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SECRETARY OF THE AIR FORCE**

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ART PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 84-1, *History and Heritage Management*, by presenting requirements and procedures for the Air Force Art Program, the Air Force Art Collection, and other works of art (e.g. gifts, donations). It describes how to acquire, control, report, maintain, and display Air Force Art. This applies to all Air Force activities, to include the Air Force Reserve and Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command Example: "The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Refer to AFI 33- 360, Publications and Forms

Management, Table 1.1, for a description of the authorities associated with the Tier numbers.” The use or reference to non-federal entity names, brands, logos, trade associations, websites, industry standards, or educational programs shall not be considered as an express or implied endorsement by the DOD or the Air Force. This instruction may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. 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 Air Force.

(USAFA) Air Force Instruction (AFI) 84-104, *Art Program*, is supplemented as follows: The Office of Primary Responsibility (OPR) for this supplement is HQ USAFA/CM. This supplement identifies requirements and procedures necessary for the efficient management of all works of art at the Air Force Academy. This supplement applies to all installation commanders, all Air Force military and civilian personnel assigned to the (including US Air Force Reserve and Air National Guard forces). Refer recommended changes and conflicts between this and other publications to HQ USAFA/CM, 2300 Cadet Drive, Suite 3100, USAFA CO 80840-5002, on Air Force (AF) Form, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the HQ USAFA/CM. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 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.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision updates and expands the Art Program collection process from acquisition to deaccessioning. It provides guidance for conducting a Report of Survey.

(USAFA) This revision includes replaces the Air Force Academy Sub-Accounts submissions from a memorandum to AF Form 1297, *Temporary Issue Receipt*, and adds the form under Adopted forms. Sub-Accounts is replaced by unit Accountability Officer. Office symbol was updated from USAFA/CMA to USAFA/CM.

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Chapter 1

OVERVIEW

1.1. Air Force Art. As an enterprise-level function of the Air Force, art is centrally managed and globally deployed. The mission of the Air Force Art Program is to preserve a visual record of Airmen and the Air Force experience in operations, events, and other activities; and to make it available to the broadest audience possible. The Art Program provides guidance for all Air Force-owned artwork and administers, and manages this central collection. The artwork within the inventory serves as an educational medium, informing the military and civilian communities of Air Force roles and missions, history, and to provide context of both past and present. The Air Force Art Collection is centrally administered at Headquarters Air Force (HAF) by the art program. Its holdings are exhibited to inform internal and external audiences about Air Force missions and capabilities. Although predominately paintings, the collection contains drawings, textile art, sketches, and sculptures. The Art Program does not include designated historical artifacts or other historical property covered by Air Force Instruction 84-103, *United States Air Force Heritage Program*.

1.1.1. Air Force organizations may accept donations of original artwork not registered as part of the Air Force Art Collection. These items are controlled using procedures outlined in Air Force Instruction 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*.

1.1.2. Artwork and reproductions purchased commercially, such as those used for interior decoration, are not controlled by the Art Program, nor regulated by this instruction. Excess artwork and reproductions purchased commercially will be disposed of through Defense Logistics Agency Disposition Services.

1.1.3. Air Force employees may not receive Art Program-accessioned artwork as gifts.

1.1.4. The Art Program may also consider artwork produced by government employees and/or transferred or donated by other DoD, Federal, State and Local governments for accessioning into the Art Program. Subordinate organization work of government art planned for transfer consideration are strongly encouraged to coordinate with the Art Program in the concept stage. In addition, uniformed members or civilian employees who create a work of government art in primary or additional duties are strongly encouraged to provide advanced notice to the Art Program on general artwork themes prior to deployment. Some artwork is acquired through transfer as work of government artwork using a DD Form 1150, Request for Issue / Transfer / Turn In accompanied by a signed official memorandum describing the details of the artwork property transfer.

1.2. Roles and Responsibilities. The Office of the Administrative Assistant (SAF/AA) provides guidance, sets procedures, executes and manages oversight of the Art Program through supervision of the Operations Directorate (SAF/AAO), Air Force Art Program Office.

1.2.1. Art Program Office Responsibilities. The Art Program office has the following responsibilities:

1.2.1.1. Acquires, maintains, controls, and displays the Air Force Art Collection.

1.2.1.2. Assists professional and government artists participating in the program. Participating professional artists interested in Air Force art subject matters come from a myriad of sources. This does not imply or constitute Air Force or DoD endorsement of these organizations or individuals.

1.2.1.3. Receives and accesses donated artwork according to Air Force Instruction 51-506. Provides Major Command (MAJCOM), Field Operating Agency (FOA) and Direct Reporting Unit (DRU) commanders or their designee's with guidance for accepting artwork in accordance with Air Force Instruction 51-506.

1.2.1.4. Sets guidelines for the display, storage, transportation, preservation, and control of artwork.

1.2.1.5. Displays artwork in suitable areas with regard for artwork age, condition, environmental issues, and security controls.

1.2.1.6. Ensures displayed artwork is protected from environmental hazards including but not limited to; ambient light levels, incidence of ultraviolet light, florescent lighting, variations in temperature and humidity, and dust and dirt.

1.2.1.7. Stores artwork in locations designed to maintain strict environmental controls needed for protective, long-term storage. Ensures designated art storage facilities meet temperature and relative humidity operating ranges between 70 degrees Fahrenheit (21.1 degrees Celsius) to 74 degrees Fahrenheit (23.3 degrees Celsius) and 45% Relative Humidity to 53% Relative Humidity for indoor cooling conditions, and 66 degrees Fahrenheit (18.9 degrees Celsius) to 70 degrees Fahrenheit (21.1 degrees Celsius) and 37% Relative Humidity to 45% Relative Humidity for indoor heating conditions.

1.2.1.8. Approves external temporary storage of artwork.

1.2.1.9. Conducts a biennial inventory of the Air Force Art Collection. Provides accountable officers a complete inventory of all artwork assigned to their account. Confers with accountable officers and resolves inventory discrepancies. Ensures all artwork has an affixed nameplate which includes accession number, title, artist, and a "Air Force Art Collection" statement. Ensures that artwork has Air Force ownership stickers and the accession number visible on the back, bottom, left, and right corners of the artwork at a minimum height of one-inch or larger.

1.2.1.10. Monitors operational aspects of the art program. Coordinates with host unit personnel both about Art Program exhibits and visiting artists.

1.2.1.11. Develops plans and coordinates for artists to cover contingency operations in war and peacetime, both overseas and in the United States.

