DAF heritage centers, DAF historical holdings, or airparks. Account for the historical property on loan to the heritage activity by conducting comprehensive wall-to-wall inventories every five years in accordance with HPA and attachments and as circumstances dictate.
- 2.11.2. Serve as the organization's point of contact (POC) with the MAJCOM/HO or FLDCOM/HO, DRU or FOA senior leadership.
- 2.11.3. Advise and assist the commander in complying with this instruction.
- 2.11.4. Develop and maintain a strategic plan for the management of the heritage center, historical holding, or airpark (see **paragraph 3.6**). Heritage centers, historical holdings, and airpark HPCs will review strategic plans annually and update as necessary. Submit plans for review and coordination to the commander and MAJCOM or FLDCOM/HO for approval at least triennially, more frequently for substantially revised plans.
- 2.11.5. Perform limited curatorial functions (heritage center) and oversee maintenance and accountability for historical property, to include static display aircraft.
- 2.11.6. Adhere to the ethics of the museum profession (see **paragraph 4.8**).

**2.12. DAF Field Historians.** Historians at wings, centers, DRU and FOA will not serve as DAF field museum staff or HPCs for DAF heritage centers. Historians may serve as HPCs for DAF historical holdings. Historians should conduct research to support heritage activities (e.g., Color, Markings, and Insignia packages), assist with exhibit planning, and serve on oversight committees.

**2.13. DAF Personnel.** All DAF military and civilian personnel are encouraged to identify and report items of potential historical significance. Contact MAJCOM/HO or FLDCOM/HO or NMUSAF with information and suggestions.

**2.14. Joint Basing.**

2.14.1. DAF organizations on joint bases are responsible for the care, maintenance, and accountability of all historical property on loan to them. The care, maintenance, and accountability for other services' historical property (e.g., Army, Navy) at joint bases is the responsibility of those services and the organizations to which the property belongs in accordance with applicable department and service specific regulations, instructions, etc.

2.14.2. An HPC, appointed by the senior DAF officer of the unit to which the items are on loan, serves as the primary POC for matters relating to DAF historical property on loan to DAF organizations at joint bases (see **Chapter 5** and **paragraph 2.12**).

2.14.3. The joint base's Supporting Component has primary responsibility for real property and installations management functions that may affect DAF historical property in accordance with existing MOA (e.g., snow removal, grass cutting, other grounds or building maintenance issues). Individual DAF organizations are responsible for coordinating with the Supporting Component on any design, construction, and/or maintenance of real property components to ensure the safe and proper display of historical property (e.g., cement pads or pylons for static display aircraft, facilities for museums, heritage centers or historical holdings). Where the DAF is the lead service, DAF organizations will have an approved MOA with the supporting commander of the heritage activity host wing. The MOA must specify the individual service real property and installations management functions are required to support this instruction.

### Chapter 3

## ESTABLISHING DEPARTMENT OF THE AIR FORCE HERITAGE PROGRAM ACTIVITIES

**3.1. Application.** Establishing a DAFHP activity obligates current and future commanders with an ongoing responsibility for resources. The application process promotes long range planning and instills a clear understanding of the resources required to operate a DAFHP activity according to professional museum standards.

**3.2. DAF Field Museum.** Commanders submit requests to establish a DAF field museum through the MAJCOM or FLDCOM/HO, MAJCOM or FLDCOM commander, and NMUSAF to AF/HO for approval. DRUs and FOAs submit requests through NMUSAF to AF/HO. Requests include:

3.2.1. The museum's name and the installation at proposed location; **(T-1)**

3.2.2. The museum's mission statement; **(T-1)**

3.2.3. The museum's scope of collection statement; **(T-1)**

3.2.4. A comprehensive strategic plan for the management of the museum (see **paragraph 3.6**); **(T-1)**

3.2.5. The nature and extent of interest or support expected from Local Supporting Foundations and other non-Federal entities; **(T-1)**

3.2.6. The type, size, suitability and location of the building or area that will house the proposed museum. The museum should be on installation property. Include an evaluation of the environmental factors that could affect preservation of historical property. These factors include temperature and humidity, light exposure, vermin control, and other local issues. Provide current interior and exterior photographs of existing buildings along with architectural concepts and costs of any proposed improvements to include intrusion detection system, climate controls, additional security, and lighting requirements;

3.2.6.1. If anticipated guest demand warrants, a museum may establish a retail food operation (e.g., "snack bar") to be operated by the installation Force Support Squadron. All food items sold through such an operation are intended to be consumed on the premises. The hours of operation, physical layout, staffing, scope of food services offered, and profit-sharing arrangement should be accomplished through a Nonappropriated Fund Instrumentality (NAFI) MOA established per 10 USC 2492, *Nonappropriated Fund Instrumentalities: Contracts with Other Agencies and Instrumentalities to Provide and Obtain Goods and Services* and AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIs)*, Attachment 3.

3.2.6.2. Such profit-sharing arrangements between a museum and a Force Support Squadron should not include the Local Supporting Foundation (e.g., the Local Supporting Foundation is not to receive any share of the profits from such a retail food operation).

3.2.6.3. Local Supporting Foundations should not operate, or participate in the operation of, retail food outlets except in the case of an approved outgrant (e.g., lease) awarded to the Local Supporting Foundation pursuant to AFI 32-9003, *Granting Temporary Use of Air Force Real Property*. Such a lease would entail the installation MWR program having a right of first refusal to operate, or to receive equitable compensation, from such a retail food operation. See AFI 32-9003, paragraph 5.17. and 10 USC §2667(b)(6), *Leases: Non-excess Property of Military Departments and Defense agencies*.

3.2.7. A staffing plan to include the proposed number, grade(s), and position descriptions of civilian and military staff, position authorization numbers for the professional General Schedule-1015/1016/1010 positions, the number and grades of other persons to perform museum work, and an organizational chart reflecting the museum's location within the parent organization; **(T-1)**

3.2.8. The POC on the commander's staff designated to supervise the museum; **(T-1)**

3.2.9. Estimated date of the museum's official opening; **(T-1)**

3.2.10. Proposed museum hours of operation and public access; **(T-1)** and

3.2.11. Provide copies of the articles of incorporation, by-laws, current financial statement, and MOU for any Local Supporting Foundation established to support the heritage activity. Also provide the Internal Revenue Service determination under the provisions of Internal Revenue Service Code, 26 USC §501(c)(3), *List of Exempt Organizations*, confirming the foundation's tax-exempt status. **(T-1)**

**3.3. DAF Heritage Center.** Commanders send requests to establish a DAF Heritage Center through the MAJCOM or FLDCOM/HO, MAJCOM or FLDCOM commander, and NMUSAF to AF/HO for approval. DRUs and FOAs submit requests through NMUSAF to AF/HO. Requests include:

3.3.1. The heritage center's name and the installation at proposed located; **(T-1)**

3.3.2. The heritage center's mission statement; **(T-1)**

3.3.3. The heritage center's scope of collection statement; **(T-1)**

3.3.4. A comprehensive strategic plan for the management of the heritage center (see **paragraph 3.6**); **(T-1)**

3.3.5. The heritage center's potential audience; **(T-1)**

3.3.6. The proposed location of the heritage center. The heritage center should be on installation property. Include specific details about the type, size, suitability, and location of the building or area proposed for the heritage center. Include an evaluation of the environmental factors that could affect preservation of historical property. These factors include temperature and humidity, light exposure, vermin control and other known issues. Provide current interior and exterior photographs of existing buildings, along with architectural concepts and costs of any improvement; **(T-1)**

3.3.7. A staffing plan to include position descriptions of civilian and military staff, and name, grade and position title of the person designated as the HPC or director of the heritage center. The HPC or director is responsible for the development, accountability, and operation of the center; **(T-1)**

3.3.8. Estimated date of the heritage center's official opening; **(T-1)**

3.3.9. Proposed heritage center's hours of operation and public access; **(T-1)** and

3.3.10. Provide copies of the articles of incorporation, by-laws, current financial statement, and MOU for any Local Supporting Foundation established to support the heritage activity. Also provide the Internal Revenue Service determination under the provisions of Internal Revenue Service Code, 26 USC §501(c)(3), confirming the foundation's tax-exempt status. **(T-0)**

**3.4. DAF Historical Holding.** Commanders send requests to establish a DAF historical holding to the MAJCOM or FLDCOM/HO for approval in coordination with the NMUSAF and AF/HO. DRUs and FOAs submit requests through NMUSAF to AF/HO for approval. Requests include:

3.4.1. The historical holding's organization and installation at proposed located; **(T-1)**

3.4.2. The historical holding's mission statement; **(T-1)**

3.4.3. The historical holding's scope of collection statement; **(T-1)**

3.4.4. A comprehensive strategic plan for the management of the historical holding (see **paragraph 3.6**); **(T-1)**

3.4.5. The proposed location(s) of the exhibit(s). The historical holdings should be on installation property;

3.4.6. A letter from the commander appointing the HPC. Include the HPC's name, grade, position title, mailing address, Defense Switched Network (DSN) telephone number, commercial telephone number, and e-mail address; **(T-1)** and

3.4.7. Provide copies of the articles of incorporation, by-laws, current financial statement, and MOU for any Local Supporting Foundation established to support the heritage activity. Also provide the Internal Revenue Service determination under the provisions of Internal Revenue Service Code, 26 USC §501(c)(3), confirming the foundation's tax-exempt status. **(T-1)**

**3.5. Airpark.** Commanders send requests to establish an airpark to the MAJCOM or FLDCOM/HO and NMUSAF to AF/HO for approval. DRUs and FOAs submit requests through NMUSAF to AF/HO. Requests include:

3.5.1. The location for the proposed airpark; **(T-1)**

3.5.2. The airpark's mission statement; **(T-1)**

3.5.3. The airpark's scope of collection statement; **(T-1)**

3.5.4. A comprehensive strategic plan for the management of the airpark (see **paragraph 3.6**); **(T-1)**

3.5.5. A letter from the commander appointing the HPC. Include the HPC's name, grade, position title, mailing address, DSN telephone number, commercial telephone number, and e-mail address; **(T-1)**

3.5.6. The proposed location of the airpark, which should be on installation property. Provide specific, detailed plans including methods of display for each aerospace vehicle (see **paragraph 7.5.**); **(T-1)** and

3.5.7. Provide copies of the articles of incorporation, by-laws, current financial statement, and MOU for any Local Supporting Foundation established to support the heritage activity. Also provide the Internal Revenue Service determination under the provisions of Internal Revenue Service Code, 26 USC §501(c)(3), confirming the foundation's tax-exempt status. **(T-0)**

**3.6. Strategic Planning.** All DAF heritage activities will develop and maintain certain fundamental documentation for the effective management of their organization. **(T-1)** Strategic plans should be routinely reviewed and updated as necessary and submitted for review and coordination by the supporting commander and MAJCOM or FLDCOM/HO at least triennially, more frequently for substantially revised plans. The complexity of these documents is dependent on the size and scope of the DAF Heritage Program activity.

3.6.1. Mission and Collection Policy Statements. The DAFHP and MAJCOM or FLDCOM/HOs rely on mission statements to ensure historical property and other resources go to the proper activity, and that the DAFHP represents the full heritage of the DAF.

3.6.1.1. The heritage activity's director, curator, or HPC (in the case of historical holdings and airparks) will ensure the heritage activity has an approved mission statement. **(T-1)** A mission statement concisely states, in writing, the purpose of the heritage activity and the aspect of DAF history that the activity addresses. The missions of all DAF heritage activities collectively express the DAF's heritage and preserve its material culture. The MAJCOM or FLDCOM/HO approves mission statements or may modify them by assigning a secondary mission and ensures mission statements avoid unnecessary duplication, wisely using DAF resources.

3.6.1.2. The heritage director, curator, or HPC (in the case of historical holdings and airparks) will ensure the heritage activity has a collection policy. **(T-1)** The collection policy is based on the mission statement. It outlines the historical property required to support the mission statement and what is accepted by the heritage activity.

3.6.1.3. The collection policy defines what the heritage activity will collect and how each item is related to the mission statement. **(T-1)**

3.6.1.4. This policy can be general (by class) or narrow (by specific type or model), depending on the space and resources available. It is also recommended that the policy be defined by the classification categories used in the NMUSAF Data Dictionary.

3.6.2. Planning is a deliberate, institutionalized process that links scope, mission, and priorities to budgetary and operational decisions. Its purpose is to enable an organization to be flexible enough to adapt to the ever-changing environment, both internally and externally. Planning looks at how a heritage activity can best advance itself by tying specific goals to its core competencies and implementing doctrine. Effective planning can pull together a diverse organization, communicate clear objectives and organizational values, and achieve the creative integration of all resources.

3.6.2.1. Concept and Development. Heritage activities will develop plans and determine measurement and monitoring throughout the plan's period of implementation and coordinate with their supporting commander. **(T-1)**

3.6.2.2. Strategic plans should take into consideration higher level guidance and include the following elements:

3.6.2.2.1. A mission statement that captures the particular purpose and focus of the heritage activity.

3.6.2.2.2. Specific priorities that encompass broad areas of concern in order of importance.

3.6.2.2.3. Goals that capture more specifically the intent and organizational change that represent how the mission is realized.

3.6.2.2.4. Objectives and/or initiatives that detail specific action(s) for accomplishing the goals. These are specific targets and activities developed on a schedule and are performance-based.

3.6.3. The heritage activity's director, curator, or HPC (in the case of historical holding or airpark) will ensure the heritage activity's plan has six elements, each of which contributes to the overall strategic plan: Exhibits, Collections, Facilities Utilization, Programs and Outreach, Financial, and Manpower. **(T-1)**

3.6.3.1. Exhibits. The exhibits element explains current and future presentation of objects, with the following components:

3.6.3.1.1. A storyline that has a clear, concise statement of what topic(s) the heritage activity presents.

3.6.3.1.2. An exhibit concept that details how the story is presented to the activity's audience.

3.6.3.1.3. A multi-year exhibit schedule that provides a calendar of design, development, installation, and maintenance.

3.6.3.2. Collections. The collections element provides a framework that heritage activities can use to determine, evaluate, and meet mission needs. In its most basic form it is a carefully considered list of historical property needed or desired to support the presentation of mission-specific stories. It should include the following components:

3.6.3.2.1. The heritage activity's audience(s) and how their needs are served by the collections.

3.6.3.2.2. A "needs assessment" based on a review of the strengths and weaknesses of the existing collections and their relation to the exhibit plan. This should discuss the significance of all historical property in the heritage activity's custody and how it applies to the exhibit plan.

3.6.3.2.3. Manpower and budget resources available and projected to support existing and desired collections.

3.6.3.2.4. Collection priorities based on both realistic and desired needs. Collection priorities should take into consideration both the acquisition of desired historical property and the disposition of historical property that is excess to need.

3.6.3.3. Facilities Utilization. Determine facility utilization needs to perform the mission. **(T-1)** Consult installation civil engineering for applicable guidance on detailed definitions, information, and specifications concerning environmental, safety, and security. Consideration should be given to the following facilities planning factors:

3.6.3.3.1. Space assessment, to include:

3.6.3.3.1.1. Number of occupants. This includes office and administrative space for the heritage activity personnel, volunteers, and contractor personnel.

3.6.3.3.1.2. Workspaces, including but not limited to historical property receiving, processing, conservation and storage, reference materials and library, exhibit preparation, and fabrication.

3.6.3.3.1.3. Public access spaces, including but not limited to exhibit, display, and assembly (e.g., special events, education). This factor should also reflect the number of expected visitors.

3.6.3.3.2. Facility condition(s), including structure and building core systems, such as structure size and loading, plumbing, heating, ventilation, and cooling, fire protection, electrical, lighting, telecommunications, and security systems.

3.6.3.3.3. Site access condition(s) including landscape, walkways, parking and general outdoor lighting, and security criteria.

3.6.3.3.4. Priorities for sustainment, repair, and modernization. Facility improvements and repair requirements become part of the installation's financial plan.

3.6.3.3.5. Long-range capital improvements to include new facilities, major repairs, environmental, security, and resource protection improvements. Unfunded capital improvements are often considered by Local Supporting Foundations when they formulate strategic fundraising plans.

3.6.3.4. Programs and Outreach. Identify special events or activities that may expand on a particular exhibit, object, historical person, or event. Consideration should be given to the resources necessary to support such events including but not limited to:

3.6.3.4.1. Educational activities for military or civilian audiences, such as lectures, tours, demonstrations, or multimedia activities.

3.6.3.4.2. Events which may include but are not limited to military ceremonies and other related, official quality of life activities.

3.6.3.4.3. Printed publications for distribution.

3.6.3.4.4. Electronic and online outreach that contact larger community and stakeholders.

3.6.3.5. Financial. Based on the requirements identified in the exhibit, collections, facilities utilization, and programs and outreach elements, heritage activities submit a budget to supporting commander that outlines funding required for facility repair, improvement, modernization, exhibit construction, the Americans with Disabilities Act modifications, etc.

3.6.3.5.1. Determine which items can be accomplished by installation civil engineering and which should be reported as unfunded requirements to the activity's Local Supporting Foundation.

3.6.3.5.2. Include Operations and Maintenance recurring and non-recurring requirements in the organization's financial plan, including supplies, equipment, and services of a recurring and non-recurring nature.

3.6.3.5.3. The Heritage Activity Director can be appointed by the installation commander, per the *Joint Ethics Regulation* (JER), section 100.c., as a DoD liaison and non-voting advisor to the Local Supporting Foundation's Board of Directors, due to a significant and continuing interest in the activities of the Foundation. The Activity Director may apprise the Foundation with the number of guests who have visited the museum and similar statistics, explain immediate, short-term, and long-term unfunded requirements; and may, per **paragraph 4.7.7.** and **Chapter 11**, allow the Foundation to operate the Activity's volunteer program.

3.6.3.6. Manpower. Staffing should meet mission requirements. The manpower element should contain:

3.6.3.6.1. An evaluation of the heritage activity's current manpower, both paid and unpaid, in relation to workload.

3.6.3.6.2. An assessment of future manpower needs based on the other elements detailed in the strategic plan.

3.6.3.6.3. Projections for the education, training, and development needs of all staff.

## Chapter 4

### STAFFING DEPARTMENT OF THE AIR FORCE HERITAGE PROGRAM ACTIVITIES

**4.1. Professional Qualities.** Commanders will staff all DAFHP activities at a level that provides historical property accountability, security, and preservation. **(T-0)** This ensures a high level of professionalism and quality of operation. All personnel with heritage program duties should adhere to the code of ethics in this instruction (see **paragraph 4.8**).

**4.2. National Museum of the United States Air Force.** The NMUSAF is under the operational control of AFMC/CC who provides civilian positions as per NMUSAF's current published manpower standard. These positions include but are not limited to:

4.2.1. NMUSAF Director, a Senior Executive Service position.

4.2.2. NMUSAF Senior Curator could also serve as Deputy Director. This position is a civilian employee occupying a professional museum position in the General Schedule-1015 series.

4.2.3. Civilian museum curators, specialists, and technicians employed full-time on curatorial and exhibit related matters in the General Schedule-1015, General Schedule-1010, or General Schedule-1016 series.

4.2.4. Civilian non-curatorial specialists and technicians employed full-time to provide operational, functional, and administrative support.

### **4.3. DAF Field Museum.**

4.3.1. Staff the DAF field museum to meet its mission requirements.

4.3.1.1. DAF field museum directors are civilian employees occupying a professional museum position at a grade level appropriate to the heritage activity. The director performs the traditional duties of a curator in smaller field museums.

4.3.1.2. Museum specialists are civilian employees working full time on curatorial and other field museum-related matters.

4.3.1.3. Museum technicians can be either civilian or military and provide required maintenance and administrative support.

4.3.1.4. Field historians may support but will not serve as staff for field museums. **(T-1)**

4.3.1.5. Adequate personnel must be present during operating hours to ensure safety of visitors and security of both the facility and objects, those on exhibit and in storage. **(T-0)** They perform daily duties of security and housekeeping, interpret holdings for visitors and assist in emergencies. In accordance with DoDI 1100.21, *Voluntary Services in the Department of Defense*, volunteers may not replace or displace paid employees or military personnel. **(T-0)**

4.3.2. Either the director or curatorial position must meet the requirements of the Office of Personnel Management standards for General Schedule-1015 or General Schedule-1016 series (museum professionals), as appropriate. **(T-0)** All DAF Field Museum personnel are assigned Organizational Structure Code MU and Functional Account Code 101B Museum. If the DAF authorizes both a director and a curatorial position, the curatorial position must be in the General Schedule-1015 series since this individual exercises primary responsibility for the stewardship of DAF historical property. **(T-0)**

4.3.3. Commanders may assign military personnel to field museum duties, but not in positions requiring professional curatorial experience. The exception to this rule would be military personnel who have documented professional curatorial skills and experience.

#### **4.4. DAF Heritage Center.**

4.4.1. Commanders should staff the DAF heritage center to meet its mission. Commanders should limit staffing to DoD civilians and military personnel that meet a level to provide accountability and security of historical property. Commanders should ensure that the DAF heritage center effectively supports the organizational mission. DAF field historians and contract personnel will not serve as HPCs for a DAF heritage center. **(T-0)** If contractors serve a support function, HPC responsibilities fall to the DAF employee with oversight of the contractors. Coordinate proposed staffing changes with MAJCOM or FLDCOM/HO.

4.4.2. Adequate personnel must be present during operating hours to ensure safety of visitors and security of both the facility and the collection, on exhibit and in storage. **(T-0)** They perform daily duties of security and housekeeping, interpret holdings for visitors and assist in emergencies. In accordance with DoDI 1100.21, volunteers may not replace or displace paid employees or military personnel. **(T-0)**

4.4.3. Commanders may augment permanent staff by detailing or assigning additional civilian employees or military personnel to the DAF heritage center.

#### **4.5. DAF Historical Holding.**

4.5.1. Supporting commanders will appoint an HPC to ensure compliance with this instruction and with the HPA, and to act as caretakers for historical holdings. **(T-0)** HPCs must be DoD civilian or military personnel. **(T-0)** Unit historians may serve as HPCs for DAF historical holdings (those without aerospace vehicles). **(T-0)** Contract personnel may not serve as HPCs. If contractors serve a support function, the DAF employee is responsible for the HPC responsibilities. **(T-0)**

4.5.2. Commanders may assign civilian employees or military personnel to part-time or additional duty with the DAF historical holdings, depending on its size, mission, and services.

#### **4.6. DAF Airpark.**

4.6.1. Supporting commanders will appoint an HPC to ensure compliance with this instruction and the HPA and to oversee the activities of supporting personnel and volunteers. **(T-0)** HPCs must be DoD civilian or military personnel. **(T-0)** Unit historians are prohibited from serving as HPCs for airparks. Contract personnel may not serve as HPCs. **(T-0)** If

contractors serve a support function, the DAF employee will be responsible for HPC responsibilities. **(T-0)**

4.6.2. Military or civilian personnel, including volunteers, with appropriate experience may perform aircraft maintenance and/or preservation work. In accordance with DoDI 1100.21 volunteers may not replace or displace paid employees or military personnel. **(T-0)**

**4.7. Volunteers.** Volunteers are a vital staffing resource to support DAF heritage activities. All DAF heritage activities will follow DoDI 1100.21 to operate a volunteer program. Volunteer programs and associated activities must occur under the primary supervision and guidance of a government employee. **(T-0)**

4.7.1. Volunteers may not replace or displace paid staff. DoDI 1100.21 governs the status of volunteers performing services. **(T-0)**

4.7.2. The DAF museum director, HPC or designated representative coordinates the volunteer programs, if established.

4.7.3. The museum director or designated representative develops position descriptions for each volunteer position in the heritage activity. They use these descriptions to effectively place qualified volunteers into the right position.

4.7.4. Volunteer application procedures and background check requirements:

4.7.4.1. Each prospective volunteer must complete an DAF Form 3569, *DAF Heritage Program Volunteer Application/Registration*, prior to assuming any duties in the heritage activity. **(T-3)** Information collected is maintained in accordance with AFI 33-332, *Air Force Privacy and Civil Liberties Program*.

4.7.4.2. Each volunteer must complete and sign a DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities & Non-appropriated Fund Instrumentalities*, acknowledging their service as non-compensated. **(T-0)**

4.7.4.3. Each volunteer signs a statement authorizing and consenting to reference checks and a criminal records investigation. **(T-0)** The heritage director or custodian will conduct a local files check for all prospective volunteers using the AF Form 2583, *Request for Personnel Security Action*. **(T-0)** Those who decline to sign an authorization and consent statement are not eligible to serve as volunteers with DAFHP activities. In addition, the heritage director or custodian must apply and adhere to the specific requirements regarding background investigations per DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, for volunteers who work with children. **(T-0)** Maintain any sensitive information collected in accordance with AFI 33-332. Heritage activities may utilize a commercially available background screening service. For additional information, contact the installation volunteer coordinator or the Volunteer Program Manager at NMUSAF for current information.

4.7.5. The museum director or designated representative will conduct a volunteer orientation for each new volunteer. **(T-3)** This orientation should include an introduction to museum policies, routine operating procedures, emergency disaster preparedness plans, performance

standards, ethics, position descriptions, and assignments. Upon successful completion and acceptance into the formal program, the volunteer program coordinator will select and assign qualified volunteers to specific duties within heritage activities. **(T-3)**

4.7.6. In accordance with DoDI 1100.21, heritage activities must maintain records on the number of hours volunteers work, the jobs they perform, and any training they receive. **(T-0)** Heritage activities may use DAF Form 3570, *DAF Museum System Volunteer Data Card*, to account for hours or an electronic database developed and maintained locally. Consult local information technology staff before purchasing or installing any database software to insure compatibility with DAF standard systems.