1.2.2. MAJCOM, FOA and DRU History Office Responsibilities. The MAJCOM, FOA and DRU appoint an accountable officer from assigned history offices to coordinate between the Art Program, MAJCOM, FOA, DRU commanders, and subordinate units to ensure the most effective performance of the art program. These accountable officers provide:

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

1.2.2.2. Execution of biennial inventories in concert with Art Program. **(T-1)**.

1.2.2.3. Coordination with the Art Program for artist visits to Air Force activities, including assisting with billeting arrangements, local transportation, and any necessary clearances for the artist to sketch or photograph designated base activities. (T-2).

1.2.2.4. Coordination of requests for artists to visit installations under the auspices of the Art Program. Transmit art support requests to the Art Program. The Art Program will fund approved activities planned for the artist(s) visit.

1.2.2.5. Execution of arrangements for artists to visit field commands or units outside the Art Program. The Art Program will not fund these visits.

1.2.2.6. Transmittal of an image from artists or owners of a proposed donation of original artwork. An image is defined as a negative, transparency or electronic image. If the artwork is in color, the reproduction must also be in color. The Art Program also requires biographical information about the artist and background concerning the proposed donation of artwork.

1.2.3. Accountable Officer Responsibilities. Commanders or directors of organizations authorized to display original artwork from the Air Force Art Collection must be designated by a DD Form 577, *Appointment/Termination Record - Authorized Signature*, as an accountable officer and custodian of artwork prior to selection of artwork. (T-1). Accountable officers will:

1.2.3.1. Obtain a signed loan agreement accepting responsibility of the artwork. Forward a copy of the agreement and inventory to the Art Program. See [Attachment 6](#) for an example of a signed loan agreement. (T-1).

1.2.3.2. Serve as their organization's point of contact for requesting or returning artwork to the Art Program. The requesting agency or organization must have funds to pay for packing and shipping of artwork returned to the art program. (T-1) The organization returning the artwork incur all shipment costs. Accountable officers will contact the Art Program to return the artwork that is no longer wanted. (T-1). The accountable officer provides information by phone or written correspondence (i.e., email) such as shipping label and location of the artwork to the Art Program for both shipping and receiving of artwork. The Art Program will provide the updated inventory accountable officers upon arrival of sent or returned items.

1.2.3.3. Oversee the display, storage, transportation, and environmental control of artwork on loan to the assigned organization (T-2).

1.2.3.4. Conduct a biennial inventory of artwork during their assigned year, of artwork on loan to the organization using the following procedures: (T-1).

1.2.3.4.1. Verify the current location and condition of the art piece.

1.2.3.4.2. Ensure "Do Not Remove Without Notifying Art Program" stickers and the accession numbers are affixed on the back lower right and left corner of each painting.

1.2.3.4.3. Make certain the accession number entered on each artwork matches the number on the inventory printout.

1.2.3.4.4. Ensure that an identification tag is on the front of the artwork. It will include the title, artist, accession number, and "Property of the Air Force Art Program."

- 1.2.3.4.5. Annotate on the inventory listing any discrepancies or changes noted about the artwork or frame.
- 1.2.3.4.6. Sign the last page of the inventory to acknowledge continued responsibility for the artwork listed. Return one signed copy to the art program. The copy can be mailed to the Art Program at SAF/AAO, 1435 Air Force Pentagon, Room 5D855, Washington, D.C. 20330 or it can be emailed to SAF/AAO.
- 1.2.3.5. Appoint new accountable officers as necessary, including when the assigned accountable officer has a permanent change of station, assignment, or when the organization reorganizes. **(T-2)**.
- 1.2.4. Artwork Outside of the Art Program. Organizations that are offered works of art as a gift must comply with AFI 51-506.

Chapter 2

MANAGEMENT OF AIR FORCE ART

2.1. Acquiring Artwork. The Art Program acquires Air Force art primarily through donations; however, some artwork is acquired through transfer (e.g., as work of government artwork). The Art Program does not commission official portraits of any type. Artists, corporations, associations, estate, or individuals may donate art to the Air Force. All donated art must be done so in accordance with AFI 51-506. **(T-0)**.

2.1.1. The Art Program may send artists to visit designated military and humanitarian locations where the Air Force is involved. Artists selected for temporary assignments must provide trip reports describing the circumstance and environment of the trip and of the mission for the creation of art **(T-1)**. The attachment of photographs and/or reference sketches to these reports is advised.

2.1.2. The Art Program is the determination authority for the accession of submitted artwork. Donated artwork will follow the requirements and procedures for conditional and unconditional gifts, outlined in AFI 51-506. If donated artwork is not accessioned into the Art Program, commanders may still accept the gift for their local use pursuant to Air Force Instruction 51-506. Upon approval from the Art Program for accepting a work of government artwork through transfer, a signed official memorandum and Department of Defense Form 1150 must accompany the artwork in addition to a reproducible image (e.g., a jpeg, negative, transparency or electronic image). If the artwork is in color, the reproduction must also be in color. **(T-0)**. The Art Program requires biographical information on the artist and background of all artwork proposed for accession.

2.1.3. Commanders of a MAJCOM, FOA, or DRU or their designee, may accept artwork in accordance with AFI 51-506. If the artwork is to be considered for accession into the Art Program the assigned accountable officer will transmit to the Art Program a reproducible image (e.g., a jpeg, negative, transparency or electronic image) **(T-1)**. If the artwork is in color, the reproduction must also be in color **(T-1)**. The Art Program requires biographical information on the artist and background of all artwork proposed for accession **(T-1)**.

2.1.4. If the Art Program accessions a donated item or a work of government artwork is transferred from a field organization, the field organization may locally retain possession of the art. Accepted artwork donations whose value exceeds that authorized for acceptance in the field will be processed by the Art Program **(T-1)**.

2.1.5. Locally returned artwork not accessioned in the Air Force Art Collection are controlled and accounted for locally. (See [Paragraph 2.1.4.](#))

2.2. Accessioning Art. All artwork accepted into the Art Program will be given an accession number and cataloged into the Art Program database **(T-2)**. The Art Program shall maintain the Art Program database incorporating the registered location. Accountable officers of MAJCOM, FOA, and DRU have access to the Art Program database and shall register location changes of assigned art under that authority **(T-2)**.

2.2.1. Each piece of artwork will have an identification label on the front of it with the accession number, title, artist, and the following statement: "Property of the United States Air Force." **(T-3)**. The identification labels will be no less than one inch tall and five inches long.

(T-3). The labels may be metal or plastic and will be affixed with double sided tape. Labels will be provided by SAF/AAO.

2.2.2. The unique accession number will be positioned on the back lower left and lower right sides of the item in script at least three inches tall. The accession number will be adhered on the back (or in the case of sculptures in an inconspicuous location) with artwork warning stickers which provide: "Do Not Move without Notifying the Air Force Art Program, (703) 697-6629." See [Attachment 2](#) for a copy of the sticker.