4.7.7. Rather than operate its own volunteer program, per DoDI 1100.21 (and any Department of the Air Force Supplement thereto), a Heritage Activity may permit a Local Supporting Foundation to operate a volunteer program to support museum guest operations. In such a case, the Foundation will be responsible for all aspects of volunteer recruitment, volunteer management and training, and liability for injuries to, or caused by, their volunteers. Volunteers under the age of 18 years old will not be permitted. If Foundation volunteers will be making presentations to groups of minors or otherwise having access to minor members of the general public, the Foundation must implement a youth protection program and follow the requirements for contractors specified in DoDI 1402.05. **(T-0)** All volunteers must operate under Line of Site Supervision of a Local Supporting Foundation or Heritage Activity paid employee. **(T-1)**

4.7.7.1. The Foundation may provide their volunteers with uniform shirts that readily identify them as guest assistance volunteers to the visiting public. The uniform shirts may include the first name of the volunteer and identify the corporate name of their organization in discrete lettering on the front left breast of the shirt. No advertising logos or other similar items are permitted on the volunteer uniforms.

4.7.7.2. The Foundation may maintain its own recognition program for volunteers of lengthy or meritorious service.

4.7.8. If the heritage activity elects to maintain its own volunteer program, then the Local Supporting Foundation can sponsor program recognition awards per DAFMAN 36-2806, *Military Awards: Criteria and Procedures*. Foundations may pay for recognition items for volunteers. Such items must have little intrinsic value and be intended primarily for presentation, such as plaques, trophies and certificates. Foundations may also sponsor a volunteer breakfast, luncheon or reception, on a not more frequently than quarterly basis, so that the heritage activity may conduct an awards event. The cost of such a meal or refreshments should not exceed \$20 per person. Alcohol may not be provided or served at such a recognition event. **(T-1)**

4.7.9. The director may assign volunteers administrative or clerical jobs, or to facilitate the public by serving as tour guides, historical interpreters, and receptionists. Qualified heritage activity staff or the HPC must supervise volunteers in accordance with DoDI 1100.21. **(T-0)** Partner organization volunteers and employees may not supervise government volunteers. **(T-0)**

4.7.10. Career-experienced volunteers may perform limited exhibit, collection management, and aerospace vehicle restoration duties under the supervision of qualified heritage activity staff. The supervising heritage activity staff administers specialized training, such as safety or security.

4.7.11. The director or supervising HPC may involuntarily separate a volunteer from the program for any reason consistent with DoDI 1100.21.

4.7.12. Volunteers with a DAF heritage activity may also serve as volunteers for the Local Supporting Foundation associated with that heritage activity. Both the heritage activity director and the Local Supporting Foundation clearly define and separate the volunteer's duties.

4.7.13. Directors and curators for DAF heritage activities will ensure volunteers comply with the ethics statement (see **paragraph 4.8**). **(T-0)**

**4.8. DAF Heritage Program Ethics Statement.** The DAFHP ethics statement identifies those general parameters within which DAFHP employees and volunteers operate. The DAFHP exists to serve both the DAF and the public. It functions as an arm of the DAF and employees must comply with 5 CFR Part 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*, the JER, and established procedures in such operational areas as financial management, personnel matters, personal conduct and procurement of supplies. **(T-0)** In the event any aspect of this code conflicts with any of the above, the latter takes precedence. Otherwise, DAFHP staff should be guided by the following:

4.8.1. Conduct business in a legal and moral manner and avoid even the slightest appearance of impropriety such as the use of one's position or access gained from that position for personal gain or to the commercial benefit of a non-Federal entity. The DAFHP is subject to scrutiny not just by the DAF, but also by professional peers, Congress, the media and the general public.

4.8.2. Be guided by the JER and museum ethics generally accepted among professionals within the museum community.

4.8.3. Do not compete with the DAFHP or give the appearance of doing so. Do not pursue a collecting interest during leisure time if there is a potential for a conflict of interest with official duties.

4.8.4. Do not accept gifts, discounts, or other favors from parties seeking to do business with the DAFHP. **(T-1)** Exceptions to the above are set forth in in 5 CFR 2635 Subpart B.

4.8.5. Do not prepare appraisals for donors or potential donors. The only permissible appraisals are for internal use, investigations into claims of loss and for insurance purposes. Do not advise donors on the potential tax implications of donating to the DAFHP.

4.8.6. Do not speak on behalf of the DAFHP unless so authorized.

4.8.7. Recognize and strive to maintain the goal of service to the visiting public and the dissemination of knowledge.

4.8.8. Manage all objects placed in the care of the DAFHP in a manner that assures long-term preservation. Do not use historical property in a consumptive manner.

4.8.9. Maintain all official records in an accurate, thorough, and orderly manner.

4.8.10. Accept only those items that meet the heritage activity's scope of collection statement.

4.8.11. Make the collections available for legitimate examination and research by people outside the DAFHP within limitations of available resources, preservation of the items involved, purpose of the research, and other considerations.

4.8.12. Ensure the integrity of reproductions and replicas and permanently identify those items as such.

4.8.13. Only acquire objects with clear title.

4.8.14. Appreciate the fact that the DAFHP is holding the National Historical Collection in trust for the benefit of future generations.

4.8.15. Care for and interpret objects with sensitivity to their cultural origin.

4.8.16. Strive to present DAF history to the public in an accurate and unbiased manner.

**4.9. Training.** All civilian and military heritage activity employees, to include HPCs and volunteers, should complete the appropriate Museum Ethics Awareness Training at least annually, upon appointment, and during the loan renewal process. Program wide training is provided by the DAFHP for field use and can be supplemented as necessary. The NMUSAF maintains the Museums Ethics Awareness Training and updates the training as required. The MAJCOM or FLDCOM/HO is responsible for forwarding the training to their respective historical property accounts.

## Chapter 5

### FUNDING DEPARTMENT OF THE AIR FORCE HERITAGE PROGRAM ACTIVITIES

**5.1. Standards.** DAF heritage activities are appropriated fund entities and allocated funding ensures heritage activities operate in a professional manner and reflect accurately and favorably on the DAF. Allocation of funds to heritage activities should directly tie to their mission and scope of collection statements. Supporting commanders hold the responsibility for all costs associated with acquiring, preparing for display, maintaining and, when appropriate, disposing of DAFHP objects to include aerospace vehicles at heritage activities. Supporting commanders and heritage activities are prohibited from incurring expense to restore, display, or maintain objects, to include aerospace vehicles, that are not DAFHP accountable property (see **paragraph 7.2**), or items on loan to civilian organizations. **(T-2)** Exceptions to this are incoming loans or pending acquisitions approved by the MAJCOM or FLDCOM/HO.

**5.2. Funding Support.** Required support includes but is not limited to:

5.2.1. Providing and maintaining facilities, grounds and public parking areas.

5.2.2. Providing communications utilities, postal service, telephone service, including DSN and Class A service, and Local Area Network connectivity.

5.2.3. Providing approved computer access (to include internet and a military domain e-mail address) via a Common Access Card and networked government computer workstations capable of supporting CIMS software.

5.2.4. Preserving historical property through measures such as adequate climate controls and museum-unique supplies to maintain display standards (see **Chapter 8**), address effects of improper display or storage, and/or to ensure long-term integrity of the objects.

5.2.5. Providing funding for display or exhibit cases, panels, museum furniture, special lights, computer software, signage, storage cabinets, mannequins, and other special furnishings and equipment.

5.2.6. Ensuring the protection of personnel, grounds, buildings, and historical collections as part of the installation's overall official security plan. This includes, where required, the installation of fire alarm or suppression systems, and intrusion detection system.

5.2.7. Accurately identifying and interpreting each vehicle with descriptive plaques.

5.2.8. Transporting historical property and related supplies and equipment.

5.2.9. Preparing aircraft display areas (e.g., concrete pads, tie-downs, display stands, lighting, and landscaping).

5.2.10. Providing funding and technical assistance for continued maintenance and/or preservation of aerospace vehicles.

5.2.11. Providing disability access features and accommodations for staff and visitors.

5.2.12. Funding participation in off-base historical activities that support the heritage activity.

5.2.13. Funding technical and professional training for heritage activity personnel.

5.2.14. Education and outreach programs.

**5.3. Appropriated Funds for New Construction.** DAFI 65-601, Volume 1, *Budget Guidance and Procedures*, governs the use of appropriated funds for new construction.

## Chapter 6

### CLOSURE OR RESTRUCTURE OF DEPARTMENT OF THE AIR FORCE HERITAGE PROGRAM ACTIVITIES

**6.1. Rationale.** The closure or restructure of an DAF heritage activity may occur for several reasons. These reasons include changes to the size, scope, mission, staffing, or collections of a current heritage activity, natural disasters, contingency operations, professional deficiencies, loss of interest and/or support. This includes temporary and permanent closures as well as changes in the category of a heritage activity.

**6.2. Temporary Closures.** The heritage activity director coordinates all temporary closures with the supporting commander, through MAJCOM or FLDCOM/HO, NMUSAF, and AF/HO. The supporting commander is the final approving authority for all temporary closures. **(T-2)** Correspondence includes:

6.2.1. Reason(s) for the temporary closing.

6.2.2. Estimated time the activity remains closed and projected timeline for final outcome.

6.2.3. An inventory conducted at time of closure, certified by current staff.

6.2.4. Location of the DAFHP property and whether it meets the requirements for security and preservation. The HPC holds the responsibility for the historical property during the inactive period.

**6.3. Permanent Closures.** The DAF considers any closure of more than 180 consecutive calendar days to be permanent. All decisions regarding permanent closure are in consultation with the NMUSAF, MAJCOM or FLDCOM/HO, and AF/HO. **(T-1)**

6.3.1. The heritage activity director and HPC coordinates all permanent closures with the supporting commander, through MAJCOM or FLDCOM/HO, NMUSAF, and AF/HO. Correspondence includes:

6.3.1.1. Reason(s) for the permanent closing.

6.3.1.2. Projected timeline for accomplishing all activities related to permanent closing.

6.3.1.3. Appointment of a HPC responsible for the control and care of historical property. Include the custodian's contact information. The custodian receives disposition instructions from the NMUSAF and coordinates the shipment of the historical property.

6.3.2. The HPC, in coordination with the supporting commander and MAJCOM or FLDCOM/HO, will first close the activity to the public. **(T-3)** Once closed to the public, the HPC will ensure accessioning and cataloging is up to date. **(T-1)**

6.3.3. The HPC, MAJCOM or FLDCOM/HO, and NMUSAF Collection Management Division (NMUSAF/MUC) will conduct a joint inventory and resolve all historical property

accountability issues before the supporting commander officially closes the activity. **(T-0)** The HPC will return all property on loan from sources other than the NMUSAF.

6.3.4. The NMUSAF provides instructions for the disposition of historical property on loan to the activity closing. **(T-0)** Heritage activities will not dispose of any DAFHP property until the HPC receives and acknowledges disposition instructions. **(T-0)** The supporting commander will ensure disposition of all historical property (final accountability, shipping, loans to other organizations) prior to the closure of the heritage activity. **(T-0)**

6.3.5. The supporting commander sponsoring the closing heritage activity bears all expenses for closure, including the joint inventory, packing, shipping, transportation, and temporary duty travel.

**6.4. Restructuring Heritage Activities.** Supporting commanders or MAJCOM or FLDCOM/HOs may recommend the restructuring of a heritage activity within the command. Restructuring can include changes to the size, scope, mission, staffing, or collections of the current heritage activity, or a change to another category of heritage activity.

6.4.1. Restructuring actions are coordinated with all interested parties (e.g., MAJCOM or FLDCOM/HO, NMUSAF, supporting commander, Local Supporting Foundation).

6.4.2. The supporting commander, in coordination with the MAJCOM or FLDCOM/HO, determines the appropriate category of a heritage activity. The supporting commander also directs the development of a strategic plan. The plan includes a projected timeline for the restructure and completion of all required actions. These actions outline the historical property disposition plan, if appropriate.

6.4.3. The NMUSAF, in coordination with the MAJCOM or FLDCOM/HO, provides instructions for disposition of DAFHP property declared excess due to restructuring or for historical property which the heritage activity cannot provide proper stewardship. **(T-0)** The heritage director or HPC going through a restructure will need to maintain all historical property until receiving instruction for disposition. **(T-0)** HPCs accomplish disposition of historical property (final accountability, shipping, loans to other organizations) prior to the restructure of the heritage activity. **(T-0)**

6.4.4. The DAF field museum director or HPC will resolve all accountability issues **(T-0)** They ensure accessioning and cataloging is current and provide a final inventory list to MAJCOM or FLDCOM/HO, and NMUSAF/MUC. **(T-0)**

6.4.5. The DAF field museum director or HPC, if required by MAJCOM or FLDCOM/HO and NMUSAF, conducts a final joint inventory before a heritage activity officially restructures.

6.4.6. The supporting commander sponsoring the heritage activity's restructure appoints, in writing, an HPC to be responsible for all historical property. This custodian receives disposition instructions and coordinates the shipment of the DAFHP property. The supporting commander furnishes the MAJCOM or FLDCOM/HO and NMUSAF/MUC with the custodian's contact information.

6.4.7. The supporting commander sponsoring the heritage activity's restructure bears all expenses including but not limited to the joint inventory, packing, shipping, transportation, and all associated travel. See **paragraph 7.5.1.4.** for guidance on costs associated with relocating aerospace vehicles.

**6.5. Upgrading a Heritage Activity.** Upgrading an existing heritage activity, for example from a heritage center to field museum, conveys on current and future commanders an ongoing responsibility for additional resources and support. Consider this responsibility for any application. The applications process for upgrades is the same as establishing a new heritage activity. See **Chapter 3** for application requirements.

## **6.6. Base Realignment and Closure.**

6.6.1. NMUSAF manages disposition and reutilization of DAFHP property at Base Realignment and Closure sites. The NMUSAF authorizes, after coordination with associated MAJCOM or FLDCOM/HO, any transferred, loaned, or donated historical property at these sites. DAFHP property is not the personal property of the sponsoring installation, base, or unit, or any individual or private group.

6.6.2. Disposition of historical property.

6.6.2.1. The NMUSAF Director has authority to identify any historical property, including aerospace vehicles, and direct its disposition in coordination with the installation's drawdown plans and funding. The NMUSAF Director prioritizes according to the requirements of the DAFHP.

6.6.2.2. The NMUSAF Director gives secondary priority to requests from other services (Army, Navy, Marine Corps, Coast Guard) or other federal organizations or agencies (National Park Service, National Archives, etc.).

6.6.2.3. In accordance with procedures established in DoD Manual (DoDM) 4165.66-M, *Base Development and Realignment Manual*, the heritage program is exempt from rules pertaining to personal property. The NMUSAF Director determines if DAF historical property from Base Realignment and Closure sites can support the local community through civilian heritage activities and initiatives. Such activities are qualified in accordance with 10 USC §2572 and undergo formal certification with NMUSAF prior to receiving any historical property (see **Chapter 13**).

6.6.3. Disposition planning.

6.6.3.1. NMUSAF/MUC is the focal point for disposition planning. NMUSAF/MUC works with the appropriate HPC, MAJCOM or FLDCOM/HO and DAF Real Property Agency. Together, they develop disposition plans and lists of DAFHP property to distribute to relevant organizations.

6.6.3.2. Upon final determination of a closure action, new loans and collecting cease at that location. The heritage activity director or HPC await written disposition plans from the NMUSAF before relocating or disposing of historical property.

#### 6.6.4. Actions.

6.6.4.1. The supporting commander appoints, in writing, an HPC to be responsible for the DAFHP property remaining on-site. The custodian awaits disposition instructions and coordinates the shipment of historical property. The commander furnishes the MAJCOM or FLDCOM/HO and NMUSAF/MUC with the custodian's contact information.

6.6.4.2. MAJCOM-FLDCOM/HO identifies any items of unreported or unidentified historical property and reports findings to NMUSAF/MUC. NMUSAF determines if any of the items should be accessioned as DAF historical property and takes the required actions. **(T-0)**

6.6.4.3. The HPC is responsible for ensuring accessioning and cataloging are up to date. **(T-0)**

6.6.4.4. The HPC, MAJCOM or FLDCOM/HO, and NMUSAF conduct a joint inventory and resolve all property accountability issues. **(T-0)**

6.6.4.5. NMUSAF/MUC identifies all property the HPC needs to return to meet NMUSAF requirements in accordance with disposition plan. **(T-0)** NMUSAF coordinates the relocation of aerospace vehicles. **(T-0)**

6.6.4.6. MAJCOM or FLDCOM/HO may identify from the remaining property items required for redistribution within their own MAJCOM. MAJCOM or FLDCOM/HO executes the disposition plan.

6.6.4.7. The Air Force Civil Engineer Center, Installations Directorate (AFCEC/CI), in coordination with MAJCOM or FLDCOM/HO, NMUSAF, and the local redevelopment authority, identifies and prioritizes items of interest to civilian organizations. The NMUSAF may loan these items to certified civilian organizations after all other requirements are satisfied. The Air Force Real Property Agency distributes information about DAF civilian loan programs (see **Chapter 13**).

6.6.5. Funding. The major command to which the Base Realignment and Closure site belongs bears all expenses for closure actions including preparation (e.g., demilitarization, engine removal, bio-environmental remediation, safety and egress certification) of aerospace vehicles. Other expenses may include the joint inventory, packing, shipping, transportation of historical property, and temporary duty travel.

## Chapter 7

### MANAGING DEPARTMENT OF THE AIR FORCE HERITAGE PROGRAM PROPERTY

**7.1. Scope.** A commander who maintains a heritage activity acquires an obligation under 10 USC §2572 to preserve and interpret those collections in the interest of history, the DAF, and the American people. **(T-0)** Doing so preserves the material culture of the DAF and enhances the educational and operational value of DAFHP activities. DAFHP property requires a life cycle of care from initial evaluation, to acquisition and custody, through disposition. All acquisitions obligate not only the current commander but future commanders as well.

7.1.1. The heritage activity director should conduct an initial evaluation to determine whether the historical property meets an activity's strategic plan.

7.1.2. Heritage activities should limit acquisition of items to those used for display or for broader DAFHP collection needs.

7.1.3. Custody entails the accountability, stewardship, care and preservation of historical property consistent with DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*, and this instruction.

7.1.4. HPC accomplishes disposition within the limits of this instruction. **(T-1)**

**7.2. Categories of DAFHP Property.** There are seven categories of DAFHP property. The heritage activity places all accepted items into one of these property categories. Accountability, care, preservation, and administrative responsibilities vary according to the category.

7.2.1. Historical Property. The historical property category constitutes the most significant portion of the DAFHP collection. Generally organizations base historical property determinations on a number of considerations: an item's association with historic DAF events or activities; an item's association with DAF history (e.g., significant DAF persons); an item's distinctive design or physical characteristics; an item's potential to provide other important information about DAF prehistory or history; and if an item retains sufficient integrity (e.g., combination of location, setting, materials, design, workmanship, feeling, and association) to convey its significance. Organizations carefully employ these criteria for the historical property category and coordinate final determinations with the chain of command and NMUSAF.

7.2.1.1. NMUSAF may also designate certain objects in the DAFHP collection from any of the categories as being especially significant and requiring special considerations of preservation, security, storage or exhibit. Once so designated, the object becomes historical property.

7.2.1.2. The NMUSAF centrally manages control and accountability of historical property. The NMUSAF also makes historical property available to field heritage activities by loan.

7.2.1.3. Heritage activities may contact the NMUSAF Collections Management Division for specific examples of historical property from the NMUSAF's Data Dictionary.

7.2.1.4. For the purpose of this instruction, historical property does not include real property of historical interest. Examples include archaeological sites, cemeteries, monuments, memorials, and buildings.

7.2.2. Historical Research Material (HRM). Items in this category often include, but not exclusively, paper based, photographic, printed, and digital materials. Curators use these items in support of exhibits and educational programming in heritage activities. Examples may include diaries, scrapbooks, loose photographs, and technical manuals. HRM items may also include film, negatives, audio or visual material and electronic resources. Field museum and heritage activity curators account for the items in this category through local inventories and finding aids to ensure accountability and identification. Finding aides use a numbering systems distinct from that used to accession historical property. Provide a copy of local inventories and finding aids to MAJCOM or FLDCOM/HO.

7.2.2.1. Not all HRM items are historical reference material. Some items collected as HRMs should become accessioned historical property, based on their significance or historical importance. The NMUSAF accessions these materials into the heritage collection. These items include currency (including "short snorters"), autographed items of potential historical significance, propaganda leaflets, significant cultural or religious documents, pilot identification cards, and logbooks. Items such as diaries or scrapbooks could be either HRM or historical property depending on their significance.

7.2.2.2. Museum Reference Material. Items in this sub-category often include books, periodicals, digital or hard copy working files, and other items unlikely to retain historic value over time.

7.2.3. Heraldic Property. Heraldic property includes the organizational flags of color-bearing establishments in accordance with DAFI 84-105, *Organizational Lineage, Honors and Heraldry*. Title to colors, standards, and guidons of demobilized organizations of the DAF remains in the United States (10 USC §9565(b)). Units send such flags, guidons and related streamers to NMUSAF/MUC for conservation and storage. These flags are inherently historical. Do not retain duplicate sets.

7.2.3.1. For Air National Guard heraldic property, 10 USC §9565 provides that the Governor of the State may request the return and retention of deactivated unit colors, flags and guidons only. Officials preserve and display returned items in accordance with professional standards and published practice. Officials need to account for the returned items as federal property. The Governor (Adjutant General) may determine the accountability method, such as an active loan account with NMUSAF/MUC as per this instruction or held in a Guard Museum federal historical property account under Army Regulation 870-20, *Army Museums Enterprise and Army Artifact Collection*, and United States Property and Fiscal Office oversight. **(T-0)**

7.2.4. Restoration Support Items (RSI). Heritage activities strictly limit items in this category to aircraft parts and alternate mission equipment, such as missile rails, pylons, canopies, etc.

These items provide for aerospace vehicle restoration as identified in the heritage activity's strategic plan. RSI does not include bench stock, such as rivets, screws, nuts, bolts, safety wire, or screen material. Heritage activities account for RSI locally. Heritage activities maintain accurate inventories and finding aids to provide a means for assuring individual object accountability and identification. Use a numbering system distinct from that used to accession historical property. Provide copy of local inventories and finding aids to MAJCOM or FLDCOM/HO. **(T-1)** Heritage activities screen all RSI for radioactive material (see **Chapter 10**). **(T-1)**

7.2.5. Museum Support Articles. The museum support articles category includes generic apparel and insignia, reproductions, and models. Heritage activities may use these items in cases or dioramas. The NMUSAF does not accession museum support articles as historical property. They may, however, be items of significant monetary value. Retain receipts for any items purchased to denote source of acquisition and to distinguish from historical property. Account for museum support articles through local inventories and finding aids to provide a means for assuring individual object accountability and identification. Use a numbering system distinct from that used to accession historical property. Heritage activities provide a copy of local inventories and finding aids to MAJCOM or FLDCOM/HO.

7.2.6. Educational Support Items (ESI). ESI category includes generic apparel, insignia and hardware items used in educational programs. Weapons or radioactive items are not ESI. Heritage activities designate ESI in one of two ways: 1) at the time of initial acquisition or 2) via deaccession and re-categorization of existing historical property.

7.2.6.1. Initial acquisitions of ESI. Heritage activities can accept donations within the guidelines of AFI 51-506. They can also make purchases or transfers specifically for use as ESI.

7.2.6.1.1. Document all donations of ESI by annotating the original, signed DAF Form 3571, *DAF Heritage Program Proffer of Gift Agreement*, to reflect that item(s) donated are ESI. Heritage activities ensure the donor is aware of and understands the intended use of items as ESI.

7.2.6.1.2. Heritage activities document all purchases of ESI with the original receipt attached to a memorandum signed by director or HPC detailing the intended use. Heritage activities retain documentation for as long as the item is in the ESI collection.

7.2.6.1.3. Heritage activities document all transfers of ESI with a memorandum signed by the director or HPC detailing the intended use. **(T-0)** Heritage activities attach a signed memorandum to any paperwork associated with the transfers of ESI. **(T-0)** Examples of associated paperwork includes the DD Form 1149, *Requisition and Invoice/Shipping Document* and DD Form 1348-1A, *Issue Release/Receipt Document*.

7.2.6.2. Re-designating ESI from existing historical property. Heritage activities may request to re-designate accessioned historical property as ESI. The HPC identifies the historical property for the ESI collection and recommends deaccessioning to the MAJCOM or FLDCOM/HO.

7.2.6.2.1. The HPC sends an image, a justification statement, and a copy of the original DAF Form 3582, *USAF Heritage Program Accession Worksheet*, to the MAJCOM or FLDCOM/HO for review.

7.2.6.2.2. The MAJCOM or FLDCOM/HO forwards the application, supporting information, and a recommendation to NMUSAF/MUC within 30 days of receipt from the heritage activity's HPC. If NMUSAF/MUC approves the recommendation, they complete deaccessioning procedures and notify the MAJCOM/HO of the object's change in status within 45 days of receipt.