2.2.3. Any time artwork is moved, its new location shall be updated into the database (T-3).

2.3. Control of Artwork. A goal of the Art Program is to ensure as broad a dissemination of Air Force artwork as possible. Availability of the selected art is balanced with stewardship requirements. The Art Program may lend artwork to MAJCOM, DRU, FOA, and civilian installations while maintaining control and accountability through biennial inventory.

2.3.1. **Loaning Air Force Art.** Air Force Art can be displayed only in officially designated public access areas, such as offices, general officers' government quarters, and reception areas. They may also be displayed in general officer quarters. Air Force artwork is not loaned indefinitely or long-term to private individuals or private organizations, or for display in private quarters. Artwork is to be returned to the Art Program in the same condition as loaned, without alterations. Artwork will not be removed from frames (T-1). The Art Program will arrange for cleaning, repairing, or restoring artwork. The following are eligible for loans from the collection:

2.3.1.1. The offices of the Secretary of Defense, including Assistant Secretaries.

2.3.1.2. The offices of the Joint Chiefs of Staff.

2.3.1.3. The offices of the Secretary of the Air Force, including the Under Secretary and Assistant Secretaries.

2.3.1.4. The offices of the Air Force Chief of Staff, Vice Chief of Staff, Assistant Vice Chief of Staff and all Headquarters Air Force.

2.3.1.5. The offices of the Chief, Air Force Reserve.

2.3.1.6. The offices of the Director, Air National Guard.

2.3.1.7. The offices and headquarters of MAJCOM/FOA/DRU commanders.

2.3.1.8. Public exhibit areas maintained at the Pentagon, the National Museum of the United States Air Force, the Air Force Academy, and Air Force Field Museums.

2.3.1.9. The official residences of the Secretary of Defense, the Secretary of the Air Force, the Chairman of the Joints Chiefs of Staff, the Air Force Chief of Staff, the Vice Chief of Staff of the Air Force, the Assistant Vice Chief of Staff of the Air Force and the Chief Master Sergeant of the Air Force.

2.3.1.10. The National Air and Space Museum, other government agencies and public exhibits as deemed appropriate.

2.3.1.11. Approved single-themed exhibits in military or civilian settings. See [Attachment 1](#).

2.3.2. Inventory controls on loaned artwork. Upon movement of any artwork, accountable officers shall update the most recent location information in the database (**T-1**). The Art Program will conduct a biennial inventory of the Air Force Art Collection. The Art Program provides accountable officers with a complete listing of all artwork for each inventory event. Accountable officers have 30 days from the assigned initiation of the inventory to completion (**T-1**).

2.3.2.1. All commands will use the Air Force Art Database as the official record for the location and assignment of Air Force Art.

2.3.2.2. Verify the artwork's current location and condition (**T-1**).

2.3.2.3. Ensure all directed mattings are affixed correctly to the art (**T-1**).

2.3.2.4. Make certain the accession number entered on each artwork matches the number on the inventory printout (**T-1**).

2.3.2.5. Annotate in ink on the inventory printout all discrepancies or changes noted about the artwork or frame (See **Paragraph 2.3.3** for loss, theft, or damaged procedures) (**T-1**).

2.3.2.6. Verify the last page of each inventory/loan agreement is certified, acknowledging continued accountability for all assigned artwork (**T-1**).

2.3.2.7. (Added-USAFA) Air Force Academy Sub-Accounts. Academy commanders or chiefs of organizations authorized to display artwork belonging to the U. S. Air Force must designate an accountable officer as custodian of these artworks. Accountable officers:

2.3.2.7.1. **(Added-USAFA)** Send the Academy art accountable officer the name, email, and phone number of the accountable office.

2.3.2.7.2. **(Added-USAFA)** Account for artworks entrusted to their care by signing and sending a copy of the organization's AF Form 1297 to the academy art accountable officer.

2.3.2.7.3. **(Added-USAFA)** Serve as their organization's point of contact for requesting or turning in artworks to academy art accountable officer.

2.3.2.7.4. **(Added-USAFA)** Annually, on the anniversary of the last inventory, the academy accountable officer will send the AF Form 1297 to the accountable officer. The accountable officer will locate each piece of art, inspect it, annotate the listing, sign, and return it to the academy accountable officer.

2.3.2.7.5. **(Added-USAFA)** When a replacement accountable officer is being assigned, an inventory must be accomplished by both the outgoing and the incoming sub-account accountable officers, and a new AF Form 1297 will be issued.

2.3.2.7.6. **(Added-USAFA)** If a unit wishes to acquire new artwork, they must follow the requirements and procedures outlined in AFI51-506, *Gifts to the Department of the Air Force and Domestic and Foreign Sources*. This action will be coordinated through the Academy Gifts and Memorials Department.

2.3.3. Lost, Stolen or Damaged Artwork. All art maintained in the program is subject to control and monitoring by the Air Force Audit Agency and as an Inspector General special interest item.

- 2.3.3.1. If theft or vandalism is suspected, immediately contact the Art Program as well as the organization's accountable officer **(T-1)**.
- 2.3.3.2. Immediately report lost or damaged art to the Art Program. Identify the artwork by title, artist, and accession number, and provide all circumstances known about the artwork's disappearance or damage **(T-1)**. As soon as the custodian realizes that the artwork is missing, the custodian will conduct a complete inventory of artwork in their custody. **(T-1)**.
- 2.3.3.3. The accountable officer is responsible for the lost, stolen, or damaged artwork and must review the circumstances, and as directed by the Art Program, through law enforcement investigation or completing a Report of Survey **(T-1)**.
- 2.3.3.4. The Art Program will arrange for repairing and restoring damaged artwork.
- 2.3.3.5. In the event the artwork is stolen or irreparably damaged, the Art Program will require a Report of Survey.
- 2.3.3.6. If, after a complete inventory of the area for which the custodians have custody, and the art custodian does not locate the artwork, the custodian will ask all other offices/divisions on the base to see if the organizations have the artwork. The custodians are to send them an email either verifying or denying this. The custodians are required to respond. A nonresponse will NOT be taken as a "no." The offices will have 30 days to respond. **(T-1)**.
- 2.3.3.7. If, after receiving a negative response that the artwork is on base, the custodian will contact the MAJCOM custodian. The MAJCOM custodian will send out a request to all units within the MAJCOM asking if the organizations have seen or have the artwork. The custodians will require a response. A nonresponse will not be taken as a "no." The field units have 30 days to respond. **(T-1)**.
- 2.3.3.8. If a field unit has the artwork, the MAJCOM custodian will notify the art custodian. At the discretion of the MAJCOM, the artwork may be either returned to the original owner (organization with the artwork "on the books") or retained on base. If it is retained on base, the database will be updated to reflect the new location. If it is returned, it will be assigned to the MAJCOM until it is received at the lower level. **(T-1)**.
- 2.3.3.9. If the item is not located at the base or MAJCOM level, the base will notify the Art Program and begin the Report of Survey Process. **(T-1)**.
- 2.3.3.10. The organization that is listed as having possession of the artwork will initiate the Report of Survey and that commander (or equivalent) or appointing authority will appoint an investigating officer to locate the artwork according to DOD Financial Management Regulation (FMR) 7000.14-R Vol 12 Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen.* **(T-1)**.
- 2.3.3.11. The investigator will spend no greater than 60 days researching and searching for the artwork. If the investigator finds it, it will be returned to the custodian. If the investigator does not, the custodian will draft a Report of Survey. **(T-1)**.
- 2.3.3.12. Each Report of Survey will have a unique descriptor assigned to it, typically the year of the investigation and the number of Report of Survey that went before it. **(T-1)**. For example, the fourth investigation of 2015 would be Report of Survey 2015-004.

2.3.3.13. Each Report of Survey will include a description of what happened; how the investigator investigated; and recommendations to prevent a recurrence of the action. **(T-1)**.

2.3.3.14. The Report of Survey will be submitted to the Art Program. **(T-1)**. Once it is submitted to the Art Program, the Art Program will mark the case closed, remove the artwork from the custodian's history, and put it in the database file: Administrative Assistant Operations/Pentagon/ Lost, Missing, Stolen/ N/A. On the comments line will be the Report of Survey number.

2.3.3.15. If the artwork is later recovered, the Art Program will be notified and the database updated to reflect its current location. **(T-1)**.

2.3.3.16. If the damage is normal "wear and tear," the accountable officer will notify the Art Program. **(T-1)**. If the artwork can be repaired locally (new frame, new glass) and does not affect the integrity of the artwork, at the discretion of the Art Program the artwork may be repaired locally. No Report of Survey is necessary.

2.3.3.17. If the damage is more extensive than routine "wear and tear," the accountable officer will notify the Art Program. **(T-1)**. It will be returned to the Art Program for repair and conservation. **(T-1)**. If the cost to repair versus the value of the artwork does not justify repairing the item, the Art Program will remove it from inventory, deaccession the item, and have it destroyed through Defense Logistics Agency in accordance with their rules and guidelines. No Report of Survey is necessary.

2.3.3.18. If the artwork is damaged through vandalism, the accountable officer is required to submit a Report of Survey. **(T-1)**.

2.3.3.19. In the event an item is vandalized in a civil location (museum, association, etc.), the custodian will contact the police. **(T-1)**. The police report, which will be sent to the Art Program, will constitute the Report of Survey for that organization. The item will be returned to the Art Program and may be removed from inventory. **(T-1)**.

2.3.3.20. The accountable officer will notify the wing commander (and the Art Program) about the damage. **(T-1)**.

2.3.3.21. The investigating officer will have 60 days to produce the Report of Survey. **(T-1)**. If more time is required, the investigator may submit an interim report at the end of the 30 days.

2.3.3.22. The investigating officer will provide the Report of Survey to the accountable officers and to the Art Program. **(T-1)**. The report will include the nature of the damage, the individual, and recommendations to prevent a recurrence. **(T-1)**.

2.3.3.23. Sometimes the borderline between simple negligence and willful negligence is not easily determined. When damage occurs through any kind of negligence, the accountable officer will remind the organization that possession of the artwork is a privilege and the basic standards of care that are expected. **(T-1)**. These include keeping artwork away from copiers, microwaves, coffee areas (or other areas where food and beverages are prepared and consumed).

2.3.3.24. The wing/base commander will appoint an individual to investigate how the damage occurred, whether there were sufficient protections in place (or whether normal

protections were disregarded) to have prevented the damage, the date, time and location of the damage, and who is responsible for the damage or vandalism. **(T-1)**.

2.3.3.25. The investigator will have 30 days from notification to conduct the survey. If the investigator has not identified the individual, the investigator will generate an interim report describing their progress to date. **(T-1)**.

2.3.3.26. There will always be an incident report (Report of Survey, police report) whenever artwork is stolen. **(T-1)**.

2.3.3.27. If the item was at a military location when it was stolen, the action officer will contact both the base police and the wing commander as soon as the action officer knows about it. **(T-1)**.

2.3.3.28. If artwork was in a civil location (museum, association) and it is stolen, the custodian will immediately call the police to investigate the theft. **(T-1)**.

2.3.3.29. The wing commander will appoint an investigator to perform a Report of Survey. **(T-1)**.

2.3.3.30. The investigator will use Report of Survey will talk with the individual reporting the theft (approximate date, time, anything suspicious, etc.). **(T-1)**. The investigator will also determine if there were any reasonable steps that the accountable officer could have taken to prevent the theft. **(T-1)**.

2.3.3.31. The Report of Survey will be submitted within 30 days of the report of the theft to the accountable officer and the Art Program. **(T-1)**. In addition, the police report will be included as an attachment to the Report of Survey. **(T-1)**.

2.3.3.32. The investigator must interview any persons with knowledge of the case if the investigators are in the immediate area. This includes the person(s) who may have lost, damaged, or destroyed the property. **(T-1)**.

2.3.3.33. Obtain sworn written statements from persons interviewed. **(T-1)**.

2.3.3.34. Attach witness statements to the Report of Survey. **(T-1)**.

2.3.3.35. Ensure that all witnesses are identified by first name, middle initial, last name, rank or grade, Common Access Card identification number, organization to which assigned, and if applicable the address of the witnesses. **(T-1)**.

2.3.3.36. Include Department of Defense Form 200 when completing a Report of Survey. It may be located at the following address: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0200.pdf>. **(T-1)**.

2.3.3.37. Indicate in block 9 (Circumstances) of the Department of Defense Form 200 whether any laws, regulatory guidance (including DoD and AF guidance), or directives or procedures were violated. **(T-1)**.

2.3.3.38. Complete blocks 9 (Circumstances in the case and the investigator's findings and recommendations) and 10 (Corrective Actions) on the Department of Defense Form 200. **(T-1)**.

2.3.3.39. Date initiated (YYYYMMDD). This is the date that an investigating officer was appointed to engage in the Report of Survey. **(T-1)**.