7.2.6.3. HPCs account for ESI through local inventories and finding aids using a numbering system distinct from the accessioned historical property. Custodians permanently mark items with a local educational support item accountability number. The custodian provides copies of local inventories and finding aids to the MAJCOM or FLDCOM/HO.

7.2.6.4. Custodians dispose of ESI through the Defense Logistics Agency Disposition Services. Custodians may not donate, sell, exchange, or otherwise dispose of ESI. **(T-1)** The HPC retains disposal paperwork for ESI that were purchased, received from donation, or transfer.

7.2.6.5. If museum visitors use educational support apparel items, HPCs should ensure that appropriate sanitation and health safeguards are in place (e.g., "please touch" items or flight helmet and uniform demonstrations as a part of education programs).

7.2.7. Unit Memorabilia. NMUSAF provides security and long-term storage for significant retired memorabilia. Inactivating organizations seeking to preserve specific historically or heraldically unique items may submit a unit memorabilia box to the NMUSAF. Commanders are advised to carefully consider what should be included in unit memorabilia boxes. A good rule of thumb is to consider what would be important or significant were the organization to reactivate. It does not include historical property as addressed in **paragraph 7.2.1**. The following kinds of items are recommended for inclusion:

7.2.7.1. Photographs of all significant events in the unit's history as well as any unique items. Label photographs with as much specific information as possible including but not limited to date, place, event, and names of people pictured. Any digital media submitted is in a PDF format.

7.2.7.2. Copy of unit lineage and honors statement and color photographs of heraldic emblem. If the unit had a mascot, document it.

7.2.7.3. Color photographs of the colors, markings, and insignia of the unit's aircraft. Include squadron and installation commander's special markings when applicable. Include vehicles and other equipment, if unique.

7.2.7.4. Clothing items including but not limited to scarves, baseball caps and patches; custodians may include morale patches and gaggle patches but distinguish each. Include two examples of each where possible.

7.2.7.5. Significant competition trophies and awards. Avoid sports trophies, gifts from visiting dignitaries, or minor awards of only local interest. Use gloves when handling metal objects. Wipe metal objects with clean cloth to remove fingerprints before packing.

7.2.8. An inactivating organization forwards items in one box, sized appropriately, not to exceed measurements of 43”x 31¾” x 20½”. Units should include an inventory of all items in the box and forward a copy to MAJCOM or FLDCOM/HO. The inactivating organization holds the responsibility for shipping charges. Units may construct the box in-house with wood, metal, plastic or triple wall cardboard capable of a minimum load capacity of 75 pounds and stackable. If purchasing, refer to General Services Administration supply catalog for examples ([www.gsaglobalsupply.gsa.gov](http://www.gsaglobalsupply.gsa.gov)) to review products or request a catalog.

7.2.8.1. Preparing, packing, and mailing unit memorabilia boxes.

7.2.8.2. Unit coordinates with their MAJCOM or FLDCOM/HO prior to preparing a unit memorabilia box.

7.2.8.3. Avoid including delicate, fragile, or easily breakable items. Remove glass from framed documents or photographs.

7.2.8.4. Include an inventory of all items in the box and provide MAJCOM or FLDCOM/HO a copy. Ensure each item on the inventory includes an explanation regarding its significance. This assists those who may access the box should the unit reactivate (see **Figure 7.1.**).

7.2.8.5. Units sending only flags, guidons, and related streamers may pack items in a padded mailing envelope instead of a box.

7.2.8.6. If shipping via United States Postal Service, send to: NMUSAF/MUC; 1100 Spaatz Street, Wright-Patterson AFB OH 45433-7102.

7.2.8.7. If shipping via any other commercial provider (e.g., Federal Express®, United Parcel Service®) send directly to NMUSAF/MUC at: NMUSAF/MUC; 2601 E Street, Area B, Bldg. 5, Door 17; Wright-Patterson AFB OH 45433-7102.

7.2.8.8. The organization sends a request through MAJCOM or FLDCOM/HO, including a fund cite, to NMUSAF/MUC for return of the items, upon reactivation or transfer of its lineage to another organization.

Figure 7.1. Sample Unit Memorabilia Inventory Form.

Unit/Organization inactivating: _____	
Base/State: _____	
Date: _____	
Point of Contact for this material:	
Name: _____	
Address: _____	
DSN Phone: _____	Commercial Phone: _____
<b><u>ITEM #</u></b>	<b><u>DESCRIPTION</u></b>
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____
17	_____
18	_____
19	_____
20	_____
21	_____
22	_____
23	_____
24	_____
25	_____

**7.3. Acquiring Historical Property.** The DAFHP acquires historical property through transfer, gift/donations, purchase, exchange, and incoming loans. Acquiring historical property by any means is contingent on meeting all of the following criteria:

7.3.1. HPCs identify items for an exhibit or purpose as outlined in an approved strategic plan.

7.3.2. MAJCOM or FLDCOM/HO approves the acquisition request. Direct reporting units and field operating agencies contact NMUSAF/MUC directly.

7.3.3. Heritage activity director has contacted NMUSAF/MUC to determine availability of requested historical property already in the collection for loan.

**7.4. Requesting Existing Historical Property from NMUSAF.** The NMUSAF is the central repository for historical property and loans items to heritage activities. Such loans allow for a broader exhibition of historical resources. The heritage activity custodian ensures requests for historical property reflect their current strategic plan.

7.4.1. HPCs submit requests for loans of historical property via written or electronic correspondence through the MAJCOM or FLDCOM/HO to NMUSAF/MUC. Direct reporting units and field operating agencies submit requests directly to NMUSAF. The request should include the following:

7.4.1.1. A name and/or description of the item(s) requested.

7.4.1.2. A justification based on the heritage activity's scope of collection statement.

7.4.1.3. A statement acknowledging that the heritage activity funds the loaned historical property's transport, display and long term maintenance and upkeep.

7.4.1.4. A description and details about the planned manner of display to include exhibition plan, environmental factors, restoration or maintenance needs and security.

7.4.2. NMUSAF/MUC reviews requests, determines approval of the loan, and notifies the requestor through the MAJCOM or FLDCOM/HO or equivalent.

7.4.3. For new loan accounts, the supporting commander signs the initial HPA and returns a copy through MAJCOM or FLDCOM/HO to NMUSAF/MUC (see **Chapter 3** to establish a new heritage activity).

7.4.4. NMUSAF/MUC ships the approved items with a Defense Department Form 1149. **(T-0)** When the shipment arrives, the gaining organization's HPC physically inventories all items and signs and returns one copy of the DD Form 1149. **(T-0)**

7.4.5. The NMUSAF loans historical property to heritage activities for display purposes only. Heritage activities should exhibit the historical property within six months of receipt.

**7.5. Requesting Aerospace Vehicles.**

7.5.1. Heritage activities request aerospace vehicles, which are accountable historical property, through written or electronic correspondence, signed by the supporting commander and coordinated through the MAJCOM or FLDCOM/HO to NMUSAF/MUC. Direct reporting units and field operating agencies submit requests directly to NMUSAF. The request should include the following:

7.5.1.1. The aerospace vehicle's mission, design and series (M/D/S), including the serial number (if applicable), of the airframe.

7.5.1.2. If applicable, the airframe's unit and years of assignment.

7.5.1.3. A justification based on the activity's scope of collection statement and how requested aerospace vehicle relates to the approved strategic plan.

7.5.1.4. An analysis of both initial and long-term costs associated with acquiring and caring for the vehicle. This includes but is not limited to rough order of magnitude costs associated with taking on the loan of aircraft. This includes ensuring the aircraft is safe, engine removal, disassembly, movement, and re-assembly. Also include exhibit needs such as pad, blocks, plinths, etc., initial maintenance, and demilitarization. The analysis should include a description, with map, of the route to be used to move the aerospace vehicle, including a description of any potential obstacles and notes for how they will be resolved. Finally, include ongoing maintenance (painting, washing, landscaping), and the vehicle's long-term maintenance (20+ years).

7.5.1.5. A description and details about the planned manner of display including a timeline of actions to prepare and place the aerospace vehicle on display.

7.5.2. The MAJCOM or FLDCOM/HO forwards the request package to NMUSAF/MUC with its recommendation. If approved, NMUSAF/MUC adds it to the master aerospace vehicle request list and notifies the heritage activity of its status. NMUSAF/MUC maintains the master request list by M/D/S showing the requesting heritage activity and date of request. Depending on availability of the requested aerospace vehicle, the amount of time between initial request and delivery can be substantial. NMUSAF/MUC solicits updates to the master request list from MAJCOM or FLDCOM/HO and reviews periodically.

7.5.3. When placing aerospace vehicles on loan to heritage activities, NMUSAF first considers factors such as historical significance, mission scope and size of the requesting heritage activity's current collection. Other factors considered include indoor display capability, condition, rarity and/or composition of the vehicle, and the basic stewardship and condition of any vehicles already on loan to the requesting activity. The NMUSAF denies requests if the heritage activity fails to meet the basic stewardship and condition requirements of existing aerospace vehicles mandated by the HPA and attachments. This includes, but not limited to, the overall maintenance and appearance, display site appearance and upkeep, accountability records and inventory and reporting history.

7.5.4. Losing Organization Preference. Requests for aerospace vehicles currently serving with the requesting organization receive priority. The NMUSAF gives consideration to organizations who request retired aerospace vehicles previously assigned to that organization, provided the requesting organization submits documentation (by serial number) of previous ownership.

7.5.5. NMUSAF/MUC coordinates the delivery of aerospace vehicle(s) with the losing and gaining heritage activities and prepares the required accountability documents. The NMUSAF loans aerospace vehicles for display purposes only and should be on exhibit within six months of receipt.

7.5.6. Heritage activities forward all original aircraft operational records Air Force Technical Order (AFTO) Form 781 series, *ARMS Aircrew/Mission Flight Data Document*, and AFTO Form 95, *Significant Historical Data* to NMUSAF/MUC upon delivery of the aerospace vehicle. Activities that wish to retain operational records request a waiver from NMUSAF/MUC.

7.5.7. Only NMUSAF has the authority to directly contact AF/A4, Directorate of Logistics, Maintenance Division (AF/A4LM) and Air Force Materiel Command System Program Office (SPO) on the availability and disposition of excess aerospace vehicles. In accordance with AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, AF/A4LM may reallocate aerospace vehicles to the DAFHP that exceed the DAF operational inventory, Ground Instructional Training Asset, or other requirements.

**7.6. Gifts / Donations.** Offers of gifts from domestic and foreign sources for the DAFHP are guided by the General Gift Statute, 10 USC §2601, *General Gift Funds*, AFI 51-506, and this instruction. Gifts allow potential historically significant items outside the Government to be made available to the DAFHP for use in accomplishment of heritage activity missions. Items accepted become property of the DAF. The appropriate commander or the commander's designated subordinate authority signs DAF Form 3571 when processing all donations, regardless of property category. Signature on this form does not constitute final acceptance of the donation by the DAF. Rather it acknowledges receipt of the offered donation. **Chapter 11** provides additional guidance on accepting gifts and donations from a Local Supporting Foundation.

7.6.1. All donations should fit the heritage activity's scope of collection and strategic plan and have prior, written approval from MAJCOM or FLDCOM/HO in coordination with NMUSAF. DRU and FOA leadership determines the level of approval within their organization. Heritage activities forward a list and digital images of all items considered for donation, within 7 days, to MAJCOM or FLDCOM/HO for coordination with NMUSAF. Heritage activities should avoid taking physical custody of potential donations before formal acceptance. If unavoidable, issue a temporary receipt (DAF Form 1297, *Temporary Issue Receipt*) to the donor, to maintain accountability during the interim period, pending MAJCOM or FLDCOM/HO approval. Inform donor that the potential donation first undergoes approval before formal acceptance. Do not accept donations that come with unacceptable limiting conditions or high maintenance costs. **(T-1)** Do not accept donations that incur some explicit or implicit responsibility (for example, an agreement to display or exhibit, or to retain at one specific location). **(T-1)**

7.6.2. Acknowledge the formal acceptance of all approved donations in writing, normally via a separate letter to the donor. Keep the signed original DAF Form 3571 and a copy of the acceptance letter in the item's accession folder. Heritage activities provide the donor a copy and forward a copy to NMUSAF/MUC.

7.6.3. AFI 51-506 and professional museum ethics prohibit heritage activities from assigning a value to a donation for donor tax purposes. Activities may assign a monetary value to the item to determine the proper level of authority required for acceptance in accordance with AFI 51-506 and to determine the level of security required (see **Chapter 9**). These values are for internal purposes only and will not be shared for use for tax purposes by the donor.

7.6.4. Heritage activities decline donations that fall outside its scope of their collection and mission statement or are not relevant to its current strategic plan. However, if items offered are of obvious military historical significance, refer donors of such materials to the MAJCOM or FLDCOM/HO or to the NMUSAF Senior Curator.

7.6.5. After acceptance at any level, title to historical property passes to the DAFHP.

7.6.6. The DAF does not authorize acquisition of historical property by an individual acting as a surrogate or the operation of a separate holding account for historical property. However, a Local Supporting Foundation supporting a heritage activity may on its own initiative, with knowledge of the strategic plan and at its own risk, acquire historical property for the activity in accordance with AFI 34-223 and this instruction and donate as appropriate (see **Chapter 11**).

7.6.7. Donations of personal papers or other historical documents not related to exhibits will also be processed according to DAFI 84-101, *Aerospace Historian Responsibilities and Management*.

7.6.8. After receiving significant historical property within their commands, MAJCOM or FLDCOM/HOs notify NMUSAF/MUC (see **Chapter 8**).

**7.7. Additional Sources.** After coordination with MAJCOM or FLDCOM/HO or DRU or FOA leadership and approval by NMUSAF/MUC, heritage activities may also acquire historical property through the following channels. Such acquisitions reflect the activity's current strategic plan.

7.7.1. Transfers. According to this instruction and AFI 23-101, *Material Management Policy*, heritage activities may transfer items on organizational equipment accounts (Custodian Authorization/Custody Receipt Listing) to the DAFHP as historical property for display purposes at no cost. The requesting activity custodian sends a DD Form 1348-1A, or a DD Form 1149, with the national stock number (NSN), nomenclature, other identifying information and the organization's POC to NMUSAF/MUC.

7.7.1.1. Some transfers may require the use of a DoD Activity Address Code. This code uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material. All heritage activities except NMUSAF use the DoD Activity Address Code assigned to their parent organization in all supply system transactions. NMUSAF maintains its own DoD Activity Address Code.

7.7.1.2. For programs with Program Protection, obtain written confirmation from the Program Manager that the platform or item considered for the DAFHP inventory does not contain (or no longer contains) critical program information and critical components. (**T-0**) Reference DoDI 5200.39, *Critical Program Information (CPI) Identification and Protection Within Research, Development, Test and Evaluation (RDT&E)*, DoDI 5200.44, *Protection of Mission Critical Functions to Achieve Trusted Systems and Networks (TSN)*, and DoDI 5000.83\_DAFI 63-113, *Technology and Program Protection to Maintain Technological Advantage*, for more information.

7.7.2. Incoming Loans. Incoming loans cover non-DAFHP property accepted for loan from individuals or organizations other than NMUSAF. Acceptance of incoming loans obligates the DAF to private individuals, groups or other government agencies. Heritage activities need to have proper documentation before accepting or displaying objects on an incoming loan to prevent the DAF from potential legal action concerning their loss or damage. MAJCOM or FLDCOM/HO, DRU or FOA leadership approve incoming loans in writing prior to acceptance or receipt. Normally, incoming loans are for no longer than one year. MAJCOM or FLDCOM/HO can re-approve the loan extending it beyond one year. Use DAF Form 3572, *DAF Heritage Program Loan Agreement*, to document incoming loans and provide the lender with a copy of the form.

7.7.3. Withdrawals from Defense Logistics Agency Disposition Services. A Headquarters Defense Reutilization and Marketing Service moratorium message 021321Z October 1995 regarding issues to all military service museums prohibits all DAF heritage activities, including NMUSAF, from withdrawing items from Defense Logistics Agency Disposition Services. The only exceptions to this moratorium are for items in a limited number of stock classes relating to housekeeping and facility maintenance. See <https://www.dla.mil/DispositionServices/> for more information.

**7.8. Loan Conditions.** The NMUSAF Director controls, allocates and distributes all historical property. Heritage activities request and utilize loaned historical property to support exhibits or displays as per an approved exhibit plan. Heritage activities use all loaned property in a careful and prudent manner. In taking on the loan of aerospace vehicles, heritage activities agree to perform routine maintenance including (but not limited to) annual upkeep, periodic painting, repair of damage, and day-to-day care, so as to ensure the vehicle(s) reflects favorably on the DAF. NMUSAF must approve in advance any modifications which would alter the original form, design, or historical significance of any loaned historical property. **(T-1)** Heritage activities display and protect all historical property in accordance with this instruction, the HPA and its attachments.

7.8.1. Except where noted in **paragraph 7.8.6.**, heritage activities cannot loan historic property to support non-museum events. These include social occasions, parades, airshows, reenactments, retirements, and change of command ceremonies. Heritage activities will not use historical property merely to decorate or furnish offices, clubs, recreation centers or similar facilities. **(T-1)** Failure to comply may result in recall of property and account closure.

7.8.2. Access to loaned aerospace vehicles.

7.8.2.1. Do not use aerospace vehicles in a consumptive manner. Aerospace vehicles are for static display purposes only. Access to aircraft interiors (cockpit, cargo areas, etc.) for purposes other than maintenance or restoration work by persons other than staff or authorized maintenance personnel is typically prohibited for reasons of aircraft preservation and public safety (See **paragraph 8.3.4**).

7.8.2.2. MAJCOM or FLDCOM/HO, DRU or FOA leadership and NMUSAF must approve in writing requests for one-time internal access to loaned aerospace vehicles (e.g., veterans or their family members, legitimate commercial media outlets). **(T-2)**

These requests are arranged in advance and considered on a case-by-case basis. Heritage activities that receive such requests should first consult aerospace vehicles records to determine if any radioactive or other hazardous material is present in or on the vehicle. If present, the request is not approved without further coordination with the installation Radiation Safety Officer (RSO), the bioenvironmental engineering office, MAJCOM or FLDCOM/HO and NMUSAF. If such material is not present, the request for internal access may be approved after coordination with MAJCOM or FLDCOM/HO and NMUSAF. Heritage activities must provide appropriate personnel and equipment to ensure safety and security of anyone accessing aerospace vehicles. **(T-2)** Heritage activities will maintain written approvals in aerospace vehicle files. **(T-2)**

7.8.2.3. The NMUSAF may grant waivers to accommodate regular or permanent public viewing or access to an aerospace vehicle's interior on a case-by-case basis. Heritage activities must submit waiver requests in advance to NMUSAF consisting of a detailed plan showing proposed controlled public entry and addressing potential visitor safety and security issues. **(T-1)** HPCs coordinate waiver requests with MAJCOM or FLDCOM/HO and then submit the requests to NMUSAF for review and approval by its Collections Committee. Approved waivers are valid for four years. HPCs should retain written approvals in their aerospace vehicle files.

7.8.3. Visitors to heritage activities may take personal or casual photography or video recordings of historical property. The installation or organization's public affairs office handles local media requests. The NMUSAF Public Affairs Division (NMUSAF/MUP) can address specific guidance. NMUSAF/MUP is the appropriate media release authority for DAFHP property. As such the use of historical property in any manner for commercial (non-Government) still photography, motion picture, television or video production is prohibited without prior written approval. HPCs submit requests for approval ahead of time in writing to NMUSAF/MUP. If granted, heritage activities coordinate approved requests through their appropriate public affairs office and notify MAJCOM or FLDCOM/HO.

7.8.4. The borrowing organization will obtain and comply with disposition guidance from the NMUSAF for all loaned property on termination. **(T-1)**

7.8.5. NMUSAF loaned aerospace vehicles may temporarily relocate on base for static display only under the following conditions:

7.8.5.1. HPC received MAJCOM or FLDCOM/HO approval, including schedule of movement and return.

7.8.5.2. The aerospace vehicle does not require disassembly or extensive removal from permanent mounts.

7.8.5.3. Tires, wheels, bearings and struts are serviceable.

7.8.5.4. Maintenance personnel use appropriate technical order (TO) procedures, serviceable tow bars and tugs. Affirm that qualified personnel perform aerospace vehicle movement and be present at the event.

7.8.5.5. Qualified personnel tow loaned aerospace vehicles across improved surfaces only.

7.8.5.6. HPC ensures the temporary relocation is to a site on the active installation. The NMUSAF will not authorize off-base requests. **(T-1)**

7.8.6. Only the NMUSAF may loan historical property to DAF, DoD and other federal organizations, foreign governmental or military museums for static display purposes. Heritage activities cannot make third-party loans of historical property. Only the NMUSAF will loan historical property for static display purposes to domestic civilian, non-Federal, nonprofit, educational museums, cities, counties or municipalities or veterans' organizations that meet the requirements of 10 USC §2572 and DoDM 4160.21, Volume 1, *Defense Materiel Disposition: Disposal Guidance and Procedures* (see **Chapter 13**). **(T-0)**

7.8.7. Recall of historical property. The NMUSAF Director may deem it necessary and appropriate to recall historical property from heritage activities for reasons such as conservation, preservation or security.

**7.9. Accountability Records.** All DAF heritage activities must ensure the accountability of historical property. **(T-0)** To accomplish this, heritage activities will:

7.9.1. Maintain the following collections management accountability documents and files: **(T-1)**

7.9.1.1. Accession Register. The register is a bound, hardcopy, written list of acquisitions, entered by number in a volume, preferably archival quality paper, in indelible ink. Entries in the accession register include the accession number, date of acceptance, donor name and address or contact information, type of acquisition, a brief description of the items, who accepted the property on behalf of the DAFHP and the number of items in the acquisition. The accession register serves as the source document for the next available accession number. Curators retain all volumes for as long as the historical property account exists. Heritage activities forward all registers to NMUSAF/MUC when the account closes.

7.9.1.2. Accession files. Heritage activities will establish accession files for all historical property. **(T-1)**

7.9.1.2.1. Heritage activities are responsible for maintaining the original accession record for any historical property accessioned at their site. Heritage activities file these records numerically by year and contain the original DAF Form 3571 or appropriate transfer documents, DD Form 1149 issued by NMUSAF loaning the property to the heritage activity, supporting documentation, correspondence, and reference photographs (if available) and/or digital images. Additional documentation may include DAF Form 3573, *DAF Heritage Program Artifact Condition and Conservation Survey*, explosive ordnance disposal (EOD) inert certification statement and/or radiation safety forms as needed by the object (recommend using six-part folders).

7.9.1.2.2. Historical property accessioned at NMUSAF and on loan to the heritage activity retains the original NMUSAF catalog number. The NMUSAF retains the accession files for these items, however, heritage activities will also maintain individual accountability files. **(T-1)** At a minimum these files contain a copy of the DD Form 1149, copies of any relevant safety forms (e.g., radiation, explosive ordnance), and supporting documentation, correspondence, and current photographs.

7.9.1.3. Heritage activities will maintain a current HPA, inventory provided by NMUSAF/MUC, and current HPC Appointment Letter. **(T-0)**

7.9.1.4. Heritage activities with aerospace vehicles maintain one accession folder per aircraft. In addition to regular documents found in an accession folder, aerospace vehicle folders contain the following collections management accountability documents:

7.9.1.4.1. All transfer documents or DD Form 1149 loaning the vehicle to the heritage activity.

7.9.1.4.2. Heritage activities maintain radiation survey and swipe forms utilizing DAF Form 3583, *DAF Heritage Program Static Display Aerospace Vehicle/Component Radiation Survey Log*. HPCs should retain previous swipe analyses collected and documented on AF Form 3584, *USAF Museum Aerospace Vehicle Static Display/Component Radiation Swipe Log*. The AF Form 3584 has been rescinded.

7.9.1.4.3. Certificates for demilitarization, safety and EOD inert verification (using templates found in DoDM 4160.28, Volume 2, *Defense Demilitarization: Demilitarization Procedures*).

7.9.1.4.4. DAF Form 3581, *DAF Heritage Program Aerospace Vehicle Static Display Maintenance Log*. Use this form to record all inspections, maintenance, repair, and other actions. Such actions include painting, washing, RSI and historical property installation or removals, part removals, weapons uploads, repair, and bird and weather proofing. Individuals performing such work must legibly print and sign their names on the form. **(T-1)**

7.9.1.4.5. Colors, Markings, and Insignia packages (if applicable).

7.9.1.4.6. All related correspondence.

7.9.1.5. HPCs maintain aircraft files for as long as the heritage activity possesses the aerospace vehicle. When heritage activities dispose of an aerospace vehicle or retire it, they will transfer the files to NMUSAF/MUC. **(T-1)**

7.9.2. Process new acquisitions.

7.9.2.1. The HPC will accession all historical property in the custody of the heritage activity. **(T-0)** Custodians should establish accountability of newly acquired historical property within 24 hours of receipt by adding items to the heritage activity's accession register. Tag objects with their accession numbers until the custodian can permanently

mark the item. Heritage activities will store uncatalogued objects separately from the remainder of the collection. **(T-3)**

7.9.2.2. Heritage activities will complete an DAF Form 3571 for all donated historical property. **(T-1)**

7.9.2.3. Catalog each new approved acquisition within 45 working days using AF Form 3582 which constitutes the primary record of all historical property. The HPC will ensure the screening of all historical property for radioactive material prior to cataloging. **(T-1)** HPCs can also print out the completed CIMS catalog worksheet report, which duplicates the information found on AF Form 3582. Detailed instructions for completing AF Form 3582 are available by request from NMUSAF/MUC.

7.9.2.4. HPCs catalog approved acquisitions and place secure, yet reversible, catalog numbers on each object. Establish and document a uniform system for applying catalog numbers. Place catalog numbers so that they are unobtrusive, do not deface objects or detract from their visual appeal for exhibit. Large objects such as aircraft, missiles, and other large vehicles or equipment do not require permanent marking as long as some type of unique identifier is present and visible (e.g., aircraft identifiable by tail number, vehicles or equipment with painted serial numbers, missile type that is the only one at location). Contact NMUSAF/MUC for guidance.

7.9.2.5. Report cataloged acquisitions to NMUSAF/MUC within 45 working days via CIMS (see **paragraph 7.10.3**). If the heritage activity custodian does not have a CIMS account, submit an AF Form 3582 to the MAJCOM or FLDCOM/HO for CIMS input. Send informational copies to NMUSAF/MUC, and include copies of AF Form 3582, DAF Form 3571 or other transfer documents (for example DD Form 1149 or DD Form 1348-1A). Provide EOD inert certifications for munitions and safety certificate (DAF Form 3580, *DAF Heritage Program Aerospace Vehicle Static Display Egress and Safety Certificate*) for aerospace vehicles. Include radiation safety forms (Radiation Screening Checklist or DAF Forms 3583). Include digital images of new acquisitions in standard format.

**7.10. Inventory Reporting and Control.** Proper stewardship of DAFHP collections includes regular and comprehensive inventories of all historical property. **(T-0)** Consistent with DoDI 5000.64\_DAFI 23-111, *Accountability and Management of DOD Equipment and Other Accountable Property*, NMUSAF/MUC accounts for and reports all DAFHP historical property every five years. **(T-0)** For historical property on loan to heritage activities, NMUSAF/MUC sends out the Report of Historical Property (inventory) and a “Points of Contact” list to each MAJCOM or FLDCOM/HO direct reporting unit, or field operating agency no later than 1 February of the appropriate year. These organizations will in turn ensure that the HPCs of their individual heritage activities will accomplish an item-by-item inventory of all historical property. **(T-1)** MAJCOM or FLDCOM/HOs send the completed inventories to NMUSAF/MUC no later than 1 May of the same year. Field operating agencies and direct reporting units submit completed inventories to NMUSAF/MUC directly. Failure to comply may result in recall of property and account closure.

7.10.1. To accomplish inventories, heritage activities will:

7.10.1.1. Conduct a comprehensive, wall-to-wall inventory of all historical property (in storage and on exhibit) assigned to the account. Physically inspect each item and verify nomenclature and catalog number against the inventory listing provided by NMUSAF/MUC. Heritage activities will document discrepancies such as items missing, damaged, or deteriorating via a memo for record to include a brief explanation and recommended corrective action submitted with the inventory. **(T-0)** Annotate on the inventory any historical property excess to current needs. Retain a copy of the completed inventory for records. Prior to submission, heritage activities will review the “Points of Contact” list sent with their inventory and annotate changes, corrections, etc. as needed. **(T-1)** If the supporting commander appoints a new HPC, the custodian will include the updated appointment letter. **(T-1)**

7.10.1.2. List any historical property on exhibit or in storage received from sources other than NMUSAF that does not appear on the inventory in a memo for record and submit with inventory and retain a copy. **(T-1)** Provide completed AF Form 3582, digital images, DAF Form 3571 (if appropriate) and all other accountability paperwork that accompanied the property. HPCs will accession these items as required. **(T-0)**

7.10.1.3. Every fifth year, in conjunction with the comprehensive inventory, heritage activities will submit a current, digital image of the following historical property: 1) items on display outside; 2) items that have moved on or off exhibit within the reporting cycle; and 3) items that have undergone major condition changes (e.g., maintenance, restoration, or conservation) within the reporting cycle. **(T-1)** Non-current images or images submitted in previous reporting cycles are not acceptable. All digital images submitted are in “jpeg” format. Name each image file by catalog number, e.g., 1992-3187-0005-0009. Digital images of each aerospace vehicle must provide sufficient resolution and detail to allow positive identification, show the overall condition, and the serial number of the airframe (e.g., do not submit images of aerospace vehicles covered in snow, taken from great distances, or photographed through a fence).

7.10.2. HPCs sign the inventory lists certifying that all historical property has been physically inventoried and accounted for and any discrepancies noted. Completed inventory packages include the signed and certified inventory list, memos for record listing inventory discrepancies, an updated HPC POC list, one copy of the HPA signed by the supporting commander or deputy commander and required digital images of historical property.

7.10.3. CIMS is the central accounting and management program for DAF historical property. The NMUSAF/MUC and NMUSAF’s information technology office administers the system.

7.10.3.1. Heritage activities access the web-based application CIMS to report new acquisitions of historical property and maintain proper accountability.

7.10.3.2. All MAJCOM or FLDCOM/HOs and heritage activities with inventories of 300 items or more need to establish accounts and use the CIMS. **(T-0)** Activities with fewer than 300 items may use CIMS. Activities that do not use CIMS will report items of historical property to MAJCOM or FLDCOM/HO. **(T-0)** The MAJCOM or FLDCOM/HO will ensure that items are reported to NMUSAF/MUC using CIMS. **(T-0)**

**7.11. Change in HPC.** The supporting commander will appoint the primary and alternate HPC. (T-1) DAF field museum directors may appoint alternate HPCs. This ensures a chain of custody is always maintained for property on loan to heritage activities. The supporting commander will:

7.11.1. Advise the MAJCOM or FLDCOM/HO in writing immediately of any changes. MAJCOM or FLDCOM/HOs will forward notification and letter appointing new HPC (including name, grade, e-mail and mailing address, DSN and commercial phone number) to NMUSAF/MUC.

(T-1)

7.11.2. Direct the incoming and outgoing HPC to conduct a joint inventory, after NMUSAF/MUC or MAJCOM or FLDCOM/HO sends the current inventory to the organization. (T-1) The incoming HPC signs the inventory list to certify that all the historical property is physically inventoried and accounted for. The supporting commander reports any discrepancies through MAJCOM or FLDCOM/HO to NMUSAF/MUC.

**7.12. Lost and Damaged Historical Property.** The HPC must notify MAJCOM or FLDCOM/HO, DRU or FOA senior leadership and NMUSAF/MUC, within one working day, any historical property suspected or confirmed as lost, damaged or destroyed. (T-1) If NMUSAF deems it necessary, MAJCOM or FLDCOM/HO, DRU or FOA leadership will request that the commander of the installation on which the subject heritage activity is located initiate a DD Form 200, *Financial Liability Investigation of Property Loss* in accordance with AFI 23-101 and DoD 7000.14-R, *Department of Defense Financial Management Regulation (DoD FMR)*, Volume 12, *Special Accounts, Funds and Programs*, Chapter 7. (T-0)

7.12.1. The DAF does not relieve an organization of accountability for the historical property until it has completed this or subsequent investigations and made a finding on the disposition of the property. (T-1) The investigating officer provides copies of all reports through the MAJCOM or FLDCOM/HO to NMUSAF/MUC. NMUSAF will initiate deaccession action where applicable.

7.12.2. NMUSAF/MUC will initiate the deaccession action if an investigation is not required. Upon completion MUC will provide a copy of the inventory adjustment voucher to the heritage activity custodian, clearing the activity of accountability for the item. (T-1)

7.12.3. NMUSAF determines how to dispose of damaged or destroyed historical property.

7.12.4. In the event the HPC locates a previously lost or stolen item, contact NMUSAF/MUC for reinstatement.

### **7.13. Movement.**

7.13.1. Movement of historical property, which includes aerospace vehicles, between heritage activities requires approval by MAJCOM or FLDCOM/HO and NMUSAF. MAJCOM or FLDCOM/HO approves the relocation of aerospace vehicles within the confines of the existing installation.

7.13.1.1. The gaining organization is responsible for safely moving historical property and bears relevant expenses as per the HPA. NMUSAF/MUC supplies the loan documents and DAF Forms 3580 and 3583.

7.13.1.2. The gaining organization will ship all historical property via trackable shipping services. **(T-1)**

7.13.1.3. The gaining organization funds the costs of shipping. The losing organization is responsible for ensuring the proper packaging of the historical property for movement. The losing organization will use a packing mode compatible with the composition of the item being shipped. **(T-3)**

7.13.1.4. Do not relocate aerospace vehicles without prior written approval by NMUSAF/MUC. The gaining organization assumes accountability for mishaps and oversees security of the load, road clearances, qualifications of the drivers, special licenses and permits and all other considerations.

7.13.1.5. When relocating aerospace vehicles, do not cut structural components to facilitate movement or relocation without approval of NMUSAF.

7.13.1.6. The DAF prohibits the flight of DAFHP aircraft.

7.13.2. Acceptance of aerospace vehicles coming from the active Air Force inventory through the DAF Form 913, *Aerospace Vehicle Project Action* process or other DoD or government organizations.

7.13.2.1. The gaining organization will provide MAJCOM or FLDCOM/HO and NMUSAF/MUC written notification of arrival within 24 hours. **(T-3)**

7.13.2.2. NMUSAF/MUC provides the loan documents to the gaining organization.

7.13.2.3. The appropriate SPO provides reclamation requirements or "save lists." Organizations performing reclamation coordinate scheduling requirements with SPO personnel to determine save list need dates. The SPO forecasts save list requirements well in advance (minimum 45 days) to allow for preparation time, review, and approval processes. In some cases, gaining activities may not have capability and resources to execute save lists. NMUSAF will not accept aerospace vehicle transfers until reclamation plans are finalized which outline what organization (losing, gaining, or other) will be responsible for executing save list actions. Actions include parts removal, packaging, and shipping back to applicable inventory control points.

7.13.2.4. The organization performing egress, safety, demilitarization and engine removal (unless needed for integral support or aesthetic appeal) will:

7.13.2.4.1. Complete DAF Form 3580. **(T-1)**

7.13.2.4.2. Complete certification for demilitarization, safety and EOD inert verification (using templates found in DoDM 4160.28V2). **(T-0)**

7.13.2.4.3. Complete annotated demilitarization workbook associated with the aerospace vehicle, if provided. **(T-0)**

7.13.2.4.4. The HPC ensures a certified technician completes all documentation. The HPC sends the documentation to NMUSAF/MUC and MAJCOM or FLDCOM/HO.

7.13.2.5. Once flight-delivered to a display site, aerospace vehicles on loan are for static display only. The NMUSAF does not authorize additional flights.

7.13.2.6. The NMUSAF does not accept accountability for a new acquisition from the active inventory, other governmental agencies, or an exchange agreement until the delivery flight has safely landed, shut down, and chocked at the display location. The organization sponsoring the display location is responsible for ensuring the completion for all safety, egress, demilitarization actions and engine removal (unless needed for integral support or aesthetic appeal).

**7.14. Restoration Support Items Management.** RSI is material for restoration, repair, or preservation of historical property. RSI does not include bench stock. RSI is government property and controlled.

7.14.1. Heritage activities establish restoration support item requirements to support restoration projects defined in an approved exhibit plan or for repairs or preservation of historical property.

7.14.1.1. Heritage activities coordinate restoration support item requirements with the MAJCOM or FLDCOM/HO and NMUSAF.

7.14.1.2. Heritage activities will not accumulate, stockpile, or retain RSI in excess of requirements. **(T-3)**

7.14.2. Heritage activity custodians keep accurate records of each item with an identifying restoration support item sequence number, its nomenclature, quantity, application and location. Maintain and provide copy of local inventories and finding aids to MAJCOM or FLDCOM/HO.

7.14.3. Heritage activity custodians identify excess restoration project items for disposition, in coordination with MAJCOM or FLDCOM/HO and NMUSAF. This includes RSI and parts replaced by RSI.

7.14.4. Heritage activity custodians are prohibited from direct dispositions (loan, donation, transfer, and exchange) of RSI or restoration project items to individuals, organizations, or entities outside the DAFHP. Heritage activity custodians forward disposition requests through the MAJCOM or FLDCOM/HO to NMUSAF for action.

**7.15. Aerospace Vehicle Parts Removals.** When aerospace vehicles transfer to the DAFHP, maintenance personnel may remove parts required that are on the DAF "save lists." Reclamation of Air Force Property through save list removals should be completed within 12 months of aerospace vehicle acceptance into the DAFHP. The NMUSAF director approves on a case-by-case basis any subsequent parts removals from DAF static display aerospace vehicles. **Note:**

Aircraft destined for display at NMUSAF are subject to limited reclamation actions. Parts should not be reclaimed from DAFHP aerospace vehicles if doing so detracts from the vehicle's display appearance. If urgent requirements necessitate removal of such an item, SPO and inventory management personnel attempt to obtain a like replacement (e.g., condemned asset, fabricated item).

7.15.1. On a case-by-case basis, the NMUSAF Director considers supporting requests for Mission Impaired Capability Awaiting Parts (MICAP) if maintenance personnel exhausted all other sources. DAF maintenance personnel submit requests, through the appropriate SPO for validation, to the NMUSAF. Pulling parts from a DAFHP aerospace vehicle should be considered as a last resort, after all other options have been exhausted.

7.15.2. NMUSAF coordinates MICAP requests with AFMC Logistics, Civil Engineering, Force Protection, and Nuclear Integration (AFMC A4/10) for review and recommendation. Such requests contain detailed documentation of SPO efforts to obtain the required assets from the supply system and Aerospace Marketing and Regeneration Group and the reasons those actions were not successful.

7.15.3. Removals from DAF static display aircraft for use on active, operational aircraft, are processed through standard supply channels to ensure visibility of the demand and appropriate reimbursements. SPO and supply personnel work with the NMUSAF to replace any parts removed from an aerospace vehicle to support a MICAP request with a like item, if impacting the display appearance of the vehicle.

7.15.4. Heritage activities verify that any authorized aircraft part(s) removal or replacement has occurred. Documentation includes a photograph of the part(s) removed and the HPC notes this on the DAF Form 3581. Heritage activities will send digital image(s) and notification of removal or replacement via e-mail to NMUSAF/MUC for inclusion in the aerospace vehicle file. **(T-1)**

7.15.5. Heritage activities will document, as directed by NMUSAF, removal of parts to support other DAFHP needs or to address a safety or security issue. **(T-1)**

**7.16. Disposition of Excess Historical Property.** Each HPC notifies the MAJCOM or FLDCOM/HO of any historical property excess to its needs. Direct reporting units and field operating agencies contact the NMUSAF for disposition guidance.

7.16.1. MAJCOM or FLDCOM/HOs, in coordination with NMUSAF/MUC, may authorize the transfer of historical property to other heritage activities within their command. The MAJCOM or FLDCOM/HO may declare historical property excess to the command and report this to NMUSAF/MUC for reallocation to other heritage activities or approved disposition. Based on these requirements, the NMUSAF issues a disposition plan to cover these alternatives. The losing organization bears all associated cost for historical property that is not going to be reallocated and will be disposed of through Defense Logistics Agency Disposition Services. **(T-1)**

7.16.2. Historical property excess to needs to the DAFHP will not be given, sold or traded away. The DAF will not return historical property to donors that has been accepted as a donation and accessioned into the heritage collection. The DAF will not transfer historical

property to civilian organizations. **(T-0)** The NMUSAF and MAJCOM or FLDCOM/HOs can authorize transfers of historical property to other heritage activities.

7.16.3. NMUSAF will be responsible for preparing all transfer documents. The HPC will prepare all turn-in documents for historical property being disposed of through Defense Logistics Agency Disposition Services. **(T-1)** The HPC will provide copies of all turn-in documents, listing each item individually with accession number, to the NMUSAF. **(T-1)**

7.16.4. The heritage activity bears all expenses associated with moving, reclaiming and demilitarizing historical property they declare excess.

7.16.5. Abandoned or unclaimed privately owned property. Heritage activities must exercise due diligence when encountering abandoned or unclaimed property. **(T-0)** This may occur when the HPC discovers a potential donation without documentation. The HPC makes a conscientious effort to find the owner (or heirs, next of kin, or legal representative of the owner) in accordance with DoD 7000.14-R, Volume 11A, *Reimbursable Operations Policy*, Chapter 5. **(T-0)**

7.16.5.1. Should a DAFHP activity determine the property is wanted for the historical collection, it must conduct a documented search for donor information, to the maximum extent practicable, not later than seven days after the date on which the property came into its custody or control. **(T-0)** This search period may not exceed 45 days. If the HPC cannot locate the donor, accession the property, noting its source of acquisition as “Found on Base.”

7.16.5.2. Should a DAFHP activity determine the property is unwanted, the custodian may coordinate with the installation Security Forces for safe storage if the item in question is categorized as a firearm, as defined by the Bureau of Alcohol, Tobacco, Firearms and Explosives and rendered safe by EOD. However, the custodian will maintain accountability and responsibility for final disposition of any property that is courtesy stored by the installation security forces. Disposition processes must follow DoDM 4160.21V1. **(T-0)**

## **7.17. Archaeological Materials.**

7.17.1. Archaeological materials and specimens recovered from DAF-controlled lands are the property of the U.S. Government. DAFMAN 32-7003, *Environmental Conservation*, provides guidance regarding DAF archaeological materials.

7.17.2. Archaeological materials and specimens are not DAFHP property. Heritage activities should decline donations of such material as most fall outside the activity’s mission and scope of collections. Heritage activities may display items if relevant, appropriate, and detailed in a current exhibit plan. Account for these items as an incoming loan. No DAFHP activity will be established for the primary purpose of displaying and caring for archaeological materials and specimens. **(T-1)**

**7.18. National Register of Historic Places.** Historical property on the National Register includes the physical remains of prehistoric or historic districts, sites, buildings, structures or objects significant in American history, architecture, archaeology, engineering or culture. Such

items may include aerospace vehicles, weapons, equipment, supplies, personal property, and other tangible objects that are unique for their historical or natural significance, cultural, educational, or artistic importance. The NMUSAF has responsibility for these items when identified, evaluated, and accessioned as museum objects. Organizations and units utilize museum objects to create settings or displays for education, training, or information purposes. Such items may be considered as eligible for listing on the National Register only with written approval of the Director, NMUSAF, and/or the Director, DAF History and Museums Program. For guidance on the criteria used to designate and protect National Register properties, consult DAFMAN 32-7003 and Title 54 USC, *National Park Service and Related Programs*.

## Chapter 8

### PRESERVATION, HANDLING, AND EXHIBIT STANDARDS

**8.1. Preserving Historical Property.** A heritage activity's historical property collection is its most important component and that which identifies and defines it. It is a heritage activity's responsibility to preserve historical property on loan to them, to prolong its usefulness to the study of material culture by adhering to best museum practices. Best museum practices are those that provide for the long-term preservation of the historical property collection and include proper handling, storage, transport, and exhibit as defined in this instruction. Heritage activity custodians:

8.1.1. Are prohibited from using any objects accessioned as historical property to serve its original function, no matter how sound its condition. Consumptive use of historical property is prohibited, including but not limited to, wearing historical clothing or flying, operating, or firing any historical property. Unless the heritage activity received a waiver (see **paragraph 7.8.2.3.**) from the NMUSAF, the public is prohibited from accessing the interior of loaned aircraft (cockpit, cargo areas, etc.) to ensure preservation of the aerospace vehicle and the safety of visitors.

8.1.2. Protect all historical property from agents of deterioration whether on exhibit or in storage. These include pests, mold, mildew, mechanical stress, dust, pollution, vandalism, extreme and/or fluctuating temperature and humidity, and prolonged exposure to ultra-violet (U/V), infrared, and visible light. Thoroughly check all incoming historical property for signs of mold, mildew or pest infestation prior to introduction to the existing collection. If any areas of concern are identified, contact your MAJCOM or FLDCOM/HO and NMUSAF loans POC for guidance from NMUSAF Conservators.

8.1.3. Preserve museum objects and prolong their usefulness by maintaining historical property in normal museum conditions. Normal museum conditions are considered to be a stable environment that is free from repeated daily and seasonal extreme changes of temperature, humidity, and light. Heritage activities with historical property on exhibit or in storage should strive to maintain a constant temperature of 67 degrees Fahrenheit, +/- 5 degrees, and relative humidity of 50 percent, +/- 5%. Regularly monitor environmental conditions in all areas and adjust the environment, when possible, to meet best practices. Contact your MAJCOM or FLDCOM/HO and NMUSAF loans POC for specific guidance from NMUSAF Conservators.

8.1.4. Light levels in exhibit or storage areas should not exceed 100 lux, with the ideal light levels being below 50 lux. Historical property should not be exposed to daylight unless a UV filter is in use and maintained. Avoid halogen, incandescent, or fluorescent lighting whenever possible. If unavoidable, use a UV film covering and allow sufficient cooling to prevent UV and heat damage. Regularly monitor light levels in all areas and adjust lighting when possible. Signs of light damage include color fading or shifts, yellowing, structural weakening, and embrittlement. If signs of light damage are observed, contact your MAJCOM or FLDCOM/HO and NMUSAF loans POC for guidance from NMUSAF Conservators.

8.1.5. Use reasonable care to protect rare and historically significant examples of aerospace vehicles and support equipment from the weather and changing climates. Do not display aerospace vehicles of predominantly wood and fabric construction outside. For guidance on the outdoor display of aerospace vehicles, see **paragraph 8.5**.

8.1.6. Use only chemically inert, acid free, and unbuffered materials in the handling, storage, and exhibit of historical property. Protect archived photographic prints in chemically inert polypropylene, polyethylene, or polyester (mylar) archival sleeves. Protect negatives in protective archival safe, acid-free, non-buffered paper sleeves. Wear white cotton gloves (without non-slip grips) when handling un-sleeved photographs, negatives, and transparencies. Apply numbers in soft pencil to individual reference material items and affix permanent numbers to folders or containers.

8.1.7. Protect collections storage. HPCs lock collection storage areas and grant access only to essential staff or volunteers.

8.1.8. Roll large two-dimensional textiles, such as flags and colors, on museum-safe cylindrical supports and suspend them horizontally if possible.

8.1.9. Hang garments on padded hangers or lay them flat in wide drawers with proper padding to ensure support.

8.1.10. HPCs should raise bottom shelves of open-shelf collection storage areas far enough off the floor to minimize damage if flooding occurs. The NMUSAF recommends a minimum of 4 inches.

8.1.11. Create a Collection Management Disaster Contingency Plan that outlines both the prevention of and response to disasters involving historical property. Contact your MAJCOM or FLDCOM/HO and NMUSAF loans POC for a copy of the NMUSAF's Collection Management Disaster Contingency Plan.

## **8.2. Handling and Displaying Historical Property.**

8.2.1. Within reason, display all objects in cases.

8.2.2. Personnel should wear white cotton, vinyl, non-powdered latex, or nitrile gloves when handling historical property. Wear white cotton gloves without non-slip grips when handling silver, un-sleeved photographs, negatives, and transparencies.

8.2.3. Properly support objects when lifting and moving. Do not lift objects by handles or straps. Lift from the bottom of the object so its entire weight is supported.

8.2.4. Use museum-safe materials to construct exhibit furnishings. Such materials prevent contact between objects and hostile surfaces or between objects of dissimilar materials.

8.2.5. Mount historical property in such a way as to prevent movement, damage, or theft. Do not use materials or methods of mounting that stress, damage, or in any manner alter the object.

8.2.6. Do not put screws, nails, pins, single- or double-sided tape, or other adhesives in direct contact with any historical property. This includes nailing or stapling a flag or guidon to a display case backing, scotch taping a photograph or documentary object to display case backing. Do not use aquarium cement, which emits acetic acid during curing time.

8.2.7. Ensure all mat board, whether used as mounting, barriers, or identification labels, is 100 percent acid-free. Do not affix or place identification labels directly onto objects (with pins, nails, staples or adhesives).

8.2.8. Do not display original photographs, archival documents, or records. Use color laser or photographic copies instead. Label any copies on exhibit as copies or reproductions.

8.2.9. Treatment or repair of damaged historical property, except by a trained professional, can often result in further damage. Document any damage or deterioration to historical property on DAF Form 3573. Address questions on standard conservation methods and mounting objects for display to the NMUSAF Conservator. Refer archival preservation questions to Manuscript Curators, NMUSAF Research Division.

8.2.10. Include, at a minimum, identification labels for historical property on exhibit. Include longer, more comprehensive interpretive labels in exhibits according to the exhibit script. See **paragraph 8.5** for specific label design requirements.

8.2.11. Proper storage of historical property when not on exhibit entails implementing environmental, material, security, and accountability controls to ensure long-term preservation and safety.

**8.3. Designing Exhibits.** Exhibits should follow an approved storyline and be historically accurate, without distortion, and in good taste. Curators should develop outlined exhibit storylines and approved in the heritage activities strategic plan. Requests for specific aerospace vehicles and artifacts are not considered unless justified in an approved strategic plan.

8.3.1. Comply with the exhibit standards outlined in **paragraph 8.4**.

8.3.2. Design exhibits to prevent visitors from touching or handling the historical property.

8.3.3. Curators should not suspend bombs, missiles and other equipment on aerospace vehicles because of the strong potential for irreparable damage to airframes over time. For display purposes, use lightweight replicas of fiberglass or other inert materials. Contact NMUSAF for a list of vendors of such equipment.