- 2.3.3.40. Inquiry investigation number. Reports of Surveys have to be sequential for the Report of Survey for lost, missing, damaged, or stolen artwork. The number must include the year, the sequential number of art investigations, and the base/wing in question. **(T-1)**.
- 2.3.3.41. Date Loss Discovered (YYYYMMDD): The date of loss should be as close to the real date as possible. However, there are instances where the loss was discovered many years ago and there was no action taken on it or a Report of Survey was not completed. **(T-1)**. If unsure as to when the loss first occurred, use the date that the accountable officer discovered the artwork was missing, lost, stolen, or damaged. **(T-1)**.
- 2.3.3.42. National Stock Number: Artwork is not part of the National Stock program. The unique identifier will be the item's accession number. **(T-1)**.
- 2.3.3.43. Item Description: Name of the painting, the artist, and whenever possible a thumbnail of the painting. **(T-1)**.
- 2.3.3.44. Quantity: The number of items being investigated. **(T-1)**.
- 2.3.3.45. Unit Cost: Contact the Art Program for the value assigned to the artwork. **(T-1)**.
- 2.3.3.46. Total Cost: Item 6 times Item 7. **(T-1)**.
- 2.3.3.47. Circumstances under which the property was (choose one: Lost/ Damaged/ Destroyed): Provide a narrative as to how the accountable officer came to find out that the item required a Report of Survey. **(T-1)**. The narrative includes who had it last, when it was last seen, why the custodian went looking for it, how it was damaged/destroyed, etc. **(T-1)**.
- 2.3.3.48. Actions Taken to Correct Circumstances Reported in Block 9 and Prevent Future Occurrences: If the accountable officer has taken all reasonable measures and the items are still accidentally damaged or destroyed, no corrective measures are required. **(T-1)**. Otherwise, include recommendations to prevent future events which led to the incident.
- 2.3.3.49. The investigator will complete blocks 1-11. **(T-1)**.
- 2.3.3.50. The accountable officer will complete block 12, checking "Responsible Officer (Property Record Items)". **(T-1)**.
- 2.3.3.51. Appointing Authority: The individual who appointed the investigator will sign blocks 13 and 14. **(T-1)**. Generally, there will not be a financial liability officer appointed or a legal review required.
- 2.3.3.52. Approving Authority: See Appointing Authority A4.13. **(T-1)**.
- 2.3.3.53. Individual Charged: In the event that an individual is charged for theft or malicious damage to the artwork, the individual will complete the form. **(T-1)**. If the individual charged refuses to sign or is not available, the Investigating Officer should so indicate in Block 16.d of the DD Form 200.
- 2.3.3.54. Accountable Officer: The ultimate accountable officer will be the Art Program which will adjust the property records. However, the local accountable officer will sign the Loan Agreement. **(T-1)**. The document number changed is the accession number; their name, address, telephone number, signature, and date signed is included. **(T-1)**.

2.4. Report of Survey. Air Force artwork is controlled inventory. Reports of Survey will be conducted in accordance with SAF/FMF Memorandum, *Reports of Survey - Policy Memo*, 9 Nov 18, and DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*. See **Attachment 3** and “Air Force Art Collection Reports of Survey Authorities” letter. **(T-0)**.

2.5. Display and Storage. Artwork shall be displayed and stored in accordance with established art conservation guidelines. **(T-2)**. See **Attachment 1** for General Services Administration, *Fine Arts Policies and Procedures*, available at [https://www.gsa.gov/cdnstatic/Fine%20Arts%20Policies%20and%20Procedures%202017%20\(1\).pdf](https://www.gsa.gov/cdnstatic/Fine%20Arts%20Policies%20and%20Procedures%202017%20(1).pdf). These guidelines, include avoiding temperature and humidity extremes, avoiding exposure to ultraviolet light, and detail the safe transfer of artwork from one location to another (including the proper wrapping of artwork). Accountable officers are expected to use reasonable care in the display and storage of items.

2.5.1. **(Added-USAFA)** If art is displayed in the area of fluorescent lighting, Ultra Violet (UV) sleeves must be installed.

2.5.2. **(Added-USAFA)** Ensure the “Academy Art Point of Contact” label and the “Bar Code” label are affixed to the back of each piece of art.

2.6. Artist Visits to Air Force Activities. Artists approved by the Art Program may visit Air Force installations to create artwork for the Air Force Art Collection. Unless specifically commissioned by a local organization (See **Paragraph 2.7.2**), artists are not contractually required to produce or donate artwork as a precondition to visit an installation.

2.6.1. The Art Program coordinates and approves temporary duty assignments for artists who create artwork for the Air Force Art Collection.

2.6.2. Prior to finalization of an artist’s trip, the Art Program may coordinate with an associated art society to select an artist or identify an independent artist. The Art Program will coordinate with MAJCOM, FOA or DRU History Office for visits to subordinate units within their command. Artists traveling on invitational travel orders shall be authorized by the Art Program in accordance with *JTR, Chapter 3, 0305 Invitational to Travel*. **(T-0)**.

2.6.3. The Art Program shall coordinate, for quarters, local transportation, and necessary clearances for artists to sketch or photograph base activities approved artist visit. The Art Program must approve any travel or visit before it occurs.

2.6.4. Field command and unit artist visit requests outside of the Art Program are independently funded and controlled.

2.6.5. *Department of Defense Federal Advisory Committee Management Program.* Artists visiting Air Force facilities and installations will gather individual artistic inspiration and prepare an individual trip report documenting their impressions from this visit. Collectively produced artwork, trip reports or group nominations are not allowed. It is the intent of this provision that artists associations and artists traveling on invitational travel, even if as a group will not be governed by AFI 90-1401, Department Federal Advisory Committee Management Program **(T-1)**.

2.6.6. All artists visiting Air Force facilities and installations on invitational travel will produce a trip report (**Attachment 6**) not later than 5 days within the conclusion of the trip in

order to capture their artist's impressions from the trip and provide a deliverable product of benefit to the Art Program (T-1).

2.7. Value of Artwork. Accepting a work of art entails responsibility for controlling and reporting it as an asset of the organization. The Art Program will determine the assigned value of an artwork based on an internal five-tier value system.

2.7.1. If the artist or owner intends to claim the value of a donated artwork as a tax deduction, they must comply with all statutory law and federal regulations regarding the donation of art. (T-0). SAF/AAO cannot provide art valuation for tax purposes to the donating party.

2.7.2. If a donated artwork was previously purchased or commissioned by a corporation or person, the donation letter should identify the original purchase price and date. (T-0).

2.8. Reproduction of Artwork. Many of the art pieces in the Air Force Art Collection are subject to copyright and may not be reproduced without the copyright owner's permission. Individuals wishing to reproduce artwork in the Collection shall submit a written request to the art program. Each request will be handled on a case-by-case basis, and permission may or may not be granted depending upon the circumstances of the request, any restrictions (copyright or otherwise) that may apply to the artwork, and the rights the Air Force may have in the work based on a prior agreement (e.g., royalty-free license). In addition, while the Art Program may assist with coordinating a reproduction request with an artist or owner, the Art Program does not guarantee permission to reproduce the artwork will be obtained. Images of work of government art, once released to the public, are public domain. When marked as public domain, the artwork is not copyrighted and requires no written authorization to reproduce it.

2.8.1. Reproduced artwork that is copyrighted must not be altered, nor shall it be overprinted. Users will identify artwork by title, artist name, and the notation "Courtesy, United States. Air Force Art Collection." (T-1).

2.8.2. Requests to use or reproduce artwork for commercial purposes will require prior permission from the art program.

2.9. Deaccessioning Artwork. All Art Program artwork is accessioned and deaccessioned through the art program.

2.10. Transporting and Shipping of Artwork. The Art Program will coordinate and approve all transportation of artwork. Artwork will not be transported by personal vehicle from one location to another (T-1). Artwork may be conveyed on military airlift only by assigned personnel as pre-approved by the Art Program (T-1). To return artwork to the Art Program or to transfer it to another MAJCOM/DRU/FOA, the custodian will contact the Art Program to coordinate shipping (T-1).

2.10.1. No artwork may be transported to another organization outside of the custodian's chain of command. The Art Program shall coordinate and transfer shipping of all Air Force art. Recipient organizations will notify the Art Program when the artwork is received. The Art Program will reregister the artwork in the database to reflect the correct location.

2.11. Termination or expiration of artwork loan. The Art Program may terminate the loaned artwork agreement at any time due to the needs of the Air Force or violation of the conditions of the loan. Termination of art loan agreements may be executed through a work order to reassign artwork to other Secretary of the Air Force directed projects such as conservation or restoration, study or display. The Art Program may initiate immediate retrieval and/or recall of all artwork on

loan to an organization at the organization's expense. Failure to inventory art in a timely manner is a violation of the condition of the loaned art agreement and may result in the termination of the agreement and recall of the art to the Art Program at the originating command's cost.

ANTHONY P. REARDON
Administrative Assistant to Secretary of the Air
Force

(USAFA)

KIMBERLY G. TEBRUGGE
Director of Strategic Communications

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

(Added-USAFA) AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

(Added-USAFA) AFI 51-601, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019

AFPD 84-1, *History and Heritage Management*, 6 July 2018

Air Force Instruction 84-103, *United States Air Force Heritage Program*, 22 May 2015

Air Force Instruction 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019

Air Force Instruction 84-101, *Aerospace Historian Responsibilities and Management*, 13 Dec 2018

Air Force Instruction 90-1401, *Department of Defense Federal Advisory Committee Management Program*, 9 March 2018

Air Force Manual 33-363 *Management of Records*, 6 September 2016

(Added-USAFA) DAFI 33-360, *Publications and Forms Management*, 15 November 2015

Department of Defense Form 1150, *Request for Issue/Transfer/Turn In*

GSA, *Fine Arts Policies and Procedures*, 2017

[https://www.gsa.gov/cdnstatic/Fine%20Arts%20Policies%20and%20Procedures%202017%20\(1\).pdf](https://www.gsa.gov/cdnstatic/Fine%20Arts%20Policies%20and%20Procedures%202017%20(1).pdf)

JTR, *Uniformed Service Members and DoD Civilian Employees*, March 2020

<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

Prescribed Forms

DOD Form 577, *Appointment or Termination Record – Authorized Signature*

Adopted Forms

(Added-USAFA) AF 1297, *Temporary Issue Receipt*

AF Form 847, *Recommendation for Change of Publication*

Department of Defense Form 200, *Financial Liability Investigation of Property Loss*

Abbreviations and Acronyms

(Added-USAFA) **AF**—Air Force

AFI—Air Force Instruction

DRU—Direct Reporting Unit

FOA—Field Operating Agency

(Added-USAFA) IMT—Information Management Tool

MAJCOM—Major Command

OPR—Office of Primary Responsibility

POC—Point of Contact

ROS—Report of Survey

(Added-USAFA) UV—Ultra Violet

Terms

(Added-USAFA) Academy Accountable Officer—A person designated in writing by a commander, deputy chief of staff, or HQ USAFA director as responsible for all artworks at the US Air Force Academy.

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

Accountable Officer—A person designated in writing by a MAJCOM, FOA, or DRU commander and Headquarters Air Force consisting of the Secretariat and the Air Staff two-letter office heads as custodian of artwork on loan from the Art Program.

(Added-USAFA) Accountable Officer—a person designated by a unit commander or director as responsible for all artworks located in their physical area.

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

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

Art Program—Refers to the Air Force Art Program

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

Custodian—An individual with the following responsibilities: accountable for artwork entrusted to their care by signing and sending a copy of the organization inventory to the Art Program; the organization's point of contact for requesting or turning in Air Force Art; overseeing the display, storage, transport, and environmental control of artwork on loan to the organization (Air Force Instruction 84-104, 2.5); conduct biennial inventory of artwork on loan to the organization (Air Force Instruction 84-104, 1.3.5); arrange for appointment of new accountable officer when necessary. All accountable officers are custodians; not all custodians are accountable officers.

Display—To show artwork in a public location.

Exhibit—Selected specific artwork from the collection for public showing conveying an exact theme or idea.

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

National Stock Number—A 13-digit numeric code which identifies all standard material items or supplies under all NATO countries which includes the United States Department of Defense.

Professional Artist—A person who produces painting or drawings as a profession or in return for consideration.

Public Domain—Refers to works that are not protected by copyright and are publicly available. They may be used by anyone, anywhere, anytime without permission, license or royalty payment.

Single-Themed Exhibit—A public space where artwork from the Art Program is shown to a general audience that is used to demonstrate one subject or idea.

Attachment 2

DO NOT REMOVE LABEL

Figure A2.1. Do Not Remove Label.



Attachment 3

GUIDANCE ON CONDUCTING A REPORT OF SURVEY FOR LOST, DAMAGED, OR STOLEN ARTWORK

A3.1. A Report of Survey is normally done when: Art custodians discover art is lost, damaged or stolen. While the overall procedure is similar throughout, the results will be different depending on whether artwork is lost, damaged (deliberate or accidental), or stolen.

A3.1.1. The Director of Operations Art Program approves Report of Survey of artwork valued at \$10,000 or less.

A3.1.2. Artwork greater than \$10,000: the Report of Survey will be approved by the Administrative Assistant to the Secretary of the Air Force. (T-1).

A3.1.3. Air Force organizations should not file for a Report of Survey until the Secretary of the Air Force Administrative Assistant Operations authorizes the organization.

A3.1.4. SAF/AA is the final appellate authority for Report of Survey appeals.

A3.2. Normally damage and loss becomes apparent during: The biennial inventories. The procedure begins as follows:

A3.2.1. If the artwork is lost/missing:

A3.2.1.1. The art custodian will assume, unless there is overwhelming evidence to the contrary, that missing artwork has been misplaced or relocated.