8.3.4. Static displays of aerospace vehicles and equipment deserve special attention related to criteria for their site development.

8.3.4.1. Plan and construct the site to withstand the worst-case weather conditions, as appropriate to the location.

8.3.4.2. Engineer the site to handle the static weight of the item. Heritage activities should use paved surfaces or concrete pads for the display of aerospace vehicles placed on their landing gear or carriage. Additionally, heritage activities should use wheel stands or tire fill to relieve stress on components and reduce ground pressure. Aerospace

vehicles mounted on poles or suspended from overhead structures should be done with consideration to aircraft weight and structural integrity, facility structural weight and integrity, and weather conditions as necessary and appropriate. Ensure static display site development (e.g., stands, tie-downs, concrete) is in accordance with civil engineering and aircraft maintenance requirements.

8.3.4.3. When suspending objects from overhead, consult installation civil engineering for building requirements and approval, providing specific details such as weight, proposed rigging and exact location for suspending object.

8.3.4.4. Keep the immediate area under and around the vehicle clear of vegetation, plants, trees and direct contact with lawn sprinkler systems. Ensure appropriate clearance exists for lawn maintenance equipment (e.g., mowers).

#### **8.4. Exhibit Requirements.**

8.4.1. Exhibit Design and Planning. Design concepts pertain to the approved exhibit storyline, take into consideration location and support facilities, and respect the historical property to be displayed. Overall design should be balanced, logical, and aesthetically pleasing. Address questions about exhibit design or construction through the MAJCOM or FLDCOM/HO to the NMUSAF Exhibits Division (NMUSAF/MUE).

8.4.1.1. The exhibit script should strive to appeal to a wide range of audience interest and varying levels of technical knowledge.

8.4.1.2. Use clear, concise, and readable language when writing exhibit scripts and labels.

8.4.1.3. Heritage activities will display historical property that is in stable condition and of good overall quality. **(T-3)**

8.4.1.4. Ensure use of standard museum conservation methods for artifact support mounts. Refer questions about designs for artifact support mounts and mounting through the MAJCOM or FLDCOM/HO to the NMUSAF Conservator.

8.4.1.5. Heritage activities will display artworks, graphic elements, photographs, and the exhibit cases that house them at heights easily viewed by visitors of all ages, including visitors with disabilities.

8.4.1.6. Heritage activities will use electronic or typeset systems to create exhibit titles, text, captions, labels, and signs. **(T-3)** Strive to create a uniform look for all exhibit text and graphics. Consider creating an exhibit label template.

8.4.1.7. Heritage activities will use appropriately contrasting font color(s), sizes and type styles that are clear and bold enough to be easily read from a visitor's viewing position. **(T-3)**

8.4.1.8. Heritage activities will not use hand-printed, hand-lettered, typewriter produced or calligraphy methods for exhibit titles, text, captions, labels, or signs. **(T-3)**

8.4.2. Exhibit Case Requirements. Exhibit cases are well constructed of inert, flame-retardant quality materials and adhesives that inhibit entrance of pests and dust. Heritage activities will address corrective action for cases not meeting the requirements noted below in exhibit plans. **(T-1)**

8.4.2.1. Woods used in the exterior construction of display cases are of high-quality hardwoods, poplar, pine, or exterior grade plywood. Any wood used on the interior of display cases needs to incorporate a barrier to protect historical property from the harmful material. Maryseal® or low or no volatile organic compounds paints make effective barriers. If painted, allow exhibit cases 3 or 4 weeks to ventilate with case doors open before installing historical property. If the case is already constructed of inert materials, the interior surfaces do not have to be painted.

8.4.2.2. All cases have concealed locking mechanisms or security head screws to ensure security. Doors over three feet have a minimum of two locks or a double locking mechanism.

8.4.2.3. All interior surfaces are to be of inert, non-reactive, museum safe materials such as undyed cotton, linen, and silk. Natural protein substances such as silk may also be utilized. Synthetic materials that may be safely utilized include acrylic glues, acrylic paints, water-based polyurethane sealants, Formica® type laminates, polyester, polypropylene, nylon, and acrylic fabrics and polyethylene foams such as Ethafoam® and Volara®. Any paper products used are acid-free such as 100% cotton rag board, Bainbridge® “ALPHAMAT®” and Gator Foam Board®.

8.4.2.4. When possible, and in all new installations or when displaying sensitive or significant objects, use quarter-inch U/V filtering acrylic glazing exclusively for case vitrines. Where glazing surfaces join at an angle, bond and round the edges to prevent the insertion of a pry tool and secure them to the cabinet base or to the wall. UF-3 (Rohm and Haas®) or equivalent U/V light absorbing poly-acrylic (Plexiglas®) should be used for the glazing of the cases and as a U/V light filtering barrier between the light source and the objects. Glazing materials are of glass, acrylics (Plexiglas®), or polycarbonates (Lexan®).

8.4.2.5. Proper museum-safe techniques and materials are used when mounting objects. The use of screws, nails, pins, staples, aquarium cement, double-sided tape, and other adhesive tape products is prohibited. Contact your MAJCOM or FLDCOM/HO and NMUSAF loans POC for guidance from NMUSAF Conservators for additional guidance if needed.

8.4.2.6. Fasten case tops securely to the glazing or to the cabinet base with screws that cannot be reached from the front. It cannot be possible to lift the top or to slide anything beneath it into the case.

8.4.2.7. Set hinges for case doors on the inside when possible. It cannot be possible to reach the hinge screws from outside the case. Hinged openings have all hinge butts concealed or pins spot welded or use a comparable security measure.

8.4.2.8. Many materials are not recommended for use in the construction of exhibit cases or internal mounts. Common examples include the following: wool or rayon fabrics; leather; rubber; polystyrene; vinyl; un-sealed hardwoods or interior grade plywood, fiberboard, or particle board; polyvinyl chloride (PVC) containing plastics such as Sintra® and Kydex®; polyvinyl acetate containing glues, paints, and plastics; paper products which are not acid-free such as cardboard, non-archival mat board, Masonite®, and other wall board products. These materials off-gas substances that are harmful to historical property.

8.4.2.9. Security case standards. Build cases for historical property requiring intrusion detection system protection to the same specifications as standard cases with the following additional requirements:

8.4.2.9.1. Heritage activities will construct the tops, backs, sides, and bottoms of wall-mounted cases of 3/4-inch exterior grade plywood or a material of equal or greater strength. **(T-3)**

8.4.2.9.2. Heritage activities will construct the viewing surfaces of cases with panels of at least 1/4-inch thick plate safety glass, transparent acrylic plastic, or transparent polycarbonate plastic. **(T-3)**

8.4.2.9.3. Security cases should have at least one alarm end device (such as a microswitch or magnetic contactor) between the historical property and its mount or the base of the case to detect tampering or removal. This device may be supplemented with any one or a combination of the following to secure significant objects: magnetic contact sensors on all case doors; microswitches or magnetic contact sensors under all glazing; vibration sensors in each case, preferably on the glazing.

8.4.2.9.4. When possible, position alarmed exhibit cases so that museum staff can see them at all times. Do not install exhibits that allow unobserved access or tampering. If unavoidable (e.g., structural columns, load bearing walls), consider using additional security measures such as surveillance cameras. Heritage activities will conduct periodic testing in accordance with DAFI 31-101, *Base Defense Operations*, to ensure proper function of case alarms. **(T-3)**

8.4.3. Exhibit Lighting. Keep lighting in the general exhibit areas at a level that promotes the safety and well-being of the historical property. Use fluorescent lighting only with U/V neutral density filtering protection, avoid incandescent lighting that is not properly filtered for U/V and lux. Controlled exhibit case lighting is recommended, LED or fiber optic lighting systems. Heritage activities will not use incandescent fixtures or any heat-generating lighting for internal exhibit case lighting. **(T-2)**

8.4.3.1. While general exhibit guidelines for lighting are limited to not more than 100 lux, some historical property is more sensitive to light damage. More sensitive objects include textiles, artwork, and other painted or pigmented objects. Exhibit lighting for this type of object should not exceed 50 lux. Contact MAJCOM or FLDCOM/HO and NMUSAF loans POC for guidance from NMUSAF Conservators on exhibit light

sensitive historical property if needed. Since exposure is intensity over time, use motion sensors or timers for lighting where possible to reduce exposure time.

8.4.3.2. Construct and position ballast areas of fluorescent light fixtures to allow adequate ventilation of heat away from the case interior.

8.4.4. Exhibit Maintenance. Establish standards, schedules, and procedures for cleaning and maintaining exhibits that best preserve the historical property on display.

8.4.4.1. Dust exhibit furniture and freestanding objects as needed to maintain a clean, professional appearance. Avoid using commercial cleaning products on or around historical property.

8.4.4.2. Examine objects within cases on a regular basis "through the glass" for deterioration. Heritage activities will examine questionable activity "behind the glass" if required. **(T-2)**

8.4.4.3. Open exhibit cases on a scheduled basis. Dust cases and clean interior glass with housekeeping products and methods that do not harm historical property. Consult NMUSAF Conservator for a list of acceptable products.

8.4.4.4. Heritage activities will remove deteriorating objects from display and contact the NMUSAF Conservator for corrective actions. **(T-2)**

8.4.4.5. Heritage activities will periodically inspect exhibit panels, cases, photographs, transparencies, signs and labels for any damage, wear, and fading. **(T-3)** Repair or replace them as needed.

8.4.4.6. Heritage activities will maintain exhibits with working parts (such as interactive computer displays, touch screens or other mechanical devices) in good working condition. **(T-3)**

8.4.5. Exhibit Documentation. Establish a project file for each exhibit, regardless of size. When complete, the file becomes historical reference material. Project files may include:

8.4.5.1. The final exhibit script.

8.4.5.2. A list of property currently displayed in the exhibit including accession or accountability numbers. Update as objects are added, changed, or removed from the exhibit.

8.4.5.3. Photocopies with notes on reproduction specifications for any photographs displayed.

8.4.5.4. Relevant correspondence associated with the exhibit.

8.4.5.5. The preliminary design package, which may include:

8.4.5.5.1. Drawing(s) of plan and elevations.

8.4.5.5.2. Any renderings.

8.4.5.5.3. Color scheme used.

8.4.5.5.4. Graphics.

8.4.5.5.5. Photographs of study models.

8.4.5.6. Construction documents, which may include:

8.4.5.6.1. Construction drawings and/or details.

8.4.5.6.2. Dimensions and materials callouts.

8.4.5.6.3. Finish treatments used.

8.4.5.6.4. Materials and parts list.

8.4.5.6.5. Security hardware and alarm system, if required.

8.4.5.6.6. Dimensions and cross-referenced notes on placement of graphics, copy, and objects.

8.4.5.7. Materials manufacturer and sales source list, and if possible, as-built drawings and/or photographs of the finished exhibit.

8.4.5.8. Photographic prints or digital photographs on disc, documenting finished exhibit in detail for security and record-keeping purposes.

**8.5. Restoration and Preservation of Aerospace Vehicles and Support Equipment.** Proper restoration and routine preservation maintenance ensures aerospace vehicles and related equipment are safe and properly configured to accurately reflect DAF history, heritage and traditions. To the greatest extent possible, HPCs accomplish these functions on a pre-planned, scheduled basis. Planning provides the most effective and efficient use of people, facilities, and equipment; reduces unscheduled maintenance; and allows for progressive actions toward displaying vehicles and equipment for the long term.

8.5.1. At a minimum, schedule maintenance and/or restoration actions to keep aerospace vehicles and related equipment from deteriorating further. Perform limited disassembly of the vehicle and selected disassembly of components. Thoroughly inspect the aerospace vehicle and locate, identify and remove all areas of corrosion. Make sure the vehicle is clean and free from dirt, debris, carbon and contaminants. Apply a corrosion-preventative chemical film as specified in the appropriate aircraft TO to all surfaces, reassemble all components and items, apply final chemical coating and protect the vehicle from the elements while it awaits restoration.

8.5.2. Schedule periodic inspections and maintenance to assist in the preservation of aerospace vehicles and related equipment. Reapplication of colors, markings and insignia packages on vehicles displayed outdoors should be accomplished on a recommended 5-year interval or units may use a scoring system in accordance with AFI 63-140, *Aircraft Structural Integrity Program and Aerospace Equipment Structural Management*. Accomplish cleaning and related treatments more frequently if conditions warrant.

8.5.2.1. Heritage activities will establish corrosion prevention and control programs if they are responsible for maintenance of aerospace vehicles and related equipment as required by AFI 63-140. **(T-3)** The type of program depends upon the environmental exposure to the aerospace vehicle. Vehicles and equipment displayed outdoors may be exposed to industrial gases, salts, rain or mud. An effective corrosion prevention and control program includes thorough cleaning, inspections, and preservation.

8.5.2.2. Check for corrosion damage and integrity of protective finishes during all scheduled and unscheduled maintenance. Early detection and repair of corrosion limit further damage. When personnel discover corrosion, treat corrosion as soon as possible using only approved materials, equipment and techniques. Repair affected areas only. Seal and paint as needed in accordance with TO 1-1-8, *Application and Removal of Organic Coatings, Aerospace and Non-Aerospace Equipment* and specific TOs.

8.5.2.3. Clean aerospace vehicles and related equipment regularly in order to prevent corrosion by removing salt deposits, other corrosive soils and electrolytes. Ensure that periodic washing of vehicles or equipment displayed outdoors complies with all local environmental policies and regulations.

8.5.3. Restore aerospace vehicles and equipment to original manufacturers or operational appearance for the period depicted. Repair all damages except in those instances when it may be critical to the historical character, integrity, or provenance of the historical property (e.g., battle damage). In these cases, personnel should not alter the damage. Systems need not be operational. Interior areas remain as received unless personnel restore the entire aerospace vehicle. The work need not conform to airworthy standards. Strip, clean, brighten, coat with a corrosion preventative and give a final finish coat to the airframe. Personnel may remanufacture damaged or missing components to less than original or airworthy standards. **Note:** Radioactive materials may have been used in the construction of aerospace vehicles. Follow the procedures in **Chapter 10** for dealing with radioactive components before doing any work on an aerospace vehicle. Fulfill all local bioenvironmental engineering requirements.

8.5.3.1. When repairing and restoring aerospace vehicles and related equipment, preserve their historical integrity. Use methods outlined in the appropriate maintenance and erection manual and the structural repair manual. NMUSAF or MAJCOM or FLDCOM/HO may approve non-standard changes that compromise authenticity only to enhance the long-term preservation of items displayed outdoors. All such procedures are reversible. Use DAF Form 3581 to record all maintenance, preservation and restoration actions.

8.5.3.2. Do not duplicate existing aerospace vehicles or equipment via colors, marking and insignia configuration. Refraining from duplication prevents confusion and adheres to best museum practices and ethics. Units may, however, alter aerospace vehicles and related equipment to represent historically significant items of the same model, design and series provided that the actual item no longer exists. Units will conduct research, develop justification, and assemble appropriate documentation for the proposed configuration and paint scheme, to include all equipment and applied markings (standard, MAJCOM or FLDCOM/HO, unit assignment, crew) for the date and time period

depicted. **(T-3)** Units will coordinate with the MAJCOM or FLDCOM/HO (or senior historian or curator for direct reporting unit and field operating location) for aircraft configuration and color, marking, and insignia package approval. In the event of questions concerning configuration color, marking and insignia, the approving authority should consult with NMUSAF. Units will retain research and decisional documentation. **(T-3)**

8.5.3.2.1. For aerospace vehicles on which the original serial number has been altered for display purposes, note the actual serial number by applying or attaching discreet markings, tags, or labels not visible to the viewer, e.g., inside the aircraft where a data plate would be, or other suitable spot accessible to staff and applied consistently in similar objects according to sound preservation principles. Also note the actual serial number in signage accompanying the vehicle.

8.5.3.2.2. Do not compromise the authenticity of a vehicle or equipment by adding spurious names, logos, nose art, or other identifying features that violate historical accuracy or integrity. Do not compromise color, markings and insignia for reasons of personal gratification. Do not mix markings from a variety of aircraft, e.g., using the nose art from one aircraft, the serial number of another and unit codes from a third. Ensure historical accuracy in the placement and style of markings applied to the aerospace vehicle. Also keep in mind the "window" or "moment" of history being represented. Units will fully document all markings being applied to aerospace vehicles and related equipment and validate prior to painting. **(T-3)**

8.5.3.2.3. Annotate DAF Form 3581 accordingly. Keep the aerospace vehicle's true tail number on all records.

8.5.3.3. Aerospace vehicle signage.

8.5.3.3.1. All aerospace vehicles on display include Americans with Disabilities Act-compliant identifying signage. The Smithsonian Institution provides exhibit design requirements at <https://access.si.edu/museum-professionals>. Heritage activities place the signage near the vehicle noting at a minimum: manufacturer, M/D/S, serial number, and the statement, "This (aerospace vehicle) is a part of the DAFHP collection." A brief statement of the vehicle's historical importance is desirable. Heritage activities do not need to change previous signage iterations unless signage is renewed.

8.5.3.3.2. Signage for a vehicle painted and/or configured to represent another, nonexistent vehicle includes a succinct explanation of the represented vehicle's historical importance. HPCs do not need to replace previous signage iterations unless signage is renewed.

8.5.3.3.3. Representative vehicle serial numbers. Aerospace vehicles in which the original serial number has been altered for display purposes include in their signage the following: "The aircraft on display is (NOMENCLATURE), Serial No. \_\_\_\_\_, painted and marked to depict aircraft Serial No. \_\_\_\_\_, assigned to (UNIT AND/OR PERSON) in (LOCATION OR

THEATER) during (YEAR).” Heritage activities do not need to change previous signage iterations unless signage is renewed.

8.5.4. Exhibit standards. All aerospace vehicles are exhibited and protected in accordance with this instruction, the HPA, and its attachments. At a minimum, heritage activities accomplish and maintain the following:

8.5.4.1. Secure the canopies, windows, doors, hatches, and panels of aerospace vehicles on exhibit from public entry.

8.5.4.2. Remove antenna wires from vehicles on outdoor display to discourage their use as places for birds to roost.

8.5.4.3. Where appropriate, bird proof aerospace vehicles on outdoor display by screening, plugging or covering vents, nozzles, wheel wells, cowlings and cowl flap areas, intakes, air scoops and exhausts (piston or turbine engines).

8.5.4.4. Secure retractable landing gears on all aerospace vehicles that are in the down position with positive locking devices.

8.5.4.5. Prevent water accumulation in the airframe, display mount or supporting devices of aerospace vehicles displayed outside.

8.5.4.6. Use tie-down devices on aerospace vehicles displayed outdoors (where appropriate) sufficient to withstand local conditions.

8.5.4.7. Secure control surfaces.

## Chapter 9

### SECURITY, SAFETY, AND RESOURCE PROTECTION

**9.1. Securing Property.** The DAFHP broadly defines security to include the physical security of people, as well as facilities and historical properties from theft, incidental damage, fire, natural disaster, or terrorist threat. Security is a heritage activity management responsibility executed in concert with the installation's resource protection plan.

9.1.1. Methods of meeting security needs cannot alter or in any way harm the integrity of DAF historical property.

9.1.2. HPCs, assisted as necessary by other base agencies, conduct or review a facilities risk assessment(s) as needed. The custodians should conduct these reviews at a minimum of every four years to identify the most probable threats, hazards, and those potential losses that would most critically affect the DAFHP activity. Heritage activities occupying part of another building will coordinate facilities risk assessments and findings with the facility manager. **(T-3)**

9.1.3. Aerospace vehicles, their components, and all other categories of property as previously defined in **Chapter 7** are Government property in accordance with DoDI 5000.64\_DAFI 23-111. When dealing with such property, ensure for accountability, control, and safeguarding. Do not sell, give away, trade, or loan these items. RSI, though not historical property, remain government property and controlled according to local methods and procedures.

9.1.4. Significant Artifacts represent historical property that the DAFHP considers significant due to their important historical provenance or association, high value, or sensitive in nature and require special protection. Heritage activities must maintain a local listing of Significant Artifacts, in coordination with MAJCOM or FLDCOM/HO, and limit access to this listing to key personnel. **(T-1)**

9.1.5. HPC must store Significant Artifacts not on display inside secure containers or safes. Heritage activity custodians must use DAFI 31-101 to determine security requirements. **(T-1)**

9.1.6. Display Significant Artifacts in secure cases built to the security case standards contained in **paragraph 8.4**. See **Chapter 12** for requirements associated with the display of firearms. Provide such cases with appropriate protection and coordinate with installation Security Forces.

### **9.2. Safety.**

9.2.1. Safety of personnel. Ensure the physical safety of visitors, employees, and volunteers who work at, visit, or serve DAFHP heritage activities. This includes adhering to the specific and unique needs of individual heritage activities.

9.2.2. Safety of DAFHP historical property.

9.2.2.1. Do not use aeronautical components from aerospace vehicles on loan from NMUSAF collections in operational DAF aerospace vehicles. These items include

engines, starters, pumps, actuators, radios, propellers, wheels, tires, and structural components (see **paragraph 7.15** for official parts request procedures).

9.2.2.2. Render safe historical aerospace vehicles prior to public display. Technically qualified and appropriately trained personnel must accomplish these actions as per DoDM 4160.28-V2. **(T-0)** Follow the guidance provided in the HPA Attachment A, “Instructions for Preparation and Maintenance of Aerospace Vehicles,” to ensure the safe display of the vehicle. The HPA Attachment A is provided to the custodian by the NMUSAF after the commander appoints the individual as the HPC. Certify all pre-display safety actions on DAF Form 3580. Heritage activity custodians must keep the original in the individual aircraft file and forward a copy to NMUSAF/MUC. **(T-1)**

9.2.2.3. Technicians may encounter hazards such as asbestos and other toxic materials used in aircraft and missile manufacturing during maintenance or restoration activities. Heritage activities will request that the installation bioenvironmental engineering office conducts and documents an assessment of aerospace vehicles for hazards before beginning maintenance or restoration. **(T-1)** Coordinate all remedial actions with the installation bioenvironmental engineering office. See **Chapter 10** for guidance about radiation safety.

9.2.2.4. The heritage activity director must ensure qualified technicians perform and document safety and demilitarization actions on DAF historical property. **(T-1)**

9.2.2.5. The heritage activity director will ensure hazardous materials are not stored near historical property storage, preparation, or display areas. **(T-1)**

9.2.2.6. NMUSAF may request that nearby active, National Guard or Air Force Reserve units inspect DAF historical property on loan to civilian museums.

9.2.2.7. The heritage activity director must notify all employees, volunteers, or contractors who perform aerospace vehicle maintenance or restoration of all known hazards and required mitigation. **(T-1)**

### **9.3. Resource Protection.**

9.3.1. The heritage activity director must coordinate funding for fire detection system(s) in all locations where custodians display, maintain, or store historical property, and connect the central alarm to the installation fire department. **(T-1)**

9.3.2. The heritage activity director must coordinate funding for fire suppression systems, in addition to fire extinguishers, in all display, workshop, and storage areas of the facility. **(T-1)**

9.3.3. The heritage activity director must ensure the installation fire marshal inspects fire detection and suppression systems and inspects the emergency, battery-powered lighting systems. **(T-1)**

9.3.4. The heritage activity director must establish operating instructions, MOU or other procedures to meet minimum security and emergency response needs. **(T-1)** The director will ensure education and training for heritage activity staff and volunteers is provided. **(T-1)**

9.3.4.1. People and Resource Protection. Examples of protection measures may include opening and closing procedures, anti-robbery and robbery responses, bomb threat notification, evacuation procedures, active shooter policy and procedures, high cash value resource protection, fire detection and suppression equipment checks, emergency lighting checks, and firearm inventories. Heritage activity director will develop and disseminate emergency action books to staff and volunteers. **(T-3)**

9.3.4.2. Disaster Preparedness. This includes plans to deal with severe weather, (e.g., tornados or hurricanes), shelter in place, hazardous materials emergencies, and evacuations. Heritage activities should participate in base-wide disaster preparedness exercises. Heritage activities should participate in the base emergency notification and recall plans. Disaster preparedness also includes post-emergency recovery actions and procedures.

9.3.4.3. Collection Management Disaster Contingency Plan. This document outlines contingency plans for prevention, protection, response, recovery, and mitigation to incidents affecting historical property. Review plan at least biennially and update as necessary. Contact NMUSAF/MUC for specific guidance, resources, and plan templates.

9.3.4.4. Radioactive and Hazardous Material Emergencies. Coordinate these procedures with the installation RSO or installation bioenvironmental engineering office.

**9.4. Security Lighting.** Install interior and exterior security lighting in heritage activity buildings and airparks that contain DAFHP property. Consult the base civil engineering office for applicable standards.

## Chapter 10

### RADIATION SAFETY

**10.1. Program Direction.** Radioactive materials can be present in a broad spectrum of domestic and foreign aviation objects produced as early as World War I. Materials made before the 1960s present potential hazards because of the wide use of radium at that time and the possibility of contamination due to oxidation and breakage. Heritage activities consult with their Installation RSO when developing and disseminating policies and procedures for safely displaying, storing, and handling radioactive historical property or components, including RSI, in accordance with DAFMAN 40-201, *Radioactive Materials (RAM) Management*, and AFMAN 48-148, *Ionizing Radiation Protection*. In the event of a conflict in guidance, DAFMAN 40-201 and AFMAN 48-148 or a current issued Air Force Radioactive Material Permit takes precedence over this instruction concerning radiological matters.

**10.2. Responsibility.** HPCs, or designee, will oversee their heritage activity's radiation safety program. **(T-1)** The designee must be a DoD employee. **(T-1)** Heritage activities coordinate with the Installation RSO or designee to ensure a qualified individual accomplishes the following:

10.2.1. Schedule and perform radiation screens for all historical property (including aerospace vehicles) and RSI when received.

10.2.2. Conduct follow-up, as required per AFMAN 48-148.

10.2.3. Authorize the entry and performance of work activities involving static display aerospace vehicles containing radioactive material.

10.2.4. Authorize and perform opening of display cases containing radioactive objects.

10.2.5. Designate specific storage areas for radioactive material with restricted access. Ensure all radioactive historical property on display meets requirements. Restricted areas limit access to protect individuals against undue risks from exposure to radiation and radioactive materials.

10.2.6. HPCs brief and verify training of all personnel with access to radioactive storage on contamination prevention, transfer, disposal, and item accountability.

### 10.3. Personnel Dose Levels.

10.3.1. Radiation dose levels to heritage activity visitors and staff are maintained as low as reasonably achievable. HPCs coordinate with the Installation RSO or qualified bioenvironmental engineering personnel to perform radiological assessments to ensure that radiation dose levels do not exceed the levels prescribed in AFMAN 48-148.

10.3.1.1. The total effective dose equivalent to individual members of the public cannot exceed 100 millirem per year exclusive from background radiation.

10.3.1.2. The dose from external sources cannot exceed 2 millirem in any one hour.

10.3.1.3. HPCs, in coordination with the Installation RSO, can reduce radiation levels to acceptable limits by shielding, removing radioactive components, and/or repositioning the radioactive item(s) within the exhibit.

10.3.2. If the HPC permits staff or visitors within restricted areas (e.g., aircraft interiors, radioactive material storage areas), the limits continue to apply to those individuals.

**10.4. Radiation Screens.** The HPC coordinates with the Installation RSO or qualified bioenvironmental engineering personnel to ensure screening of all historical property and RSI for radioactive material prior to cataloging. The initial screen confirms whether radioactive material is present and determines if radiation precautions (e.g., posting, decontamination, access limitation) are needed.

10.4.1. The Installation RSO or qualified bioenvironmental engineering personnel annotates initial screenings with negative findings on the DAF Form 3583 for static display aerospace vehicles and the HPC annotates the Radiation Screening Checklist (see **Figure 10.1.**) for other historical property and RSI.

10.4.1.1. If the item is historical property (non-aerospace vehicle) or RSI use Radiation Screening Checklist (see **Figure 10.1.**).

10.4.1.2. If the item is an aerospace vehicle, annotate DAF Form 3580 Section I, Subpart A. **Note:** The HPC should retain prior documented negative findings on the DAF Form 3583.



10.4.2. Retain a copy in the accession or RSI file.

**10.5. Radiation Surveys.** The HPC ensures the Installation RSO, or designee surveys items found to contain radioactive material during the screening process. **(T-1)**

10.5.1. The heritage activity is responsible for ensuring all required survey documentation is completed. Survey documentation is based on measurements obtained from the Installation RSO.

10.5.2. Annotate positive findings on DAF Form 3583 or equivalent (see AFMAN 48-148). An equivalent form includes the description or drawing showing each measurement location, measured dose or contamination levels at each location, the type, model number, serial number, and calibration date of the survey instrument, name of individual performing the survey, date and time of the survey and applicable comments.

10.5.3. Heritage activities will retain a copy in the accession file and forward a copy to NMUSAF/MUC. **(T-2)**

10.5.4. The heritage activity is responsible for ensuring radiation surveys on identified radioactive material are performed upon initial receipt or Installation of a display and whenever there are changes to the display or facility. If the HPC verifies that all radioactive material has been removed and a subsequent documented survey verifies no residual radiation remains, then aerospace vehicles and/or objects no longer require a periodic survey. Public external dose assessments do not need to be re-accomplished unless there has been a change to the display, facility, or condition. If there is a need for an updated survey, the heritage activity is responsible for notifying the Installation RSO.

10.5.5. All newly acquired aerospace vehicles need an initial survey (internal and external). The survey includes ambient radiation measurements of all accessible aerospace vehicles and any historical property containing radioactive material to ensure personnel dose limits are not exceeded. Non-accessible aerospace vehicles include, but are not limited to, those suspended or mounted on pedestals currently in the historical collection. The heritage activity/HPC is responsible for ensuring initial surveys are accomplished, in coordination with the Installation RSO, if one is not already on file for relocated non-accessible aerospace vehicles or those entered for maintenance (as required).

10.5.6. The heritage activity/HPC coordinates with the Installation RSO for accomplishment of swipe samples for each item containing removable radioactive material, such as radium 226. Swipe samples should be taken at a minimal interval not to exceed five years. Environmental factors will be considered by the heritage activity in determining the need for more frequent swipe sampling. Swipe sampling will include the surrounding area, to determine the extent of any removable contamination. **Note:** Do not take swipe samples from items containing unprotected radium paint.

10.5.6.1. Removable contamination cannot exceed 20 disintegrations per minute per 100 square centimeters (dpm/100 cm<sup>2</sup>). If the surface area of the items is less than 100 cm<sup>2</sup>, a swipe should be performed on the entire surface.

10.5.6.2. Heritage activities will secure the area and contact NMUSAF for guidance on corrective actions, if swipe results indicate removable contamination in excess of these limits. (T-1)

10.5.7. The heritage activity must identify items as having radioactive material, maintain an inventory of those items, and provide the inventory to the Installation RSO. Identification of items as having radioactive material can be done in any of the following manners: 1) an inconspicuous mark on the front face of the item, such as an approximately 1/4-inch red dot, containing a number corresponding to the item number on survey record; 2) a drawing identifying the component and location with corresponding number to the survey record; or 3) a photograph identifying the component and location with corresponding number to the survey record. The inventory provided to the Installation RSO must identify which method is used for each item. Heritage activities will file the survey record in the accession or aerospace vehicle files. (T-1)

10.5.8. At each point of entry to any aerospace vehicle which contains radioactive material, place a conspicuous sign stating, "Contact Installation Radiation Safety Officer Before Entering" or similar statement. See example at **Figure 10.2**.

**Figure 10.2. Radioactive Safety Office Warning Sign.**



10.5.9. **Exception:** A routine public dose assessment of the internal compartments of an aerospace vehicle is not required if:

10.5.9.1. Access to the aerospace vehicle's internal compartments is secured from unauthorized entry. "Secured" means a positive method is in place to prevent entry.

10.5.9.2. Access points are marked indicating entry is not allowed without authorized personnel present.

10.5.10. A routine survey of the aerospace vehicle's exterior is still required in the interest of public safety. The heritage activity/HPC or other DAFHP expert will advise the Installation RSO regarding the best location to take swipe samples. (T-1) In addition, for non-accessible aerospace vehicles displayed outdoors (e.g., on a pylon or pedestal), a swipe of the lowest overhanging part of the vehicle is accomplished to ensure there is no internal leakage.

10.5.11. Exhibit cases displaying objects with radioactive material must be marked with visible sign stating "Caution Radioactive Material". (T-1) See example at **Figure 10.3**.

**Figure 10.3. Radioactive Material Sign.**

**10.6. Storage.** The heritage activity ensures all radioactive material storage is in compliance with DAFMAN 40-201. Notify the Installation RSO of all radioactive material storage locations and if there are any changes. Objects containing radioactive material and not installed in aerospace vehicles are:

10.6.1. Segregated from non-radioactive objects during storage.

10.6.2. Secured to prevent unauthorized removal or entry.

10.6.3. Stored in an area marked as containing radioactive material.

10.6.4. Stored in a manner such that public dose limits are not exceeded beyond the perimeter of the storage area.

### **10.7. Controls.**

10.7.1. Only individuals authorized by the NMUSAF RSO may conduct any maintenance, decontamination, removal, exchange, or replacement of radioactive material.

10.7.2. The following restrictions apply to radioactive items:

10.7.2.1. Do not perform mechanical work or maintenance on radioactive items.

10.7.2.2. Do not grind, machine, etch, drill, or apply any other physical or chemical process that changes the form of the component or produces breathable or ingestible particles.

10.7.2.3. Do not open aircraft instruments, switches, circuit breakers, or other components that contain radioactive materials.

10.7.2.4. Do not use any items containing any radioactive material for “hands-on” exhibits (e.g., throttle, pitch quadrants, bombsights, gunsights).

10.7.2.5. Do not allow staff or visitors access to aerospace vehicle interiors or other displays or items containing radioactive items unless dose and contamination levels are at acceptable levels (see **paragraph 10.3**). See **paragraph 7.8.2**. for guidance on access to aerospace vehicle interiors.

10.7.2.6. Do not allow access to aerospace vehicles or areas containing damaged or leaking radioactive commodities until the Installation RSO has monitored and assessed the area and provided approval. If decontamination is necessary, the heritage activity will coordinate with the Installation RSO for resolution. If decontamination is determined to require contractor support, funding will be coordinated by the Heritage Program and the supporting unit. Document such occurrences in the historical property accession or aerospace vehicle file. The RSO must approve re-opening any aerospace vehicle or area before access is granted. (T-1)

10.7.3. The heritage activity must immediately report any damage to radioactive items to the Installation RSO for prompt assessment, cleanup recommendations, and reporting requirements. (T-1)

10.7.4. Access to aerospace vehicles containing radioactive material (as a result of an original specification, deterioration, vandalism, or other damage) is mitigated to avoid contaminating staff, visitors, historical property, facilities, and equipment. Refer all mitigation technique questions to the NMUSAF RSO.

**10.8. Permitting and Licensing.** The heritage activity that possesses, uses, stores, or displays items containing radioactive material must adhere to established permitting and licensing practices. (T-0) DAFMAN 40-201 and Title 10 Code of Federal Regulations (CFR) have governing authority over these practices.

10.8.1. The following items are exempt from permitting and licensure, but radiation dose standards apply. Heritage activities must contact NMUSAF RSO about these items prior to disposition. (T-1) Air Force Radioactive Recycling and Disposal Office must dispose of these items as radioactive waste when no longer needed. (T-1) The following are examples of generally licensed devices:

10.8.1.1. Electron tubes, spark gap tubes, power tubes, gas tubes including glow lamps, receiving tubes, microwave tubes, indicator tubes, pickup tubes, radiation detection tubes, and any other completely sealed tube designed to conduct or control electrical currents.

10.8.1.2. Thorium contained in optical lenses, when thorium is not greater than 30 percent by weight.

10.8.1.3. Thorium in any finished product or part fabricated of, or containing tungsten or magnesium-thorium alloys, when the thorium content of the alloy does not exceed 4 percent by weight.

10.8.2. A general license is issued by 10 CFR § 31.12, *General License for Certain Items and Self-Luminous Products Containing Radium-226*, for:

10.8.2.1. Luminous items installed in operational air, marine, or land vehicles.

10.8.2.2. All other luminous products provided that no more than 100 items are used or stored at the same location at any one time. The heritage activity will provide an annual inventory to the Installation RSO of all radium dials within their possession. (T-1)

10.8.3. A DAF organization will apply for a specific Air Force Radioactive Material permit for radioactive material not otherwise possessed as exempt or as a general license. **(T-1)** Refer to DAFMAN 40-201. Non-DAF organizations must contact the Nuclear Regulatory Commission.

10.8.4. Depleted uranium contained in counterweights installed in aircraft, rockets, projectiles, and missiles must be removed. **(T-1)** Contact the NMUSAF radiation safety officer (NMUSAF/RSO) for specific guidance.

## 10.9. Accountability Records for Radioactive Items.

10.9.1. The heritage activity must maintain all DAF Forms 3583 or equivalent (see **paragraph 10.5.2.**) and an official swipe analysis provided by USAF School of Aerospace Medicine (USAFSAM). **(T-1)** Note: NMUSAF may accept swipe analysis(s) performed on historical property in its possession from any analytical laboratory that is permitted by the USAF Radioisotope Committee or licensed by the United States Nuclear Regulatory Commission or Agreement State. Heritage activities will maintain copies in the item's accession folder or RSI file. **(T-1)** Send copies to NMUSAF/MUC, who will update CIMS.

10.9.1.1. Completing the radiation survey and performing swipe samples assume survey personnel (normally Installation RSO or designee) have some knowledge and experience in basic radiation protection and the use of radiation detection instrumentation. Survey personnel should work closely with HPC or NMUSAF/RSO to ensure adequate familiarity with historic aerospace vehicles that may contain radioactive material.

10.9.1.2. Aerospace vehicle/component radiation survey documentation includes the requirements listed in AFMAN 48-148. HPC, working with Installation RSO or designee, will complete the documentation accurately since it becomes the historical radiation file for the respective aerospace vehicle, historical property, or RSI. **(T-1)**

10.9.1.3. Survey Log (DAF Form 3583). The heritage activity ensures completion of the Survey Log, in coordination with the Installation RSO as follows:

10.9.1.3.1. Section 1: Aerospace Vehicles. Complete this section of the Survey Log for surveys of aerospace vehicles.

10.9.1.3.2. Box 1A: Survey date. Note date (yyyy-mm-dd) that survey is being conducted.

10.9.1.3.3. Box 1B: Survey performed by. Include first and last name of individual conducting the survey, and full name of organization (no organizational symbols) in which that individual serves.

10.9.1.3.4. Box 1C: Installation. Note installation where survey is being performed.

10.9.1.3.5. Box 1D: Accession Number. This number is assigned as a tracking tool for all historical property. Obtain accession number(s) from the DD Form 1149 used as a receipt for the item. To identify radioactive components installed on an aerospace vehicle, use the vehicle's accession number.

10.9.1.3.6. Box 1E: Vehicle Mission/Design/Series. Enter the type of aircraft, missile, or drone being surveyed (e.g., F-105G, B-25B, AGM-28A, CIM-10A, RQ-4A, GTD-21B).

10.9.1.3.7. Box 1F: Vehicle Serial Number. Obtain this number from the DD Form 1149. This number also appears on the aerospace vehicle identification plate permanently affixed to the inside of the airframe.

10.9.1.3.8. Box 1G: Radiation Detection Instrument Information. Note the type of instrument used, manufacturer, model number, serial number, and the date calibrated in the spaces provided.

10.9.1.3.9. Box 1H: Inventory and survey information. Complete boxes 1 and 2 and columns 3-10 for each radioactive component in/on the aerospace vehicle.

10.9.1.3.9.1. Box 1: Background Radiation Level. Using a radiation detection instrument, document background radiation level and record in space provided. Collect background readings in an area free of contamination and radiation sources.

10.9.1.3.9.2. Box 2: Exterior Vehicle Public Dose Level. Using a radiation detection instrument that is capable of detecting dose rate readings at no less than 30 centimeters (about one foot) from exterior of aerospace vehicle. If vehicle is displayed behind stanchions, rails, fencing, or other barrier, capture dose rate from that barrier (e.g., where the public would normally stand to view). Dose level should be captured from exterior area where most of the radioactive components or material are located (cockpit, tail section, wing, etc.).

10.9.1.3.9.3. Column 3: Item Number. Number all radioactive components within the aerospace vehicle in sequence. Place this number on the 1/4-inch red dot, diagram, or photograph used to identify the item as radioactive (see **paragraph 10.5.7**).

10.9.1.3.9.4. Column 4: Location description of item. Specify the radioactive component's location (e.g., pilot or co-pilot seat instrument panel, fuselage station number). If location cannot be identified contact NMUSAF/RSO.

10.9.1.3.9.5. Column 5: Nomenclature. Describe the radioactive component (e.g., compass, toggle switch, circuit breaker, counterweight).

10.9.1.3.9.6. Column 6: Radioactive Material. Complete as follows: if the component is a skin panel, the isotope (radioactive material) is probably Th 232 (thorium); radioactive material on dials, gauges, circuit breakers, toggle switches, etc. are probably Ra 226 (radium); the radioactive material on counterweights are depleted uranium (DU). If the radioactive material is unknown, mark column with a question mark (?) and contact NMUSAF/RSO.

10.9.1.3.9.7. Column 7: Device Dimension (Inches). Measure the component's diameter in inches.

10.9.1.3.9.8. Column 8: Activity ( $\mu\text{Ci}$ ). Note the amount of radioactivity in the item in units of microcuries ( $\mu\text{Ci}$ ). Contact NMUSAF/MUC for a copy of “Activity Determination Rules of Thumb” reference spreadsheet for calculating this information.

10.9.1.3.9.9. Column 9: Public Dose Rate (mR/hr). Enter dose rate measurements of the public dose in milliRoentgens per hour (mR/hr). Where applicable, measurements for aircraft are obtained at each crew station, e.g. pilot, co-pilot, navigator. Annotate this column to clearly reflect these different crew stations. In addition, an exterior measurement of the aerospace vehicle is obtained, at chest level, from a location where members of the public would normally stand to view the display. **Note:** For the purposes of determining public dose, one mR/hr for x-ray and gamma radiation equals one millirem/hr. The public dose standard is 2 millirem in any one hour and less than 100 millirem per year.

10.9.1.3.9.10. Column 10: Swipe (yes/no). Take a swipe sample of all intact radioactive components. Enter a “Y” or “yes” when the swipe has been taken, or “N” or “no” if for some reason the swipe is not taken at time of survey. Contact the USAF School of Aerospace Medicine, USAFSAM/OEHH, 2510 Fifth Street, Area B, Building 20840, Wright-Patterson AFB, OH 45433-7913 for submission instructions. Any questions on proper swipe submittal processes or procedures should be directed to this office as well. **Note:** Do not take swipe samples from items containing unprotected radium paint. Swipe-sampling such items is presumed to indicate removable radium contamination and may create additional contamination by dislodging the fragile paint. Items containing unprotected radium paint include radioluminous circuit breakers, flight instruments with broken glass, and diluter-demand oxygen regulators from propeller-driven aircraft and some early jets.

10.9.1.3.10. Use additional forms as needed and number pages sequentially.

10.9.1.4. Section 2: Aerospace Component (non-vehicles). Complete this section of the Survey Log for surveys of individual components not attached to an aerospace vehicle.

10.9.1.4.1. Box 2A: Survey date. Note date (yyyy-mm-dd) that survey is being conducted.

10.9.1.4.2. Box 2B: Survey performed by. Include first and last name of individual conducting the survey, and full name of organization (no organizational symbols) in which that individual serves.

10.9.1.4.3. Box 2C: Installation. Note installation where survey is being performed.

10.9.1.4.4. Box 2D: Radiation Detection Instrument Information. Note the type of instrument used, manufacturer, model number, serial number, date calibrated in the spaces provided.

10.9.1.4.5. Box 2E: Inventory and survey information. Complete columns 1-8 for each radioactive component.

10.9.1.4.5.1. Box 1: Background Radiation Level. Using a radiation detection instrument, document background radiation level and record in space provided.

10.9.1.4.5.2. Column 2: Accession/RSI number. Obtain accession numbers from the DD Form 1149 used as a receipt for the item. RSI numbers are an accountability tracking number different than a catalog number and maintained locally (see **paragraph 7.2.4.**).

10.9.1.4.5.3. Column 3: Nomenclature. Describe the radioactive component (e.g., compass, toggle switch, circuit breaker, counterweight).

10.9.1.4.5.4. Column 4: Display/storage location. Specify the radioactive component's location (e.g., exhibit gallery and/or display case number, storage room/drawer/cabinet location).

10.9.1.4.5.5. Column 5: Radioactive Material. Complete as follows: if the component is a skin panel, the isotope (radioactive material) is probably Th 232 (thorium); radioactive material on dials, gauges, circuit breakers, toggle switches, etc. are probably Ra 226 (radium); the radioactive material on counterweights are depleted uranium (DU). If the radioactive material is unknown, mark column with a question mark (?) and contact the NMUSAF/RSO.

10.9.1.4.5.6. Column 6: Device Dimension (Inches). Measure the item's diameter in inches.

10.9.1.4.5.7. Column 7: Activity ( $\mu\text{Ci}$ ). Note the amount of radioactivity in the item in units of microcuries ( $\mu\text{Ci}$ ). Refer to "Activity Determination Rules of Thumb" reference spreadsheet in NMUSAF Sharepoint® site at <https://usaf.dps.mil/teams/11889/SitePages/Home.aspx> for calculating this information.

10.9.1.4.5.8. Column 8: Public dose rate (mR/hr). Enter dose rate measurements of the public dose rate in milliRoentgens per hour (mR/hr). Determine public dose by measuring exposure rate at 30 centimeters (approximately one foot) from the object.

10.9.1.4.5.9. Column 9: Swipe (yes/no). Take a swipe sample of all intact radioactive components. Enter a "Y" or "yes" when the swipe has been taken, or "N" or "no" if for some reason the swipe is not taken at time of survey. Submit swipes to the USAF School of Aerospace Medicine, USAFSAM/OEHH, 2510 Fifth Street, Area B, Building 20840, Wright-Patterson AFB, OH 45433-7913. Any questions on proper swipe submittal processes or procedures should be directed to this office as well. **Note:** Do not take swipe samples from items containing unprotected radium paint. Swipe-sampling such items is presumed to indicate removable radium contamination and may create additional contamination by dislodging the fragile paint. Items containing unprotected radium paint include radioluminous circuit breakers, flight instruments with broken glass, and diluter-demand oxygen regulators from propeller-driven aircraft and some early jets.

10.9.1.5. Use additional forms as needed and number pages sequentially.

10.9.1.6. Swipe Sample. Swipe samples are collected by bioenvironmental engineering personnel, in coordination with the Installation RSO and submitted for analysis by the U.S. Air Force School of Aerospace Medicine, Occupational and Environmental Health (USAFSAM/OE) in accordance with Air Force Research Laboratory's Laboratory Sampling Guide. Maintain swipe sample analysis report(s) received from USAFSAM/OE in the item's accession folder, RSI file, or individual aerospace vehicle file.

10.9.2. Forward copies of DAF Forms 3583 (or equivalents) and official swipe analyses to NMUSAF/MUC.

### **10.10. Response Procedures and Reporting.**

10.10.1. Heritage activities with radioactive property must produce written response procedures, in coordination with the Installation RSO (e.g., responses to leaking dials, broken instrument glass, vandalism, theft). **(T-1)** Contact NMUSAF/RSO for assistance.

10.10.2. The heritage activity director must adhere to reporting requirements specified in DAFMAN 40-201 and 10 CFR §31.12, as applicable. **(T-0)**

**10.11. Shipment.** The heritage activity director contacts the Installation RSO for assistance in shipping radioactive materials.

10.11.1. The heritage activity, in coordination with the Installation RSO identifies any item containing radioactive material as Department of Transportation Class 7, and will be packaged, labeled, and shipped according to:

10.11.1.1. AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*.

10.11.1.2. Air Force Joint Instruction 23-504, *Radioactive Commodities in the Department of Defense Supply System*.

10.11.1.3. Title 49 USC, *Transportation*, Subtitle B – Other Regulations Relating to Transportation, Chapter I, Parts 107.1 through 178.350.

10.11.2. DAFMAN 40-201 identifies requirements for preparing and shipping unserviceable commodities identified as waste. It also explains how to handle, store, and identify radioactive material and gives advice for handling magnesium-thorium, depleted uranium components, lensatic compasses, nucleonic oil indicators, and wrist compasses.

**10.12. Disposal.** Within the United States, heritage activities dispose of DAFHP aerospace vehicles through Defense Logistics Agency Disposition Services. Because Defense Logistics Agency Disposition Services does not accept radioactive material, heritage activities contact their Installation RSO for direction on the removal of the radioactive components. The same procedures apply to individual radioactive components (such as excess RSI). If special conditions require other processes, coordinate them with NMUSAF and Air Force Radioactive Recycling and Disposal Office for authorization.

**10.13. Loan to Civilian Organizations.** Only qualified personnel, authorized by NMUSAF/RSO will remove radioactive material before loaning historical property to civilian organizations. The NMUSAF will ensure civilian organizations do not install radioactive components in DAFHP historical property. (T-1)

## Chapter 11

### LOCAL SUPPORTING FOUNDATIONS

**11.1. Purpose.** Commanders may establish working relationships with Local Supporting Foundations, which are national, regional and local nonprofit private organizations (POs) whose sole mission is to support a DAF heritage activity. Local Supporting Foundations that support heritage activities at DAF installations must seek installation commander recognition as a private organization, as prescribed by AFI 34-223, and this instruction. The Local Supporting Foundation's sole mission is to support the heritage activity. The procedures and requirements of this instruction will be interpreted and applied in a manner consistent with other Air Force instructions. **(T-1)**

**11.2. Concepts of Operations.** The DAF recognizes Local Supporting Foundations, representing the interests of the community, citizens, and heritage activity patrons, make significant contributions to DAF heritage activities through volunteer recruitment, community relations support and fundraising activities to both the supported commander and the heritage activity. Local Supporting Foundations may not, however, administer or manage the heritage activity or be involved in or interfere with the supervisory relationships between heritage activity employees, the supported commander, and the DAFHP. Additionally, no DAF personnel may be involved in the management or control of a Local Supporting Foundation but may (if requested) be appointed in writing as a liaison under the JER 3-100.c.