A3.2.1.2. If the custodian finds the item in a different place, the Art Program will update the database to reflect its current location. The Art Program will have an art custodian in that room or branch sign for the artwork and complete a DD577 if such a form is not yet on file. The Art Program will also advise the head of that organization about the proper protocol for moving art within the organization or command.

A3.2.2. If the artwork is damaged or vandalized:

A3.2.2.1. Because it is the policy of the Art Program to display artwork to the public, the art is at a greater risk of damage than if it were safely locked behind closed doors. There will be normal wear and tear on artwork if it is displayed over a long enough period of time – frames break, paint may begin to flake, and artwork may be accidentally exposed to water or fire damage.

A3.2.2.2. Upon receipt of the Report of Survey, the Art Program will remove the item from the database.

A3.2.2.3. Willful (or gross) negligence is the intentional performance of an unreasonable act in disregard of a known risk, making it highly probable that harm will be caused. Willful negligence usually involves a conscious indifference to the consequences. In instances of willful negligence, accountable officers will request the base/wing commander appoint an officer to perform a Report of Survey. (T-1).

A3.2.2.4. The officer will investigate the nature of the negligence, determine who is responsible for the negligence (if possible), and take corrective action to prevent further

damage. This may include removing the item from the location where the damage occurred and returning it to the Art Program.

A3.2.2.5. If the artwork can be restored and the individual(s) can be determined, the individual will be responsible for the cost of restoration.

A3.2.2.6. Depending on how severely the artwork is damaged, it is either restored or taken off the books permanently.

A3.2.2.7. Penalties for willful negligence will be more severe than simple negligence.

A3.2.2.8. No Report of Survey is required for simple negligence. A description of what occurred and why will be sufficient.

A3.2.2.9. If the individual is identified, the individual will be liable for civil and criminal penalties, up to the maximum allowed by the Uniform Code of Military Justice or civilian law. The penalty will be assessed based on the assigned value of the artwork. It is important to note that financial restitution does not restore the artwork. Once vandalized, that piece of Air Force history is forever gone. The investigating officer will submit copies of the Report of Survey to the accountable officer and to the Art Program. The final report will include, if necessary, proactive recommendations to prevent the situation from recurring. **(T-1)**.

A3.2.3. Uniform Code of Military Justice will apply in the event that the thief is apprehended.

A3.2.3.1. If the artwork is not recovered, it will be put on the Federal Bureau of Investigation's watchlist for stolen artwork.

A3.2.3.1.1. Artwork must clearly be stolen (versus lost or misplaced) for it to be put on the Federal Bureau of Investigation's watchlist.

A3.2.3.1.2. The base police officers will have primary responsibility for the investigation, including arresting the offender(s) if the artwork is located. Offenders will be processed and tried in accordance with the relevant military or civilian laws.

A3.2.3.1.3. Once the Art Program receives the Report of Survey, it will be removed from active inventory. If the artwork is recovered in good condition, it will be put back into active rotation.

A3.2.3.1.4. If the artwork is recovered but damaged, it will be returned (following any trial where it may be needed as evidence) to the Art Program for disposition.

A3.2.4. Investigating Officer for Reports of Survey:

A3.2.4.1. The investigating officer for the Report of Survey should be at minimum either a major (or O-4 equivalent), a master sergeant (E-7 or equivalent), or a General Schedule-5 (or equivalent).

A3.2.4.2. During the Report of Survey period, the investigator's sole responsibility will be collecting data, attempting to locate the missing (or damaged) item, preparing the report, and making recommendations to prevent a recurrence of the action.

A3.2.4.3. The investigator will develop the facts in the case which will logically lead to the findings and recommendations(s):

A3.2.4.4. Include a statement that will indicate how the witness is (or was) involved in the case or how the witness has knowledge of the situation. (T-1).

Attachment 4

ACCOUNTABLE OFFICER TRAINING

A4.1. The Art Program's philosophical belief is: That artwork should be on display and not tucked away in a storage facility. Therefore, art is located at more than 100 locations worldwide. As a result, the program relies heavily on its custodians and accountable officers to protect, safeguard, display, and promote Air Force art.

A4.2. Naturally this can affect the degree of oversight that: The program can control. The Art Program relies on the professionalism of the Air Force historians who serve as the chief accountable officers of each location, in accordance with Air Force Instruction 84-101, *Historical Products, Services, and Requirements*, Section 1.4.2.11 (Manage the command museum program and Air Force art holdings).

A4.3. Accountable officer training: Enhances the ability to manage holdings and some methods are:

A4.3.1. Attending the annual meeting of the Air Force Historians

A4.3.1.1. Brief on the art program, inventory methods and requirements, and issues and opportunities available.

A4.3.1.2. Meet the accountable officers and custodians and solicit feedback on issues at the base and MAJCOM level.

A4.3.1.3. Encourage interchanges among the historians to seek best practices. Best practices at one location may not be the case at another location because of staffing, size, or culture. However, there should be a free exchange of ideas so The Art Program can identify issues and develop solutions to remedy the problems in conjunction with accountable officers /custodians

A4.3.1.4. Provide handouts, briefing charts, and other information for custodians/accountable officers

A4.3.2. Develop Computer Based Education modules on Air Force art custodianship; performing inventories; proper maintenance of artwork; developing a report of survey; and using the database. With the implementation of the new radio frequency identification system, accountable officers will be trained in how to use the hardware and software.

A4.3.3. Arrange a teleconference with the Art Program staff in the event that other training methods are unavailable.

A4.3.3.1. Accountable officers will, in turn, train their custodians in their responsibilities. It will be left to the accountable officers' discretion how often and the best method of providing this training.

A4.3.3.2. The teleconference will be conducted in three discrete time slots to take into account the worldwide dispersion of AF art (e.g. 0800-1600 EST; 1600-2400 EST; 0001-0800 EST). This will help ensure the broadest possible availability of training.

A4.3.3.3. If it turns out that there are few people for the training exercise in one of the three groups, it will be subsumed into one of the other groups.

A4.3.4. Obtain onsite training and feedback when the Art Program goes Temporary Duty to the accountable officer's organization.

Attachment 5
LOAN AGREEMENT

Figure A5.1. Loan Agreement.

USAF ART PROGRAM (SAF/AAO)
1435 AIR FORCE PENTAGON
WASHINGTON, D.C. 20330-1720
(703) 697-6629

AGREEMENT FOR OUTGOING LOANDATE: **Day MONTH Year**
SUSPENSE:TO: **ORGANIZATION**

POC: Name: **POC**
Street: **LOCATION**
City/State/Zip: **LOCATION**
Phone: *****_***_******
E-mail: **POC EMAIL**

USAF Art Program, SAF/AAO FACSIMILE: (703) 697-6531
USAF Art Program, SAF/AAO TELEPHONE: (703) 697-6629

FROM: USAF Art Program, SAF/AAOA
1435 AIR FORCE PENTAGON
WASHINGTON DC 20330
(703) 697-6629, DSN 227

In accordance with the conditions printed on the second page, the objects listed below and borrowed for following purpose(s) only: Display

Display in Room:

For the period of:

Exact location(s) of objects while on loan:

ACCESSION NUMBER(s) IS/ARE AS FOLLOWS:

See below

INSURANCE (see conditions on second page) to be carried by borrower: (N/A for military installations. Call for insurance value).