11.2.1. Fundraising activity by Local Supporting Foundations can support the foundation's efforts and donations to the DAF, but subsequent donations cannot replace federal appropriations in a manner that conflict with the Anti-Deficiency Act, 31 USC §1341 *Limitations on Expending and Obligating Amounts*.

11.2.2. Local Supporting Foundations may assist in heritage activity operations as provided by this instruction but may not infringe on inherently governmental responsibilities or inherently governmental functions. See Federal Acquisition Regulation (FAR) Subpart 7.5.

11.2.3. Local Supporting Foundation-generated donor funds support the heritage activity and are gifted to the DAF in accordance with 10 USC §2601(a)(1) and AFI 51-506. This may include items of personal objects or property of historic significance.

11.2.4. Local Supporting Foundation-donated services support the heritage activity and are gifted to the DAF in accordance with 10 USC §2601(a)(2).

**11.3. Local Supporting Foundation Requirements.** At a minimum, heritage activities must ensure Local Supporting Foundations:

11.3.1. Meet the administrative requirements for installation recognition as a private organization, including formation, recertifications, and annual financial reviews, of AFI 34-223. **(T-1)**

11.3.2. Meet the requirements of DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*. **(T-0)**

11.3.3. Be currently chartered and incorporated. **(T-0)**

11.3.4. Be currently recognized and granted status as a charitable organization by the Internal Revenue Service under the provisions of Internal Revenue Service Code, 26 USC §501(c)(3). **(T-0)**

11.3.5. Operate under articles of incorporation and by-laws that allow activities of the Local Supporting Foundation that provide assistance to projects of the heritage activity within the constraints of the activity's mission statement.

11.3.6. Coordinate with the heritage activity's supporting commander to ensure the creation of a MOU and keep it current with any changes of signatories. The MOU will clearly define responsibilities, limitations, terms, and working relationships between the Local Supporting Foundation, the supported commander, and the heritage activity and state therein that the Local Supporting Foundation will comply with this instruction and AFI 34-223. **Attachment 2** provides a template for this MOU but may be modified for local use.

#### **11.4. Ethics and Conflicts of Interest.**

11.4.1. Local Supporting Foundations should conduct their operations in an ethical manner consistent with **paragraph 4.8** of this instruction.

11.4.2. Museum directors and HPCs may be appointed by the installation commander as an official liaison to the Local Supporting Foundation pursuant to JER section 3-100.c. They may not serve in any elected position or become a voting member of the organization. They should scrupulously avoid real or perceived roles directing the Local Supporting Foundation's operations or representing the Local Supporting Foundation to the DAF. Their role is to facilitate communication.

11.4.3. Local Supporting Foundations may use the name of a DAF component or installation in their organizational name as long as they display the following disclaimer on all print and electronic media mentioning the Local Supporting Foundation's name and confirming that it is not a part of DoD: "This is a private organization. It is not a part of the Department of Defense or any of its components, and it has no governmental status." Local Supporting Foundations may not use seals, logos or insignia of any DoD component or installation in their organizational name.

11.4.4. Local Supporting Foundations may use incidental space in the heritage activity, that is available space in excess of current heritage activity needs. Consistent with AF and DoD policy, the supported commander may grant exclusive or non-exclusive use of space in the museum for Local Supporting Foundations, but not in such a manner as to impose space limitations on the operations of the heritage activity. Prior to moving into any space made available by the DAF, Local Supporting Foundations will acknowledge that should the allocated space be needed for heritage program operations, the Local Supporting Foundation will vacate its allocated space, with the understanding that the DAF is not obligated to identify/make available space in other installation facilities.

11.4.4.1. Such space may be used by the Local Supporting Foundation to plan and execute support to heritage activities, including volunteer recruitment, training and

supervision. Local Supporting Foundations may not use such spaces for “back office functions” such as functions related to the overall management of their non-Federal entity or fundraising activities.

11.4.4.2. Local Supporting Foundations will not be obligated to pay fair market value rent for such space, pursuant to AFI 32-9003.

11.4.4.3. Local Supporting Foundations will not be obligated to pay utility costs for such space unless it is specifically installed for their use (e.g., Commercial Wireless Service).

11.4.4.4. If the Local Supporting Foundation has no regular business office other than the one located within the heritage activity’s facility footprint, it is obligated to enter into a lease or license with the DAF, pursuant to AFI 32-9003, in order to conduct “back office functions” in its assigned space. Fair market value rent may be paid, in whole or in part, through in kind services rendered to the heritage activity.

11.4.4.5. Heritage activity directors and Local Supporting Foundations are encouraged to hold at least one Board of Director meeting at the heritage activity annually in order to familiarize Board members with heritage activity operations.

**11.5. Authorized Activities.** Heritage Activities may accept the following support from the Local Supporting Foundations:

11.5.1. Services to the heritage activity, including community relations event management and volunteer recruitment/training. The heritage activity may accept these gifts of services pursuant to Title 10 USC §2601(a)(2)”.

11.5.2. Support of the DAFHP through gifts or donations by the Local Supporting Foundation in accordance with AFPD 51-5, *Administrative Law, Gifts and Command Relationships*, and AFI 51-506.

11.5.3. Fund via accepted donations, or otherwise facilitate pursuant to Title 10 USC §2572, the acquisition of historical property to be appropriately gifted, donated, or loaned to the DAFHP for the museum or base heritage activities.

11.5.4. Engage in other community relations activities that promote the welfare of the heritage activity in its own name and not in a manner that may state or imply the activity is official DAF activity or is sanctioned by the DAF.

11.5.5. Collect funds by donation boxes, unless prohibited by state or local laws impacting the installation. As part of any agreement with the heritage activity, the Local Supporting Foundations must agree that labeling of such donation boxes make it clear to the visiting public that the donations are voluntary and are not required for admittance into the heritage activity. Additionally, the Local Supporting Foundation must properly label the boxes to show that the Local Supporting Foundation is solely responsible for the donation boxes and the intended use of any donations. Heritage activity directors must seek advice of the local legal office before installation commander approves the donation box. **(T-1)**

**11.6. Prohibited Activities.** Local Supporting Foundations may not:

11.6.1. Act as representatives for DAF organizations in the operation of DAFHP activities.

11.6.1. Take any action that purports to obligate the supported commander or the heritage activity to either current or future actions or to any financial obligations.

11.6.2. Do anything contrary to the intent, guidance, or purpose of this instruction or that would reflect negatively on the DAF.

11.6.3. Accept any historical property on behalf of the heritage activity.

11.6.4. Develop or implement any separate museum agenda, map or programs without prior written approval from the heritage activity director. Such authorized agendas, maps and programs may be commercially reproduced and include commercial advertisements with appropriate disclaimer that the appearance of advertising does not constitute endorsement by the DAF; however, a free map of the collection and agenda of events must be made available, or otherwise posted for, members of the visiting public.

11.6.5. Administer or manage the heritage activity or interfere in the supervisor relationships between heritage activity employees, the supported commander, and the DAFHP.

## Chapter 12

### MUNITIONS AND FIREARMS

**12.1. Introduction.** The accountability, care, and display of munitions and firearms at heritage activities involve additional responsibilities and obligations. DAF heritage activities should carefully consider these before acquiring such items. DAF heritage activities must:

12.1.1. Have a valid requirement to acquire and display firearms, conventional munitions, and nuclear munitions as reflected in their strategic plan. **(T-1)**

12.1.2. Coordinate requests, displays, and disposition of nuclear type trainer display units with DAF Nuclear Weapons Center Detachment 5 via NMUSAF/MUC and MAJCOM or FLDCOM/HO in accordance with DAFMAN 21-201, *Munitions Management*, and AFMAN 21-204, *Nuclear Weapons Maintenance*. The heritage activity director will ensure displayed units are unclassified, publicly releasable, and will not alter the displays while in possession of the heritage activity. **(T-1)**

12.1.3. Not display nuclear weapons related materiel. If discovered, report and disposition in accordance with DAFMAN 20-110, *Nuclear Weapons-Related Material (NWRM) Management*.

**12.2. Munitions.** Qualified and trained personnel must render all DAFHP munitions (e.g., bombs, rockets, missiles, ammunition, flares, and other pyrotechnics) inert. EOD personnel or a qualified and authorized inspector are the authority on all matters related to munitions safety in accordance with AFMAN 32-3001, *Explosive Ordnance Disposal (EOD) Program*.

12.2.1. Heritage activities will ensure EOD personnel, or a qualified and authorized inspector inspect and certify all munitions as inert prior to acceptance by the heritage activity. **(T-1)** Written confirmation of the inert status accompanies the munitions at the time of acceptance.

12.2.2. In instances when the heritage activity cannot confirm inert status (e.g., objects already present in heritage activity collections and not certified inert) the following actions are needed:

12.2.2.1. HPCs should consider all munitions live without a certification of inspection and verification of inert status. Immediately contact EOD or qualified and authorized personnel serving the installation to inspect and store live or suspected live munitions. The heritage activity holds suspect munitions in an approved separate, secured storage area, as per EOD guidance, until inspected.

12.2.2.2. The heritage activity must follow EOD personnel's direction during a response to an inspection and verification request. **(T-1)**

12.2.2.3. The heritage activity must document munitions removed for inspection by EOD or qualified and authorized personnel on DAF Form 1297. **(T-1)**

12.2.3. The heritage activity must file the written certification in the item's accession folder and forward a copy to NMUSAF/MUC, once the munitions technician certifies the

item as inert.

**(T-1)**

12.2.4. If items cannot be made inert, EOD or qualified and authorized personnel will dispose of them by approved methods. **(T-1)** To reconcile item records after disposal, EOD or qualified and authorized personnel will provide a signed destruction certificate for any munitions destroyed. **(T-1)** The heritage activity must forward a copy of the signed destruction certificate to NMUSAF/MUC to facilitate deaccession actions (see **Chapter 7**). **(T-1)**

12.2.5. Heritage activities will handle and store inert munitions with appropriate equipment and containers as per DoDM 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)*, and DAFI 31-101. **(T-0)**

12.2.6. Display munitions with period correct display color codes, bands, and marking symbols in accordance with TO 11A-1-53, *General Instruction For Ammunition Color Coding, Identification of Empty And Inert Loaded Ammunition Items And Components, And Assignment Of Version Numbers To Training And Dummy Ammunition Items*. Include standard empty or inert lettering, markings, or decals that identify the munitions status but do not detract from aesthetic display. Current color coding systems do not apply to historical display munitions as noted in MIL-STD-709D, *Department of Defense Design Criteria Standard, Ammunition Color Coding*. Do not stamp, engrave, alter, or otherwise permanently mark munitions in any way that would affect historical integrity.

**12.3. Display of Firearms.** Keep all firearms in a functional state in order to preserve their historical integrity and educational and aesthetic values. Non-functional firearms are not required to be rendered functional. Heritage activities will take maximum advantage of utilizing commercially available replica firearms in exhibits and on aircraft. **(T-1)** Specifically, in exhibits where only generic specimens are needed (e.g., aircraft turret installations) or where firearms are not integral to the story, the use of replicas is suggested.

12.3.1. Heritage activities should not utilize complete firearms for internal aircraft installations.

DAFHP recommends using the machine gun and cannon jacket or barrel assemblies in order to present a complete external appearance. However, heritage activities may use complete firearms if their physical size and access restrict easy removal and may also be visually inventoried (e.g., 20mm gun systems and greater).

12.3.2. Do not display firearms under 30mm outdoors. Use replicas or non-receiver firearm components, barrels or barrel jackets to meet display requirements. Consult the NMUSAF/MUC on a case-by-case basis about security provisions and exhibit requirements for ground-mounted crew-served firearms (e.g., anti-aircraft firearms) displayed outdoors.

12.3.3. Heritage activities will render firearms on exhibit temporarily inoperable, with the following exceptions for antique or unique firearms. Only NMUSAF determines whether a firearm meets the criteria for these exceptions. NMUSAF/MUC will provide heritage activities a copy of its decision.

12.3.3.1. Antique firearms manufactured before 1898 and not requiring metallic cartridges.

12.3.3.2. Unique firearms whose disassembly might damage them or whose ammunition, links, or drums needed for functioning are not available.

12.3.3.3. The heritage activity should ensure that firearms being placed on display are rendered temporarily inoperable, with the following exceptions for antique or unique firearms. A serial numbered firearm receiver or frame constitutes a firearm and is subject to these requirements. In order to preserve their historical integrity and educational and aesthetic value, heritage activities should perform no further permanent actions. Clearly identify and securely store any parts removed. The heritage activity director will ensure historical firearms are not cut, welded, defaced, or permanently altered. **(T-1)** Heritage activities ensure the removal of the essential components from the firearms to render them inoperable and then tags those items with the firearm's serial number. Clearly identify any parts removed. Do not etch a firearm's serial number on any removed part. The heritage activity director stores the removed items in a locked container in a secure area away from the arms storage facility. Electronically fired weapon systems 20mm or greater are considered inoperable once removed from their power source.

12.3.3.4. Secure firearms on display to prevent easy removal. Use security fasteners or discrete cable locks to secure firearms displayed as a component of a larger system (e.g., an aircraft turret). Secure larger portable firearms that are on open display to display stands, the floor, or other fixture. **(T-1)** Security measures should be inconspicuous so as not to detract from the display's aesthetic appearance.

12.3.3.5. Provide intrusion detection system protection for all exhibit cases displaying firearms. Ensure intrusion detection system protection is in place for facilities housing crew-served (e.g., requiring two or more people to operate) and other large firearms.

#### **12.4. Access to Controlled Area.**

12.4.1. Limit routine access by personnel to firearms storage facilities or authorized container(s) to the least practical number of responsible persons designated by the heritage activity. The heritage activity director will post the names and duty positions of these persons inside the arms storage facility. **(T-1)**

12.4.2. Establish a two-person rule for access to firearms storage container(s) and/or facility(s). Two authorized persons (one of which may be a heritage activity volunteer) should be present during any operation that affords access to these container(s) and/or facility(s). The heritage activity director will establish appropriate lock and key control procedures in accordance with DAFI 31-101 to preclude defeat of the two-person rule concept. **(T-1)**

#### **12.5. Firearms in Storage.**

12.5.1. The heritage activity will keep only those firearms which they identified in the heritage activity's approved exhibit plan. **(T-1)**

12.5.2. The heritage activity will store all firearms with the same level of security, in accordance with DAFI 31-101, whether operable or inoperable. **(T-1)**

12.5.3. Store firearms within locked racks, cabinets, or banded containers with seals. The heritage activity may store aircraft and ground weapon systems greater than 30mm and not man-portable openly (e.g., not in a locked container) given their physical size.

12.5.4. Exercise care to ensure that racks, cabinets, and containers are of the correct size and material with sufficient padding to prevent damage to the firearms.

12.5.5. The heritage activity will ensure firearms are reasonably accessible for inventory, conservation, inspection, or removal. **(T-1)**

12.5.6. The heritage activity will store firearms in areas designated and posted as controlled areas. **(T-1)** Such posting is visible at eye level when possible.

## **12.6. Firearms Inventory Requirements.**

12.6.1. Maintain a current inventory, by serial number. All firearms, with or without serial numbers, are marked with a catalog number. Numbers should be easy to find, legible, and placed on the firearm in a position so as not to interfere with the display or study value of the firearm.

12.6.2. Inventory firearms as follows:

12.6.2.1. Conduct daily visual checks on all exhibits containing firearms for tampering or theft.

12.6.2.2. Inspect weekly the firearm storage area to ensure that all locks and seals are intact. Heritage activities will notify installation Security Forces immediately, if they find theft or evidence of tampering with any rack, cabinet, or container. **(T-1)**

12.6.2.3. The heritage activity will inventory firearms stored in banded or sealed containers by type and catalog number each time they break the seal. **(T-1)**

12.6.2.4. Seals used for banded racks, cabinets, and containers are controlled with limited access to prevent firearms from being removed without accountability.

12.6.2.5. Conduct an annual inventory of all firearms by type and catalog number. Submit inventory through MAJCOM or FLDCOM/HO to NMUSAF for update in CIMS. **(T-1)**

**12.7. Department of Defense Small Arms and Light Weapons Serialization Program.** All modern firearms in DAFHP custody are accounted for under the Department of Defense Small Arms and Light Weapons Serialization Program. Modern firearms include handguns, rifles, carbines, sub-machine guns, machine guns, grenade launchers, shotguns, sniper rifles, and ceremonial rifles. The program places special emphasis on and provides visibility of firearms in DoD possession by tracking, reporting, validating, and registering the status of each firearm from procurement through demilitarization and disposal by a unique item identifier, serial number, and custodial activity.

12.7.1. The NMUSAF/MUC executes firearm responsibilities on behalf of the entire DAFHP. The division coordinates with the US Air Force Small Arms Program Office about firearm matters.

12.7.2. The heritage activity director must report all firearms acquisitions immediately upon receipt to the NMUSAF Collection Management Division in accordance with DoDI 5000.64\_DAFI 23-111; Defense Logistics Manual (DLM) 4000.25, *Defense Logistics Management System (DLMS)*, Volume 2, *Supply Standards and Procedures*, Chapter 18; and DoDM 4140.01, Volume 11, *DoD Supply Chain Materiel Management Procedures: Inventory Accountability And Special Management And Handling*, Section 7, *Small Arms and Light Weapons*. (T-0)

12.7.3. NMUSAF/MUC will register on behalf of all heritage activities, all modern firearms with serial numbers with the DoD Central Registry using the DOD Small Arms Serialization Program, in accordance with Defense Logistics Agency Instruction (DLAI) 4140.05, *Small Arms Light Weapons Serial Number Reporting and Tracking by DLA Distribution* and DLM 4000.25V2, Chapter 18. (T-0)

**12.8. Storage Facilities.** Follow structural standards in DoDM 5100.76 for new construction or modification of facilities for storage of museum firearms. Modify existing facilities accordingly. The heritage activity director must comply with approved plans for future development and new construction programs unless the *National Historic Preservation Act of 1966* (Title 16 United States Code) precludes compliance when upgrading buildings. (T-0)

**12.9. Additional Resources.** Contact installation Security Forces for local requirements.

## Chapter 13

### DEPARTMENT OF THE AIR FORCE CIVILIAN LOAN PROGRAMS

**13.1. Purpose and Authority.** In accordance with 10 USC §2572, the DAF may make available for loan to certified civilian entities condemned or obsolete combat materiel. AF/HO delegated to NMUSAF the authority and responsibility to administer loans to civilian entities in accordance with the provisions of 10 USC §2572 and AFMC Mission Directive 417, *National Museum of the U.S. Air Force (NMUSAF)*. Within the DAF, the NMUSAF loans such materiel through either the Static Display Loan Program or the Civilian Museum Loan Program. These loan programs have three goals. They seek to bring DAF history and heritage to a wider, civilian audience. They also serve to assist organizations qualified under 10 USC §2572 in fostering a deeper appreciation and interest in aerospace history, education and technology. Lastly, these loan programs seek to memorialize the accomplishments of American Airmen and Guardians.

#### **13.2. Qualification Requirements and Application.**

13.2.1. Requesting civilian entities must meet specific requirements to be considered for either civilian loan program. Civilian entities apply to participate in the Static Display Loan Program or Civilian Museum Loan Program by contacting the NMUSAF. The most current list of requirements for both loan programs can be found at:

<https://www.nationalmuseum.af.mil/Collections/Loan-Program/>.

13.2.2. Military organizations or commanders will not initiate or negotiate any discussions with civilian entities seeking any historical property for display. **(T-1)** Military organizations or commanders direct all such requests to the NMUSAF.

**13.3. Availability and Condition of Property.** The NMUSAF typically makes historical property available for loan to civilian entities only after meeting the needs of military requesters. The NMUSAF ensures the removal of classified material, weapons, radioactive components or items that might pose a safety hazard to the public prior to loan. DAF maintenance personnel may remove certain components from aerospace vehicles needed to meet operational requirements, however the vehicle is externally complete when possible.

#### **13.4. Community Static Display Loan Program.**

13.4.1. Eligibility. The following civilian entities are eligible to apply for loans through the Community Static Display Loan Program as defined in 10 USC §2572. For purposes of this instruction, they are collectively referred to as “civilian organizations.”

13.4.1.1. A municipal corporation, county, or other political subdivision of a State.

13.4.1.2. A service members’ monument association.

13.4.1.3. A post of the Veterans of Foreign Wars of the United States or of the American Legion or a unit of any other recognized war veterans’ association.

13.4.1.4. A local or national unit of any war veterans’ association of a foreign nation officially recognized by the national government of that nation (or by the government of one of the principal political subdivisions of that nation).

13.4.1.5. A post of the Sons of Veterans Reserve.

#### 13.4.2. Loan Conditions as defined in 10 USC §2572.

13.4.2.1. Aerospace vehicles loaned by NMUSAF to civilian organizations through the Community Static Display Loan Program are loaned from their current location and in their current state. As such, in accordance with 10 USC §2572, civilian organizations seeking aerospace vehicle loans are responsible for paying any costs associated with the movement or other necessary loan arrangements of these items. Only veterans' organizations may receive military organization financial support with respect to these types of costs.

13.4.2.2. Civilian organizations bear continuing responsibility for any loaned property. This includes insurance coverage and maintenance costs (e.g., periodic painting, repair of damage, and day to day care) as per the terms of the loan agreement. All repairs, restoration work, additions or upgrades performed on loaned property become the property of the U.S. Government. Supporting commanders and heritage activities are prohibited from incurring any expense to restore, display, or maintain historical property, including aerospace vehicles on loan to civilian organizations.

13.4.2.3. Civilian organizations cannot fly or restore loaned aerospace vehicles to flying condition under any circumstances. Failure to observe this condition results in the vehicle's immediate repossession by NMUSAF, at the requestor's expense, and possible criminal prosecution.

13.4.2.4. The NMUSAF does not make cargo (DoD Category A) aircraft available for loan in the Community Static Display Loan Program.

#### 13.4.3. Availability of Property.

13.4.3.1. NMUSAF/MUC maintains the master request list for the Static Display Program. They make loans based on the date of request and the availability of a requested aerospace vehicle(s).

13.4.3.2. Priority Aircraft Placement. The ability to place rare and unique aircraft indoors in a professional museum setting will be a consideration in the placement process.

### **13.5. Civilian Museum Loan Program.**

13.5.1. Eligibility. The following civilian entities are eligible to apply for the loan of DAF historical property from the NMUSAF under the museum loan program. For purposes of this instruction, they are collectively referred to as "civilian museums."

13.5.1.1. Any domestic museum, historical society or institution operated by a governmental entity.

13.5.1.2. Any foreign museum operated as an official entity of the national government.

13.5.1.3. Any domestic incorporated museum that is operated and maintained for educational purposes only and whose charter denies it the right to operate for profit.

#### 13.5.2. Loan Conditions.

13.5.2.1. The NMUSAF may loan historical property to qualified and certified museums. ‘Museums’ are defined in accordance with the Federal Property Management Regulations, 41 CFR §101-44.207(16), *Eligibility*. This definition includes the requirement that a public or private non-profit institution be organized on a permanent basis, own or use tangible objects, and exhibit them to the public on a regular basis. The definition also includes a requirement for at least one, full-time, paid, professional staff. Loan requests are subject to the availability at NMUSAF of requested historical property.

13.5.2.2. The NMUSAF loans all historical property to civilian museums at no expense to the government. The NMUSAF makes historic property available on an “as-is-where-is” basis and in accordance with 10 USC §2572. Civilian museums pay all associated costs, charges and expenses associated with the loan. Further, requesting museums bear all costs associated with the long-term care and maintenance of the loaned historical property. All repairs, restoration work, additions or upgrades performed on loaned property become the property of the U.S. Government.

13.5.2.3. NMUSAF loans only to established museums which have a demonstrated record of professional performance, institutional viability and the resources sufficient to ensure the security and conservation of historical property.

13.5.2.4. Availability of aerospace vehicles. NMUSAF/MUC maintains the master request list for the civilian museum loan program and makes loans based on the availability of a particular requested aerospace vehicle.

13.5.2.5. Museums cannot fly or restore loaned aerospace vehicles to flying condition under any circumstances. Failure to observe this condition results in the immediate repossession of the vehicle by NMUSAF, at the requestor’s expense, and possible criminal prosecution.

**13.6. Responsibilities and Care Requirements.** Civilian entities borrowing historical property fulfill the responsibilities and care requirements contained in the loan agreement and attachments. Civilian entities will maintain any loaned historical property to reflect favorably on the DAF. Any care or preservation concerns or irregularities should be directed to the Community Static Display Loan Program Manager or the Civilian Museum Program Manager, NMUSAF/MUC.

## Chapter 14

### PROGRAMS AND OUTREACH

**14.1. Introduction.** The DAFHP recognizes the potential for heritage activities programs and outreach to educate and inform visitors, increase awareness of and support for the activity, and promote the broader mission and history of the DAF. Programming and outreach, whether through events, publications or an online presence, provide excellent opportunities to extend a heritage activity's mission by expanding on a particular exhibit, object, historical person or event. They also serve a vital role in preparing visitors for on-site visits to heritage activities and maintaining a relationship with those visitors beyond the visit.

#### **14.2. Programming.**

14.2.1. The DAFHP encourages heritage activities to further their mission through educational programs and activities such as lectures, guest speakers, multimedia presentations and programs targeted toward both military and civilian audiences. Heritage activities should give particular attention to sponsoring special recognition programs related to important or historic DAF people, events and dates.