NOTE: If items are moved without prior notification of USAF Art Program, SAF/AAO, the art will be subject to immediate recall.

THE BORROWER AGREES TO THE FOLLOWING CONDITIONS OF THE LOAN

PROTECTION

Objects borrowed shall be given special care at all times to insure loans against damage or deterioration. The borrower agrees to meet the special requirements for installation and handling as noted on this agreement form. Furthermore, the Museum may require an inspection and approval of the actual installation by a member of the staff as a condition of the loan and at the expense of the borrower. Upon receipt and prior return of the objects, the borrower must make a written record of condition. The USAF Art Program (SAF/AAO) is to be notified immediately, followed by a full written report, including photographs, if damage or loss is discovered. No objects or its frame, mat or mount, may be altered, cleaned or repaired without the written permission from USAF Art Program (SAF/AAO). Objects must be maintained in a building equipped to protect objects from fire, smoke or flood damage; under 24-hour physical and/or electronic security; and protected from extreme temperature and humidity, excessive light, and from insects, vermin, dirt or other environmental hazards. Objects must be handled only by experienced personnel and be secured from damage and theft by appropriate brackets, display cases, or other responsible means.

REPRODUCTION AND CREDIT

Each object shall be labeled while on exhibition, and identified with the credit on this agreement. Unless otherwise stipulated in writing, the visiting public may take impromptu photographs, but all photographs of the objects to be used for reproduction purposes must be obtained by USAF Art Program (SAF/AAO). If there are any accompanying publications about this exhibition for which the object is borrowed, two copies must be provided to the USAF Art Program (SAF/AAO) Curator of exhibitions at no cost. Photographs may be made for condition repairing purposes, but are for internal use only. Many objects in the collection are covered by copyright restrictions. Every attempt will be made to convey this information to the borrower. The borrower is responsible for obtaining permission to reproduce copyrighted objects.

PACKING AND TRANSPORTATION

Packing and transportation shall be safe methods approved in advanced by USAF Art Program (SAF/AAO). Unpacking and repacking must be done by experienced personnel under competent supervision. Repacking must be done by experienced personnel under competent supervision. Repacking must be done with same or similar materials, boxes or crates, and by the same

methods the objects were received. All special instructions conveyed on this agreement, by separate correspondence, or mentioned in the packing materials, will be followed.

INSURANCE

Objects shall be insured during the period of this loan for the value stated on the face of this agreement under an all-risk, wall-to-wall policy subject to the following standard wear and tear, gradual deterioration, retouching process: reaction, nuclear radiation, or radioactive contamination. If the borrower is insuring the object, the USAF Art Program (SAF/AAO) must be notified in writing at least 30 days prior to any cancellation or meaningful change in the borrower's policy. Any lapses in coverage, any failure to secure insurance and/or any inaction by the borrower regarding notice will not release the borrower from liability for loss or damage. Insurance value may be reviewed periodically and USAF Art Program (SAF/AAO) reserves the right to increase coverage if reasonably justified. In the event of loss or damage, the borrower's maximum liability will be limited to the insurance value then in effect. If insurance is waived, the borrower agrees to indemnity to USAF Art Program (SAF/AAO) for any and all loss or damage to the objects occurring during the course of the loan, except for loss or damage resulting from wear and tear, gradual deterioration, inherent vice, wear and nuclear risk.

COSTS

Unless otherwise noted all costs of packing, transportation, customs, insurance, and all other loan related expenses shall be covered by the borrower.

CANCELLATION

Objects lent must be returned to USAF Art Program (SAF/AAO) in satisfactory condition by the stated termination date. An extension of the loan period must be approved in writing by USAF Art Program (SAF/AAO), covered by parallel extension of the insurance coverage. USAF Art Program (SAF/AAO) reserves the right to recall object from loan on short notice, if necessary. Furthermore, USAF Art Program (SAF/AAO) reserves the right to cancel this loan for good cause at any time, and will make every effort to give reasonable notice thereof.

INTERPRETATION

In the event of any conflict between this agreement and any forms of the borrower, the terms of this agreement shall be controlling. This shall be continued in accordance with the laws of Washington, D.C., and any Federal regulations applicable.

I have read and agree to the above conditions and certify that I am authorized to agree thereto.

Signed: _____ Phone #: _____ Date: _____

Signed: _____ Phone #: (703) 697-6629 Date: _____

YEAR Art Inventory

IMAGE/LOCATION/LASTUPDATED INFORMATION LOCATED HERE

I, _____, _____ certify that the above USAF Art
(Print Name) *(Signature)*

inventory condition and location (discrepancies or location changes annotated below) is

accurate _____,
(Date) *(Contact Phone)*

***PLEASE NOTE: CONTACT THE AIR FORCE ART PROGRAM OFFICE *IF POC'S CHANGE AND OR ROOM NUMBERS CHANGE*. Also if the Yellow "Do Not Remove" tag is missing on the back, or the front nameplate with title, ascension number and artist name is missing, please annotate in the comments section with the ascension number.**

***TO CLEAR MISSING ARTWORK FROM ACCOUNT:** The POC for the account "MUST" initiate a Report of Survey (ROS) on behalf of the organization for whom the artwork is listed under. Mr Blackburn (listed below) is the ROS Program Manager to issue ROS number's, which will initiate an ROS. Once the ROS has been completed, the artwork will then, and only then be removed from your account.

Derek E. Blackburn
Nation Capital Region,
ROS Program Manager
Stock Control
Akima Technical Solutions Supply
Joint Base Andrews, MD
DSN: 858-7078
Comm: 301-981-7078
Fax: 301-981-9407
Email: Derek.E.Blackburn.ctr@mail.mil

Comments/Changes:

Attachment 6
TRIP REPORT WORKSHEET

Figure A6.1. Trip Report Worksheet.

Name: <hr/>
Artist Association: <hr/>
Address: <hr/>
Email: <hr/>
Air Force Facility Visited: <hr/>
POC Facility Visited: <hr/>
Summary of Artist's Impression: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Description of Possible Works of Art That This Visit Might Inspire: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Other Efforts That Would Help further These Artistic Impressions (e.g. Photography, Other Facility to Visit, Research, Reposition of Aerial Assets, etc.): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