14.2.2. The DAFHP encourages heritage activities that plan, produce, host or sponsor programs and events or partner with other organizations to offer such programs to develop written guidance (including but not limited to operating instructions and supplements to existing DAF instructions). This guidance defines what events or activities the heritage activity director authorizes (e.g., mission related, public or private, military or civilian) as well as how heritage activities plan and conduct events. Such guidance references existing applicable laws and statutes, DoD guidance, DAF instructions and local installation policies and procedures and be coordinated with installation legal counsel.

14.2.3. Heritage activity directors will inform, engage and coordinate programs with their base, installation or unit Public Affairs Office. **(T-3)**

**14.3. Publications.** Written publications provide an excellent opportunity for heritage activities to support and promote their mission, function or specific project. Publication types may include general information brochures or rack cards, newsletters, exhibit or gallery guides, educational resources and event programs. Heritage activities are advised to keep the following in mind before producing and disseminating any publication:

14.3.1. Coordinate with installation, base or unit Public Affairs Office. Determine if any support can be provided in the design, production or promotion of publications.

14.3.2. Ensure publications contain accurate information, project a professional look and design, and strive for clear, easy to understand language that effectively communicates intended messages. Publications should be in good taste and reflect favorably on the DAF.

14.3.3. Consult guidance in **paragraph 8.5** regarding exhibit labels when drafting publications. Consider consulting with NMUSAF or other heritage activities that have produced similar publications for additional guidance and lessons learned.

**14.4. Websites and Social Media.** The DAFHP encourages heritage activities to establish and maintain a web presence where possible and appropriate. This is especially important for activities that are open to the public and support any kind of public programming (e.g., events, educational programming).

14.4.1. Heritage activities desiring a web presence supported by their base network work with their installation's Public Affairs Office to establish DAF Public web pages in accordance with DAFI 35-101, *Public Affairs Operations*.

14.4.2. In some instances, a heritage activity's Local Supporting Foundation may wish to establish a website or social media maintained by a commercial internet provider (e.g., a ".com") and thus operate completely independent of the installation or DoD networks. The Local Supporting Foundation solely funds and maintains such websites and social media platforms. Any MOU or MOA with a Local Supporting Foundation must include the Local Supporting Foundation's agreement that all such privately managed websites must present accurate and current information about the heritage activity, be in good taste, and reflect favorably on the DAF and DoD. If the Heritage Activity's website includes a link to the Foundation's website or social media, there must be an exit or transition screen which informs the user that they are leaving the government site and the existence of the link to the Local Supporting Foundation's sites does not constitute an express or implied endorsement of the Foundation by the DoD or the DAF and that the content therein is strictly attributable to the Foundation.

14.4.3. Heritage activity website can link and highlight upcoming events to the visiting public or military members on base. Use the following DoD disclaimer on websites, "The appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense of the linked websites, or the information, products or services contained therein. Other than for authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the United States Department of Defense does not exercise any editorial control over the information you may find at these locations."

P. ERIC WITT, CIV, DAFC  
Director, Air Force History and Museums

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

- 5 CFR Part 2635, *Standards of Conduct for Employees of the Executive Branch*
- 10 CFR §31.12, *General License for Certain Items and Self-Luminous Products Containing Radium-226*
- 10 USC §1588, *Authority to Accept Certain Voluntary Services*
- 10 USC §2492, *Nonappropriated Fund Instrumentalities: Contracts with Other Agencies and Instrumentalities to Provide and Obtain Goods and Services*
- 10 USC 2572, *Documents, Historical Artifacts, and Condemned or Obsolete Combat Materiel: Loan, Gift, or Exchange*
- 10 USC §2601, *General Gift Funds*
- 10 USC §2667(b)(6), *Leases: Non-excess Property of Military Departments and Defense agencies*
- 10 USC §9565, *Colors, Standards, and Guidons of Demobilized Organizations Disposition*
- 16 USC §470, *National Historic Preservation Act of 1966*
- 26 USC §501(c)(3), *List of Exempt Organizations*
- 31 USC §1341 *Limitations on Expending and Obligating Amounts*
- 41 CFR §101-44.207(16), *Eligibility*
- 49 USC §107.1, *Federal Transit Administration*
- 49 USC, *Transportation*
- 54 USC, *National Park Service and Related Programs.*
- 54 USC Subtitle III, *National Preservation Programs*
- AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, 27 September 2019
- AFI 23-101, *Materiel Management Policy*, 22 October 2020
- AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 24 October 2018
- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 34-223, *Private Organizations Program*, 13 December 2018

AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019

AFI 63-140, *Aircraft Structural Integrity Program and Aerospace Equipment Structural Management*, 24 October 2024

AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIs)*, 15 January 2019

AFJI 23-504, *Radioactive Commodities in the DoD Supply System*, 28 March 2018

AFMAN 21-204, *Nuclear Weapons Maintenance*, 18 December 2024

AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*, 9 October 2020

AFMAN 32-3001, *Explosive Ordnance Disposal (EOD) Program*, 22 April 2022

AFMAN 48-148, *Ionizing Radiation Protection*, 20 July 2020

AFMC Mission Directive 417, *National Museum of the U.S. Air Force (NMUSAF)*, 2 June 2021

AFPD 51-5, *Administrative Law, Gifts and Command Relationships*, 31 August 2018

Army Regulation 870-20, *Army Museums Enterprise and Army Artifact Collection*, 27 June 2022

DAFI 31-101, *Base Defense Operations*, 10 September 2024

DAFI 35-101, *Public Affairs Operations*, 20 November 2020

DAFI 36-3101, *Fundraising*, 26 October 2022

DAFI 65-601, Volume 1, *Budget Guidance and Procedures*, 22 June 2022

DAFI 84-101, *Aerospace Historian Responsibilities and Management*, 16 March 2023

DAFI 84-105, *Organizational Lineage, Honors and Heraldry*, 17 June 2021

DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023

DAFMAN 20-110, *Nuclear Weapons-Related Material (NWRM) Management*, 3 October 2024

DAFMAN 21-201, *Munitions Management*, 24 October 2024

DAFMAN 32-7003, *Environmental Conservation*, 26 June 2024

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022

DAFMAN 40-201, *Radioactive Materials (RAM) Management*, 29 February 2024

DAFPD 84-1, *Department of the Air Force History and Heritage Management*, 26 July 2021

DLAI 4140.05, *Small Arms Light Weapons Serial Number Reporting and Tracking by DLA Distribution*, 7 January 2015

DLM 4000.25, *Defense Logistics Management Standards (DLMS)*, 2024

DoD 400025-M, *Defense Logistics Management System*, 26 November 2019

DoD 4160.21, Volume 1, *Defense Material Disposition: Disposal Guidance and Procedures*

DoD 4165.66-M, *Base Development and Realignment Manual*, 1 March 2006

DoD 7000.14-R, Volume 11A, *Reimbursable Operations Policy*, Chapter 5

DoD 7000.14-R, Volume 12, *Department of Defense Financial Management Regulation (DoD FMR), Special Accounts, Funds and Programs*, Chapter 7

DoDD 5500.07, *Ethics and Standards of Conduct*, 15 May 2024

DODI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*, 24 October 2008

DoDI 1100.21, *Voluntary Services in the Department of Defense*. 27 March 2019

DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, 11 September 2015

DoDI 5000.64\_DAFI 23-111, *Accountability and Management of DOD Equipment and Other Accountable Property*, 27 April 2017

DoDI 5000.83\_DAFI 63-113, *Technology and Program Protection to Maintain Technological Advantage*, 8 March 2022

DoDI 5200.39, *Critical Program Information (CPI) Identification and Protection within Research, Development, Test and Evaluation*, 28 May 2015

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 8 December 2020

DoDI 5200.44, *Protection of Mission Critical Functions to Achieve Trusted Systems and Networks*, 16 February 2024

*DoD Joint Ethics Regulation*, 15 May 2024

DoDM 4140.01, Volume 11, *DoD Supply Chain Materiel Management Procedures: Inventory Accountability And Special Management And Handling*, 8 March 2017

DoDM 4160.21V1, *Defense Materiel Disposition: Disposal Guidance and Procedures*, 22 October 2015

DoDM 4160.28, Volume 2, *Defense Demilitarization: Demilitarization Procedures*, 18 November 2022

DoDM 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition, And Explosives (AA&E)*, 17 April 2012

*Federal Acquisition Regulation (FAR)*, 17 January 2025

Headquarters Defense Reutilization and Marketing Service Moratorium Message, 021321Z October 1995

MIL-STD-709D, *Department of Defense Design Criteria Standard: Ammunition Color Coding*, 16 March 2009

TO 1-1-8, *Application and Removal of Organic Coatings, Aerospace and Non-Aerospace Equipment*, 15 December 2020

TO 11A-1-53, *General Instruction For Ammunition Color Coding, Identification of Empty And Inert Loaded Ammunition Items And Components, And Assignment Of Version Numbers To Training And Dummy Ammunition Items*, 6 December 2019

### ***Prescribed Forms***

DAF Form 3569, *DAF Heritage Program Volunteer Application/Registration*

DAF Form 3570, *DAF Museum System Volunteer Data Card*

DAF Form 3571, *DAF Heritage Program Proffer of Gift Agreement*

DAF Form 3572, *DAF Heritage Program Loan Agreement*

DAF Form 3573, *DAF Heritage Program Artifact Condition and Conservation Survey*

DAF Form 3580, *DAF Heritage Program Aerospace Vehicle Static Display Egress and Safety Certificate*

DAF Form 3581, *DAF Heritage Program Aerospace Vehicle Static Display Maintenance Log*

DAF Form 3582, *DAF Heritage Program Catalog Worksheet*

DAF Form 3583, *DAF Heritage Program Static Display Aerospace Vehicle/Component Radiation Survey*

AF Form 3584, *DAF Museum Aerospace Vehicle Static Display/Component Radiation Swipe Log*

### ***Adopted Forms***

AF Form 2583, *Request for Personnel Security Action*

AFTO Form 95, *Significant Historical Data*

AFTO Forms 781 series, *ARMS Aircrew/Mission Flight Data Document*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 1297, *Temporary Issue Receipt*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities & Non-appropriated Fund Instrumentalities*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1348-1A, *Issue Release/Receipt Document*

### *Office Symbols*

**AFCEC/CI** - Air Force Civil Engineer Center, Installations Directorate

**AFMC/A4/10** – Air Force Materiel Command Logistics, Civil Engineering, Force Protection, and Nuclear Integration Directorate.

**AFMC/CC** – Air Force Materiel Command Commander

**AFMC/CD** – Air Force Materiel Command Deputy Commander

**AF/A4** – Air Force Logistics, Engineering & Force Protection

**AF/A4LM** – Air Force Logistics, Engineering & Force Protection, Maintenance Division

**AF/HO** – Office Symbol for Director of the AF History and Museums Program

**FLDCOM/HO** – Field Command History Office / Historian (Space Force)

**FLDCOM/HOs** – More than one Field Command History Office (Space Force)

**HAF/DS** – Headquarters Air Force Director of Staff

**MAJCOM/HO** – Major Command History Office / Historian (Air Force)

**MAJCOM/HOs** – More than One Major Command History Office (Air Force)

**NMUSAF/CL** – National Museum of the USAF, Director

**NMUSAF/MU** – National Museum of the USAF, Management Support Division

**NMUSAF/MUC** – National Museum of the USAF, Collection Management Division

**NMUSAF/MUE** – National Museum of the USAF, Education Division

**NMUSAF/MUP** – National Museum of the USAF, Public Affairs Division

**NMUSAF/RSO** – National Museum of the USAF Radiation Safety Officer/Office

**USAFSAM/OE** – U.S. Air Force School of Aerospace Medicine, Occupational and Environmental Health

**USAFSAM/OEHH** – U.S. Air Force School of Aerospace Medicine, Occupational and Environmental Health, Lab for Radiation Swipe Samples.

*Abbreviations and Acronyms*

**AF** – Air Force

**AFI** – Air Force Instruction

**AFMAN** – Air Force Manual

**AFMATS** – Air Force Museum Artifact Tracking System. AFMATS has been replaced by CIMS.

**AFMC** – Air Force Materiel Command

**AFPD** – Air Force Policy Directive

**AFTO** – Air Force Technical Order

**CFR** – Code of Federal Regulations

**CIMS** – Collection Information Management System

**DAF** – Department of the Air Force

**DAFHP** – Department of the Air Force Heritage Program

**DAFHMP** – Air Force History and Museums Program

**DAFI** – Department of the Air Force Instruction

**DAFMAN** – Department of the Air Force Manual

**DSN** – Defense Switched Network (telephone system)

**DoD** – Department of Defense

**DoDI** – Department of Defense Instruction

**DoDM** – Department of Defense Manual

**DRU** – Direct Reporting Unit

**EOD** – Explosive Ordnance Disposal

**ESI** – Educational Support Item

**FAR** – Federal Acquisition Regulation

**FLDCOM** – Field Command (Space Force)

**FOA** – Field Operating Agency

**HAF** – Headquarters Air Force

**HPA** – Historical Property Account

**HPC** – Historical Property Custodian

**HO** – History Office

**HRM** – Historical Research Material

**IG** – Inspector General

**JER** – Joint Ethics Regulation

**MAJCOM** – Major Command

**MICAP** – Mission Impaired Capability Awaiting Parts

**M/D/S** – Mission Design Series

**MOA** – Memorandum of Agreement

**MOU** – Memorandum of Understanding

**mR/hr** – MilliRoentgens Per Hour

**MWR** – Morale, Welfare, and Recreation

**NMUSAF** – National Museum of the United States Air Force

**NAFI** - Nonappropriated Fund Instrumentalities

**NSN** – National Stock Number

**OPR** – Office of Primary Responsibility

**OSD** – Office of the Secretary of Defense

**PO** – Private Organization

**POC** – Point of Contact

**PVC** - Polyvinyl Chloride

**RSI** – Restoration Support Items

**RSO** – Radiation Safety Officer

**SecAF** – Secretary of the Air Force

**SPO** – System Program Office

**TO** – Technical Order

**U.S.** – United States

**USAF** – United States Air Force

**USAFSAM** – United States Air Force School of Aerospace Medicine

**USC** – United States Code

**USSF** – United States Space Force

**U/V** – Ultra Violet

### ***Terms***

**Accession** – (n) An acquisition of object or objects formally and legally accepted into the collection from one source at one time. As a verb it means the process of creating a permanent record for an acquisition of object or objects formally and legally accepted into the collection from one source at a time.

**Accession Number** – Unique identifying number assigned to each accepted acquisition.

**Aerospace Vehicle** – Aircraft, missile, satellite, and spacecraft.

**Airpark** – One or more historical aerospace vehicles and related support equipment on display on an DAF installation. A HPC oversees the accountability and maintenance of the aerospace vehicles on display.

**Airman** – Uniformed members of the USAF (officer or enlisted; regular, Reserve, or Guard); Air Force civilians and members of the Civil Air Patrol, when conducting missions as the official Air Force Auxiliary are also incorporated within the broader meaning of the term, Airman.

**Catalog** – The process of recording detailed information and assigning a unique identifying number to each collection object.

**Catalog Number** – Unique identifying number, containing the accession number, assigned to each object in an accession.

**Consumptive Use** – An action that places historical property at elevated risk of damage. Includes using historical property for its original function and destructive testing. (e.g., wearing uniforms from the collection)

**DAF Field Museum** – Appropriated fund entities that showcase a specific aspect of DAF operations or functions. They are authorized to display historical property, to include aerospace vehicles. Field museums are open to military and civilian visitors at regularly scheduled hours. Field museums are staffed by professional museum curators and specialists who perform curatorial functions, training, education, and related historical duties.

**DAF Heritage Center** – Appropriated fund entities that showcase the history and missions performed at that particular wing, function, or geographic location. They are authorized to display historical property, to include aerospace vehicles. Heritage Centers are open to military and civilian visitors at regularly scheduled hours. Heritage centers can be managed by a HPC.

**DAF Historical Holding** – A collection of historical property under DAF control displayed in an exhibit, room, or case. Historical holdings are authorized to display historical property, which may include aerospace vehicles. The size of the collection could range from a few items in one display case to hundreds of items displayed throughout the building. A HPC oversees the maintenance and accountability of property on display.

**DAF Heritage Program Property** – May include historical property, paper based items, restoration support items, museum support articles, and ESI – all property of the DAFHP.

**Educational Support Items** – Generic apparel, insignia and hardware used in educational programs.

**Guardians** – Uniformed members of the USSF (officer or enlisted; regular, Reserve, or Guard).

**Heraldic Property** – Heraldic property is a category of DAFHP property made up exclusively of USAF and USSF unit flags, guidons, and streamers sent to the NMUSAF for preservation by inactivating units.

**Heritage Activity** – Any activity that has historical property, to include aerospace vehicles on loan from the NMUSAF; these would include field museums, heritage centers, historical holdings, and airparks.

**Historical Property** – Objects in the DAF heritage collection used to preserve and interpret the history and heritage of the DAF.

**Historical Property Agreement** – An agreement between the NMUSAF and a commander detailing the requirements to manage loaned aerospace vehicles and other historical objects for display from the DAF heritage collection.

**Historical Property Custodian** – An individual appointed by a commander to maintain and account for historical property on loan from the NMUSAF.

**Historical Reference Material** – Photographs and printed materials that curators use in support of exhibits and educational programming in heritage activities, e.g., diaries, scrapbooks, loose photographs, technical manuals, film, negatives, audio or visual material, electronic resources such as compact discs.

**Intrusion Detection System** – A device or software that monitors a network or system for malicious activity or policy violations through alerts or reports.

**Local Supporting Foundation** – A national, regional or local nonprofit organization whose sole missions is to support an DAF heritage activity.

**Material Culture** – The physical objects produced by humans. Can include, but is not limited to, tools, art, clothing, weapons, written records, and buildings.

**Memorandum of Agreement** – A document used to detail the specific terms and responsibilities that two or more parties agree to in writing.

**Memorandum of Understanding** – A document used to detail specific issues of general understanding between two or more parties that do not involve reimbursement.

**Mixed Material Collection** – A collection containing more than one type of material (e.g., a collection that contains paper, metal, wood, and textiles).

**Muslin** – A type of plain weave, undyed cotton.

**Object** – Synonymous with Artifact and heritage property.

**Off-Gas** – Chemicals emitted by a material or historical property. Can be harmful to historical property.

**Permanent Mark** – An identifying mark attached to historical property to maintain accountability. Marks are considered “permanent” if they cannot be accidentally removed but are reversible without damage to the historical property.

**Pollution** – Contaminants that cause damage to historical property. Can be airborne, particulate, or transferred through physical contact. Includes, but is not limited to, sulfur dioxide (SO<sub>2</sub>), nitrogen dioxide (NO<sub>2</sub>), and ozone (O<sub>3</sub>).

**Private Organization** – Self-sustaining special interest groups, set up by individuals acting exclusively outside the scope of any official capacity as members of the AF or Federal Government, to include civilians, contractors, Air Reserve and Air National Guard members. They operate on AF installations with the written consent of the Installation Commander. Non-Federal entities.

**Program Protection** – Planning and decisions made to ensure the technology, components, and information are adequately protected and risk management developed for what cannot be adequately protected.

**Restoration Support Items (RSI)** – Material used for restoration, repair, or preservation of aerospace vehicles as identified in the heritage activity’s strategic plan. Bench stock items, such as rivets, screws, nuts and bolts are not included at RSI.

**Short Snorters** – Souvenirs of travelers collecting currency from all the places they visit, usually taped together and often signed by friends.

**Supporting Commander** – The unit commander that is responsible for a heritage activity, i.e., field museum, heritage center, air park, or historical holding.

**Supporting Component** – A joint base’s organization that has primary responsibility for real property and installation management functions.

**Unbuffered** – A pH neutral material without buffering agents like calcium carbonate.

**Unit Memorabilia** – Items of significance to a specific unit or establishment, but does not include items in the DAF heritage collection. These items could include emblems, insignia, patches, trophies, plaques, and photographs.

## Attachment 2

## MEMORANDUM OF UNDERSTANDING TEMPLATE

Figure A2.1. Memorandum of Understanding Template.

1

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE  
 COMMANDER \_\_\_\_\_ (Host Organization) \_\_\_\_\_, (Director or Historical  
 Property Custodian), \_\_\_\_\_ (Heritage Activity) \_\_\_\_\_, AND THE \_\_\_\_\_ (Local Supporting  
 Foundation) \_\_\_\_\_

Purpose: This Memorandum of Understanding establishes the working relationships between the (Host Organization), (Director or Historical Property Custodian [Historical Property Custodian]), (Heritage Activity) (aforementioned parties hereinafter referred to as DAF) and the (Local Supporting Foundation) in its support of the (Heritage Activity Name).

Authority: The (Local Supporting Foundation), a private not for profit organization chartered under the laws of the State of \_\_\_\_\_, is a Private Organization as defined in AFI 34-223, *Private Organizations Program*, and operates on \_\_\_\_\_ Air Force Base under the authority of that instruction and DAFI 84-103, *Department of the Air Force Heritage Program*. The (Heritage Activity Name), a military entity of the (DAF), operates in accordance with the requirements for an DAF Heritage Program activity contained in DAFI 84-103.

Mission: The mission of the (Heritage Activity Name) is to portray the history of \_\_\_\_\_ Air Force Base and the (mission statement). The mission of the (Local Supporting Foundation) is to support DAF historical activities, including the (Heritage Activity Name).

Organizational Relationships: The Commander, (Parent Organization) is responsible for the overall operation and resourcing of the (Heritage Activity Name). The (Director or Historical Property Custodian [Historical Property Custodian]) reports to the commander and is responsible for the development, operation, direction, and control of the activity. The President, Board of Directors, (Local Supporting Foundation) coordinates as appropriate with the (Director or Historical Property Custodian) on organizational activities. The President and (Director or Historical Property Custodian) will coordinate their activities to ensure the Local Supporting Foundation is aware of the Activity's plans and programs so as to aid the Foundation in its efforts and operations. The operation and management of the Local Supporting Foundation is the responsibility of its Board of Directors.

Responsibilities:  
 The (DAF) will:

1. Resource the (Heritage Activity) as required by DAFI 84-103.
2. Allow the use of incidental space for office space to the (Local Supporting Foundation) in Bldg \_\_\_\_\_ to include utilities and facility maintenance, that is available space in excess of current heritage activity needs.
3. Ensure Services Division provides oversight of (Local Supporting Foundation) as required in AFI 34-223.
4. Not engage in fundraising or support to Local Supporting Foundation fundraising except as authorized by AFI 34-223 and DAFI 36-3101, *Fundraising*.

The (Local Supporting Foundation) will:

1. Assist in and support the preservation of and public access to DAF history, to include historical objects and displays.
2. Support the development and expansion of the (Heritage Activity) through donations to assist with

suitable projects.

3. Establish and maintain a Board of Directors, and operate in accordance with its charter and by-laws.
4. Fund its own postage, printing, commercial WiFi and long-distance telephone costs.
5. Obtain and maintain (including submitting to financial audits and reviews) appropriate approvals to operate on \_\_\_\_\_ Air Force Base under AFI 34-223.
6. Use provided office space for activities solely to support the (Heritage Activity) and the volunteer program.
7. Formally donate to the United States DAF Heritage Program historical property secured for the purpose of donation in accordance with DAFI 84-103.
8. Refrain from any withdrawals from Defense Logistics Agency Disposition Services.
9. Ensure all communications (publications, website and social media, promotional materials) contain current and accurate information and reflect positively on the (Heritage Activity) and the DAF.
10. As required by current DAF guidance, coordinate and obtain approval for all (Local Supporting Foundation's) activities with the commander and the (Director or Historical Property Custodian), (Heritage Activity).
11. Subject itself to, and cooperate with, any reasonable audit of its organization and activities conducted by the DAF.

The Local Supporting Foundation may:

1. Operate and manage a gift shop, or similar continuous retail operation, in accordance with AFI 34-233 and with advance legal review and installation commander permission, to support the heritage activity that are open to all (Heritage Activity) visitors and the general public. The Foundation's ability to continue retail operations shall be reviewed on an annual basis as part of its annual review of financials, per AFI 34-223.
2. Sell items related to the (Heritage Activity's) area of interest, to include military aviation, heraldry, and technology. These items could include items such as books, clothing, scale models and other souvenirs that highlight historic individuals, events, locations or equipment. Items appropriate for children may be sold as well. Food and drink items, of the sort sold in vending machines, may be sold as part of the gift shop's inventory.
3. Not sell items that are actual historical objects; considered in poor taste; or do not reflect favorably on the DAF and DoD.

**Funds:** The (Local Supporting Foundation) will not hold or otherwise handle funds for any other organization. All proceeds generated will be used by the (Local Supporting Foundation) in accordance with this Memorandum of Understanding, its charter and its bylaws.

**Review:** The (Local Supporting Foundation) will initiate an annual review and update of this Memorandum of Understanding, sooner if necessary to reflect any change of signatories. All changes will be reviewed and approved by both parties and coordinated with the Commander, (Host Organization).

**Effective Date:** This Memorandum of Understanding is effective upon signature by both parties and remains in effect until otherwise amended in writing by the mutual agreement of the parties or terminated (through non-renewal or upon thirty (30) days advance written notice.

3

For the (Host Organization):

\_\_\_\_\_  
Commander Date

For the (Heritage Activity):

\_\_\_\_\_  
Director or Historical Property Custodian Date

For the (Local Supporting Foundation):

\_\_\_\_\_  
President, Board of Directors Date